



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-RM

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #52, Token-Operated Car Wash

1. The proponency of this policy is the Directorate of Resource Management.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References:
  - a. USFK GPC Standard Operating Procedure, 10 Aug 05.
  - b. DoD Manual 4140.25-M, Volume II, C16.4, DoD Fleet Card Program, 26 Feb 09.
4. Applicability. This policy applies to all USAG Humphreys staffs/directorates with government Non-Tactical Vehicles.
5. Purpose. The purpose of this policy memorandum is to prescribe policy and guidance for purchasing Tokens with the Government Purchase Card (GPC) to wash government Non-Tactical Vehicles (NTVs) at USAG Humphreys.
6. Responsibilities.
  - a. Directorate of Resource Management will ensure funds are available for all USAG Humphreys staffs/directorates GPC Cardholders to purchase Tokens.
  - b. Family & Morale, Welfare, and Recreation (F&MWR) will ensure Tokens are available for purchase at the USAG Humphreys Auto Crafts Shop. Tokens purchased by organizational GPC Cardholders will only be used to wash official Non-Tactical Vehicles at the designated USAG Humphreys Car Wash Point.
  - c. USAG Humphreys Staffs/Directorates will make purchase requests with Government Purchase Cards for Tokens at the USAG Humphreys Auto Crafts Shop, and ensure that Activity internal control procedures are established, published, and followed, in compliance with this policy.

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d. Non-USAG Humphreys Major Subordinate Commands (MSCs) and Units must establish internal policies to purchase Tokens with the use of Government Purchase Cards in conjunction with this requirement.

7. Procedures. The following internal procedures will be followed by all USAG Humphreys Staffs/Directorates in association with use of the GPC card:

a. Billing Officials will ensure funds are available with USAG Humphreys, DRM and provide funding support to Cardholders. No purchases may be made without the Billing Official's signature on the GPC IMPAC Order Request and Receipt Form. When the Billing Official is on leave, the alternate Billing Official will validate charges or have another Billing Official approve all charges.

b. Purchase of Tokens: All purchases shall be initiated by a properly completed GPC IMPAC Order Request and Receipt Form. Cardholders will purchase only the Tokens needed to clean their respective staffs/directorates' NTVs on the day of purchase. Cardholders will be limited to purchasing six (6) Tokens per vehicle for washing and vaccuuming. Cardholders must use the Tokens immediately upon purchase. Cardholders may not purchase any Tokens in advance, in bulk, or in excess of that days need. Cardholders will be monitored via CCTV to ensure the immediate use of all Tokens and to guard against misappropriation. Cardholders will verify with the Billing Officials that funds are available prior to using the GPC card during the first week of each month. Cardholders will establish an inventory log to track customers receiving the tokens. This internally created log sheet will include the date, name, quantity and value of the Tokens issued. The log will be provided monthly to Billing Officials for tracking accountability, rate of usage and indicators of abuse.

c. Hand receipt and property accountability: After providing individual Tokens to the Customer, a copy of the GPC IMPAC Order Request and Receipt Form and other supporting documents will be maintained on file for two years, subject to future audits, inspections or reviews by Internal Review, 411th CSB or other agencies.

d. Tokens may neither be returned nor exchanged for cash.

8. Point of contact is the Directorate of Resource Management at 754-3884.

  
DARIN S. KONKRIGHT  
COL, SF  
Commanding

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A&B