



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE, NC 28542-0005

IN REPLY REFER TO:  
11240  
CG  
20 Aug 09

COMMANDING GENERAL'S POLICY LETTER 004-09

From: Commanding General  
To: Installation Commanders

Subj: AUTHORIZED USE OF GARRISON MOBILE EQUIPMENT (GME)

Ref: (a) 31 U.S.C. §1344  
(b) 31 U.S.C. §1349  
(c) 41 CFR 101-38.301  
(d) 41 CFR 102-34.230  
(e) DoD 4500.36R  
(f) MCO P11240.106B

1. Purpose. To publish guidance concerning the authorized use of GME within Marine Corps Installations East.

2. Cancellation. Chief of Staff Memorandum 001-06.

3. Background. The Government provides this command with GME and Nonappropriated Fund (NAF) vehicles to support our mission. Very specific laws, rules, and regulations govern the lawful use of GME and NAF vehicles because these assets easily lend themselves to use that is improper or unauthorized.

a. Marines, Sailors, Civilian Marines, and contract employees may only use GME and NAF vehicles for an official purpose. "Official purpose" involves using a motor vehicle to perform the Marine Corps' mission. Statutory guidance on using GME is contained in references (a) through (d) and is non-negotiable. GME policies for the Marine Corps are outlined in references (e) and (f). 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 personal use or 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.

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

(1) 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 Cafeteria, Subway, or Food Court unless specifically required as part of your duties, such as a commander inspecting a messing facility;

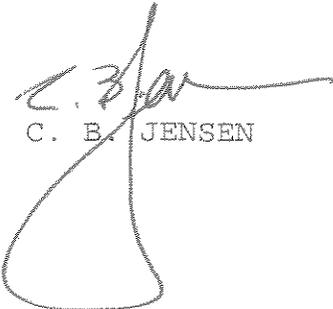
(2) Traveling to and from or stopping at the Base Exchange (MCX), seven-day Store, Food Mart gas station, or any clubs to conduct personal business or for personal recreational purpose;

(3) Traveling to and from or stopping at base recreational facilities such as the fitness center, bowling alley, or base theater to conduct personal business or for personal recreational purpose;

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

c. Reference (b) mandates a minimum 30-day suspension without pay for any willful misuse of a Government vehicle by a civilian employee. Military personnel may receive administrative and/or disciplinary action, as appropriate, under the Uniform Code of Military Justice. Additionally, using GME or NAF vehicles for other than official purposes may constitute a violation of the Joint Ethics Regulations/Standards of Conduct. The Joint Ethics Regulations/Standards of Conduct are applicable to all Federal employees including military personnel.

4. Action. Review your internal mechanisms and asset controls to make sure none of you or your subordinates run afoul of the rules.

  
C. B. JENSEN