



DEPARTMENT OF THE ARMY
US ARMY ROTC DETACHMENT, XAVIER UNIVERSITY
SEVENTH BRIGADE, UNITED STATES ARMY CADET COMMAND
3904 WINDING WAY
CINCINNATI, OH 45229

REPLY TO
ATTENTION OF

ATCC-GGO-HXU

01 October 2018

MEMORANDUM FOR ALL PERSONNEL OF THE XAVIER UNIVERSITY "ALL FOR ONE" DETACHMENT: CADRE, CADETS AND STAFF

SUBJECT: Policy Letter 3-1 GSA Vehicles

1. All Cadre must become thoroughly familiar with the rules and procedures governing the use of a GSA Vehicle. Not being familiar with the rules is not an excuse for abuse of a vehicle and can result in substantial cost to the individual for unauthorized activities or, in some cases, disciplinary action.
2. The Vehicle Control Officer (VCO) establishes a Reading File that contains pertinent information governing the use of GSA Vehicles. The VCO reviews, with the driver, the use of the vehicle, credit card, accident reporting and maintenance procedures upon dispatching the vehicle. All operators must successfully complete the online Wheeled Vehicle Accident Avoidance Course prior to using any GSA Vehicle.
3. The Vehicle Control Officer will keep records on the reviews.

A handwritten signature in black ink, appearing to read "Marchetti".

MICHAEL A. MARCHETTI
LTC, AV
Professor of Military Science