

GME Responsible Officers (RO's),

During these times of resource constraints and budget cuts, it's imperative that you use and maintain your assets in the most efficient and effective manner. What does this constitute in terms of a RO's influence? The ability to influence vehicle operators' driving behavior in compliance with associated regulations and responsibilities while entrusted with government equipment. In particular:

- Conduct proper pre/during/post vehicle operator checks.
  - Identify potential maintenance problems and prevent expensive repairs and avoidable vehicle downtime.
- Conduct proper re-fueling.
  - Use the correct type fuel for the vehicle; use only the VILKEY assigned to the vehicle; and DO NOT refuel more than one vehicle for the assigned VILKEY (this may subject the operator to disciplinary actions as it could be determined as theft or fraud).
- Obey traffic and safety regulations.
  - Operators must follow responsible principles as though using their POV. Excessive costs are incurred due to rough-handling and inattentive driving. These costs are avoidable through a continuous education process practiced and preached by the RO's and Supervisors.
- Adhere to the scheduled vehicle PM appointment.
  - In too many cases, this office must repeatedly notify commands of their obligation to have PM performed on the vehicle.
- Report mileage timely and accurately.
  - Funding, billing, and utilization data is singularly based on mileage. It is essential mileage (odometer reading) is correctly reported.

Appreciate your support. These are your vehicles; holdfast to the guidance provided...riding is preferred to walking.

Please share this email with appropriate parties.

R,

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