

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544-5062
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C 1, III CORPS & FH REG 56-6

Surface Transportation
MANAGEMENT AND USE OF NONTACTICAL VEHICLES

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APPLICABILITY. This regulation applies to all units assigned or attached to III Corps and Fort Hood. During any mobilization, the requirements of this regulation remain in effect.

SUPPLEMENTATION. Local supplementation of this regulation is prohibited, except upon approval of AFZF-DL-TNS. Any changes to block 3d or appendix B, which resulted from a negotiated union agreement, may not be revised without coordination through the Directorate of Civilian Personnel.

INTERIM CHANGES. Interim changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-DL-TNS.

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as follows:

Remove old pages

1 thru 8
11 thru 14
19 and 20

Insert new pages

1 thru 8a
11 thru 14
19 and 20
H-1 thru H-3

3. File this transmittal sheet in front of the publication.

FOR THE COMMANDER:



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OVERVIEW

1

Purpose This regulation establishes policies and responsibilities and prescribes procedures for the use of NTVs assigned, attached, or leased to the transportation motor pool (TMP).

1a

References

Publications

- AR 58-1 (Management, Acquisition, and Use of Administrative Use Motor Vehicles)
- III Corps & FH REG 55-5 (Commercial Taxicab, Bus and Limousine Operations at FH)
- III Corps & FH REG 56-7 (Management and Use of Installation Refrigerated Vehicles)
- III Corps & FH REG 600-15 (Driver Selection, Training, Testing and Licensing)

Forms

- DD Form 518 (Accident Identification Card)
- DD Form 1970 (Motor Equipment Utilization Record)
- FH Form 2557 (Operators Inspection Guide and Trouble Report - Administrative Use Vehicles (More Than 2 1/2 Tons))
- FH Form 2558 (Operators Inspection Guide and Trouble Report - Administrative Vehicles (Less Than 2 1/2 Tons))
- FH Form 2597 (Authorization to Use a Government Vehicle for Meals and Breaks)
- FORSCOM Form 248-R (Request for Motor Transportation)
- FORSCOM Form 573-R (Dispatch Record)
- SF 91 (Operator's Report of Motor Vehicle Accidents)

1b

Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary

1c

RESPONSIBILITIES

2

Chief, Transportation Division

Chief, Transportation Division, DOL, provides NTV motor transport services for Fort Hood.

2a

Chief, Transport Branch

Chief, Transport Branch

- monitors operation, maintenance, and efficient use of motor vehicles in the FH TMP.
- performs surveillance of the TMP Operations Contract.
- implements NTV Recall and Lease Program.
- obtains reimbursement for vehicle use and operator labor as applicable.
- approves reduction of vehicles on recurring dispatch for more efficient utilization.

2b

TMP Operations Contractor

The TMP Operations Contractor

- manages the operation and efficient use of motor vehicles assigned, attached, or leased to the Fort Hood TMP.
- provides NTV support and determines quantities and type of vehicles needed for requested service.
- reviews and recommends reduction of vehicles on recurring dispatch when the interest of better use will be served.

2c

**Major
Activities**

The commander or chief of major activities

- ensures completion of operator maintenance, proper care, and official use of vehicles.
- justifies recurring dispatch requirements.
- schedules and consolidates at major activity level requirements for NTVs to attain maximum usage with minimum vehicles.
- ensures that adequate control measures are in place to determine who is responsible for security, proper operation, condition, and accident and incident damage to vehicles.
- provides reimbursement to DOL, Resource Management for all accident, incident, or abuse damages which occurred while the vehicle was in their possession, as billed by General Services Administration (GSA) or commercial vendor.
- * ● appoints one primary and no more than four alternate Transportation Control Officers (TCOs).
- ensures that each battalion and separate company size unit maintains a minimum of two qualified bus drivers each.

Unit commanders can get assistance by calling 287-6786 for driver's training and for driver's testing.

2d

**Vehicle
Operators**

Vehicle operators are responsible to

- be properly licensed.
- follow correct dispatch procedures
- adhere to dispatchers instructions.
- ensure that smoking or other tobacco products are not used in Government owned or leased vehicles.
- operate vehicles in a safe, sensible manner.
- sign FORSCOM Form 573-R when dispatched.
- obey all traffic laws, regulations, signs, and signals.
- complete FORSCOM Form 573-R with ending mileage upon return.
- perform maintenance checks and sign on respective date required on FH Form 2557 or FH Form 2558 before, during and after operations.
- return vehicles to dispatchers clean and full of fuel.
- remove and replace flat tires on vehicles unless prohibited by vehicle size or location.

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**Vehicle
Operator (cont)**

- report all incident damages to the vehicles to the dispatcher.

NOTE: Operators may be held liable for damages caused by failure to perform required vehicle checks listed on FH Form 2557 and FH Form 2558 (see appendix A).

- report all accidents to the dispatcher.

 2e
Activities

Using activities will

- hold operators responsible for compliance with this regulation and
- ensure vehicles are not driven off post without off-post dispatch.
- * ● prepare action memorandum and DA Form 3953 for commercial lease of vehicles (see block 4).

 2f
POLICY ON USE OF NTVs

 3
**Application
of Policy**

NTVs are authorized for official use only.

NTVs are not to be used in competition with commercial transportation.

The use of NTVs for residence to duty transportation (other than troop billets) is strictly forbidden as it violates Public Law.

NOTE: Exceptions are outlined in AR 58-1 and must be granted by the Secretary of the Army.

Pooling of NTVs provides the most efficient, effective, and economical support to Fort Hood using a minimum of vehicles.

The NTV program provides vehicles on a user- driver basis with the exception of

- official use military taxis and post shuttle,
- very important person (VIP) vehicles, and
- specified heavy vehicles.

 3a
**Reimbursement
for Damage**

Major activities will reimburse the DOL, Resource Management for all accident, incident, or abuse damage to any vehicle assigned or used as billed by GSA or commercial vendor.

Reimbursement will be by Military Interdepartmental Purchase Request (MIPR) or other such instrument.

 3b
**Authorized
Use of NTVs**

Authorized use of NTVs in addition to routine official business includes transporting

- children of soldiers residing on Fort Hood to and from school as specified in block 9.
- distinguished visitors, as determined by the Chief, III Corps and Fort Hood Executive Services.

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**Authorized
Use of NTVs
(cont)**

-
- key local community civilians
 - to and from Fort Hood and
 - on organized tours of the post when coordinated through Secretary of the General Staff (SGS), G5, or Public Affairs Office (PAO).
 - Department of the Army (DA) military and civilian personnel participating in
 - public ceremonies,
 - parades, and
 - other local community activities when attendance is authorized by the Commanding General and support is coordinated through G5, SGS, or PAO.
 - soldiers to and from athletic, morale, welfare, and recreation (MWR), and other community service programs when
 - within the permissible operation distance (POD),
 - approved by Directorate of Personnel and Community Activities (DPCA) as command sponsored, and
 - vehicles are available without detriment to other missions.
 - troops for training
 - when the unit has no table of organization and equipment (TOE) vehicles assigned.
 - when participating in Corps level exercises, test programs, special events or deployment/redeployment.
 - personnel between place of duty and carrier terminals incident to official travel when no regularly scheduled commercial transportation is available (approval must be obtained in writing by a colonel or above or head of a directorate).

Criteria to be evaluated when determining approval of use of an NTV for transporting personnel between place of duty and carrier terminals is set forth in appendix B.

Approval for off-post dispatch, if appropriate, is secured from TMP.

Major activities having no assigned NTV may arrange for transport of personnel between place of duty and carrier terminals incident to official travel by submitting three copies of FORSCOM Form 248-R attached (see appendix C, this regulation) two duty days (at least 48 hours) in advance (these one time requests are covered elsewhere in this regulation).

Personnel provided Government transportation to or from carrier terminals are not provided reimbursement for commercial taxi or bus for that portion of travel.

(continued on next page)

**Authorized
Use of NTVs
(cont)**

Personnel who file fraudulent claims against the Government can/may be punished under the Uniform Code of Military Justice or Civilian Personnel Regulations, as applicable.

While unit commanders may request the use of NTVs to support organizational events on post, NTVs should not be requested solely for the purpose of transporting intoxicated soldiers back to unit areas.

3c

**Unauthorized
Use of NTVs**

NTVs are not used to

- supplement, or as a substitute for TOE or table of distribution and allowances (TDA) authorized vehicles or equipment for mission and functional requirements without the approval of the Chief, Transport Branch.
- transport other than distinguished visitors and flight crews between Fort Hood and
 - local hotels,
 - motels, and
 - transient quarters.
- transport military or civilian personnel to restaurants, banks, snack bars, residences, Army Exchange (PX) facilities, or any similar type establishment for accomplishment of personal business, except as authorized in appendix B and approved on FH Form 2597 (Authorization to Use a Government Vehicle for Meals and Breaks) (available at Publications Warehouse).

NOTE: Includes use of all appropriated fund (TMP, maintenance and service, contractor) and nonappropriated fund vehicles.

- readiness tests.
- exercises other than Corps exercises.

3d

**Legal Use
of NTVs**

Questions regarding the legal use of NTVs will be forwarded through the users chain of command to the Staff Judge Advocate (SJA) for determination.

3e

POD

The POD for NTVs

- located at Fort Hood is 150 miles from the cantonment site, to include
 - Dallas,
 - Forth Worth, and
 - San Antonio.
- assigned to advisers and Reserve Activities and off-post users is established as 150 miles from the location of the activity.

Request for NTV travel beyond the POD

- requires prior approval from the Chief, Transport Branch or designated representative.

(continued on next page)

POD (cont)

Approval is considered when

- the trip is mission essential and adequate commercial transportation is not available.
- travel is for official business.

NOTE: Approval must be obtained in writing. Failure to obtain prior approval for trips outside of the POD may require the using activity to reimburse TMP for mileage, daily lease costs, and charges made on the United States Government credit card.

3f

TDY

NTVs will not be used for temporary duty (TDY) travel when other means of transportation are available such as

- commercial carrier,
- rental vehicle, or
- voluntary use of privately owned vehicle (POV) on a reimbursable basis.

Written cost comparison must accompany vehicle request and meet the following criteria

- cost comparison is favorable to NTV use.
- vehicle(s) are available without detriment to other missions.

If an NTV is needed for TDY travel, the requesting activity should attempt to support the requirement with it's assigned NTV.

Requests for NTV TDY support are submitted in memorandum format with FORSCOM Form 248-R and include information for cost reimbursement by the requester to the Operations Contractor for approval by the Chief, Transport Branch.

3g

NTV Support
to Troop
Activities
(MWR)

NTV support to troop MWR activities may be provided on a limited basis when within TMP on hand capabilities and it does not interfere with other post support missions (*this support is provided on a user driver basis).

All requests from MWR activities are routed through DPCA for approval and to the Operations Contractor for determination of available assets.

Justification is prepared in memorandum format with a FORSCOM Form 248-R attached.

When necessary, the DPCA provides written comments to include

- if the event is considered command sponsored.
- if DPCA assets or funds are available to support the event.
- why failure to support the request could cause adverse morale to soldiers.
- if support is authorized in appropriate Army regulations.
- approval or disapproval, subject to availability of vehicles.

NOTE: If no TMP assets are available, requests to lease commercial vehicles to support MWR are submitted through DPCA to Chief, Transport Branch and must contain requester funding information.

3h

**NTV Support
to Chaplain-
Parish
Activities**

NTV support to chaplain-parish activities may be provided on a limited basis within TMP capabilities as long as it does not interfere with other post support missions.

All requests for chaplain-parish type activities are routed through the Garrison Chaplain channels to the Operations Contractor for determination of available assets.

Justification is submitted in memorandum format with a FORSCOM Form 248-R.

The Garrison Chaplain provides written comments to include

- if the event is considered chaplain sponsored.
- if chaplain funds are available for leasing support (if TMP vehicles are not available).
- if support is authorized in appropriate Army regulations.
- functional approval or disapproval.

NOTE: Chaplain sponsored activities, not primarily of a religious nature, are submitted as MWR through DPCA.

3i

**NTV Support
for Community
Relations**

NTV support for community relations, bands, athletic events, and similar activities is limited to those functions that are essential to the success of command sponsored and approved programs.

3j

LEASING OF VEHICLES

4

**Lease
Authority**

*

The authority to lease vehicles is delegated to the

- Garrison Commander for leases up to 12 months and not exceeding \$100,000 and all sedans, carryall vans, and pickup trucks.
- DOL for all other leases beyond the on hand capability of the TMP under 60 days duration and under \$25,000.

*

NOTE: Leased vehicles are subject to all provisions of this regulation.

4a

***Lease Requests**

Lease requests will be prepared by the requester in action memorandum format and submitted to the appropriate approving authority in block 4a above.

Action memorandum will include lease vs purchase analysis and the following enclosures

- DA Form 3953 (Purchase Request and Commitment) will indicate
 - specific number(s) and type vehicle(s) required.
 - purpose for which leased.
 - inclusive dates of the lease period.
 - estimated cost of lease.
 - source of funding for the lease (fund citation).
 - point of contact (POCs).
- justification for lease in memorandum format.
- FORSCOM Form 248-R with disapproval by the TMP Operations Contractor

NOTE: Disapproved FORSCOM Form 248-R is not required for lease of special use vehicles not assigned to the TMP/GSA fleet.

- statement of Nonavailability of vehicles from GSA (provided by TMP).

4b

***Timeliness**

Request for lease of vehicles are submitted to permit for Directorate of Contracting personnel to award timely, legal, and cost effective contracts.

Administrative lead times are

- leases under \$10,000 -- 30 days
- leases over \$10,000 but under \$25,000 -- 75 days
- leases over \$25,000 -- 115 days.

Lease requests submitted with less than the required lead time must include justification for late submission in memorandum format.

Requests to lease vehicles in support of training exercises must be submitted through the Corps G3 and G4, and must comply with both the above lead times and those for exercise support requests (see block 8).

Lease of vehicles cannot exceed normal TMP TDA authorization except for surge requirements of less than 60 days.

GSA is the first choice for short as well as long term lease.

4c

***Lease Processing**

Requests for commercial leases will be prepared and processed as follows.

The action memorandum with enclosures will be prepared for coordination with

- Motor Officer, TMP, building 4174.
- Chief, Transportation Division, DOL, building 108.
- III Corps Directorate of Resource Management, building 1001, room 238 for approval of lease vs purchase analysis.
- Installation Property Book Office (IPBO) to obtain a document number.
- Resource Management approval of funding.

Approval of action memorandum by appropriate approval authority in block 4a.

After the action memorandum and DA Form 3953 are approved by the appropriate approving authority, submit to the Directorate of Contracting, building 1001, room 103.

4d

***Vehicle Processing**

All leased vehicles must be processed in and out through the TMP Operations Contractor, building 4175.

The description of services block of DA Form 3953 must specify

- that vendor will deliver vehicles to building 4175 one duty day before the date required on FORSCOM Form 248-R.
- pick vehicles up from building 4175 one duty day after last day vehicle is required on FORSCOM Form 248-R.

Vehicles will be inspected by the Operations Contractor during the in and out processing, and log books will be prepared for dispatch on the date requested by the using activity.

4e

***POL Support** Requesters of leased vehicles must make arrangement for issuance of credit cards for POL from 4th Material Management Center, 13th COSCOM.

Vehicles not processed through the TMP Operations Contractor will not be provided POL support.

4f

VEHICLE RECALL AND LEASE POLICY

5

Recall Requirement High demand for nontactical vehicles will necessitate recall of specific types of vehicles to meet surge requirements.

5a

Recall Procedures Recall of NTVs will be for a period of 1 month or less and vehicles will be returned to the user upon termination of the surge requirement.

Vehicles with low average monthly mileage will be recalled first.

Users with more than one justified, assigned vehicle will only have one vehicle recalled, regardless of type.

Users will designate which assigned vehicle of the required type will be recalled.

General Officer, ambulance, Military Police, and Fire Department vehicles are exempt.

Other temporary exemptions may be granted by the Director of Logistics if mission requirements outweigh the priority of the surge requirement.

Leases are permitted if the surge requirement exceeds 1 month in duration or an insufficient number of vehicles are available after the above recall procedures are taken.

Funds will be provided by the requester in the form of an MIPR or other such instrument.

Leased vehicles will be in and out processed through the TMP for vehicle control and accountability.

***** Because of the possibility of short-notice recall to support funeral details and Casualty Assistance Officers, sedans and carryalls will be maintained in a high state of cleanliness.

5b

Sponsors

Sponsors of school children will

- ensure children are present at bus stops appointed for their individual residential area before the scheduled departure of the bus.
 - ensure the good behavior of children en route to and from school (misbehavior could result in suspension or denial of school bus service).
 - ensure children ride their prescribed bus to and from school and use only their designated stops.
 - as a minimum, ensure children, age five and under are escorted to and met at the designated bus stop.
- * ● report complaints to the Project Manager, Operations Contractor (287-7466) for resolution.

9d

VEHICLE MODIFICATIONS

10

Modification and Painting

NTVs are not modified or painted unless requests are submitted in writing, through the Chief, Transport Branch to GSA.

Using organizations will not change or alter vehicle markings.

Decals are authorized only on glass surfaces and must be authorized in writing by the Chief, Transport Branch.

Organizations who fail to comply will reimburse the DOL, Resource Management Division for all costs associated with restoration.

10a

CONSERVATION OF GOVERNMENT TRANSPORTATION

11

Vehicle Requirements

Positive action is taken to reduce vehicle requirements wherever possible to include, but not limited to

- major commanders and staff directors consolidating transportation requirements of subordinate activities before submission to the TMP.
- releasing vehicles as soon as possible upon completion of the trip or mission.
- using military taxis and scheduled bus service whenever possible.

11a

RECURRING AND EXTENDED DISPATCHES

12

Recurring Dispatch

Mission dispatches are used whenever possible.

(continued on next page)

**Recurring
Dispatch
(cont)**

Vehicles may be placed on a recurring dispatch basis to using activities having daily requirements which cannot be met by

- military taxi,
- on-call service, or
- organic transportation.

NOTE: Assignments are not made for personal convenience.

Justifications for recurring dispatch are

- submitted in annual forecasts as stated in block 7a.
- resubmitted when justification changes.

The Operations Contractor reviews requests for each recurring dispatch monthly and submits recommendations for addition, withdrawal, or rotation of vehicles to the Chief, Transport Branch.

The Chief, Transport Branch approves, disapproves, or withdraws approval on a case by case basis.

Recurring dispatch of vehicles may not exceed 60 percent of the TMP fleet.

12a

**Extended
Dispatches**

Extended dispatches (overnight) are not normally authorized.

Requests for exceptions to this policy must be submitted in writing to the Operations Contractor for approval by the Chief, Transport Branch.

Approvals are granted when the requesting activity can fully justify that 24 hour availability of the vehicle on extremely short notice has an impact on the mission readiness of Fort Hood.

NOTE: Security of the vehicle and its components must be provided. If extended dispatch users do not control the use of the vehicle, the Chief, Transport Branch may terminate the extended dispatch and return the vehicle to daily dispatch.

12b

DISTINGUISHED VISITORS AND CASUALTY ASSISTANCE SUPPORT

13

**On-Call
Vehicles**

Vehicles are reserved in an on-call status to support

- VIPs,
- Casualty Assistance Officers (CAOs), and
- funeral detail requirements.

13a

Requests

The Operations Contractor only accepts mission dispatch requests for distinguished visitor support from the Chief, Executive Services.

Mission dispatch requests for casualty assistance and funeral support are only accepted from the Adjutant General (AG), Casualty/Mortuary Branch.

13b

MANAGEMENT AND OPERATION**14****Operations Contractor**

The Operations Contractor provides management and administration of the TMP vehicle operations and services.

14a**Chief, Transport Branch**

The Chief, Transport Branch coordinates with the Operations Contractor, and GSA for

- fleet management,
- procurement of NTVs, and
- monitoring all contracts dealing with NTV support.

14b**TCOs**

TCOs and alternates are appointed by all major activities using TMP vehicles.

The name, location, and telephone numbers of each TCO is sent to the Operations Contractor (changes in TCOs are reported to the Operations Contractor as they occur).

Commanders or TCOs

- coordinate and consolidate transportation requests.
- ensure FORSCOM Form 248-R is filled out completely, accurately, and in three copies.
- ensure proper supervision of personnel operating user-driver vehicles.
- review FORSCOM Form 573-R for proper preparation (see appendix D).
- assist in preparation of accident reports and obtaining information for reports of survey for damages to user-driver vehicles.
- when sub-pools are authorized, provide the Operations Contractor a list of sub-pool dispatchers and ensure only authorized drivers operate vehicles.

14c**On-Call Mission Dispatch**

On-call mission dispatch is for official services which are completed in 1 day or less, including "U-drive-it" vehicles out of pool service.

All FORSCOM Forms 248-R must be turned in 2 duty days (at least 48 hours) in advance of the date and time the vehicle is needed.

- FORSCOM Forms 248-R received with less than 2 duty days notice will be accompanied by a memorandum of justification signed by the TCO.

*

- late requests with justification will be approved subject to availability of vehicles.

On-call vehicles are reserved for use on a first-come-first-served basis.

Requests are accepted at building 4175 between 0730 to 1130 and 1230 to 1530, Monday through Friday, excluding weekends and holidays.

14d

**Shuttle
Service**

The Transport Branch is the proponent agency for the on post shuttle system.

The Operations Contractor is responsible for the

- operation,
- administration, and
- monitoring of the system.

14e

**Military Taxi
Service**

Radio-controlled military taxi service is

- available for official business only.
- available between 0700 and 1700 for passengers and may be obtained by calling 287-2154.
- not available between points within 2 blocks of the existing post shuttle bus route.

14f

**Scheduled
Bus Service**

Scheduled bus service

- is not normally set up between troop billets and work areas when units or parent organizations have organic vehicles that can provide such support.
- is set up for
 - replacement center in-processing.
 - school children of military personnel.
- for short durations may be arranged to support corps exercises and command-sponsored special events using FORSCOM Form 248-R with attached schedules.

Requests are submitted not less than 2 duty days (at least 48 hours) before desired date and time needed to allow for planning and coordination.

14g

**Unscheduled
Bus Service**

Unscheduled bus service may be available for use in support of authorized activities.

Because of limited bus availability and high demand, buses are closely controlled and basically limited to essential support activities.

Requests for installation mission support activities receive priority support and are submitted on FORSCOM Form 248-R.

The TCO sends requests

- to the Operations Contractor, Transport Branch,
- in three copies,
- not later than (NLT) 2 duty days (48 hours) before the required transportation date.

(continued on next page)

Maintenance and Repair On Post

The operator performs preventive maintenance inspections and observations before, during, and after operations.

The vehicle is turned in to the dispatcher at TMP for maintenance if a deficiency is observed that could damage the equipment or render it unsafe.

Defects discovered during inspections or equipment operation are noted on FH Form 2557 or FH Form 2558 (see appendix G).

21d**Maintenance and Repair Off Post**

To obtain repair of vehicles dispatched off post the operator can arrange for minor repairs up to \$50 (see appendix E).

For major repairs or break-down

- in the local dialing area call the TMP Dispatcher (287-2804/7466) for vehicle recovery.
- outside the local dialing area
 - * ● call the GSA Centralized Maintenance Control Center (1 800 633-8519) for assistance between 0745 and 1615 hours.
 - during nonduty hours call the TMP Dispatcher collect (287-2804), or notify the III Corps Command Operations Center (1-800-531-4654) for assistance for vehicle recovery and/or onward movement of passengers.

Operator will secure vehicle and equipment.

21e**SAFETY**22**Passenger Restrictions**

The number of passengers (in addition to the driver) permitted in the front and rear seats of any motor vehicle is governed by the number of seat belts available.

Passengers transported in buses "over the road" are restricted to seating capacity.

On intra-post service or other short runs, standing passengers are permitted, provided they do not exceed one-fourth of the vehicle seating capacity.

22a**Seat Belts**

Vehicles are not operated until all occupants have fastened their seat belts when they are provided.

22b**Windows**

The driver of a vehicle ensures all windows are kept clean.

22c**Unsafe or Defective Vehicles**

The driver and TCO of agencies using NTVs must promptly report unsafe or defective vehicles to TMP operations, phone 287-8133/2804.

22d

ACCIDENTS AND ACCIDENT REPORTING

23

General All accidents involving NTVs assigned to or leased by the Transport Branch are reported immediately to the applicable law enforcement agency and Operations Contractor, Transport Branch, regardless of cause, result, or place.

23a

Vehicles Vehicles are not moved from scene of the accident until

- appropriate investigations are complete.
- the vehicle is released by law enforcement authority.

Vehicles damaged by accidents, incidents, or abuse are returned to the TMP immediately for damage determination prior to further operation.

Replacement vehicles normally will not be provided while damaged vehicles are being repaired.

23b

Drivers Drivers involved in accidents

- render any possible assistance to the injured.
- warn other motorists of existing highway hazard.
- notify military and civilian authorities.
- complete SF 91.

In the event the SF 91 cannot be prepared by the driver because of injury or death, the report is completed by the next senior person directly responsible for the vehicle.

23c

Forms DD Form 518 is

- filled out at the scene of the accident and
- given to the operator of the other vehicle involved.

Immediately following an accident, the driver or TCO

- delivers the completed SF 91 to Operations Contractor, building 4175,
- provides any additional information necessary.

23d

*Appendix H
SAMPLE OF VEHICLE LEASE REQUEST AND DA FORM 3953

Office Symbol (Marks Number)

Date

MEMORANDUM FOR (Approving authority from block 4a)

SUBJECT: Leased Vehicles in Support of (exercise, function, activity, etc)--ACTION MEMORANDUM

- 1. Purpose. To obtain approval to lease one refrigerated trailer from (insert inclusive dates).
- 2. Recommendation. That the lease be approved as stated in Purchase Request at Tab A.
- 3. Discussion.

- a. The purchase request is for one refrigerated trailer from (insert inclusive dates).
- b. The estimated cost for this lease is \$878.58. The lease vs purchase analysis follows:

TYPE VEHICLE	MO/DAY REQUIRED	ESTIMATED PURCHASE PRICE	ESTIMATED LEASE PRICE	COST ADVANTAGE LEASING
One reefer	10 days	\$35,000.00	\$878.58	\$34,121.42

- c. Neither TMP nor GSA have vehicles, or reasonably expect to have vehicles, to support this requirement. No suitable interim substitutes are available.
- d. TDA authorizations will/will not be exceeded.
- e. Funds will be provided by (enter appropriate budget office).
- f. Point of Contact and phone number.

Signature Block

COORDINATION:

(S: Date) DRM concur/nonconcur _____ Date: _____

APPROVED _____ DISAPPROVED _____

See Me _____

SAMPLE DA FORM 3953

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-108; the originating agency is USAFAC.</small>				PURCHASE INSTRUMENT NO.		REQUISITION NO.		DATE		PAGE OF PAGES	
TO: Purchasing and Contracting Officer				THRU:		FROM:		10 Jun 94			
It is requested that the supplies and services enumerated below or on attached list be											
PURCHASED FOR Name of Using Activity						DELIVERED TO Transportation Motor Pool, Bldg 4175			NOT LATER THAN (Date) 15 Feb 94		
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)						NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION Point of Contact, Name and Phone Number					
LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY AR 58-1, TM 38-600 W023				REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY				Fund Certification The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.			
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM											
ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED		ACCOUNTING CLASSIFICATION			AMOUNT		
				Unit Price	Total Cost	Entered by Fiscal Office Providing Funds			5878.58		
1.	SERVICE: Request the lease of one 42 ft. refrigerated trailer from 15 Feb 94 to 24 Feb 94. Reefer will be in safe and serviceable condition. TMP will inspect the trailer upon arrival and if not satisfactory, it will be replaced at no cost to the Govt. Veh will be driven approx 2000 miles. The contractor will provide license plates, inspection stickers, and all required maintenance during the lease period to include repair/replacement of tires. They must come with serviceable tires, and vendor will provide an emergency phone number for repairs. Response time for repairs will be within six hours after notification. Delivery of truck will be on 15 Feb 94 between 0830-1130 hrs, to TMP Bldg, 4175, and available for pickup on 24 Feb 94, between 1430-1530 hrs at TMP Bldg, 4175.					DATE			TYPED NAME AND TITLE OF CERTIFYING OFFICER		
	ESTIMATED COST:			(15 Feb 94 thru 24 Feb 94)		DISCOUNT			SIGNATURE		
	a. One Reefer Trailer	1	ea	\$428.58	\$428.58	PURCHASE ORDER NUMBER			Signature Block of Fiscal Officer		
	b. Running Fee	10	day	\$24.00	\$240.00	DELIVERY SCHEDULE					
	c. Mileage/Approx	2,000	mile	\$0.03	\$60.00						
	d. Delivery/Pickup	1	ea	\$150.00	\$150.00						
	TOTAL				5878.58						
THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE											
2D AD, War Fighter Exercise						Approved by commanding officer or his designee					
DATE		TYPED NAME AND GRADE OF INITIATING OFFICER		SIGNATURE		DATE		TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE		SIGNATURE	
		ROBERT E. CHADWICK, GS-10						Signature Block Approving Official			
DATE		TYPED NAME AND GRADE OF SUPPLY OFFICER		SIGNATURE							
		DAN G. HIPPING, GM-13									

DA FORM 3953
1 AUG 78

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.

General

DA Form 3953 must be completed by the user and submitted to the Directorate of Contracting within the time limits outlined in block 4c.

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DA Form 3953 Completion

- Requisition No.** Entered by requesters budget office.
- Date.** Self-explanatory.
- Purchased For.** Name of requesting activity.
- Delivered To.** Transportation Motor Pool, building 4175.
- Name and Telephone No. of Person to Call for Additional Information.** Enter name of person to contact for clarification of questions about vehicle use and specifications
- Description of Supply or Services.** Enter number and type of vehicles and other specifications
- Accounting Classification.** Enter fund cite obtained from activity providing funding.
- Certifying Officer.** Enter signature block of Fiscal Officer providing funding.
- Initiating Officer.** Enter name of Motor Transport Officer
- Supply Officer.** Enter name of Installation Transportation Officer
- Commanding Officer or Designee.** Enter name of DOD, Garrison Commander (see block 4a), or ACofS, G3 if lease is funded by G3.

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