



UNITED STATES MARINE CORPS

MARINE CORPS BASE
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11240

CO

9 JAN 2008

COMMANDING OFFICER'S POLICY LETTER 07-07

From: Commanding Officer

To: Distribution List

Subj: PROPER USE OF GARRISON MOBILE EQUIPMENT (GME)

Ref: (a) 10 U.S.C. §1344
(b) DoD 4500.36-R
(c) MCO P11240.106B
(d) MCO P1700.27A

1. As we begin a new fiscal year, please take a moment to review how we use assets the taxpayers provide for use in furtherance of the nation's various missions. We should also consider how best to properly supervise those in our charge in their proper use of these assets. Most importantly, we should ensure that we use our positions of trust and responsibility to support the mission and to understand, obey, and enforce the laws that control our operations.

2. The Government provides us with garrison mobile equipment (GME) and nonappropriated fund (NAF) vehicles to support our mission. There are very specific laws, rules, and regulations that govern our use of GME and NAF vehicles because these assets easily lend themselves to improper or unauthorized use.

3. Marines, Civilian Marines, and contract employees may only use GME and NAF vehicles for official use. Official use is using a motor vehicle to perform the Marine Corps' mission. Statutory guidance on using GME is contained in reference (a) through (c) and is non-negotiable. GME policies are outlined in references (d) and (e). Supervisors should familiarize themselves with these references. Personnel may only use GME and NAF vehicles when performing official government functions or when traveling in the performance of official duties. GME and NAF vehicles are not authorized for unofficial purposes. Supervisors and leaders must make decisions regarding use and assignment of GME and NAF vehicles based on legitimate official requirements and not solely on the basis of rank, prestige, or personal convenience. GME and NAF vehicles are not authorized in support of private business or personal social engagements of Marines, Civilian Marines, contract employees, family members, or others.

4. When questions arise about the official use of a motor vehicle, supervisors must resolve them in favor of strict compliance with the references' statutory provisions and policy sections. If you believe a situation requires an exception to these provisions and sections, or if you believe you require an official use determination, please submit your request for approval or determination via the chain of command to the Executive Officer, Marine Corps Base, Camp Lejeune.

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Your request should include the specific facts involved and a thorough analysis of their relationship to your mission. You must obtain approval before allowing any exception.

5. Examples of situations that do not justify the use of GME or NAF vehicles include, but are not limited to the following:

a. Traveling to and from or stopping at eating establishments, whether on or off station, to include, but not limited to the Mess Hall, Officers' Club, a base Cafe', Subway, or Food Court unless specifically required as part of your duties, such as a commander inspecting the messing facility.

b. Traveling to and from or stopping at the Base Exchange (MCX), 7-day Store, Food Mart gas station, or any clubs to conduct personal business.

c. Traveling to and from or stopping at base recreational facilities such as the fitness center, bowling alley, or station theater for personal recreational purposes.

d. Traveling to and from or stopping at a personal residence or parking GME and NAF vehicles at a personal residence or off base location.

6. Sections 31 USC §§1349 mandates a minimum 30-day suspension without pay for any willful misuse of a government vehicle by a civilian employee. For military personnel, charges may be brought under the appropriate provisions of the Uniform Code of Military Justice. In addition, using GME or NAF vehicles for other than official purposes may constitute a violation of the Standards of Conduct. The Standards of Conduct are applicable to all Federal employees, including military personnel.

7. Providing appropriate GME and NAF assets for use in accomplishing the mission is paramount. The safeguarding of those assets to prevent unauthorized use is simply smart business. Please take time to review your internal mechanisms and asset controls to make sure none of you or your subordinates run afoul of these rules.


A. E. HODGES

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