



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
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FORT LEE, VIRGINIA 23801-1818

AUG 24 2012

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FORT LEE POLICY NO.: 12-12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Services Administration (GSA) Leased Vehicle Fueling and Washing Policy for MOGAS Powered Vehicles Up to and Including 15 Passenger/Cargo Vans

1. REFERENCES:

- a. Federal Management Regulation (FMR), Sub-Chapter B, Part 102-34, Motor Vehicle Management. Subpart I, Motor Vehicle Fueling, Paragraph 102-34.325.
- b. Guide to Federal Fleet Management, Sections 4 and 5
- c. Fort Lee Transportation Motor Pool Standard Operating Procedures

2. PURPOSE: To inform personnel utilizing or managing utilization of GSA leased vehicles on the proper procedures and locations for obtaining fuel and car washing services for specific GSA leased vehicles.

3. APPLICABILITY: This policy applies to all military and civilian personnel on Fort Lee who operate, control or manage use of GSA leased vehicles which run on MOGAS and include personnel on temporary duty (TDY).

4. POLICY:

a. In order to more effectively manage the GSA leased vehicle fueling costs, all GSA leased vehicles which operate on MOGAS are required to be refueled at the retail AAFES Fuel Station on Fort Lee. The GSA services card issued to each vehicle will be utilized for payment. (Exceptions to this policy for vehicles that are used daily for off-post operations or those vehicles utilized for TDY at other posts will be provided on a case by case basis with appropriate justifications submitted to the TMP manager.)

b. To effectively manage costs and to ensure the GSA fleet is protected from corrosion and presents a proper image, the AAFES automated car wash will be the sole source for washing of GSA leased vehicles. This applies to all vehicles up to and including 15 passenger vans that meet the size limitations of the car wash. No more than four (4) car washes per month will be authorized without prior approval from the TMP Operations. Personnel who desire a car wash will be required to go into the fuel station store in order to pay for the car wash separately and receive a code which will activate the automated car wash.

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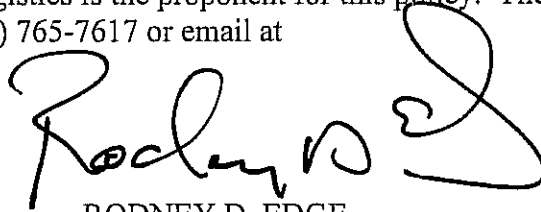
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c. GSA vehicles that have been modified and buses will coordinate with TMP Operations to schedule car wash services. TMP Operations will manage the car wash program in conjunction with the GSA Agency Incurred Expense (AIE) reporting system and by using a local generated car wash log.

d. In the event the AAFES car wash is inoperable, customers will contact the TMP dispatch office at 804-765-2280/2276 for instructions and/or assistance on how to have the vehicle washed. At no time will any customer make direct contact or request any services from a mobile car wash vendor or other commercial car wash company. Any services arranged directly by the customer with any mobile car wash vendor without approval from the TMP Operations will make the individual member or employee responsible for the payment of such services from their own funds.

e. Failure to comply with current GSA Fueling and Car Washing Policy Letter which results in Fort Lee receiving GSA Bill Backs for unauthorized fuel or excessive car washes will become fully reimbursable by the assigned customer's unit of assignment.

5. PROPONENT: The Directorate of Logistics is the proponent for this policy. The POC is the Transportation Motor Pool Manager, (804) 765-7617 or email at [Kenneth.l.bolton2.civ@mail.mil](mailto:Kenneth.l.bolton2.civ@mail.mil).



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