DEPARTMENTS OF THE ARMY AND THE AIR FORCE
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
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TAG 25 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TAG Policy Letter No. 6, General Services Administration (GSA) Vehicles

1. GSA vehicles are National Guard Bureau (NGB) controlled items that will not be replaced until age and mileage have been exceeded (i.e., 12 years and 120,000 miles for buses, 4 years or 60,000 miles for sedans, etc.) The users must help to keep these vehicles in good shape or the vehicles will not be available for use.

2. GSA vehicles will be carefully controlled, supervised and monitored by commanders and supervisors at all levels. At no time will GSA vehicles be abused.

a. GSA vehicles are for "**Official Use Only**". No vehicles will be used for other than National Guard missions and operations without prior permission of the Chief of Staff.

b. Transportation requirements will be consolidated at all levels of command. It is not cost effective to have several vehicles going to the same location for the same event. It is not cost effective to lease buses from a commercial source if we do not fill all available buses to capacity.

c. GSA vehicles will be used for their intended purpose. Buses are not cargo trucks. Buses will carry personnel only. All equipment or baggage should be transported by truck. Sedans will not be overloaded.

d. All GSA vehicles (except 4WD) are to be operated on hard surface or county maintained roads only. GSA vehicles are not permitted on dirt roads in training areas or on tank trails. Any damage incurred while off of hard surface is negligence and will require a report of survey.

e. GSA vehicles will be returned to the Temporary Motor Pool (TMP) cleaned (inside and out) and fueled. Vehicle interior cleanliness is an operator responsibility and cannot be charged on a GSA credit card. Exterior washes are limited to two per month at the lowest price available and may be charged on a GSA credit card.

f. Requesting and scheduling of GSA vehicles will be accomplished at the earliest possible time. Once a vehicle has been requested, commanders will ensure that it is picked up on time, returned on time, and cancelled if not needed, so that full utilization of assets may be accomplished.

g. Any incident that involves damage to GSA vehicles must be reported. Any incident that involves a civilian, negligence, or the possibility of negligence must have a report of survey initiated immediately.

h. Federal Property Management Regulation 101-39.300(D) prohibits the use of tobacco products in GSA vehicles.

i. Federal Property Management Regulation 101-39.300(C) requires all drivers and occupants to wear seat belts whenever vehicle is in operation.

j. General Services Administration, FMR Bulletin B-2, discourages the use of hand held wireless phones by the driver while operating any motor vehicle owned or leased by the Federal Government. The use of a hands free accessory or device for the cell phone may be used.

3. This letter supersedes Command Policy Ltr No. 6, General Services Administration (GSA) Vehicles, dated 24 June 2002.

Tod M Bunting
TOD M. BUNTING, Maj Gen (KS), KSNG
The Adjutant General

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