



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
P.O. BOX 555325
CAMP PENDLETON, CA 92055-5325

71600

IN REPLY REFER TO:
11240
MHG

15 JUL 2009

POLICY LETTER 01-09

From: Commanding Officer
To: Distribution List

Subj: GARRISON MOBILE EQUIPMENT (GME) GOVERNMENT OWNED VEHICLE
(GOV) USE POLICY

Ref: (a) DoD 4500.36-R
(b) MCO P11240.106B

Encl: (1) Warning Sign
(2) Individual Penalties
(3) Command Penalties
(4) I MHG Vehicle Check Out Procedures
(5) Check Out/In Forms
(6) GME/GOV List

1. Situation. To ensure all Marines and Sailors of I MEF Headquarters Group (I MHG), its Major Subordinate Elements (MSEs), and I MEF Command Element (CE) understand the misuse and abuse of Garrison Mobile Equipment (GME)/Government Owned Vehicle (GOV) provided by Marine Corps Installations West (MCIWEST) will not be tolerated.

2. Mission. To enforce regulations, maintain individual and command accountability, and defeat a growing trend of speeding and misuse of GME/GOV in order to protect our Marines and Sailors while maintaining operational readiness.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To ensure the Marines and Sailors of I MHG, its MSEs, and I MEF CE practice the tenets of Operational Risk Management (ORM) prior to, and while operating a GME/GOV. Further, all Marines and Sailors, regardless of rank, adhere to the posted speed limits on and off MCB Camp Pendleton when

Subj: GARRISON MOBILE EQUIPMENT (GME) GOVERNMENT OWNED VEHICLE
(GOV) POLICY

operating GME/GOV and understand the ramifications if caught speeding.

(b) Method. All SNCO's and Officers will ensure the Marines and Sailors under their charge are thoroughly familiar with the guidance set forth by this policy. Further, they will ensure their Marines and Sailors are given the appropriate amount of time to arrive at their destination while adhering to all posted speed limits signs when operating a GME/GOV.

(c) Endstate. Safeguard lives, prevent the needless loss of resources brought about by unsafe driving practices, and eliminate the amount of speeding violations incurred by the Marines and Sailors of the I MEF CE, I MHG and its MSEs.

(2) Concept of Operations. I MHG, I MEF CE, and its MSE leadership will enforce the provisions of references (a) and (b), and support compliance with federal and state traffic laws. Key billet holders will assign only trustworthy vehicle operators and enforce the safe operation of government vehicles.

(a) Violations incurred by I MHG Marines will be processed by their respective company office (Headquarters Company or Military Police Company).

(b) Violations incurred by I MEF CE Marines will be processed by the I MHG Headquarters Company Office.

(c) Violations incurred by MSE Marines will be processed by the respective Bn Cdr. The MSE S-4 will be notified by the I MHG S-4 of the violation and will back brief the I MHG S-4 and I MHG Sergeant Major on who the violator was and when appropriate action has been taken.

b. Tasks

(1) I MHG S-4

(a): Post the warning sign depicted in Enclosure (1) on the dashboard of all I MHG/I MEF CE GME/GOV.

(2) MSE S-4s

(a) Post the warning sign depicted in Enclosure (1) on the dashboard of all GME/GOV.

Subj: GARRISON MOBILE EQUIPMENT (GME) GOVERNMENT OWNED VEHICLE
(GOV) POLICY

c. Coordinating Instructions

(1) All personnel using GME/GOV and their leadership will be familiar with this policy and with the individual penalties listed in Enclosure (2) and the unit penalties listed in Enclosure (3).

(2) All personnel using GME/GOV will follow the checkout/inspection procedures delineated in Enclosure (4).

4. Administration and Logistics. This policy becomes effective on the date signed and applies to I MHG, its MSEs, and I MEF CE.

5. Command and Signal. The I MHG Executive Officer, I MHG Sergeant Major and the I MHG S-4 Officer will oversee adherence to this policy.


L. E. REYNOLDS

Distribution: I MHG
I MEF CE
9th Comm Bn
1st ANGLICO
1st Intel Bn
1st Radio Bn

DO NOT SPEED

**THIS VEHICLE IS EQUIPED WITH A DRIVE
CAM AND GPS TRACKING. IF YOU SPEED, YOU
WILL BE MONITORED BY BASE MOTORS. THE
COMMAND WILL BE NOTIFIED AND YOU WILL
BE SUBJECT TO DISCIPLINARY ACTION**

- UPON TURNING IN THIS VEHICLE TO THE S-4:**
- THE FUEL TANK WILL BE FULL**
 - THE VEHICLE WILL BE CLEAN (INSIDE AND OUT)**
 - THE RADIO WILL BE TURNED DOWN OR OFF**

NO EXCEPTIONS

Enclosure (2) Individual Penalties

The table below identifies a penalty system for common vehicle incidents. The table does not address all incidents that may occur. The CG MCIWEST or his designee will determine appropriate actions for any incidents not listed.

INDIVIDUAL PENALTIES

| INCIDENT | PROPOSED ACTION* | AUTHORITY |
|---|--|-------------------------------|
| 1-20 MPH over posted speed limit | | |
| First Offense | Informal Counseling Recorded in Commander's Notebook | Individual's Command |
| Second Offense | Page 11 Loss of GME driving privileges for 1 year | Individual's Command |
| Third Offense | 6105 Loss of GME driving privileges for 3 years | Individual's Command |
| 21 MPH or greater over posted speed limit | | |
| First Offense | Page 11 Loss of GME driving privileges for 1 year | Individual's Command |
| Second Offense | 6105 Loss of GME driving privileges for 3 years | Individual's Command |
| Third Offense | Company Level NJP Permanent Loss of GME driving Privileges | Individual's Command |
| At-Fault Collision damage/abuse | | |
| < \$1,500 | Command Counseling or Administrative Action | Individual's Command |
| \$1,500 - \$5,000 | Loss of GME driving privileges for 90 days | Individual's Command |
| > \$5,000 | Loss of GME driving privileges for 180 days | Individual's Command |
| Unauthorized/ Inappropriate use | Loss of GME driving privileges for 180 days and subject to 30 days of pay if civilian or disciplinary under UCMJ If military* | Individual's Command |
| All other Violations | CG MCIWEST discretion | CG MCIWEST or his designee |

* Denotes recommended punishment in accordance with current DoD directives.

Enclosure (3) Command Penalties

The table below identifies potential actions the CG MCIWEST may take against MHG if there is a trend in GME violations.

COMMAND PENALTIES

| INCIDENT | PROPOSED* ACTION | AUTHORITY |
|--|--|---------------------------|
| 1-20 MPH over posted speed limit (three or more unit incidents within 90 days) | Unit loses GME for 90 days* | CG MCIWEST Or designee |
| 21 MPH and greater over posted speed limit (two or more incidents in 90 days) | Unit loses GME for 60 days* | CG MCIWEST Or designee |
| At-Fault Collision damage/abuse < \$1,500 | Command loses GME for period of repair and pays for all accident/abuse damage | Individual's Command |
| At-Fault Collision damage/abuse \$1,500 - \$5,000 | Command loses GME for period of repair and pays for all accident/abuse damage | CG MCIWEST Or designee |
| At-Fault Collision damage/ abuse > \$5,000 | Unit loses GME for period of repair plus 90 days and Command pays for all Repair Costs | CG MCIWEST Or designee |
| Unauthorized/Inappropriate use (three or more unit incidents within 90 days) | Unit loses GME for 90 days* | CG MCIWEST Or designee |

Enclosure (4) I MHG Vehicle Check Out Procedures

These procedures apply to all Marines and Sailors regardless of rank.

1. All Garrison Mobile Equipment will be checked out from the I MHG S-4 shop. Phone: 760-725-6334.

2. When checking out Garrison Mobile Equipment (GME), the driver must fill out a I MHG Vehicle Inspection Form, GME Policy for Vehicle Operation, and a Vehicle Check-out Checklist. The top portion of the I MHG Vehicle Inspection Form will be filled out prior to check-out. Blank forms are kept at the MHG S-4 and are provided as Enclosure (5) for information.

3. The Marine checking out the vehicle is the only authorized driver for the vehicle and will be held solely accountable for any incidents with the vehicle while it is checked out under his/her name.

4. Once the form has been completed, the driver will sign out the vehicle in the "GME Vehicle Checkout Logbook". Required information to check out a vehicle:

- a. Date Date vehicle checked out
- b. Section Driver's section
- c. Vehicle # GME identification number / plate number
- d. Name Name of driver
- e. Phone # Driver's contact phone number

5. If a fuel key is needed, it will be checked out on a separate line in the GME Vehicle Checkout Logbook.

6. The driver will only be able to take the vehicle once all actions delineated in the paragraphs above are completed.

7. If the vehicle is damaged at any time, the driver must notify S-4 personnel immediately and fill out an SF-91 Motor Vehicle Accident Report form. This form will be verified and signed by the S-4 Chief or his delegated representative before the form and vehicle are turned in to Base Motors for repairs. If the driver is found negligent, punitive action will be taken.

8. Most GME assets are equipped with GPS and DriveCams. Vehicles equipped with these devices are constantly monitored by Enclosure (4) I MHG Vehicle Check Out Procedures

Enclosure (4) I MHG Vehicle Check Out Procedures

South West Regional Fleet Transportation (SWRFT). If the driver is found speeding or driving recklessly, punitive action will be taken in accordance with Enclosures (2) and (3).

9. When the vehicle is returned, the driver must fill out the "Check in Vehicle Inspection" portion of the Vehicle Inspection Form with S-4 personnel present. S-4 personnel will check the vehicle for damage, cleanliness, and will ensure that the fuel level is at least $\frac{3}{4}$ full and that the radio is turned down or off.

10. Once the vehicle has been inspected by S-4 personnel, the driver may log the vehicle back into the GME Vehicle Checkout Logbook. The columns to be filled out are:

a. Date Received (Date vehicle was returned)

b. Received by (S-4 representative who received / inspected the vehicle)

11. The driver will not be released by the S-4 representative until all actions delineated in paragraphs seven through ten above are completed.

12. Completed I MHG Vehicle Inspection Forms will be kept on file in the S-4 for one year.

I MHG Vehicle Inspection Form

Vehicle # _____ Fuel Key _____ Fuel # _____
Yes No

Check out vehicle inspection

Tires _____ Mileage Out _____

Spare Tires _____ Vehicle Color _____

Out Fuel Tank E I I I F

Remarks

Driver Name _____ Rank _____
Print

Driver License # _____ Last 4 _____

Unit _____ Phone _____

Date _____ Time Out _____

Driver Name _____
Signature

Check in vehicle inspection

Tires _____ Mileage Out _____

Spare Tires _____ Vehicle Color _____

Out Fuel Tank E I I I F

Remarks

Date In _____ Time In _____

Driver Rank/Name _____
Signature

GME POLICY FOR VEHICLE OPERATION

1. Vehicles will be operated at or below the POSTED speed limits in all areas of operation. This means that you do not drive with the flow of traffic.
2. Vehicles are not authorized at fast food establishments, exchanges, commissaries, housing areas or for any personal use.
3. Seat belts will be worn by the driver and all occupants of the vehicle while the vehicle is in motion.
4. The van is equipped with a Drive Cam and GPS tracking system. The camera records where you are going and activities that happen in the cab of the vehicle. The GPS tracking system transmits the position and the speed of the vehicle in timed intervals. This means that if you are speeding a report is transmitted to South West Region Fleet Transportation and then forwarded to this office for review. Speeding violations are adjudicated as appropriate via the chain of command. The Drive Cam is equipped with a red panic button that is located on the bottom of the camera. This button is to be used if during operation a driver of another vehicle is driving in a "road rage" manner. Push the button and the camera will start to record the "road rage" vehicle's actions.

Driver Name _____ Rank _____ Last 4 _____

Driver Signature _____ Date _____

VEHICLE CHECK-OUT CHECKLIST

*Authorized by _____ I MHG S-4

1. While operating this government vehicle, you will obey all posted speed limit signs.

INT _____

2. Government vehicles are to be utilized for official business only. Non-authorized stops:

- PX
- Restaurants (no drive-thrus)
- Teller machines
- Or any personal stops

INT _____

3. At no time will any type of tobacco products be allowed during utilization of this government vehicle.

INT _____

4. While operating a government vehicle, seatbelts will be worn at all times.

INT _____

5. Only hands-free devices will be utilized while operating this government vehicle. If hands-free devices are not available, pull over to a safe area to accept or make an emergency call.

INT _____

6. Prior to returning the government vehicle, ensure it is clean, full of fuel and the radio is turned off.

INT _____

I MHG GME ROSTER

| SECTION | VEHICLE # | MODEL | POC | POC # |
|--------------|-----------|----------------|--------------------------|----------------|
| 1st RADIO BN | 286911 | 3 TON | GYSGT WHEELER, JIMMY | 763- 5993/5992 |
| 1st RADIO BN | 291280 | FORKLIFT | GYSGT WHEELER, JIMMY | 763- 5993/5992 |
| 1st RADIO BN | G431701D | CARAVAN | GYSGT WHEELER, JIMMY | 763- 5993/5992 |
| 1st RADIO BN | G415809A | 11 PAX VAN | GYSGT WHEELER, JIMMY | 763- 5993/5992 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| 9TH COMM BN | 285679 | FORKLIFT | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | 292054 | 3 TON | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | 296153 | FORKLIFT | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | 291778 | BLAZER | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | G433071H | EXPRESS VAN | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | G410182B | CARAVAN | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | G10-6203H | G-6 | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | G431694D | 11 PAX VAN | GYSGT WATERS, JOESEPH | 725- 3199 |
| 9TH COMM BN | G4327667 | PICK UP F-150 | GYSGT WATERS, JOESEPH | 725- 3199 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| TEG | G414402H | CARAVAN | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G421048D | PICK UP | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | 291782 | BLAZER | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | 291783 | BLAZER | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | 291676 | 3 TON | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G411459F | 7 PAX UPLANDER | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G429841F | 7 PAX UPLANDER | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G431699D | 11 PAX VAN | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G431704D | 11 PAX VAN | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G431705D | 11 PAX VAN | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G431710D | 11 PAX VAN | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G611104D | ESCAPE | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G6112834 | EXPLORER | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G620147D | PICK UP | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G4236126 | PICK UP F-250 | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G420831F | 7 PAX UPLANDER | MSGT REICHERT, NELSON | 725- 6122 |
| TEG | G420836F | 7 PAX UPLANDER | MSGT REICHERT, NELSON | 725- 6122 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| ANGLICO BN | 285686 | FORKLIFT | GYSGT VILLANUEVA, MANUEL | 725- 2275/9579 |
| ANGLICO BN | 292052 | 3TON | GYSGT VILLANUEVA, MANUEL | 725- 2275/9579 |
| ANGLICO BN | G411442F | 7 PAX UPLANDER | GYSGT VILLANUEVA, MANUEL | 725- 2275/9579 |
| ANGLICO BN | G412221D | 7 PAX UPLANDER | GYSGT VILLANUEVA, MANUEL | 725- 2275/9579 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| INTEL BN | G410507G | 7 PAX UPLANDER | GYSGT TORRES, JUAN | 763- 3915 |
| INTEL BN | G412244D | 7 PAX UPLANDER | GYSGT TORRES, JUAN | 763- 3915 |
| INTEL BN | G431715D | 11 PAX VAN | GYSGT TORRES, JUAN | 763- 3915 |

| SECTION | VEHICLE # | MODEL | POC | POC # |
|--------------|-----------|----------------|------------------------|-----------|
| SSEC | G412243D | 7 PAX UPLANDER | MGYGT ROSE, ROBERT | 725- 9298 |
| SSEC | G423265A | 7 PAX UPLANDER | MGYGT ROSE, ROBERT | 725- 9298 |
| SSEC | G423266A | TAHOE | MGYGT ROSE, ROBERT | 725- 9298 |
| SSEC | G620131D | TAHOE | MGYGT ROSE, ROBERT | 725- 9298 |
| SSEC | G412246D | TRAILBLAZER | MGYGT ROSE, ROBERT | 725- 9298 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MHG S-4 | 292057 | 3 TON | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | 292061 | 3 TON | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G130195A | HONDA CIVIC | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G411432F | 7 PAX UPLANDER | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G411462F | 7 PAX UPLANDER | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G411464F | 7 PAX UPLANDER | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G412239D | 7 PAX UPLANDER | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G421050D | PICK UP | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G431706D | 11 PAX VAN | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G4327672 | PICKUP 2.5 TON | SSGT ARNOLD, JEREMY | 725- 6334 |
| MHG S-4 | G611088D | ESCAPE | SSGT ARNOLD, JEREMY | 725- 6334 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MHG SUPPLY | 291662 | 3 TON | SSGT NGUYEN, THANH | 725- 9227 |
| MHG SUPPLY | 291278 | FORKLIFT | SSGT NGUYEN, THANH | 725- 9227 |
| MHG SUPPLY | 296814 | FORKLIFT | SSGT NGUYEN, THANH | 725- 9227 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MHG S-1 | G411446F | 7 PAX UPLANDER | GYSGT FEAGIN, RAYNARD | 763- 3692 |
| MHG S-1 | G412256D | ESCAPE | GYSGT FEAGIN, RAYNARD | 763- 3692 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MEF SAFETY | 291873 | BLAZER | BILL WATSON | 725- 9107 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| IPAC RESERVE | G410214B | CAVALIER | SSGT ESTRADA, FABIAN | 763- 2599 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MEF COMP. | G410224B | CAVALIER | GYSGT DANDRIGE, KRISTY | 763- 6674 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| I MHG CHAP. | G412222D | 7 PAX UPLANDER | RPCS KOON, VICTOR | 725- 6960 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MEF G-1 | G414392H | CARAVAN | GYSGT TEJEDA, ISMAEL | 763- 2556 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MEF G-3 | G410489G | 7 PAX UPLANDER | SSGT KLUG, JERROD | 763- 4237 |
| MEF G-3 | G421059D | PICKUP | SSGT KLUG, JERROD | 763- 4237 |
| MEF G-3 | G4327694 | 11 PAX VAN | SSGT KLUG, JERROD | 763- 4237 |
| SECTION | VEHICLE # | MODEL | POC | POC # |
| MEF G-4 | 289608 | FORKLIFT | GYSGT LARA, JOSE | 725- 4237 |
| MEF G-4 | 289793 | FORKLIFT | GYSGT LARA, JOSE | 725- 4237 |
| MEF G-4 | G412238D | 7 PAX UPLANDER | GYSGT LARA, JOSE | 725- 4237 |

Enclosure (6) GME/GOV List

| SECTION | VEHICLE # | MODEL | POC | POC # |
|---------|-----------|------------|------------------------|----------|
| MEF G-6 | 289212 | FORKLIFT | MGYSGT RICHARD, MATHIS | 725-9176 |
| MEF G-6 | G4327695 | 11 PAX VAN | MGYSGT RICHARD, MATHIS | 725-9176 |