



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD**  
**320 MANSCEN LOOP STE 316**  
**FORT LEONARD WOOD, MISSOURI 65473-8929**

ATZT-DL-T

08 AUG 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #30-03, Use of Government Owned Vehicles for Morale, Welfare and Recreation

1. References:

- a. DOD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles.
- b. AR 58-1, Management, Acquisition, and Use of Administrative Motor Vehicles.
- c. AR 215-1, Non-appropriated Fund Instrumentalities and Morale, Welfare and Recreation Activities.

2. The operational budget for government owned vehicles (GOVs) does not allow installation funding for use during Morale, Welfare and Recreation (MWR) activities.

3. A FLW Form 1254 may be used to request use of a GOV from the FLW Transportation Motor Pool (TMP) for an MWR activity. Any and all associated costs shall be borne by the unit making the request. Use of a GOV without such a request, under either temporary or permanent dispatch, shall be considered a violation of this policy.

4. The requesting unit/organization will be responsible for all of the costs associated with use of GOVs for MWR events. The costs include, but are not limited to, vehicle costs, fuel, mileage charges, and any overtime and/or per diem for civilian drivers. All drivers must have proof of attending the Accident Course (FLW Form 570-6) and a valid driver's license for the type of vehicle dispatched.

5. ENFORCEMENT. Commanders and Directorates are responsible for monitoring the use of assigned GOVs and the enforcement of this policy.

6. SUPERCESSION. This memorandum supercedes all previous command policies of this subject and remains in effect until superceded or rescinded.

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7. PROPONENCY. The proponent for this command policy is the Directorate of Logistics, (573) 596-0814.



R. L. VAN ANTWERP  
Major General, USA  
Commanding

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