



## OFFICIAL USE OF GOVERNMENT VEHICLES

One question that often comes up in conversation is, “Should we take a government owned/leased vehicle or take a personal vehicle?” You are certainly permitted to use a government vehicle, but only if the usage is for official purposes. When questions arise about whether or not the use of a government motor vehicle is official, the questions shall be resolved in favor of strict compliance with statutory and regulatory provisions. The steps for determining official use are listed below, as well as some frequently asked questions (FAQ).

### Determining the Method of Transportation for Personnel

When it is determined that use of government transportation is required, these methods will be considered in the order shown and to the extent they are available and capable of meeting transportation requirements.

1. DoD scheduled bus service.
2. DoD specially scheduled leased or owned bus service.
3. Van pools.
4. DoD centrally dispatched “taxicab” operation.
5. DoD vehicles individually dispatched to licensed Service members or federal employees. *DoDM 4500.36*

*The term Non-Tactical Vehicle (NTV) has replaced the term government vehicle in DoDM 4500.36 Acquisition, Management, and Use of DoD Non-Tactical Vehicles, but for the purpose of this newsletter we will continue to use the term government vehicle to describe government owned/leased motor vehicles for clarity. For Marine Corps specific guidance on vehicle usage, reference MCO P11240.106B.*

### Permissible Uses

Official business (e.g., making rounds of area work sites, attending a meeting)

Transportation may be provided for personnel officially participating in public ceremonies, military field demonstrations, and parades.

*(Note that attendance at such activities does not equate to official participation.)*

Traveling from place of duty to after-hours official functions.  
Government vehicle must return to place of duty.

*MCO P11240.106B states that: GME fleet managers will **NOT ALLOW** the use of motor vehicles, whether authorized on a full-time or trip basis, in support of private business or personal social engagements of the official concerned, family members, or others.*

While TDY and public transportation is not available or its use is impractical, use of a DoD owned or controlled vehicle is authorized between places of business, lodging, eating establishments, places of worship, and similar places required for the comfort or health and welfare of the member. *(Note that use of a rental vehicle procured for use while TDY is subject to similar requirements as use of a government vehicle while TDY.) DoDM 4500.36*

### Impermissible Uses

Going to a private social function (e.g., unofficial birthday ball, hail and farewell, private dinner party).

Doing personal errands/business (e.g., going to the bank or a drive-through).

TDY status of an individual does not necessarily justify the use of a government vehicle. When an adequate DoD, public, or commercial transportation system is available, the use of any individual government vehicle or commercial rental car is prohibited. *DoDM 4500.36*

*Penalties for misuse of government vehicles:  
Civilian personnel-mandatory minimum of 30 days suspension without pay  
Military personnel-subject to punishment under the UCMJ*

### FAQ

1. Can I use a government vehicle to be dropped off or pick someone up at the airport coming off TDY or leave?

**Answer:** In most cases, no. You are not allowed to use a government vehicle to make trips between domiciles or places of employment and commercial or military terminals, unless you meet specific criteria as listed in DoDM 4500.36.

2. Can I use a government vehicle to move items out of my office to my house when I change sections or retire?

**Answer:** No. Transportation will not be provided by DoD for the purpose of conducting personal business or engaging in other activities of a personal nature. *DoDM 4500.36*

### Bottomline

Use of government owned/leased vehicles is governed by strict rules and regulations and they are only to be used for official purposes. As military members and government employees, we are subject to disciplinary action for misuse of a government vehicle, so we should be familiar with the do's and don'ts.

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