



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

06 AUG 2012

IMSG-ZA

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members Residing in the USAG Stuttgart Area of Responsibility

SUBJECT: USAG Stuttgart Command Policy Letter #37, Use of Privately Owned Vehicle (POV) for Local Travel

1. REFERENCES:

- a. Joint Travel Regulation Volume I (Uniformed Personnel).
- b. Joint Travel Regulation Volume 2 (Civilian Personnel).
- c. AE PAM 690-60 (Collective Tariff Agreement), Appendix R, 13 Oct 2006.

2. PURPOSE:

To provide procedures and responsibilities when seeking reimbursement for local travel performed while conducting official government business. This procedure policy does not include medical travel or travel performed while on temporary duty orders.

3. SCOPE: This policy is applicable to all military personnel, Department of Defense Civilians, and Local National (LN) employees within the USAG Stuttgart area of responsibility who are required, but unable, to use government transportation in the conduct of official business.

4. GENERAL:

- a. Local travel is travel which is necessary in the performance of duty within the USAG Stuttgart area of responsibility. Local travel is authorized within Germany if the supervisor can determine travel will be completed within 12 hours for military and authorized civilian personnel.
- b. Travel to areas outside the 12-hour-limit requires travel orders (DD Form 1610) or use of government arranged transportation.
- c. Available government transportation should be utilized to the maximum extent possible (i.e., scheduled activity bus service, local commercial transportation, or Interagency Fleet Management System (IFMS) non-tactical vehicles (NTV) on general or recurring dispatch.
- d. User unit/organizations must provide funding for local travel.

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5. RESPONSIBILITIES AND PROCEDURES:

a. The individual will:

(1) Determine that the unit/ organization will reimburse him/her for the local travel prior to performing travel.

(2) Use the SF 1164 to process requests for reimbursement. Each SF 1164 may be used for a period of 30 days. Multiple, infrequent trips during a calendar month is directed to eliminate/reduce the administrative burden required to file claims, reduce costs associated with processing claims, reduce soldier/employee time away from the work place, and increase employee productivity.

(3) The SF 1164 will be valid for use when authorized by a supervisor during any calendar month within a Fiscal Year Budget period (1 Oct-30 Sep).

(4) Military personnel and DA Civilians will submit claims on SF Form 1164 not later than the seventh day following completion of travel (except for frequent travelers who will submit the form at the end of each month). For LN employees local travel will be documented on AE Form 690-99J. This form will be reviewed and signed by the immediate supervisor and submitted to the organization's timekeeper. The timekeeper will input data into the automated USAREUR Local National Time and Attendance System.

b. Commanders/Directors/Supervisors will:

(1) Grant permission to use privately owned vehicles for local vicinity travel.

(2) Review each SF Form 1164 and route through the appropriate DRM/ Comptroller to Finance.

6. Questions regarding this policy should be directed to the USAG Stuttgart Directorate of Logistics Transportation Officer at DSN 431 3411.

  
JOHN P. STACK  
COL, SF  
Commanding