



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
OFFICE OF THE STAFF JUDGE ADVOCATE
7090 ALABAMA AVENUE, BUILDING 1454
FORT POLK, LOUISIANA 71459

AFZX-JAC

28 June 2010

MEMORANDUM FOR Personnel Concerned

SUBJECT: Government Travelers on Temporary Duty (TDY) with an Authorized Rental Vehicle

1. In 2007, U.S. Government Rental Car Program transferred from Surface Deployment and Distribution Command to the Defense Travel Management Office (DTMO), which implements U.S. Government Rental Agreement Number 3. All Government Travelers must follow the procedures outlined in this agreement or the government employee could pay damages to the rental car out of his/her pocket. Further details are available at the DTMO website at <http://www.defensetravel.dod.mil/Sections/Rent.cfm#cagreement>.
2. Choose a rental company that is listed on the U.S. Government Car Rental Agreement #3. A list is available at <http://www.defensetravel.dod.mil/Docs/CRAgreementPOCs.pdf>. Check to verify that the location you are renting from is a participating location. Please consult The Truck Rental Agreement Number 2 for the rental of cargo vans, utility, and straight trucks for official business.
3. You must authenticate your official government travel status with the rental company by using your government credit card or presenting a copy of your TDY orders. (You should get the rental company to write on your rental agreement that you presented your TDY orders and authenticated your official governmental travel status.)
4. Remember, Joint Federal Travel Regulations require you to rent the lowest cost rental that meets the mission requirements. When renting your vehicle in CONUS, you should decline any additional insurance or collision damage waiver (LDW/CDW) offered by the rental company. The rental company should not charge you additional money based on your age.
5. If your rental car is involved in an accident or sustained damage during your TDY, you should do the following:
 - a. Immediately notify the rental company and local law enforcement. In Louisiana and other States, failure to report accidents may result in you being charged with the repair costs. Also, report this incident to your supervisor, and request a determination of whether or not the use of the rental vehicle at the time of the accident was within your scope of employment.

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b. If you paid with a government credit card, contact the rental insurance program within 20 days of the accident.

c. Keep a record of the location and representative who assisted you for follow up purposes. Also, keep a copy of the police report and/or exchange of contact information from the other driver.

6. If a Rental Company is listed on U.S. Government Car Rental Agreement #3, they have contracted to bear the entire risk of damage or loss to a rental vehicle used for official business by the government travelers. Coverage is excluded if you operate the vehicle in a location not covered under the agreement (off paved road, across international boundaries) or misuse the vehicle (driving while intoxicated, racing , use for illegal purpose).

7. If you receive a bill for damages to your rental vehicle, you should contact your nearest Military Claims Office to determine whether or not the rental company may charge you individually for these damages. Do not delay in contacting the Military Claims Office. The rental company may report your failure to pay to a debt collection agency or prohibit you from renting vehicles. Generally, it is not appropriate for a rental company to personally bill you for damages pursuant to U.S. Government Car Rental Agreement #3. Agreement #3 may not apply if you fail to choose a rental company listed on Agreement #3, fail to report the damage, were not in the course and scope of your employment , did not properly authenticate your government travel status, or an exception under U.S. Government Car Rental Agreement #3 applies. The Military Claims Office will assist you in determining whether or not Agreement #3 applies. If Agreement #3 applies, the Military Claims Office will contact the rental company and dispute the charges.

8. If you are within the course and scope of your employment and did not meet the requirements for Agreement #3 to apply, the bill may be paid by your organizational TDY funds. All organizations should ensure that persons going on TDY understand how to properly rent a vehicle using Agreement #3 and avoid paying such damages.

9. If you have any questions, please contact the Fort Polk Claims Office at 337-531-2636/1576/1197. Our Customer Service hours are Monday through Friday from 0800-1130 and

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1230 -1630. We are closed on all Federal holidays. The Claims Office is located at 7090 Alabama Avenue, Building 1454, Fort Polk, Louisiana 71459.