



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

CASCOM POLICY #15-03  
30 October 2015

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: General Services Administration (GSA) Non-Tactical Vehicle (NTV) Support Management Policy

1. References:

- a. (U) Presidential Memorandum, Federal Fleet Performance, dated 24 May 2011.
- b. Army Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles, dated 12 June 2014.
- c. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance; Comprehensive Federal Fleet Management Handbook, dated July 2011.
- d. DoD 4500.36-R, Management, Acquisition and Use of Motor Vehicles, dated 16 March 2007.
- e. Logistics Readiness Center (LRC) Transportation Division Standard Operating Procedures, Transportation Motor Pool, dated 10 September 2014.
- f. CASCOM General Services Administration Non-Tactical Vehicle Standard Operating Procedures, dated 1 January 2013.

2. This policy applies to all Service Members, Department of Defense (DoD) Civilian employees and Non-Appropriated Fund (NAF) employees temporarily or permanently assigned to the Combined Arms Support Command (CASCOM) at Fort Lee and/or Joint Base Langley-Eustis.

3. This policy provides guidance and expectations for the proper use of GSA NTVs. It is everyone's responsibility to comply with the established guidelines outlined in this policy and the references above. The GSA NTV fleet is designed to support ongoing command mission sets where tactical or commercial charter vehicles are neither cost effective nor permitted by Army Regulation. This fleet should be considered a force multiplier and managed with the utmost strictness in accordance with (IAW) reference b above. The misuse of NTV support may result in costly charges to the responsible

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authority and possible punitive action under the UCMJ and/or adverse administrative action.

4. It is everyone's responsibility to ensure all GSA NTVs are used properly. Any misuse of NTVs is discouraged, against Army Regulations, the Army Values, and may result in disciplinary actions. All personnel will ensure these vehicles are used for official business only, operate these vehicles safely, and adhere to all rules of the road. Doing so lends itself to being good stewards these valuable assets.

5. All accidents are reportable events. Everyone will follow the standard accident reporting procedures should an accident occur: call the Military Police, notify the Transportation Motor Pool and the CASCOM Safety Office. Failure to report an accident can result in adverse action. Any party found responsible for damages to a vehicle can be held liable and charged for the damages if it is deemed to be more than normal fair, wear and tear. If the individual is not charged, the unit is responsible for reimbursing the LRC for repairs or extraneous charges (incorrect gas used, too many car washes, etc).

6. This policy letter is effective until superseded or rescinded.

7. Points of contact for this action are CASCOM G4: Ms. Selena P. Butler, (804) 765-7305; [Selena.p.butler.civ@mail.mil](mailto:Selena.p.butler.civ@mail.mil) and SGM Brian Veney, (804) 765-7307; [Brian.c.veney.mil@mail.mil](mailto:Brian.c.veney.mil@mail.mil).

  
DARRELL K. WILLIAMS  
Major General, U.S. Army  
Commanding

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