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STATEMENT OF  
ELMER B. STAATS, COMPTROLLER GENERAL OF THE UNITED STATES  
BEFORE THE  
UNITED STATES SENATE COMMITTEE ON APPROPRIATIONS  
SPECIAL AD HOC SUBCOMMITTEE  
ON  
VEHICLE USE IN GOVERNMENT  
SEPTEMBER 18, 1973

Mr. Chairman and Members of the Committee:

WE ARE PLEASED TO BE HERE THIS MORNING, AT YOUR REQUEST, TO DISCUSS THE GENERAL SUBJECT OF GOVERNMENT-OWNED OR LEASED PASSENGER MOTOR VEHICLES.

LEGISLATIVE AUTHORITY FOR THE PROCUREMENT OF PASSENGER MOTOR VEHICLES IS CONTAINED IN THE ANNUAL APPROPRIATION ACTS OF THE INDIVIDUAL FEDERAL AGENCIES.

THE ADMINISTRATIVE EXPENSES ACT OF 1946 (31 U.S.C. 638a) PROVIDES CERTAIN LIMITATIONS ON THE ASSIGNMENT AND USE OF THESE VEHICLES. FOR EXAMPLE, IT AUTHORIZES PROCUREMENT OF PASSENGER VEHICLES FOR THE USE OF THE PRESIDENT, THE SECRETARIES TO THE PRESIDENT, OR THE HEADS OF THE EXECUTIVE DEPARTMENTS.

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ALSO, THE ACT STATES THAT UNLESS OTHERWISE SPECIFICALLY PROVIDED GOVERNMENT-OWNED PASSENGER MOTOR VEHICLES SHALL BE USED EXCLUSIVELY FOR OFFICIAL PURPOSES. IT FURTHER SPECIFIES THAT WITH CERTAIN EXCEPTIONS "OFFICIAL PURPOSES" SHALL NOT INCLUDE THE TRANSPORTATION OF OFFICERS AND EMPLOYEES BETWEEN THEIR DOMICILES AND PLACES OF EMPLOYMENT.

HOWEVER, THERE ARE EXCEPTIONS TO THE LIMITATIONS WHICH ENABLE HEADS OF DEPARTMENTS, AMBASSADORS, MINISTERS, CHARGES D' AFFAIRS, AND OTHER PRINCIPAL DIPLOMATIC AND CONSULAR OFFICIALS TO USE VEHICLES FOR OFFICIAL PURPOSES OR BETWEEN THEIR DOMICILES AND PLACES OF EMPLOYMENT.

SECTION 18 OF THE ACT DEFINES THE WORD "DEPARTMENT" AS USED IN THE ACT TO INCLUDE: "INDEPENDENT ESTABLISHMENTS, OTHER AGENCIES, WHOLLY OWNED GOVERNMENT CORPORATIONS (THE TRANSACTIONS OF WHICH CORPORATIONS SHALL BE SUBJECT TO THE AUTHORIZATIONS AND LIMITATIONS OF THIS ACT, EXCEPT THAT SECTION 9 SHALL APPLY TO THEIR ADMINISTRATIVE TRANSACTIONS ONLY), AND THE GOVERNMENT OF THE DISTRICT OF COLUMBIA, BUT SHALL NOT INCLUDE THE SENATE, HOUSE OF REPRESENTATIVES, OR OFFICE OF THE ARCHITECT OF THE CAPITOL, OR THE OFFICERS OR EMPLOYEES THEREOF."

OPERATING WITHIN THIS AUTHORITY THE SECRETARY OF DEFENSE HAS DESIGNATED AS HEADS OF DEPARTMENTS OR DIPLOMATIC OFFICIALS A NUMBER OF DEPARTMENT OF DEFENSE EXECUTIVES FOR PURPOSES OF AUTHORIZING TRANSPORTATION BETWEEN THEIR DOMICILES AND PLACE OF EMPLOYMENT. THESE INCLUDE THE CHAIRMAN, JOINT CHIEFS OF STAFF; DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING; ASSISTANT SECRETARIES OF DEFENSE; AND ALL FOUR STAR GENERALS AND ADMIRALS. ATTACHED IS DOD DIRECTIVE 4500.36 WHICH SETS FORTH POLICIES GOVERNING ADMINISTRATIVE USE OF MOTOR VEHICLES.

THE PROVISIONS OF THE STATUTE ARE IMPLEMENTED IN OMB CIRCULARS A-11 AND A-22. CIRCULAR A-22 PRESCRIBES THE POLICIES GOVERNING THE ACQUISITION, ASSIGNMENT, AND USE OF LIMOUSINES, HEAVY SEDANS, AND MEDIUM SEDANS BY THE DEPARTMENTS AND INDEPENDENT AGENCIES OF THE EXECUTIVE BRANCH. A COPY OF OMB CIRCULAR A-22 IS ATTACHED TO THIS STATEMENT.

CIRCULAR A-11 REQUIRES THAT BUDGET ESTIMATES WHICH INCLUDE FUNDS FOR THE PROCUREMENT OF MOTOR VEHICLES CLASSED AS MEDIUM SEDANS, HEAVY SEDANS, OR LIMOUSINES, MUST INCLUDE AN IDENTIFICATION OF THE TYPE OF VEHICLE TO BE PROVIDED.

WE BELIEVE THAT THESE OMB CIRCULARS ARE CONSISTENT WITH EXISTING LEGISLATION CONCERNING THE USE OF COMMERCIAL TYPE VEHICLES.

IT IS OUR OPINION HOWEVER THAT THE INTENT OF THE CONGRESS WITH RESPECT TO THE USE TO WHICH LIMOUSINES AND HEAVY SEDANS MAY BE PUT IS SUFFICIENTLY DOUBTFUL THAT ADDITIONAL LEGISLATION SHOULD BE ENACTED CLEARLY SPELLING OUT SUCH INTENT.

WE ARE PRESENTLY ENGAGED IN SEVERAL REVIEWS WHICH WOULD APPEAR TO BE IN THE GENERAL AREA OF THE COMMITTEE'S INTEREST. FOR EXAMPLE, WE ARE JUST BEGINNING A STUDY OF WHAT THE GOVERNMENT IS DOING TO CONSERVE ITS USE OF FUEL IN THE MOVEMENT OF MEN AND MATERIEL. THIS ASSIGNMENT WILL CONSIDER WHAT CAN BE DONE IN THE AREA OF USE OF SMALL, LESS FUEL CONSUMING VEHICLES; THE EFFICIENT UTILIZATION OF THE PRESENT FLEET OF VEHICLES; AND THE POTENTIAL FOR DESIGN SPECIFICATIONS WHICH WOULD REQUIRE MINIMUM FUEL USE IN GOVERNMENT PURCHASED VEHICLES.

AT THE REQUEST OF SENATOR JESSE HELMS, WE ARE ALSO GATHERING INFORMATION ON THE NUMBER OF PRESTIGE VEHICLES OWNED AND LEASED BY THE EXECUTIVE AGENCIES AS WELL AS TO WHOM THEY ARE ASSIGNED.

IN ADDITION TO SENATOR HELMS' INTEREST IN THIS AREA, THE SENATE COMMITTEE ON GOVERNMENT OPERATIONS IS CURRENTLY HOLDING HEARINGS ON SENATE JOINT RESOLUTION 115 REQUESTING THE PRESIDENT TO REQUIRE FEDERAL AGENCIES TO USE ECONOMY CARS.

WE HAVE ALSO BEEN INFORMALLY ADVISED THAT THE SUBCOMMITTEE ON SPECIAL STUDIES, HOUSE COMMITTEE ON GOVERNMENT OPERATIONS, IS CONTEMPLATING A GENERAL REVIEW IN THE AREA OF PASSENGER VEHICLES.

THE GENERAL ACCOUNTING OFFICE WOULD, OF COURSE, BE QUITE WILLING TO UNDERTAKE A STUDY FOR THE COMMITTEE OF THE ACQUISITION AND UTILIZATION OF AUTOMOBILE TRANSPORTATION FOR FEDERAL EMPLOYEES AND TO FORMULATE ANY SUGGESTIONS AND RECOMMENDATIONS FOR LEGISLATIVE OR ADMINISTRATIVE ACTION WHICH MIGHT FLOW FROM SUCH A STUDY.

IT WOULD BE MOST HELPFUL IN UNDERTAKING SUCH A STUDY TO HAVE GUIDANCE FROM THE COMMITTEE AS TO THE DESIRED COVERAGE. WHILE WE HAVE NOT EXPLORED THE ENTIRE SUBJECT IN DETAIL, AMONG THE QUESTIONS WHICH HAVE OCCURRED TO US IN THE PAST FEW DAYS ARE THE FOLLOWING:

1. BY FAR THE LARGEST NUMBER OF AUTOMOBILES IN USE IN THE FEDERAL GOVERNMENT IS IN THE EXECUTIVE BRANCH. WOULD THE COMMITTEE WANT US TO EXTEND THE STUDY BEYOND THE EXECUTIVE BRANCH; FOR EXAMPLE, SHOULD WE COVER THE JUDICIAL BRANCH AND THE LEGISLATIVE BRANCH AS WELL? ANOTHER QUESTION IS WHETHER THE COMMITTEE WOULD DESIRE US TO REVIEW AUTOMOBILES USED BY THE WHITE HOUSE AND OTHER UNITS OF THE EXECUTIVE OFFICE OF THE PRESIDENT?

2. A LARGE PERCENTAGE OF GOVERNMENT PROCUREMENT IS IN THE NATURE OF COST-TYPE CONTRACTS. THE PROCUREMENT REGULATIONS ARE SILENT ON THE SUBJECT OF THE ACQUISITION AND USE OF AUTOMOBILES IN CARRYING OUT THESE CONTRACTS. SHOULD THE QUESTION OF ALLOWABILITY BE CONSIDERED?

3. SHOULD THE STUDY INCLUDE ANYTHING WITH RESPECT TO THE PRACTICES BEING FOLLOWED IN PRIVATE INDUSTRY GENERALLY WITH RESPECT TO AVAILABILITY OF AUTOMOBILES FOR COMPANY OFFICIALS AND OTHERWISE FOR THEIR EMPLOYEES? A RECENT STUDY BY THE AMERICAN MANAGEMENT ASSOCIATION INDICATES THAT APPROXIMATELY 45 PERCENT OF 685 COMPANIES SURVEYED PROVIDE AUTOMOBILES FOR THE PERSONAL USE OF SOME LEVEL OF MANAGEMENT EXCLUSIVE OF SALES PERSONNEL.

4. SHOULD THE STUDY INCLUDE THE USE OF AUTOMOBILES REQUIRED FOR DAY-TO-DAY WORK SUCH AS EMPLOYEES OF THE NATIONAL PARK SERVICE, THE FOREST SERVICE, THE IMMIGRATION AND NATURALIZATION SERVICE, THE LAW ENFORCEMENT AGENCIES, AND THE POSTAL SERVICE?

5. WE ARE ADVISED THAT THE EXECUTIVE BRANCH HAS TAKEN CERTAIN ACTIONS TO LIMIT THE USE OF AUTOMOBILES TO CONSERVE FUEL. THE GAO IS CURRENTLY EXECUTING A BROAD STUDY OF ACTIONS BEING TAKEN OR WHICH MIGHT BE TAKEN TO CONSERVE ENERGY IN THE OPERATIONS OF THE FEDERAL GOVERNMENT AND AS I INDICATED EARLIER THIS INCLUDES THE USE OF AUTOMOBILES. SHOULD THE STUDY FOR THE COMMITTEE INCLUDE THE ENERGY CONSERVATION POTENTIALS?

6. SOME AGENCIES HAVE INSTITUTED THE USE OF SCHEDULED SHUTTLE BUSES AS AN ALTERNATIVE TO THE USE OF AUTOMOBILES. SHOULD THESE KINDS OF ALTERNATIVE FORMS OF TRANSPORT BE INCLUDED IN THE STUDY?

7. OFFICIALS ARE NOW PERMITTED UNDER STATUTES AND REGULATIONS TO BE REIMBURSED FOR TRAVEL EXPENSES, INCLUDING THE USE OF PERSONAL AUTOMOBILES, TAXIS, RENTAL CARS, AND FOR PARKING FEES. THESE COSTS MAY BE HIGHER OR LOWER THAN THE PRESENT ARRANGEMENT WHEREBY GOVERNMENT AUTOMOBILES ARE PROVIDED. SHOULD THE STUDY--PERHAPS ON A SAMPLE BASIS--INCLUDE THIS TYPE OF TRADE-OFF ANALYSIS?

8. SHOULD THE STUDY TAKE INTO CONSIDERATION THE POTENTIAL LOSS OF TIME WHICH WOULD OCCUR IF GREATER RELIANCE UPON PUBLIC TRANSPORTATION WAS REQUIRED?

9. IN VIEW OF THE BROAD CONGRESSIONAL INTEREST, PARTICULARLY ON THE PART OF THE GOVERNMENT OPERATIONS COMMITTEES, WOULD THE COMMITTEE PREFER THAT THE GAO REPORT ON THE SUBJECT BE A REPORT TO THE CONGRESS AS A WHOLE?

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January 28, 1971#  
NUMBER 4500.36

ASD (I&L)

## Department of Defense Directive

SUBJECT Administrative Use Motor Vehicles

- Refs:
- (a) DoD Directive 4500.9, "Transportation and Traffic Management," November 29, 1971 \*
  - (b) DoD Directive 4000.19, "Basic Policies and Principles for Interservice and Interdepartmental Logistic Support," March 27, 1972 \*
  - (c) Section 638a of Title 31, United States Code
  - (d) Section 133(d) of Title 10, United States Code
  - (e) DoD Instruction 7041.3, "Economic Analysis of Proposed Department of Defense Investments," October 18, 1972 \*
  - (f) Public Law 766, 83rd Congress (68 Stat 1126)
  - (g) Executive Order 10579, November 30, 1954
  - (h) thru (n) listed in Enclosure 1 (hereby cancelled)

### I. PURPOSE AND APPLICABILITY

- A. This Directive establishes uniform policies and delineates responsibilities and authority governing administrative use motor vehicles.
- B. The provisions of this Directive apply world-wide to the Military Departments, the Defense Agencies, the Office of the Secretary of Defense, and to all organizational entities assigned to the OSD for administrative support (hereinafter referred to collectively as "DoD Components").

### II. CANCELLATION

References (h) through (n) are hereby superseded and cancelled.

#First Amendment (Ch 3, 11/13/72)

### III. EXPLANATION OF TERMS

As used in this Directive:

- A. Administrative Use Motor Vehicles means motor vehicles which are used for the purpose of providing general transportation support for a DoD installation or activity.
- B. Field Work means official business performed away from one's regular duty station or post.
- C. Executive Departments includes the Military Departments.
- D. Executive Sedan means a limousine, heavy sedan, or medium sedan as defined in Interim Federal Specifications issued by the General Services Administration.
- E. Heads of Executive Departments refers to the principal officials of executive departments who are appointed by the President with the advice and consent of the Senate (see enclosure 2 for excerpt from Sec. 638a of Title 31, USC, and enclosure 3 for use within the Department of Defense).
- F. Official Business means any DoD officially authorized activity.
- G. Other Principal Diplomatic Officials means those principal officers of the government whose duties require frequent official contact upon a diplomatic level with the ranking officers and representatives of foreign governments (see enclosure 2 for excerpt from Sec. 638a of Title 31, USC, and enclosure 3 for use within the Department of Defense).

### IV. POLICIES

#### A. General

- 1. Commercial Design Vehicles - Motor vehicles which are basically designed for civilian use and procurable from regular production lines shall be used to the fullest extent to fulfill general transportation requirements.

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2. Requirements

- a. Normal. The number of administrative use motor vehicles within each DoD Component shall be limited to the minimum needed to provide essential transportation services under normal conditions.
  - b. Peak Load and other unusual requirements for administrative use motor vehicles shall be met by borrowing from other Government agencies, hiring from the General Services Administration or commercial sources, or using privately-owned vehicles on a reimbursable basis.
- B. Use. Use of DoD transportation resources for DoD and non-DoD missions shall conform to policies outlined in DoD Directive 4500.9 (reference (a) ).
1. General. In making determinations governing the use of administrative vehicles, Heads of DoD Components will exercise administrative discretion within applicable laws and comply with the following:
    - a. Assignment of Vehicles to Individuals - Administrative use motor vehicles shall not be assigned exclusively to one official or employee unless such assignment is required by the nature of his responsibilities or the frequency, urgency, and extent of his requirements for motor vehicle services.
    - b. Group Transportation, - Adequate motor vehicle transportation may be furnished personnel attached to or employed in the DoD for travel to and from their places of employment when the Secretary of a Military Department determines that such transportation is necessary for the effective conduct of the affairs of that Department and reasonable fares are established under regulations prescribed by him, provided (1) other transportation facilities are inadequate and cannot be made adequate; (2) reasonable effort has been made to induce operators of private facilities to provide the necessary transportation and such effort has been unsuccessful; and (3) the service to be furnished will make

proper use of transportation facilities and supply the most efficient transportation to the persons concerned. Motor vehicles used for this purpose shall have a seating capacity of 12 or more passengers.

- c. Pooling and Interservice Support - Administrative use motor vehicles shall be physically and administratively pooled to the extent feasible to insure efficient and economical use and to eliminate duplication of services and facilities. Interservice support among DoD Components shall be utilized to the extent practicable where economies can be realized without impairment of mission effectiveness in accordance with the provisions of DoD Directive 4000.19 (reference (b)).

2. Exemptions. Pursuant to the exemption granted by law as outlined in enclosure 2, the Department of Defense officials listed in enclosure 3 are authorized government transportation between their domiciles and places of employment. Government transportation between domiciles and places of employment is also authorized for medical officers on out-patient medical service and may be approved by the head of the department concerned for other officers and employees engaged in field work when the character of their duties makes such transportation necessary and other transportation is not adequate (see 31 USC 638a (reference (c))). For the purpose of approving such transportation the Secretaries of the Military Departments are heads of departments within the meaning of reference (c). In addition, pursuant to 10 USC 133(d) (reference (d)), authority is hereby delegated to the Directors of Defense Agencies who report directly to the Secretary of Defense to approve transportation between domiciles and places of employment in accordance with reference (c) and the foregoing for officers and employees engaged in field work. The authority vested in the Secretaries of the Military Departments and the aforementioned Directors of Defense Agencies to approve such transportation may not be further delegated.

**C. Assignment of Executive Sedans**

1. The following maximum allowances are established for executive sedans which shall be assigned to the officials shown in enclosure 4:

<u>Executive Sedans</u>	<u>OSD/JCS and Defense Agencies</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>
Limousines	3	2	3	2
Heavy Sedans	0	0	0	0
Medium Sedans	<u>12</u>	<u>40</u>	<u>31</u>	<u>28</u>
	15	42	34	30

\*  
\*

\*  
\*

2. These limitations shall apply to all DoD executive sedans regardless of how acquired or financed, except the following:
- a. Motor vehicles hired for short term use (not exceeding ninety (90) days in any twelve (12) consecutive months) after having been approved by the Head of the DoD Component concerned (or his designee) under Appropriation Act authority or other law; and
  - b. Privately owned automobiles which are used in the conduct of official business for which reimbursement is made in accordance with law.
3. To the maximum extent practicable authorized requirements for executive sedans shall be filled by transfer first from DoD Components and secondly, if necessary, from other Government agencies through the General Services Administration. When such sedans are hired the types obtained shall be consistent with those authorized for the officials concerned (see enclosure 4).

**D. Identification**

1. General. Each administrative use motor vehicle (except those hired from the General Services Administration and those exempt from identification under the

provisions of paragraphs 2, 3, and 4 below) shall display the legend "For Official Use Only" and an appropriate title for the DoD Component concerned.

2. Unlimited Exemptions. Motor vehicles used for intelligence, investigative, or security purposes or which are required to be unidentified under the conditions of a Status of Forces Agreement are exempt from the identification requirements set forth in this subsection.
3. Special Exemptions. Motor vehicles assigned for the use of the officials listed in enclosure 3 are also exempt from the foregoing requirements but shall display official U. S. Government tags.
4. Additional Exemptions. Additional exemptions may be authorized by the Assistant Secretary of Defense (Installations and Logistics) when conspicuous identification will interfere with the purpose for which a vehicle is acquired and used. Requests for such exemptions must explain how identification as a U. S. Government vehicle would (a) be detrimental to the mission of the using organization; (b) be injurious to or interfere with duties involving security activities; or (c) endanger the security of individuals or the United States Government.
5. A current record shall be maintained of all vehicles exempt from the identification provisions of this Directive, and measures shall be instituted to assure that such vehicles are used for official purposes only.

Records and Reports - The basic record-keeping system for administrative use motor vehicles shall incorporate operation and maintenance data which, in turn, shall be integrated into the accounting system of the function/organization which manages these vehicles. Continuing reporting requirements of the Office of Management and Budget and the General Services Administration shall be met by extracting data from the basic system used by each DoD Component concerned rather than by developing special systems to meet

these external requirements. Further, economic analysis as set forth in DoDI 7041.3 (reference (e)) shall be used where practicable to ensure that costs vs. benefits of all alternatives are considered in arriving at investment and operating decisions.

V. DELEGATION OF AUTHORITY - INTERAGENCY MOTOR VEHICLE POOLS

In accordance with the provisions of 10 USC 133(d) (reference (d)) authority is hereby delegated to the Secretaries of the Army, Navy, and Air Force to exercise the powers, functions, and duties conferred upon the Secretary of Defense by P. L. 766, 83rd Congress, (reference (f)), as implemented by Executive Order 10579, (reference (g)) providing for the establishment and operation of interagency motor vehicle pools and systems.

VI. RESPONSIBILITIES

- A. The Assistant Secretary of Defense (Installations and Logistics) shall provide any necessary supplemental policy guidance and assistance to the DoD Components concerning administrative use motor vehicles.
- B. The Department of the Army shall develop, publish, and maintain, in coordination with the other DoD Components concerned, joint implementing regulations, to include additional guidance as appropriate to assure efficiency of operations and optimum uniformity which will permit an analysis of performance within and among DoD Components.
- C. Heads of DoD Components shall manage and operate their internal administrative use motor vehicles, consistent with the provisions of this Directive, the above-mentioned joint regulations and any supplemental guidance issued.

VII. EFFECTIVE DATE AND IMPLEMENTATION

- A. This Directive is effective immediately.
- B. Within four months of the date hereof copies of the joint implementing regulations prepared under the provisions of VI. B., above, shall be forwarded to the Assistant Secretary

Continuation of VII. B.

of Defense (Installations and Logistics) for approval prior to publication.

1. Changes to such regulations involving procedural matters shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) for information within thirty days after publication.
2. Changes to such regulations involving policy matters, irreconcilable procedural issues, and re-issues of these regulations shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) together with comments from the other DoD Components concerned for approval prior to publication.

Deputy Secretary of Defense

Enclosures - 4

1. Continuation of references
2. Excerpts from 31 USC 638a
3. List of DoD Officials
4. Assignment of Executive Sedans

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CONTINUATION OF REFERENCES

- (h) Secretary of Defense Multi-Addressee Memorandum, "Use of Government Transportation Between Domicile and Place of Employment," August 23, 1969 (hereby cancelled)
- (i) Deputy Secretary of Defense Multi-Addressee Memorandum, "Limousines, Heavy Sedans, and Medium Sedans in the Department of Defense," February 10, 1964 (hereby cancelled)
- (j) DoD Instruction 4500.28, "Management of Administrative Use Motor Vehicles," August 9, 1960 (hereby cancelled)
- (k) DoD Instruction 4515.4, "Loan of Motor Vehicles to the Post Office Department," September 20, 1957 (hereby cancelled)
- (l) DoD Instruction 4505.7, "Hire of Motor Vehicles," June 17, 1964 (hereby cancelled)
- (m) DoD Instruction 4505.2, "Identification, Registration, and Inspection of Administrative Use Motor Vehicles," November 12, 1965 (hereby cancelled)
- (n) DoD Directive 5160.37, "Delegation of Authority - Inter-agency Motor Vehicle Pools," June 28, 1961 (hereby cancelled)

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EXCERPTS FROM SECTION 638a OF  
TITLE 31, UNITED STATES CODE

"638a. Restrictions on purchase, operation, use and maintenance of passenger motor vehicles and aircraft - Purchase or hire of vehicles

\* \* \* \*

"(c) Unless otherwise specifically provided, no appropriation available for any department shall be expended -

\* \* \* \*

"(2) for the maintenance, operation, and repair of any Government-owned passenger motor vehicle or aircraft not used exclusively for official purposes; and "official purposes" shall not include the transportation of officers and employees between their domiciles and places of employment, except in cases of medical officers on out-patient medical service and except in cases of officers and employees engaged in field work the character of whose duties makes such transportation necessary and then only as to such latter cases when the same is approved by the head of the department concerned. Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle or aircraft, or of any passenger motor vehicle or aircraft leased by the Government, for other than official purposes or otherwise violates the provisions of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant. The limitations of this paragraph shall not apply to any motor vehicles or aircraft for official use of the President, the heads of the executive departments enumerated in section 101 of Title 5, ambassadors, ministers, charges d'affaires, and other principal diplomatic and consular officials."

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DEPARTMENT OF DEFENSE OFFICIALS AUTHORIZED  
TRANSPORTATION BETWEEN DOMICILE AND PLACE OF  
EMPLOYMENT AS HEADS OF EXECUTIVE DEPARTMENTS  
AND PRINCIPAL DIPLOMATIC OFFICIALS

1. The Secretary of Defense
2. The Deputy Secretary of Defense
3. Secretaries of the Army, Navy, and Air Force
4. Chairman, Joint Chiefs of Staff
5. Chiefs of Staff of the Army and Air Force, Chief of Naval Operations and Commandant of the Marine Corps
6. Director of Defense Research and Engineering
7. Assistant Secretaries of Defense and the General Counsel of the Department of Defense
8. Under Secretaries of the Army, Navy, and Air Force
9. Vice Chiefs of Staff of the Army and Air Force, Vice Chief of Naval Operations, and Assistant Commandant of the Marine Corps
10. Assistant Secretaries of the Army, Navy, and Air Force and the Director, Office of Civil Defense
11. All other four star generals and admirals.
12. Chairman, Military Liaison Committee to the Atomic Energy Commission
13. U. S. Representative to the Advisory Committee on the Ryukyu Islands
14. Director, Joint Staff
15. Director, National Security Agency
16. Such other officials as may be subsequently designated.

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ASSIGNMENT OF LIMOUSINES AND MEDIUM SEDANS  
WITHIN THE DEPARTMENT OF DEFENSE

**PART I - LIMOUSINES**

**A - OSD/JCS and Defense Agencies**

Secretary of Defense  
Deputy Secretary of Defense  
Chairman, Joint Chiefs of Staff

**B - Army**

Secretary of the Army  
Chief of Staff, U. S. Army

**C - Navy**

Secretary of the Navy  
Chief of Naval Operations  
Commandant, U. S. Marine Corps

**D - Air Force**

Secretary of the Air Force  
Chief of Staff, U. S. Air Force

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**PART II - MEDIUM SEDANS**

**A - OSD/JCS and Defense Agencies**

Director, Defense Research and Engineering  
Assistant Secretaries of Defense (9)  
General Counsel  
Director, Civil Preparedness Agency

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**B - Army**

Under Sec of Army  
Vice Chief of Staff, U. S. Army  
Asst Sec of Army (I&L)  
Asst Sec of Army (R&D)  
Asst Sec of Army (FM)  
Asst Sec of Army (CW)

Asst Sec of Army (M&RA)

CG, USAMC

Sp Adv to the Pres on ManP

Mob

#Second amendment (Ch 3, 11/13/72)

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**B - Army (Con't)**

CG, I Corps  
 CG, USARADCOM  
 CG, 1st US Army  
 CG, 3d US Army  
 \* CG, XVIII Abn Corps  
~~CG, 4th US Army~~  
 CG, III Corps & Proj Dir,  
 Project MASSTER  
 CG, 5th US Army  
 CG, 6th US Army  
 CINC US Southern Command  
 CINCUSARPAC  
 Dep CINC & C/S USARPAC  
 COMUSMACV & CG USARV  
 Dep COMUSMACV  
 Dep CG, USARV

CG, USCONARC  
 CG, 8th US Army &  
 CINCUNC/COMUSFK  
 Dep CG, 8th US Army  
 C/S UNCOM/USFK  
 \* CG, USARJIS/IX Corps  
 SACEUR, SHAPE/CINCEUR  
 Chief of Staff, SHAPE  
 Dep CINCEUR  
 Chief of Staff, USEUCOM  
 CINCUSAREUR  
 Dep CINCUSAREUR  
 CG, TASCUM USAREUR  
 CG, V Corps  
 CG, VII Corps  
 US Rep-NATO Mil Com  
 Def Adv, US Mission to NATO  
 Dep Dir Gen, NIC SMA

**C - Navy**

Under Sec of the Navy  
 Asst Sec of the Navy (M&RA)  
 Asst Sec of the Navy (I&L)  
 Asst Sec of the Navy (FM)  
 Asst Sec of the Navy (R&D)  
 CINC Allied Force, Southern  
 Europe  
 CINCPAC  
 Chief of Naval Material  
 CINCLANT/CINCLANT FLEET  
 CINCPAC FLEET  
 Vice Chief of Naval Operations  
 CINC Naval Forces, Europe  
 Cdr, Second Fleet  
 Cdr, Amphibious Force, LANT  
 FLEET  
 Cdr, First Fleet  
 \* C/S, CGUSAE, AFSE

Cdr, Taiwan Defense Cmd  
 Cdr, Naval Air Force,  
 PAC FLEET  
 Cdr, Submarine Force,  
 LANT FLEET  
 Cdr, Eastern Sea Frontier  
 DEP CINCPAC FLEET  
 Cdr, Antisubmarine Warfare  
 Force, PAC FLEET  
 Cdr, Antisubmarine Warfare  
 Force, LANT FLEET  
 Cdr, Seventh Fleet  
 Cdr, Amphibious Force,  
 PAC FLEET  
 Cdr, Sixth Fleet  
 Cdr, Naval Air Force,  
 LANT FLEET  
 CINCPAC, Chief of Staff \*

**D - Marine Corps**

Asst Commandant, US Marine Corps  
 Commanding General, Fleet Marine Force, LANT  
 Commanding General, Fleet Marine Force, PAC

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E - Air Force

Under Sec of the Air Force	CINC Alaskan Cmd (Unified)
Asst Sec of the Air Force (M&RA)	CINC NORAD (Unified)
Asst Sec of the Air Force (I&L)	COM Strike (Unified)
Asst Sec of the Air Force (R&D)	COMS 2nd, 5th, 7th, 8th,
Asst Sec of the Air Force (FM)	13th, and 15th AFs (6)
Vice C/S US Air Force	V/CINC EUR AF
CINC SAC (Specified)	V/CINC PAC AF
CINC PACAF	Cdr, Allied Air Forces
CINC USAFE	Southern Europe
COMs TAC, AFSC, AFLC,	US Rep - CENTO Perm
MAC, ADC, ATC	Mil Deputies Gp

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# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
4500.36 - Ch 3 (Supersedes Ch 2, 11/18/71)	November 13, 1972	4500 series

**ATTACHMENTS**

Pages 1&2 and 5&6 to DoD Dir. 4500.36, 1/28/71  
Pages 1&2 of Enclosure 4 to DoD Dir. 4500.36, 1/28/71

**INSTRUCTIONS FOR RECIPIENTS**  
The following page changes to DoD Directive 4500.36, "Administrative Use Motor Vehicles," dated January 28, 1971, have been approved:

PAGE CHANGES

1. Basic Directive

Remove: Pages 1&2 and 5&6  
Insert: Attached replacement pages.

2. Enclosure 4

Remove: Pages 1 and 2  
Insert: Attached replacement pages.

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Current changes appear on pages 1 and 5 of the basic Directive and 1 and 2 of enclosure 4. Previous changes have been incorporated.

EFFECTIVE DATE AND IMPLEMENTATION

The above changes are effective immediately. Two copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) within 90 days.

*Maurice W. Roche*  
MAURICE W. ROCHE

Director, Correspondence and Directives Division  
OASD(Comptroller)

*Change 3 entered 4 Dec 72*

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT.

SD 106-1

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 4500.36 - Ch 2 (Supersedes Ch 1, 3/17/71)	DATE November 18, 1971	DISTRIBUTION 4500 series
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ATTACHMENTS - 4

Pages 5 and 6 of DoD Directive 4500.36, Jan 28, 1971 and  
Pages 1 and 2 of Enclosure 4 thereto

### INSTRUCTIONS FOR RECIPIENTS

The following page changes to Department of Defense Directive 4500.36, "Administrative Use Motor Vehicles," dated January 28, 1971, have been authorized:

#### PAGE CHANGES

Remove: Pages 5 and 6 of basic Directive, and  
Pages 1 and 2 of Enclosure 4  
Insert: Attached replacement pages.

Current changes appear on page 5 of basic Directive and page 2 of Enclosure 4. Previous changes have been incorporated.

#### EFFECTIVE DATE AND IMPLEMENTATION

This change is effective immediately. Two copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) within 90 days.

*Maurice W. Roche*

MAURICE W. ROCHE

Director, Correspondence and Directives Division  
OASD(Comptroller)

*Change 2 entered 4 DEC 72 / [signature]*

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SD FORM 106-1  
1 MAR 62

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# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER

4500.36 - Ch 1

DATE

March 17, 1971

DISTRIBUTION

4500 series

### ATTACHMENTS

Pages 1 and 2 of Enclosure 4 to DoD Directive 4500.36, Jan 28, 1971.

### INSTRUCTIONS FOR RECIPIENTS

The following pen and page changes to Department of Defense Directive 4500.36, "Administrative Use Motor Vehicles," dated January 28, 1971, have been authorized:

#### PEN CHANGES

Page 5, Paragraph IV. C.1. - Increase the Army's allowance for "Medium Sedans" from "37" to "40" and the total from "39" to "42"

#### PAGE CHANGES TO ENCLOSURE 4

Remove: Pages 1 and 2

Insert: Attached replacement pages.

Changes appear on both pages and are indicated by marginal asterisks.

*Maurice W. Roche*

MAURICE W. ROCHE

Director, Correspondence and Directives Division

OASD(Administration)

*Change 1 entered 4 DEC 72 / pa  
445*

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SD FORM 106-1  
1 MAR 62

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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

February 11, 1970

CIRCULAR NO. A-22

Revised

Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limousines, heavy sedans, and medium sedans in agencies of the executive branch

1. Purpose. This Transmittal Memorandum amends paragraphs 2, 3a, and 3b, and Attachment A of Circular No. A-22 (Revised), dated October 17, 1967. The principal changes effected are revisions in (a) the definition of types of passenger automobiles to reflect three instead of four classifications for limousines, heavy sedans, and medium sedans, and (b) the list of agency vehicle authorizations for medium sedans.

2. Amendments.

a. The first part of paragraph 2, entitled "Definitions and coverage," is amended to read:

"For purposes of this Circular, a limousine is a passenger automobile designated as Type VI in Interim Federal Specifications KKK-A-00811 issued by the General Services Administration, as amended from time to time; a heavy sedan is a passenger automobile designated as Type V in the specifications described above; and a medium sedan is a passenger automobile designated therein as Type IV."

b. Paragraph 3a is retitled as follows:

"Limousines (Type VI):"

c. Paragraph 3b is retitled as follows:

"Heavy Sedans (Type V):"

d. Attachment A, entitled "Medium Sedans (Type IV)," is amended to incorporate changes in agency allotments occurring since October 17, 1967, and a copy of Attachment A as so amended is forwarded with this Transmittal Memorandum.

3. Effective date. This Transmittal Memorandum is effective immediately.

ROBERT P. MAYO  
Director

Attachment

(No. A-22)

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MEDIUM SEDANS (Type IV)

Numbers as indicated \*

Agriculture -----	4
Commerce -----	4
Defense -----	76
Health, Education, and Welfare -----	6
Housing and Urban Development -----	6
Interior (including governments of Guam, Samoa, Virgin Islands, and the Trust Territory of the Pacific)-	8
Justice -----	7
Labor -----	4
Post Office -----	4
State (including Agency for International Development and Peace Corps) -----	9
Transportation -----	9
Treasury -----	8
Atomic Energy Commission -----	5
Tennessee Valley Authority -----	3

One each

Arms Control and Disarmament Agency	Interstate Commerce Commission
Bureau of the Budget	National Aeronautics and Space Administration
Central Intelligence Agency	National Capital Planning Commission
Civil Aeronautics Board	National Labor Relations Board
Civil Service Commission	National Mediation Board
Council of Economic Advisers	National Science Foundation
Equal Employment Opportunity Commission	Office of Economic Opportunity
Export-Import Bank of Washington	Office of Emergency Preparedness
Farm Credit Administration	Office of Science and Technology
Federal Communications Commission	Panama Canal
Federal Deposit Insurance Corporation	Railroad Retirement Board
Federal Home Loan Bank Board	Renegotiation Board
Federal Maritime Commission	Securities and Exchange Commission
Federal Mediation and Conciliation Service	Selective Service System
Federal Power Commission	Small Business Administration
Federal Reserve Board of Governors	Soldiers' Home
Federal Trade Commission	Special Representative for Trade Negotiations
Foreign Claims Settlement Commission	Tariff Commission
General Services Administration	United States Information Agency
	Veterans Administration

\* Not including those authorized for diplomatic or consular posts, for military posts abroad, or for police-type law enforcement.

(No. A-22)

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
WASHINGTON, D.C. 20503

October 17, 1967

CIRCULAR NO. A-22  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limousines, heavy sedans, and medium sedans in agencies of  
the executive branch

1. Purpose. The purpose of this Circular is to prescribe policies governing the acquisition, assignment, and use of limousines, heavy sedans, and medium sedans by the departments and independent agencies of the executive branch. This revision replaces Circular No. A-22, Revised, dated December 19, 1963, as amended by Transmittal Memorandum No. 1 of October 17, 1964. The principal changes effected are revisions in the list of agency vehicle authorizations, mainly for new departments and agencies, and the elimination of language on interim arrangements applicable to the 12-month period following December 19, 1963. It also eliminates the procedure of stating in annual allowance letters the classes and numbers of such automobiles which an agency is authorized to operate by the standards provided in paragraph 3 below, except in instances where the agency in the annual budget submission projects a class or number which is in excess of such standards. This Circular continues to provide standards regarding the number of such cars to be operated, methods of acquisition, and assignment of such cars.

2. Definitions and coverage. For purposes of this Circular, a limousine is a passenger automobile designated as Type VII in Interim Federal Specification KKK-A-00811 issued by the General Services Administration, as amended from time to time; a heavy sedan is a passenger automobile designated as Type VI or Type V in the specifications described above; and a medium sedan is a passenger automobile designated therein as Type IV.

The vehicles of these types operated by all executive departments and agencies are considered a part of the Government's fleet and are subject to the provisions of this Circular.

The term "operated" includes all vehicles available for the conduct of agency business.

3. Standards for operation of limousines, heavy sedans, and medium sedans. The number of limousines, heavy sedans, and medium sedans which may be operated by an executive department or agency will not exceed:

(No. A-22)

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a. Limousines (Type VII):

(1) For the twelve executive departments (see 5 U.S.C. 101) as follows:

The Department of Agriculture, one  
 The Department of Commerce, one  
 The Department of Defense, ten  
 The Department of Health, Education, and Welfare, one  
 The Department of Housing and Urban Development, one  
 The Department of the Interior, one  
 The Department of Justice, one  
 The Department of Labor, one  
 The Post Office Department, one  
 The Department of State, two  
 The Department of Transportation, one  
 The Department of the Treasury, one

(2) For representational requirements of the United States Mission to the United Nations at United Nations Headquarters in New York, New York, two; at Washington, D. C., one.

(3) For each diplomatic post of Chief of Mission rank of Class I Missions, when the representational responsibilities of the position require a car of this class, one.

b. Heavy sedans (Type VI or Type V):

(1) For each diplomatic post of Chief of Mission rank of Class I Missions not covered in 3a(3) above, when the representational responsibilities of the position require a car of this class, one.

(2) For each diplomatic or consular post or AID Mission, including Chiefs of Class II and III Missions, when the scope or importance of operations or the representational responsibilities of the position require a car of this class, one.

c. Medium sedans (Type IV):

(1) For each of the executive departments and agencies listed in Attachment A, the number specified in such Attachment.

(2) For each diplomatic or consular post or AID Mission not covered in 3b(2) above, when the scope or importance of operations or the representational responsibilities of the position require a car of this class, one.

(3) For each military post outside the United States, Territories and Possessions, when the representational responsibilities of the position require a car of this class, one.

d. Vehicles of the above classes for police-type law enforcement. For each of the executive departments and agencies engaged in police-type law enforcement, in addition to the numbers allowed under paragraphs 3a, b, and c, above, such numbers of each class as may be specifically approved from time to time on request of the agency to the Bureau of the Budget as necessary in the direct performance of such work.

4. Restriction on methods of acquisition. To the maximum extent practicable, authorized requirements for limousines, heavy sedans, and medium sedans will be fulfilled by the use of automobiles obtained by forfeiture or transfer from other agencies through the General Services Administration. When agreed to by the General Services Administration and within the allowances established by this Circular, such vehicles may be placed in interagency motor vehicle pools of the General Services Administration and assigned therefrom to agencies.

5. Assignment of automobiles to individuals. A passenger automobile should not be assigned exclusively to one official unless such assignment is required by the nature of his responsibilities, or the frequency, urgency, and extent of his daily requirements for motor vehicle services.

6. Use of automobiles. The Administrative Expenses Act of 1946 provides that: "Unless otherwise specifically provided, no appropriation available for any department shall be expended . . . for the maintenance, operation, and repair of any Government-owned passenger motor vehicle or aircraft not used exclusively for official purposes" and also provides that "'official purposes' shall not include the transportation of officers and employees between their domiciles and places of employment, except in cases of medical officers on outpatient medical service and except in cases of officers and employees engaged in field work the character of whose duties make such transportation necessary and then only as to such latter cases when the same is approved by the head of the department concerned." (31 U.S.C. Supp. II 638a.)

The same statute exempts from the limitations quoted above any motor vehicles or aircraft for official use of the President, the heads of the executive departments (enumerated in paragraph 3 of this Circular), ambassadors, ministers, charges d'affaires, and other principal diplomatic and consular officials.

7. Controls over classes and numbers of vehicles. The numbers of limousines, heavy sedans, and medium sedans to be operated will be subject to the provisions of this Circular, no matter how acquired (whether through purchase, hire, forfeiture, or transfer from another agency) and no matter how financed (whether through appropriations,

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revolving funds, trust funds, or other funds). During review of the annual budget estimates submitted by agencies, the Bureau of the Budget will ascertain whether the number of such automobiles in an agency fleet is consistent with the provisions of this Circular.

In a few instances agencies have been given an interim authorization to continue operating certain Government-owned vehicles in excess of the agency allowance for the class of automobile represented, until age, mileage, or need of uneconomical repairs make disposition or replacement desirable. This type of authorization was arranged as an economy measure to make interim provisions for automobiles which were in agency possession on December 19, 1963, when Circular No. A-22 was last issued. An interim authorization relates only to the individual vehicle in question and automatically terminates when the vehicle is eliminated from inventory or replaced. Replacement may be made only with a class of automobile that is within the agency allowance.

Within authorized allowances, vehicles acquired by forfeiture or by transfer from other agencies may be used for additions or for replacements. Operation of an automobile acquired by forfeiture or transfer, or in agency possession under an interim authorization, will not serve to increase the number of automobiles an agency is eligible to operate under the provisions of paragraph 3 above. No limousine, heavy sedan, or medium sedan acquired by forfeiture may be operated until after it has become a part of the Government fleet under the standards and controls prescribed in this Circular.

8. Exceptions. The limitations on number do not apply to limousines, heavy sedans, and medium sedans which may be obtained by hire for short-term use (not exceeding ninety days in any twelve consecutive months) when specifically authorized by the head of the agency under authority for hire in appropriation acts or other law. The limitations are not applicable to the leasing or rental of automobiles in short-term emergencies involving the safety of life or the protection of property, nor to reimbursements to employees for the use of their automobiles in accordance with law. The provisions of this Circular are not applicable to vehicles used solely for protection of the President and Vice President or others specified or permitted by law.

9. Responsibility of agency head. The head of each agency has responsibility to assure observance of the standards and requirements of this Circular.

PHILLIP S. HUGHES  
Acting Director

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Attachment

MEDIUM SEDANS (Type IV)

Numbers as indicated \*

Agriculture.....	4
Commerce.....	4
Defense.....	76
Health, Education, and Welfare.....	4
Housing and Urban Development.....	4
Interior (including governments of Guam, Samoa, Virgin Islands, and the Trust Territory of the Pacific).....	8
Justice.....	7
Labor.....	4
Post Office.....	4
State (including Agency for International Development and Peace Corps).....	9
Transportation.....	8
Treasury.....	8
Atomic Energy Commission.....	5
Tennessee Valley Authority.....	3

One each

Arms Control and Disarmament Agency	General Services Administration
Bureau of the Budget	Interstate Commerce Commission
Central Intelligence Agency	National Aeronautics and Space Administration
Civil Aeronautics Board	National Capital Planning Commission
Civil Service Commission	National Labor Relations Board
Council of Economic Advisers	National Mediation Board
Equal Employment Opportunity Commission	National Science Foundation
Export-Import Bank of Washington	Office of Economic Opportunity
Farm Credit Administration	Office of Emergency Planning
Federal Communications Commission	Office of Science and Technology
Federal Deposit Insurance Corporation	Panama Canal
Federal Home Loan Bank Board	Railroad Retirement Board
Federal Maritime Commission	Renegotiation Board
Federal Mediation and Conciliation Service	Securities and Exchange Commission
Federal Power Commission	Selective Service System
Federal Reserve Board of Governors	Small Business Administration
Federal Trade Commission	Soldiers' Home
Foreign Claims Settlement Commission	Tariff Commission
	United States Information Agency
	Veterans Administration

\* Not including those authorized for diplomatic or consular posts, for military posts abroad, or for police-type law enforcement.