



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 4651.4

MRG

18 FEB 2010

MARINE CORPS ORDER 4651.4 W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES (MCCS) AND MISCELLANEOUS MARINE CORPS
NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI) MOTOR VEHICLE POLICY

Ref: (a) MCO P11240.106B
(b) MCO P1700.27B
(c) 31 U.S.C. 1344
(d) 31 U.S.C. 1349
(e) DOD 5500.7-R, "Joint Ethics Regulation (JER)" March 23, 2006
(f) DOD 4500.36-R, "Management, Acquisition, and Use of Motor
Vehicles," March 16, 2007
(g) DOD Directive 4500.06, "Management, Use, and Acquisition of Motor
Vehicles," August 3, 2004
(h) Federal Property Management Regulations (FMPR) 101-39.300(c),
August 14, 2009
(i) Executive Order 13043, "Increasing Seat Belt Use in the United
States," April 16, 1997
(j) Executive Order 13513, "Federal Leadership On Reducing Text
Messaging While Driving," October 1, 2009

Encl: (1) Requirements for Vehicle Operators

1. Situation. To provide policy for the safe use and operation of Marine Corps Community Services (MCCS) and miscellaneous Marine Corps nonappropriated fund instrumentalities (NAFIs) (i.e., Billeting Funds) owned and General Services Administration (GSA) leased motor vehicles, and implement requirements contained in references (a) through (j).

2. Mission. MCCS programs and activities, as well as miscellaneous Marine Corps NAFIs (combined herein as "NAF and NAFI"), need motor vehicles for efficient execution of their mission. This policy provides the necessary guidance for their use and operation.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCCS vehicles shall be for official use only by MCCS employees, and the employees of miscellaneous Marine Corps NAFIs, or those who have an official relationship with the NAFI as defined in paragraph 3(d) of this Order. This policy does not apply to MCCS vehicles in Japan, which are part of a direct operation car rental program.

(2) Concept of Operations

(a) Funding and Procurement. All NAFI owned motor vehicles shall

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

6 FEB 2012

be procured and maintained with nonappropriated funds (NAF). While NAF purchased vehicles are not defined specifically as garrison mobile equipment, they are considered government property. With the exception of all-terrain vehicles (ATV's), vehicles procured with appropriated funds (APF) are garrison mobile equipment, must be controlled by the installation motor transport organization, and are fully under the purview of the policy in reference (a). The Uniform Funding and Management (UFM) Practice is not authorized to procure vehicles, with the exception of ATV's, to support MCCA programs and activities as well as miscellaneous NAFI's per references (b) and (f).

(b) Authorized Uses of on-road NAF Vehicles. NAF vehicles are intended to support Morale, Welfare, and Recreation (MWR) and Exchange activities as defined by reference (b), in addition to the transportation needs of miscellaneous Marine Corps NAFIs. Authorized uses include generally all official uses in direct support of MWR, the Exchange program mission, and in support of miscellaneous NAFIs. These include but are not limited to:

1. Transporting NAF employees and those with an official relationship with the NAFI between their official places of duty and areas requiring their oversight, participation, or function.

2. Transporting NAFI resources (equipment, merchandise, monies) between MCCA activities and firms conducting business with NAFIs, as well as from vendor stores or delivery points to the appropriate NAFI locations.

3. Transporting MCCA sponsored sports teams to off-base competitions.

4. Transporting NAFI patrons who are participating in NAFI sponsored programs.

(c) Unauthorized Uses of NAFI Owned and Leased on-road Vehicles. References (c) and (d) mandate a 30-day suspension without pay for any willful misuse of a government vehicle by a civilian employee. For military personnel, charges may be brought under the appropriate provisions of the Uniform Code of Military Justice. In addition, using government vehicles for other than official purposes may constitute an ethical violation pursuant to reference (e).

1. Conducting personal business or the personal use by an employee of a NAFI.

2. Transporting employees to and from their place of personal residence, as limited in references (c), (f), and (g).

3. Traveling to and from or stopping at eating establishments, commercial retail businesses, or recreational facilities, whether on or off the installation, unless specifically required as part of official duties, such as an MCCA supervisor inspecting the Marine Mart, or if authorized while on official travel orders.

4. Will not use intoxicants, tobacco products, a personal digital assistant (PDA), or communication devices, such as a cell phone,

Smartphone, or BlackBerry while operating the vehicle.

(d) Authorized Users of MCCS and/or MWR Vehicles. Those who have an official relationship with a NAFI to include but not limited to coaches, recreation/Single Marine Program group leaders, and Information Ticket and Tour program group leaders. Each trip or tour must have one person accompanying the group who is designated in writing as the group leader/coordinator by the MCCS Director or his or her representative. The MCCS Director or his or her representative will also designate in writing any additional selected operators of the vehicle for the duration of the trip or tour. The written authorization must include trip instructions for the group leader, points-of-contact information, and emergency phone numbers. The authorization must be signed by the vehicle operator to indicate their acknowledgement and acceptance of the following requirements:

1. An indication that prior to the start of the trip or tour, the designated driver received a safety brief from the MCCS Director or his or her representative appropriate for the type of vehicle they will operate.

2. That the vehicle operator agrees to ensure the safety and well being of the passengers in the vehicle and others on the road.

3. That the vehicle operator is in compliance with the vehicle drivers' licensing requirements, as mentioned in reference (a), that pertain to the type of vehicle.

4. Will abide by all applicable motor vehicle laws in the State(s) where the trip or tour takes place.

5. Will refrain from the use of intoxicants for the duration of the trip or tour.

(e) Unauthorized Users of NAF Vehicles. Family members or other unofficial passengers may not use or be transported by NAF vehicles, unless they are passengers participating in an MCCS and /or MWR sponsored event or activity.

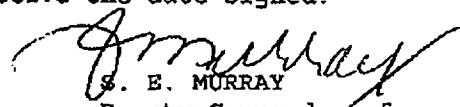
b. Coordinating Instructions. All NAFI-owned and GSA-leased motor vehicles shall be operated per the provisions on operations, safety, accident prevention and reporting, registration, identification marking, and maintenance management and record keeping contained in chapters 2, 5, 6, and 7 of reference (a).

4. Administration and Logistics. Recommended changes to this Order should be forwarded to the Deputy Commandant, Manpower and Reserve Affairs Department (DC M&RA (MR)).

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



S. E. MURRAY
Deputy Commandant for
Manpower and Reserve Affairs
Acting

DISTRIBUTION: PCN 10206425000



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 4651.4 Ch 1

MRG
FEB 6 2012

MARINE CORPS ORDER 4651.4 Ch 1

From: Commandant of the Marine Corps

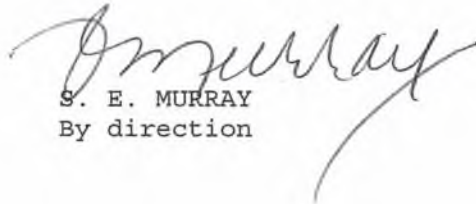
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES (MCCS) AND MISCELLANEOUS MARINE CORPS
NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI) MOTOR VEHICLE POLICY

Ref: (a) DOD 4500.36-R, "Management, Acquisition, and Use of Motor
Vehicles," March 16, 2007

Encl: (1) New page insert to MCO 4651.4

1. Situation. To transmit new page insert to the basic order.
2. Mission. Paragraph 2a has been changed to clarify that no on-road vehicle shall be acquired through appropriated funded purchase or lease, inclusive of the Uniform Funding and Management (UFM) process, where such vehicle purchase or lease was justified either partially or wholly for transportation of military community activities per the reference. MCCS programs and activities, as well as miscellaneous Marine Corps NAFIs (combined herein as "NAF and NAFI"), need motor vehicles for efficient execution of their mission. This policy provides the necessary guidance for their use and operation.
3. Execution. Remove page 2, and replace with corresponding page in the enclosure.



S. E. MURRAY
By direction

RECORD OF CHANGES

Log completed change as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

Requirements for Vehicle Operators

1. Visually inspect the vehicle for any obvious problems such as leaking fluids, or under inflated tires. Report any apparent problems with the vehicle to the vehicle fleet manager who is responsible for the control and maintenance of the vehicle.
2. Have and carry all required operator's permits and licenses, including a commercial driver's license (CDL), if required.
3. Consult the vehicle operator's guide or owner's manual for specific information concerning the safe operation of the vehicle being driven, such as a fully loaded 15 passenger van, and the precautions in driving it to avoid rollovers.
4. Fasten Seat Belts. It's the Law! As required by references (h) and (i).
5. Adjust the head rest so that your head centers on the restraint.
6. Use both rearview and side-view mirrors, and the vehicle turn signals before changing lanes.
7. Obey all traffic laws. All traffic or parking violations are the personal responsibility of the vehicle operator.
8. Lock all doors and carry the keys, fuel credit card, and your valuables with you when you leave the vehicle unattended.
9. Set the parking brake when leaving the vehicle.
10. Use the emergency flasher lights if your vehicle becomes disabled, or when you stop for an emergency along the side of the road.
11. Park the vehicle in a secure and well lit parking facility whenever possible.
12. Report immediately to the fleet manager responsible for the vehicle any damage to the vehicle; the loss or theft of the fuel credit card; or the theft or loss of the U.S. Government license plates.