



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-ZA

16 June 2009

MEMORANDUM FOR

USAG Wiesbaden, APO AE 09096
USAG Baumholder, APO AE 09034

SUBJECT: U.S. Army Garrison Wiesbaden Command Policy Letter 23, Procurement or Acquisition of Base Operations Vehicles and Equipment

1. Reference AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Aug 04.
2. Purpose: This policy sets guidelines for the procurement of BASOPS vehicles and equipment within the USAG Wiesbaden.
3. Applicability: This policy establishes responsibility for all units, activities, and staff elements within the USAG Wiesbaden requesting the procurement of BASOPS vehicles and equipment.
4. Policy: Procurement of BASOPS vehicles and equipment for use in completing Department of Defense (DoD) missions, functions, activities or operations.
 - a. All administrative Non-Tactical Vehicles (NTV) will be requested through the USAG Wiesbaden Directorate of Logistics (DOL) from the Interagency Fleet Management System (IFMS).
 - b. Prior to the procurement of any BASOPS vehicles, NTVs, special purpose vehicles, base commercial equipment, etc, the garrison Property Book Officer (PBO) will verify Table Distribution of Allowances (TDA) authorizations and determine the correct method of procurement.
 - c. Prior to any funding obligations, all procurement requests will be routed through the USAG Wiesbaden DOL for validation.
5. Questions concerning specific situations pertaining to the procurement/acquisition of vehicles should be directed to the USAG Wiesbaden DOL, Transportation Division at: DSN 337-6898.

JEFFREY W. DILL
COL, IN
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