



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD
WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation
No 58-1

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Motor Transport Services
MANAGEMENT OF NONTACTICAL VEHICLES

Summary. To assign responsibilities, establish policies and outline procedures for the management and use of non-tactical vehicles (NTV) and field water supply for Fort Leonard Wood (FLW), MO.

Applicability. This regulation is applicable to all commands, activities and individuals utilizing vehicles assigned to the Transportation Motor Pool (TMP) of the Directorate of Logistics (DOL), Transportation Division, Motor Transport Branch.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

Suggested Improvements. The proponent agency of this regulation is DOL. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN, ATTN: ATZT-DL-T, Fort Leonard Wood, MO 65473-8935.

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1. Purpose. To assign responsibilities, establish policies and outline procedures for the management and use of NTV and field water supply for FLW.

2. References and Forms. References and forms used in this regulation are listed in appendix a.

3. Explanation of Acronyms. Acronyms and brevity codes used in this regulation are explained in the glossary.

4. Responsibilities.

a. Installation Transportation Officer's (ITO) responsibilities for vehicle fleet management are outlined in AR 58-1.

b. In addition to the responsibilities stated in AR 58-1 and TM 38-600, the Motor Transport Officer (MTO) is responsible to -

(1) Authorize off-post dispatch for TMP vehicles upon receipt of a request with justification.

(2) Establish the maximum passenger capacity for each type of cargo vehicle used for the transportation of personnel.

(3) Authorize the modification to a vehicle. Modifications such as removal of vehicle components or addition of equipment will not be made without the prior written approval of the MTO.

c. Activity directors/commanders.

(1) Appoint a unit/activity transportation coordinator and submit names and telephone numbers of the personnel to DOL, ATTN: ATZT-TL-TR. Changes are to be submitted as they occur.

(2) Utilize TMP vehicles on a user-operated basis for "Official Use Only" in support of administrative, logistic or training requirements.

(3) Ensure vehicle operators perform required maintenance on the NTV dispatched, assigned, or used by them.

(4) Ensure senior occupants and vehicle operators are thoroughly briefed on vehicle safety, abuse and misuse, and understand their responsibilities as outlined in this regulation.

(5) Ensure there are two responsible individuals (must have the status of acting corporal, squad leader, acting platoon sergeant or other delegated authority) when personnel carrier vans (PCV) are used to transport students, one in the prime mover (cab) and one in the PCV with the soldiers to prevent damage or incidents. When insufficient responsible individuals are available, one will ride in the prime mover only.

(6) In the event of an accident or damage involving a NTV, the commander will ensure the operator or most knowledgeable person report to TMP within 24 hours. The SF 91 (Motor Vehicle Accident Report) will be completed for submission, with the original signed by the supervisor or commander and forwarded to TMP at the earliest possible time. A DA 285 (US Army Accident Report) will be completed by the unit and copy furnished to the MTO within five working days. The MTO will review the completed DA Form 285 and forward recommendations or additions to the Post Safety Manager. Failure to submit forms to the MTO may result in delay of vehicle repair. A replacement vehicle will not be issued until the accident report is received.

d. Unit/activity transportation coordinators will -

(1) Act as sole coordinator for all unit/activity requirements for TMP vehicle support.

(2) Submit transportation requests to TMP using email, FLW Form 1254, (Request for Motor Transportation and Trip Order), memorandum and/or other approved formats.

(3) Distribute all TMP vehicles allocated to the unit/activity in the most efficient manner, depending on need and sound management of assets.

(4) Establish a procedure within the unit/activity for vehicle support during non-duty periods. As an example, the brigade staff duty officer may be designated as an alternate coordinator.

e. Senior occupant of each vehicle will -

(1) Ensure the operator performs all necessary preventive maintenance checks and that the vehicle is operated in a safe and efficient manner.

(2) Supervise the vehicle operator to ensure safe operation of any passenger-carrying vehicle, to include compliance with all traffic laws. The senior occupant will ensure all occupants wear seat belts.

(3) Ensure passengers do not dismount until the vehicle comes to a complete stop, tailgates removed and all impediments to safe dismount are out of the way. Senior person will make sure passengers are seated at all times and do not put limbs outside the vehicle. All occupants will abstain from unsafe acts (i.e., horseplay, standing, etc.).

f. The vehicle operator will -

(1) Possess current valid license, state and/or military as appropriate, certificate of accident prevention class attendance and/or a current FLW Accident Avoidance Course (AAC).

(2) Obtain and maintain an OF 346 (US Government Motor Vehicle Operator's Identification Card) issued by the TMP Testing Section with presentation of the above documentation for vehicles above one ton, 4x4 and other vehicles as required by AR 600-55.

(3) Ensure that vehicle operator's maintenance is performed and dispatch is signed before vehicle is operated.

(4) Comply with all traffic laws which includes: Missouri State, AR 190-5, FLW Reg 190-5, and safe driving practices.

(5) Perform all operator preventive maintenance checks in accordance with DA Pam 738-750 and TM-38-600, TMP policy and General Service Administration (GSA) guidance.

(6) Ensure when vehicle is unattended, logbook and keys are removed, all windows closed and all openings (doors, hatches) locked. Operator is responsible for all lost keys and may be held financially responsible for replacing locks and ignitions switches. Vehicles with automatic transmission will be placed in park and all vehicles should use emergency brake.

(7) At the end of the operational day, operators will fuel, wash, and clean the vehicle.

(8) Operators of TMP General Dispatch vehicles will fuel, wash, and clean the vehicle, make closing entries on the dispatch form and have the vehicle inspected by the dispatcher. If accepted, they will then park the vehicle in the designated area, perform the "after operation" preventative maintenance checks and services (PMCS), properly secure the vehicle, and return the vehicle keys and log book to the dispatcher (or after hours box).

(9) In the event of an accident the operator of military NTV on FLW will -

(a) Render first aid immediately, if qualified to do so, and/or seek assistance for life saving purposes.

(b) Notify the nearest law enforcement command: Military, 596-6141 or civilian if off post, and TMP Operations, 596-0814.

(c) Obtain the other drivers name, unit/address/phone number and insurance information, if applicable. Complete the DD Form 518 (Accident Identification Card) (found in the logbook), and give this form to the other driver.

(d) Complete the SF 91 and the operator or most knowledgeable person will report to TMP within 24 hours. The original will be turned in to the TMP Administration Section, not later than (NLT) 24 hours after accident. The SF 91 will then be sent to the unit for the supervisor/ commander's signature and returned to TMP for reporting purposes.

(e) Do NOT express an opinion (orally or in writing) to claimants or their agents as to liability, investigation findings or the possibility of claim approval. Do not make official investigation reports available to the claimant, or his agent, or any non-military organization.

(f) Ensure unit safety officer prepares DA Form 285 and forwards to Safety Office, with copy furnished to the MTO.

5. Policies.

a. AR 58-1 outlines policies concerning utilization of nontactical use vehicles; such use will be "FOR OFFICIAL PURPOSES ONLY". In addition, all vehicles, government owned or leased and contractor operated are subject to installation regulations and are to be safeguarded against unofficial use.

(1) The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable law and regulations.

(2) Pertinent factors for considering official purposes is whether it is essential to the successful completion of a Department of Defense (DOD) function, activity, or operation, and consistent with the purpose for which the motor vehicle was acquired.

(3) Utilization of NTVs in support of morale and welfare activities will be restricted to official use only or as directed by command when it does not interfere with mission support.

(4) GSA vehicle utilization records will be maintained for one year (fiscal year). Units will record daily utilization on a DA Form 1970, Motor Equipment Utilization Record, or a self generated form to record the number of trips made, number of hours used, and number of miles driven. Units will justify why low mileage/underutilized vehicles should continue to be leased to the Chief of Staff or the Garrison Commander annually. The justification should include the number of trips made, the number of hours used and the number of miles driven. The Transportation Motor Pool Officer will note the lease cost of the vehicles on the request. The request will then be forwarded to the Chief of Staff or Garrison Commander as appropriate

(a) NTVs will not be used to compete with commercial carriers.

(b) Support will be approved for on-post use when it does not adversely affect mission requirements.

(4) NTVs will not be used for temporary duty (TDY) purposes or for transporting TDY personnel to and from the St. Louis airport. Exceptions will be approved by the Chief of Staff.

(5) NTVs will not be used for transport to the post exchange (PX), theatre, fitness centers, golf course or craft shop, except for official business.

(6) NTVs will not be used to transport from home to place of employment or for non-official social visits or parties. Official functions are generally arranged by Executive Services.

b. The MTO will coordinate with unit commanders and activity chiefs for additional vehicles and drivers when required during an emergency or for other essential installation support.

c. The MTO will coordinate the recall of TMP vehicles on recurring dispatch to fulfill unscheduled motor transport requirements, with due consideration for relative priorities.

d. Bus Service. Military bus service will be provided when it is determined that such service is necessary for effective accomplishment of the installation mission.

(1) Under normal conditions this bus service will not exceed a radius of 35 miles from FLW. Exceptions may be approved individually by the MTO.

(2) Units requesting buses for graduation ceremonies or other official business will ensure that operator responsibilities are completed and that the vehicle is used only for the requested purpose.

e. Transportation of personnel -

(1) The following vehicle capacities will not be exceeded at any time. The vehicle operator is included in these limits. Adjustments may be made because of personal equipment (field gear) when appropriate. In accordance with (IAW) AR 385-55, paragraph 3-2, all vehicles with floor mounted shifting and/or transmission mechanisms will be limited to the driver and one passenger.

f. Driver distractions.

(1) Operators of Government owned vehicles on or off a DoD Installation shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

TYPE OF VEHICLE	MAXIMUM NUMBER OF OCCUPANTS	HEAT CATEGORY 4 AND 5
MANSCEN Transit	120 on post, 80 off post	120 with air conditioning, 80 without air conditioning
Sedan, Standard (Type III)	5 on split seat, 6 on bench	
Sedan, Intermediate	6 total	
Sedan, Compact	5 total	
Sedan, Subcompact	4 total	
Station Wagon, Standard	7 total	
Truck, Carryall (Vans)	7 (G41), 8 (G42), 15(G43)	
Truck Panel	2 total	
Utility, SUV: Jeep, Bronco, Blazer, or ½ Ton	5 total	
Truck, Cargo, ½ Ton Pickup	3 in front, 6 in rear with camper shell	
Truck, Cargo, 1 Ton Pickup	3 in front, 8 in rear if covered	
Truck, Stake, 1 Ton	2 in front, 11 in rear with canvas cover	
Truck, Stake, 1 Ton Stretch	2 in front, 12 in rear, covered	
Truck, Stake, 3.5 Ton	2 in front, 23 in rear, covered	
Truck, Tractor, 5 Ton	2 on split, 3 on bench seat	
Personnel Carrier, Semi-Trailer	70, On post use only	50 total
Bus, 20 Passenger	31 on post, 21 off post	31 with air conditioning, 21 without air conditioning
Bus, 44 Passenger	61 on post, 44 off post	61 with air conditioning, 44 without air conditioning
Bus, 60 Passenger, School	61 on post, 44 off post	61 with air conditioning, 44 without air conditioning

Figure 1. Types of Vehicles and Maximum Number of Occupants.

Note: Vehicles with floor shift will seat two only in the cab

(2) Seating Arrangements.

(a) Seating in the back of canvas covered cargo vehicles will be consistent with the gross vehicle weight (GVW) of the vehicle. When seats are not available for all personnel, the additional personnel will be seated on the cargo bed facing the rear of the vehicle. Cargo trucks will not carry passengers in the rear of the vehicle off the installation.

(b) Seating arrangements in buses will be consistent with the vehicle's configuration. Personnel may stand in the aisle of a bus being operated on the installation, but will not stand forward of the rear of the first row of seats. The number of personnel standing will not exceed 50 percent of the rated seating capacity. When operating off the installation all passengers will be seated and the rated seating capacity will not be exceeded.

(3) Units requesting transport will ensure responsible individuals are present for loading vehicles. When personnel are transported by PCV, one responsible individual will ride in the prime mover (cab) and one will ride in the van. They will ensure passengers are safely seated at all times and properly disciplined to prevent personal injury and/or destruction or abuse of the van. If insufficient responsible individuals are available, one will be appointed to ride in the van.

(4) Units requiring transportation in support of funeral detail(s), notification detail or casualty assistance will provide their own drivers. TMP will furnish one vehicle for each occasion.

(5) All TMP vehicles may be used on gravel or paved roads; however, TMP vehicles will not be used on cross-country terrain. Four-wheel drive vehicles may be used on unimproved roads. Units will request appropriate vehicle for missions or they may be held liable for damages incurred during improper use.

6. Safety.

a. Operators will obey all traffic laws, speed limits and/or operate vehicles at speeds for the existing road conditions. All personnel will be seated and seat belts will be worn at all times.

b. The consumption of alcoholic beverages, use of tobacco and/or drugs (to include certain prescriptions) by operator or passengers is strictly prohibited.

c. Operators will sound the horn when backing. Vehicles one ton or larger will utilize a ground guide.

d. Trucks primarily designed to move cargo that are used to transport passengers will be canvas covered, have front curtains and equipped with tailgates or solid barriers on the rear. All personnel will be seated and safety devices (end gates) properly secured before the vehicle is moved. During cold or inclement weather cargo vehicle transport will be held to a minimum.

e. All cargo being transported must be secured prior to moving the vehicle. When cargo and personnel are transported together, the passenger capacity will be reduced accordingly. Particular emphasis must be placed on securing the cargo and loading it to the front to prevent any possibility of injury due to shifting cargo. Under no circumstances will personnel be transported on top of cargo in the bed of any vehicle.

f. Personnel will not be permitted to extend any part of their body outside the vehicle, or stand while riding in a cargo vehicle. Personnel will not ride on any external part of the vehicle, such as running boards, fenders, hoods, etc. Cargo vehicle must have canvas tops and front curtains to transport personnel. During cold or inclement weather cargo vehicle transport will be held to a minimum.

g. Maximum speed while passing marching troops is ten miles per hour (MPH).

h. Operators of tractor/PCVs will maintain a maximum safe distance equivalent of two seconds distance between moving PCVs at any speed. Maximum speed of PCVs when loaded with personnel is 35 MPH.

7. Road Conditions.

a. Initial Entry Trainee (IET) will not be permitted to operate NTV during "AMBER" or "RED" or "BLACK" road conditions.

b. AMBER road conditions are defined as "difficult to hazardous" and will be defined and posted by Law Enforcement Command (LEC). Travel by NTV is limited to emergency/repair vehicles such as military police, ambulance, fire trucks and Directorate of Public Works (DPW) equipment.

(1) NTVs dispatched during AMBER must be approved by an officer, command sergeant major, or branch chief in the command concerned. Brigade commanders may require more stringent requirements at their discretion. A list of vehicles that may be required under AMBER road conditions will be submitted to TMP in advance by memo or email prior to 1 November each year.

(2) NTV cargo vehicles may be dispatched for mission essential duties. Transporting of personnel in cargo NTVs is strictly forbidden. Coordination for movement of personnel should be made with TMP.

(3) Privately owned vehicles (POV). Commanders and section or activity chiefs should advise all POV owners to restrict travel to essential trips and caution them to use extreme care.

(4) TMP will transport troops to and retrieve them from training as requested by the company battalion commander.

c. RED road conditions are "extremely hazardous". Travel by military vehicle is limited to emergency operations (MPs, fire truck, and DPW mission essential vehicles). The DPW or Deputy DPW in writing will approve NTVs assigned to DPW. An e-mail will be forwarded to TMP listing the estimated vehicles required under RED road conditions prior to 01 November each year.

(1) The MTO or battalion commander in the direct chain of command will approve dispatch. An e-mail will be displayed in the vehicle, signed by the approving authority stating "Emergency Use under RED road conditions".

(2) TMP will retrieve troops from training areas and be responsible for troop transport in emergency situations.

(3) POVs are not to be substituted for military vehicles. IAW DOD 4500.36R government employees cannot be forced to use POVs for official business. All personnel should be advised not to travel unnecessarily.

d. BLACK road conditions present a real risk of life and limb. Travel by military vehicle is limited to emergency operations (MPs, fire truck, and DPW mission essential vehicles). The DPW or Deputy DPW in writing will approve NTVs assigned to DPW. An e-mail will be forwarded to TMP listing the estimated vehicles required under BLACK road conditions prior to 01 November each year.

(1) The Director or Brigade Commander in the direct chain of command will approve dispatch. An e-mail will be displayed in the vehicle signed by the approving authority stating "Emergency Use under BLACK road conditions."

(2) TMP will retrieve troops from training areas and be responsible for troop transport in emergency situations.

(3) POVs will not be driven under BLACK road conditions.

8. Procedures.

a. Each unit or activity requiring TMP vehicles on a recurring basis will evaluate their total requirements thoroughly and submit a written justification to TMP for each vehicle requirement.

b. The activity transportation coordinator is expected to control the use of recurring dispatch vehicles sufficiently in order to consolidate requirements in a manner requiring the fewest number of vehicles. Vehicles not required on a particular day will be made available for other users. Should unit requirements exceed the number of vehicles allocated, the transportation coordinator will approve requests for TMP support.

c. TMP vehicles will generally be maintained for pool dispatch (Class C) so as to be available to the greatest number of users. Vehicle allocations reflect transport requirements and do not present entitlement to specific vehicles. The MTO will make changes to vehicle assignment to meet higher priority operational requirements or for the purpose of fleet rotation.

d. Specific vehicles may be assigned to certain users on a recurring basis (Class B dispatch) only if the user's requirements dictate a unique use, type of vehicle or involve specially installed equipment. An example of this is the trucks assigned during Basic Rifle Marksmanship (BRM) training weeks.

e. Class C dispatch vehicles will be returned to TMP upon completion of the mission. Normal dispatch hours are 0530-2000 Monday-Friday. Vehicles that are required on extended dispatch (24 hours or more) must be individually justified. Dispatch from the TMP must be justified by exception rather than the rule and will not be based on convenience to the user.

f. Request for Transportation.

(1) Daily recurring dispatch (Class B). Request and justification for assignment of a vehicle on recurring daily dispatch will be submitted by memorandum. Justification will include why existing organization or assigned vehicle assets are inadequate. The MTO will review vehicle utilization quarterly and at a minimum annually to determine the continued need for recurring daily dispatch of each vehicle and the degree of utilization. The MTO will take appropriate action to reduce such dispatches due to lack of usage, changes in mission, misuse or discontinuance of a function.

(2) Mission Dispatch (Class C). FLW Form 1254 will be used to submit written requests for short-term mission dispatch. The designated transportation coordinator or assistant will sign requests (requests signed by other personnel will not be honored). In emergencies, service may be obtained by calling TMP, Dispatch Section at 596-0816. Telephonic requests will be followed by written requests at time of dispatch. FLW Form 1254 will be submitted to TMP NLT three working days prior to required date. Any request received after that time will be honored if vehicles are available. When transport requirements exceed capability, the TMP will determine the priorities of dispatch; with training needs being met first.

g. Trooplift Service.

(1) Unit responsibility.

(a) Transportation requests for mass movement (15 or more) will be submitted to the TMP, Trooplift Section by close of business (COB) Wednesday of the week prior to the requirement. All other requirements will be considered add-ons and will be

supported, as transport becomes available. Scheduled transportation will take priority.

(b) Unit personnel will be at the appropriate pickup place on time and ready to load.

(c) One permanent party noncommissioned officer (NCO) or officer will be present to maintain discipline and ride to the training site with each vehicle.

(d) Units may be held responsible for repair when their personnel damage vehicles.

(e) Units will justify, in detail, cantonment requests and obtain the battalion commander's signature, as appropriate.

(2) MTO responsibility.

(a) Operators and vehicles will be dispatched to arrive on the site at the scheduled time; training commitments will have first priority. School classes begin at a fixed time with transportation required between 0715 and 0800 hours and 1615 and 1700 hours; other commitments scheduled during these times can be met only as assets allow.

(b) There will be 15 minutes from the scheduled pick up time to begin loading. If a unit is unable to load within 15 minutes of the scheduled pickup time, the operator will notify the dispatcher. Should the dispatcher require the vehicle and operator elsewhere, the operator will leave the area and the unit will go on an "on call" status.

(c) Every attempt will be made by TMP personnel to contact the unit to notify them of the aborted commitment.

(d) Allowances will be made for weather conditions.

h. Other Services.

(1) Shuttle Bus service is available from designated bus stops on an established route for military and civilian personnel on "official business". This service should be used by students for administrative functions such as travel between barracks, troop billets and place of duty, to meet official business appointments. This service is available Monday through Friday except holidays.

(2) Bus policy.

(a) Buses will be dispatched with a driver for official business only upon receipt and approval of requests.

(b) Buses will not be dispatched on u-drive it requests. Requests will be approved by the MTO.

(c) Buses will be cleaned and fueled daily before turn-in.

(3) Official Express (formerly known as Range Shuttle). Service is provided to all government personnel requiring transportation for official business. The shuttle is operated on a call in basis. This service is available Monday through Friday except holidays, 0600-1800; last range call will be accepted at 1730. Requests will be made telephonically to the Official Express dispatcher at 596-1927, to include name, pick up point, destination and unit.

(a) Official Express vans are not authorized to haul excess baggage or oversized weapons.

(b) Official Express vans must be able to pick up the requestor within 15 minutes of call-in or the customer will be asked to call back.

(c) Official Express cannot take reservations or schedule advance pickups during peak hours; all transportation will be met

on an available basis. Peak hours are 0630-0830 and 1500-1700 daily.

(4) Field Water Supply.

(a) Purpose. To outline procedures and policies relative to the supply of potable water to training sites and ranges on FLW. It is applicable to all units training in the command.

(b) Commanders/directors responsible to –

1 Ensure elements of their command have available sufficient water (lister) bags or water cans in a serviceable, leak free and sanitary condition to provide adequate potable water during field training for personnel under their control.

2 Ensure water bags and potable water containers are drained, cleaned and flushed daily with potable water to prevent buildup of chemical residue or allow bacteria to grow.

3 Provide requirements for water bags and water cans at the training site as below. TMP will fill water cans only when time allows.

a Bags, canvas, water, 36 gallon. One per 100 individuals or fraction thereof.

b Cans, water, five gallon. One per 15 individuals or fraction thereof.

c Provide a heated tent for water trailer to prevent freezing during winter months.

d Direct water trailers will be placed in a proper servicing position. Units will not move trailers; TMP will be contacted to move water trailers.

e Place water containers to be filled in such a position as to accommodate the water truck for filling.

f Request water trailers not less than one week in advance, using TMP request format. Request will include same information as required for a vehicle on FLW Form 1254.

g Ensure unit representative signs the hand receipt for the water trailer one day prior to placement. Weekend or holiday water trailers must be receipted Friday prior to TMP closure, or water trailer may not be delivered.

h Coordinate directly with TMP for water delivery at unnumbered training areas or when there may be doubt as to the exact point of delivery.

(c) MTO responsible to -

1 Ensure that potable water is delivered to training sites.

2 Ensure all drinking water containers are filled as required. Water trailers will be refilled daily during bivouac status. TMP will be contacted for additional water at 596-1781.

3 Ensure the prescribed amount of chemicals required is added prior to delivery.

4 Ensure water truck tanks are drained, cleaned and flushed daily. Maintain tanks to prevent residue buildup and/or rust.

5 Water will be delivered by truck, weather permitting, when the temperature is above freezing. Water trailers will not be delivered in temperatures below the freezing level.

6 Should additional water be required, TMP will be notified as far in advance as possible. TMP will deliver water within two

hours during the normal duty hours. Additional water on weekends may take longer.

9. Vehicle Dispatch.

a. Authorized personnel will properly dispatch all vehicles. While operating a government vehicle, all operators will have the following items in their possession: vehicle log book, a current TMP computer generated vehicle dispatch record, a valid OF 346, if required or a valid state driver's license. Operators must show a valid operator license, state and/or military which qualifies them for the vehicle requested, and proof of accident avoidance training per AR 600-55 to obtain a current dispatch.

b. Operators will perform pre and post operation maintenance checks and services. Any damage or unserviceable item will be reported to the TMP Dispatch office prior to operation of the vehicle. Upon return, vehicles will be cleaned, fueled, and inspected by dispatch personnel before being accepted.

c. Operators will keep the logbook in their possession during vehicle operation and secured. The logbook will contain forms for accident reporting, the GSA credit card and information on obtaining repairs when the vehicle is out of the TMP area.

d. Vehicles allocated to units/activities that are requested and not picked up by 0800 will be considered available for dispatch to other users, unless the requester notifies TMP the vehicle will be picked up at a later time.

e. Additional drivers may be authorized to operate the vehicle. The person to whom the vehicle is originally dispatched or unit supervisor is responsible for ensuring the additional personnel are properly licensed, reference paragraph a above, to operate the vehicle and have license and AAC card in their possession while operating the vehicle.

f. Vehicles requiring maintenance, service or repair will be processed through the TMP Dispatch Section. The dispatcher will assign a vendor and the vehicle entered into the maintenance log at TMP with the logbook retained at TMP. The unit is primarily responsible to deliver the vehicle to the vendor. When the vehicle is ready to be returned to service the unit will process through TMP for valid dispatch.

10. Permissible Operating Distance (POD).

a. The POD limits established below would not be exceeded without prior approval of the Commanding General, MANSCEN. Approval authority is hereby delegated to the DOL and the ITO. Request for exception to POD limits will require the approval of the ITO, MTO or Chief of Staff. All requests for exception will have the concurrence of the headquarters concerned. Justification must state specifically why commercial transportation or other means cannot be used. A shortage of travel funds is not considered sufficient justification for exception.

b. It is not the intent of the US Government to compete in off-post operations with commercial carriers, nor are vehicle authorizations based on long distance transportation requirements. It has been determined that nontactical vehicles will not operate outside the following POD -

(1) A radius of 35 miles is considered local off-post and will be so noted on the dispatch sheet of the vehicle.

(2) A 100-mile radius will be approved through TMP with appropriate justification.

(3) Override authority is the Chief of Staff.

(4) The 763d Ord Co, Explosive Ordinance Disposal (EOD), absent without leave (AWOL) apprehension and funeral details,

will be authorized to operate vehicles only within assigned areas of responsibility.

(5) Military vehicles will be authorized to support military funeral honors, casualty notification and assistance within the Casualty Area Command's area of responsibility. This may exceed the permissible operating distance stated above.

11. GSA Credit Cards.

a. The MTO or their representative will receive credit cards for vehicles from GSA.

b. When credit cards are issued, individual vehicle operators will assume responsibility for them when signing on the dispatch printout as the operator. If a credit card is lost, notice will be given to the MTO (573-596-0814) and the GSA fleet manager (573-596-0847); the military police desk will be notified in writing, email or memorandum. A written report of the circumstances of loss will be completed no later than five working days after the loss, and a copy sent to GSA.

c. Purchase for POL services will be made only from companies listed in the GSA vehicle guide in the logbook. No personal items may be purchased/charged to the GSA credit card.

(1) Attach credit card purchase invoices to the dispatch record and submit to the Vehicle Clerk or Dispatcher. All entries must be legible to include credit card number and the operator's signature.

(2) Operators are responsible for the accuracy of data on the credit card retail sales invoices. Include the vehicle tag number on the invoices.

(3) Repairs or services exceeding \$100 must be authorized by the GSA Maintenance Control Center. The logbook contains information on how to contact them for approval.

12. Wrecker Service.

a. DOL will procure wrecker service for all administrative government NTV vehicles assigned to the installation. Calling TMP dispatch 596-0816 during duty hours will provide wrecker service. After duty hours, emergency wrecker service can be obtained through calling the number on the credit card or through the Staff Duty Officer (SDO).

b. Vehicles will be towed only if it has been determined the disabled vehicle cannot be safely driven to TMP. Chains, towropes, and/or tactical vehicles will not be used to tow NTVs.

c. Wrecker support will not be provided to vehicles that are out of fuel, low in oil or coolant, or have flat tires, except when such condition is caused by sudden equipment failure or accidents. It is the operator's responsibility to perform all necessary operator checks prior to and while operating the vehicle. Operators will change the tire, and obtain fluids from TMP as necessary to return the vehicle to operation.

d. Wrecker support will not be furnished for tactical vehicles.

e. Wrecker service will not be used to recover vehicles with flat tires unless absolutely necessary. Operators with vehicles having a flat tire will park the vehicle in a safe location so as not to impede traffic. Operators will change the tire, using the spare, if there is no spare, note the tire size and type and notify TMP.

13. Maintenance.

a. TMP, DOL will ensure that an effective and comprehensive maintenance program is followed. Vehicles will be maintained within the "safe and serviceable" criteria established for NTVs and

within all current statutory regulations and adhere to the GSA Interservice Agreement.

b. Maintenance will be coordinated with the Dispatch Section of TMP. Vehicles will be entered into the maintenance log and vendors assigned to ensure proper maintenance.

c. Vehicles that are determined to not being properly maintained will be returned to the general dispatch fleet and made available for daily dispatch.

14. Petroleum Oil Lubricants (POL).

a. Fuel is available at TMP for government vehicles assigned to the installation and tenants from 0530-2045 Monday-Friday. All fuel issues must be traceable to the receiver.

b. A fuel key will be issued for each vehicle to allow access to TMP fuel pumps. Unit commander will issue fuel keys to the unit for canned gas upon receipt of memo. Keys will be coded for the correct fuel and unit. Operators will enter their social security number (pin number) to allow a full audit trail.

c. A lost or damaged fuel key will be reported to TMP as soon as possible. Keys are accountable and operators are responsible for securing them as they would vehicle keys. Damaged fuel keys will be replaced immediately; lost fuel keys may be subject to Report of Survey process.

d. Other POL products such as oil, brake fluid, windshield washer fluid, etc., will be made available at operator's request.

15. Driver Selection, Training, and Licensing.

a. Commanders and supervisors has responsibility to:

(1) Ensure operators are selected in accordance with regulations and are qualified to operate the type vehicles for which licensing is desired. Such personnel will have proof of accident avoidance training.

(2) Ensure personnel will have a valid state driver's license and proof of accident avoidance training before being issued a OF 346. Personnel may be issued an Army military operator incidental permit upon receipt of memorandum from the commander stating person has been trained, is qualified on the type license requested and it is mission essential this person drive.

(3) Ensure that personnel with learner permits operate vehicles or equipment within a controlled driving range or training area only. They will be under supervision of properly licensed operators at all times.

(4) Submit by memorandum/email the unit to be tested and licensed to the Driver Testing Station at least one week prior to date of desired test. Submission will include date, time, place, number of personnel and point of contact (POC). Submissions not properly submitted will be refused.

(5) Notify TMP when the Commander or activity chief has suspended an operator's license. TMP will also be notified when personnel have had their license suspended or revoked by LEC.

(6) Advise TMP by memorandum/email of the successful completion of Remedial Driver's Training of those individuals whose license has been suspended or revoked. A request for retesting and relicensing must then be submitted to the Driver Testing Station.

b. MTO has responsibility to -

(1) Suspend OF 346 of any personnel cited for driving under the influence (DUI) while operating a GSA vehicle until

attendance of AAC and reissue of civilian driver's license has been completed.

(2) Suspend military license of GSA vehicle operators contributing to or directly causing an accident, or found to have operated a vehicle in a reckless or grossly unsafe manner, until completion of Accident Avoidance Training, remedial driver training and retest on equipment is accomplished. Subsequent violations may result in revocation of the license, as may particularly serious first offenses.

(3) Suspend military license for a period of 30 days or more of vehicle operators (military or civilian) found to have utilized a government vehicle for other than official business. An information letter will be forwarded to the commander or activity chief involved, indicating that future incidents may result in revocation of the employee's license. In addition, operator permits may be suspended, or revoked by commanders, the ITO or MTO for cause at any time when warranted by an individual's accident record, or when an individual appears to be impaired by physical defects/conditions or other limitation.

c. Driver Testing Station has responsibility to -

(1) Act as the authorized commander's representative in issuing licenses.

(2) Ensure procedures comply with all regulations.

(3) Ensure qualified personnel conduct all road tests for vehicle operators. Memorandums through commanders authorizing personnel within units will be kept on file.

(4) Conduct unit/individual eye exams as required for personnel requiring a military operator's permit. Group requests must be made in writing by memorandum/email and received at least two weeks in advance. Individual requests will be fulfilled at TMP on a walk-in basis.

(5) Issue military bus licenses only after TMP personnel successfully complete road tests. Civilians must have a state commercial driver's licenses (CDL) to operate buses off the installation. Military personnel must be in uniform when operating off the installation. Bus training classes will be a minimum of 40 hours for personnel with no previous training. Classroom sessions will familiarize students with vehicle operation, maintenance procedures and safety. Driving will begin in a restricted area away from traffic and merge into traffic areas as familiarization increases. Students will be road tested in rural and urban traffic, to include interstate and highways when possible.

16. Reimbursement for damage to NTV.

a. The using unit or activity responsible for the vehicle at the time of the accident/incident will be required to bear the full financial responsibility for loss or billable damage to Army-owned vehicles, or vehicles leased from GSA or other lessors.

b. The using unit/activity will not be held responsible for damages to the vehicle if it is determined that damages were the result of:

(1) The negligent or willful act of a party other than the unit/activity (or the employee of that unit/activity/ to which the vehicle was assigned or issued, and the identity of the party can be reasonably established. For example, swerving to miss a deer does not absolve the organization from damages.

(2) Mechanical failure of the vehicle, and the using unit/activity or its employee was not negligent. Proof of mechanical failure must be submitted.

(3) Normal wear and tear that is expected in the operation of a similar vehicle.

c. Units/activities will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued NTV.

d. If a unit/activity is responsible for damages, it will bear all cost for removing and repairing the vehicle. If the vehicle is damaged beyond repair, the unit will be charged all costs, including fair market value of the vehicle less any salvageable value.

e. Units will be provided a spreadsheet monthly outlining the accidents and the cost repair. The IMA Resource Management Office will work directly with the unit Resource Management Office to facilitate reimbursement.

17. Alternative fueled vehicles.

a. The Energy Policy Act (EP ACT) required that 75 percent of all eligible (sedan and light duty trucks) CONUS vehicles acquired or leased by an activity within a fiscal year be AFV. This requirement includes vehicles leased from commercial rental agencies. DALO-TSP determines the Army-wide percentage of vehicles that fall outside of the Metropolitan Statistical Area (MSA) for determining AFV requirements and other exemption provisions for the purpose of compliance with the Act. MSA is used to determine the number of vehicles eligible under EP ACT. However, all CONUS activities either inside or outside of a MSA need to acquire AFV in support of EP ACT. Even OCONUS use of AFV can contribute to meeting the EP ACT goal. Local availability of alternative fuels does not preclude bringing AFV into the Army fleet; however, the selection of AFV may be predicated on future availability of fuels by type and potential local community and private sector involvement.

18. Sport utility vehicles.

a. Sport utility vehicles (SUVs) are a relatively new class of vehicle with four-wheel drive and an off-road capability that make the vehicle ideal for police, range support, and other off-road duties that required physical abilities exceeding those of a sedan or truck. SUVs are also necessary to more safely handle certain types of road conditions in inclement weather. Requests to utilize high-end SUV's or any SUV that has a maximum gross weight that is greater than or equal to 5,000 pounds must be forwarded through the unit's chain of command to the MACOM Commander for approval.

b. Exceptions to the MACOM approval requirement include:

(1) SUVs that are available as alternative fueled vehicles.

(2) SUVs that are used directly and specifically for police, fire, rescue, criminal, investigative, and intelligence activities.

(3) SUVs that are used for recruiting and military entrance processing activities in areas where snow, sleet, and freezing rain would terminate the mission for lengthy periods.

(4) SUVs that are used for Military Working Dog training missions and Incident Response Training Department missions. Except for special requirements such as inclement weather conditions and off-road use. SUVs will not be used exclusively as passenger-carrying vehicles when a sedan, van, carryall, bus, taxi, privately owned vehicle (reimbursable), or public transportation would meet mission requirements.

GLOSSARY

AAC
accident avoidance course

AR
Army regulation

AWOL
Absent without leave

BRM
basic rifle marksmanship

CDL
commercial driver's license

COB
close of business

DA
Department of the Army

DD
Department of Defense

DOD
Department of Defense

DOL
Directorate of Logistics

DPW
Directorate of Public Works

DUI
driving under the influence

EOD
explosive ordinance disposal

FLW
Fort Leonard Wood

GSA
General Service Administration

GVW
gross vehicle weight

IAW
in accordance with

IET
initial entry trainee

ITO
Installation Transportation Officer

LEC
Law Enforcement Command

MANSCEN & FLW
United States Army Maneuver Support Center
and Fort Leonard Wood (same as MANSCEN)

MP
Military police

MPH
miles per hour

MTO
motor transport officer

NCO
noncommissioned officer

NLT
not later than

NTV
nontactical vehicles

OF
optional form

PCV
personnel carrier van

PMCS
preventative maintenance checks and services

POC
point of contact

POD
permissible operating distance

POL
petroleum, oil, lubricant

POV
privately owned vehicle

PX
post exchange

SDO
staff duty officer

SF
standard form

TAMMS
The Army Maintenance Management
Systems

TDY
temporary duty

TM
training manual

TMP
Transportation Motor Pool