

III Corps & FH Reg 56-6

Surface Transportation

Management and Use of Non- Tactical Vehicles

Headquarters
III Corps and Fort Hood
Fort Hood, Texas
22 October 2010

UNCLASSIFIED

SUMMARY of CHANGE

III Corps & FH Reg 56-6
Management and Use of Non-Tactical Vehicles

This administrative revision, dated 22 October 2010 –

- Changes to this update are too extensive to list in detail. It is recommended that all units and/organizations familiarize themselves fully with this current updated of Fort Hood Regulation 56-6.

Surface Transportation

Management and Use of Non-Tactical Vehicles

History. This revision is a major revision. Portions affected by this revision are listed in the summary of change.

Summary. This regulation assigns responsibilities, establishes policies, and outlines procedures for the management and use of non-tactical vehicles (NTV) for Fort Hood, Texas.

Applicability. This regulation applies to all units assigned or attached to Fort Hood whose mission is non-tactical in nature. During any mobilization, the requirement of this regulation remains in effect.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Logistics (DOL).

Suggested improvements. The proponent of this regulation is the DOL, Installation Transportation Office. Users may send comments and suggested improvements on DA Form 2028 (Recommended Change to Publications and Blank Forms) to the Directorate of Logistics, Building 89010 Tank Destroyer, Fort Hood, Texas 76544-5027.

FOR THE COMMANDER:

RONALD PERRY
MSE Director/Chief of Staff

Official:



CHARLES E. GREEN, SR.
Director, Human Resources

DISTRIBUTION:
IAW FH FORM 1853: S

Contents (Listed by paragraph and page numbers)

Overview • 1, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 2, page 1

Motor Transport Officer • 2-1, page 1

Transportation Motor Pool Operations Contractor • 2-2, page 1

* This regulation supersedes III Corps and Fort Hood Regulation 56-6, dated 1 July 1993.

Designated unit or activity transportation coordinators • 2-3, *page 2*
Using activities • 2-4, *page 2*
Vehicle operator • 2-5, *page 2*

Management and Operation • 3, *page 4*

Motor Transport Officer • 3-1, *page 4*
Operations Contractor • 3-2, *page 4*
Transportation coordinators • 3-3, *page 4*
Credit cards • 3-4, *page 5*

Policies • 4, *page 6*

Use of non-tactical vehicles incidental to official duty • 4-1, *page 6*
Authorized use of non-tactical vehicles • 4-2, *page 7*
Unauthorized use of non-tactical vehicles • 4-3, *page 9*
Penalties for the misuse of government owned vehicles • 4-4, *page 10*
Commercial leasing of vehicles • 4-5, *page 10*
Vehicle recall policy • 4-6, *page 12*
Reimbursement for damages • 4-7, *page 12*

Use and Criteria, and Management of Assigned Assets • 5, *page 13*

Annual Justification • 6, *page 13*

Vehicle Modifications • 7, *page 14*

Transportation of School Age Children • 8, *page 14*

Conversation of Government Transportation • 9, *page 15*

Recurring and Extended Dispatches • 10, *page 15*

Distinguished Visitors and Casualty Assistance Support • 11, *page 16*

Vehicle Utilization Review Board • 12, *page 16*

Request for Services • 13, *page 17*

Unscheduled Bus Service • 14, *page 17*

Priority Support of Buses and Passenger Vehicles • 15, *page 18*

Commercial Transportation • 16, *page 19*

Vehicles Hand Receipted to Off-Post Activities • 17, page 19

Monthly Re-Dispatching of Transportation Motor Pool Vehicles • 18, page 20

Fueling of Transportation Motor Pool Vehicles • 19, page 21

Special Instructions • 20, page 21

Maintenance and Repair on Fort Hood • 21, page 22

Safety • 22, page 23

Road Conditions • 23, page 23

Accidents and Accident Reporting • 24, page 23

Drivers Testing Station • 25, page 24

Bus Driver Training • 26, page 25

Alternative Fueled Vehicles • 27, page 25

Refrigerated Trucks • 28, page 25

Appendixes

A. References, page 26

B. Justification Sample, page 28

C. Request for Bus Class Memorandum, page 30

D. Telephone Numbers, page 31

Glossary, page 32

This page intentionally left blank

Chapter 1 Overview

1-1. Purpose

This regulation establishes policies, responsibilities, and procedures for the use of non-tactical vehicles (NTVs) assigned, attached, or leased to the Transportation Motor Pool (TMP).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

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

Chapter 2 Responsibilities

2-1. Motor Transport Officer

The motor transport officer (MTO):

- a. Performs duties as the contracting officer representative (COR) for the established TMP contract.
- b. Monitors operation, maintenance, and efficient use of motor vehicles assigned, attached, or leased to the Fort Hood TMP.
- c. Performs surveillance of the TMP Operations Contractor.
- d. Implements the NTV recall and lease programs.
- e. Obtains reimbursement for vehicle use and operator labor as applicable.
- f. Approves the reduction of vehicles on recurring dispatch for more efficient utilization.
- g. Serves as technical advisor to the Vehicle Utilization Review Board (VURB).

2-2. Transportation Motor Pool Operations Contractor

The Transportation Motor Pool (TMP) Operations Contractor:

- a. Manages the operation and efficient use of motor vehicles assigned, attached, or leased to the Fort Hood TMP.
- b. Provides NTV support, and determines quantities and type of vehicles needed for requested service.
- c. Reviews and makes recommendations to the MTO of any vehicle changes on recurring dispatch when the interest of better use will be served.
- d. When buses are requested determines how the buses are issued, to include:
 - (1) Number of buses assigned to mission.
 - (2) Determination to shuttle versus leaving a bus on site for duration of time.

2-3. Designated unit or activity transportation coordinators

The designated unit or activity transportation coordinators (TCs):

- a. Ensures completion of operator maintenance, proper care, and official use of vehicles.
- b. Maintains a listing of vehicle assignments.
- c. Have knowledge of the location of each vehicle assigned.
- d. Have knowledge of the point of contact (POC), to include contact information for each vehicle assignment.
- e. Re-justifies recurring dispatch requirements annually or as required.
- f. Schedules and consolidates all major activity level requirements for NTVs, to achieve maximum usage with minimum vehicles.
- g. Ensures that adequate control measures are in place to determine who is responsible for the security, proper operation, condition, and accident and reporting incident damage to vehicles. This includes unit designation and determining liability of damage.
- h. Reviews the completed Fort Hood (FH) Form 56-2 (Transportation Motor Pool [TMP] Vehicle Request Support Form) prior to submitting for support to ensure requests are in compliance with the Fort Hood Regulation (Reg) 56-6.
- i. Coordinates for the reimbursement of services to Directorate of Logistics (DOL) through the Garrison Directorate of Resource Management (DRM) for all accidents, incidents, or abuse damages which occurred while the vehicle was in their possession, as billed by General Services Administration (GSA) or a commercial vendor.
- j. Will appoint one primary and no more than four alternate TC at division level. No brigade level TC unless unit is designated as a III Corps separate assigned to the MSE (mission support element).

2-4. Using activities

- a. Using activities:
 - (1) Holds operators responsible for compliance with this regulation.
 - (2) Ensures vehicles are not driven outside the permissible operating distance (POD) unless authorized by the MTO.
- b. Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate area of Fort Hood, a one way distance of 200 miles (321.87 kilometer [km]) has been established as the POD for Fort Hood. This shall include areas of Austin, Dallas, and San Antonio for the purpose of POD authorizations.

2-5. Vehicle operator

The vehicle operator:

- a. Re-dispatches all assigned vehicles between the 15th and the 20th of each month.
- b. Maintains all maintenance requirements on the vehicles assigned as dictated by GSA and/or the TMP maintenance scheduler. This includes transporting the

vehicle to and from a commercial vendor, if necessary. TMP staff will not transport assigned vehicles to commercial vendors for maintenance or recall issues.

- c. Must possess a current, valid license, state and/or military, as appropriate for the vehicle being operated.
- d. Follows correct dispatch procedures.
- e. Adheres to dispatcher's instructions.
- f. Will not take the logbook and/or keys home at the end of work day.
- g. Will turn in keys and logbooks to the unit TC or designated representative upon completion of mission at the end of work day.
- h. Will park their assigned vehicles in the designated location as dictated by their Command.
- i. Ensures that smoking or other tobacco products are not used in government owned or leased vehicles.
- j. Operates all TMP vehicles in a safe, sensible manner.
- k. Ensures proper completion of all vehicle forms, located in the vehicle logbook. All forms must be completed in a legible manner, as applicable.

(1) Department of Defense (DD) Form 1970 (Motor Equipment Utilization Record)

(2) TMP-1 Dispatch Log

(3) FH Form 58-2 (Operator's Inspection Guide and Trouble Report Administrative Vehicles [less than 2 1/2 ton])

(4) FH Form 2557 (Operator's Inspection Guide and Trouble Report Non-Tactical Vehicles [more than 2 1/2 ton])

(5) FH Form 56-X1 (Operator's Inspection Guide and Trouble Report Non-Tactical Vehicles [Buses])

(6) Standard Form (SF) 91 (Motor Vehicle Accident Report)

l. Obeys all traffic laws, regulations, signs, and signals. Complying with all traffic laws that include Texas State, Army Regulation (AR) 190-5 (Motor Vehicle Traffic Supervision), FH Reg 56-6, and safe driving practices.

m. Shall not engage in text messaging or operate cell phones unless a hands free device is utilized or the vehicle is safely parked:

(1) When driving government owned vehicles (GOVs), or when driving privately owned vehicles (POVs) while on official Government business.

(2) When using electronic equipment supplied by the Government while driving.

n. Completes TMP-1 with ending mileage upon return.

o. Returns vehicles to the TMP dispatcher clean, full of fuel, and ready for a thorough inspection.

p. Removes and replaces flat tires on vehicles unless prohibited by vehicle size and location.

q. In the event of an accident, notifies the nearest Law Enforcement Agency, military or civilian, and complete the SF 91.

r. Reports all incidents and/or accidents to the vehicle to the TMP dispatcher or maintenance clerk within 48 hours of the incident or accident.

s. Ensures that vehicle operator's maintenance is performed, and dispatch is signed before vehicle is operated per TMP policies and GSA guidance.

- t. Ensures that when the vehicle is unattended, logbook and keys are removed, all windows closed, and all openings (doors and hatches) are locked.
- u. Responsible for all lost keys, and will be held financially responsible for replacing locks and ignitions switches.
- v. Vehicles with automatic transmission will be placed in park, and all vehicles will use emergency brake.
- w. At the end of the operational day, operators will fuel, wash, and clean the vehicle.
- x. 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 wash rack attendant or dispatcher for completeness. Operator will comply with standards prior to turn-in of vehicle. Once accepted, the vehicle will be parked 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.
- y. On-call mission dispatch is for official services that are completed in one day or less, including “U-drive-it” vehicles from the designated common user fleet (CUF). Note: Operators will be held liable for damages caused by failure to perform required vehicle checks listed on Operator’s Inspection Guide and Trouble Report.

Chapter 3 Management and Operation

3-1. Motor Transport Officer

The MTO coordinates with the Operations Contractor and GSA for:

- a. Fleet management.
- b. Procurement of NTVs.
- c. Monitoring all contracts dealing with NTV support.

3-2. Operations Contractor

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

3-3. Transportation coordinators

a. TCs and their alternates are appointed by all major activities using TMP vehicles. Each major activity can submit one memorandum listing the TC for each organization (not to exceed five personnel). No brigade TC will be acknowledged unless the unit is designated as a III Corps separate.

b. The POCs name, location, and telephone numbers of each TC is sent to the Operations Contractor by fax (see Appendix D for telephone numbers). The memorandum appointing the TC will be updated at least annually or when there is a change in personnel.

- c. TC is responsible for the following:
- (1) TC will act as sole coordinators for all unit and/or activity requirements for TMP vehicle support.
 - (2) Distribute all TMP vehicles allocated to the unit or activity in the most efficient manner depending on need and effective management of assets.
 - (3) Coordinate and consolidate transportation requests.
 - (4) Ensure requests for transportation meet the guidelines of FH Reg 56-6.
 - (5) Review and ensure FH Form 56-2 is filled out completely and accurately, and request is valid.
 - (6) Validate all requests for transportation services prior to submitting to the TMP.
 - (7) Ensure FH Form 56-2 is submitted within two full working days of the requested vehicle support date, to include funding validation, if required.
 - (8) When reimbursement for services is required, FH Form 56-2 and processed funding documents must be received within two working days.
 - (9) Ensure proper supervision of personnel operating user-driver vehicles.
 - (10) Ensure the units utilize tactical vehicles for all field training missions unless a written justification is submitted from the Commander to the unit Transportation Coordination Officer (TCO).
 - (11) Ensure that those current assigned vehicles are utilized prior to submitting a request for additional TMP support.
 - (12) Assist in preparation of accident reports, and obtaining information for reports of survey for damages to user-drive vehicles.
 - (13) When sub-pools are authorized, provide the Operations Contractor a list of sub-pool dispatchers and ensure only authorized drivers operate vehicles.

3-4. Credit cards

Each TMP vehicle has an assigned GSA credit card located at the TMP, Dispatcher's Office, Building 25029. These cards are issued upon requests provided by the TC, and approved for use by the MTO.

- a. Assigned GSA credit cards may be used for:
 - (1) Purchase of fuel.
 - (2) Petroleum, oil, and lubricants (POL) products.
 - (3) Minor repairs not exceeding 100 dollars when away from the installation.
- b. Purchases on the GSA credit card are for the assigned vehicle only. All receipts for services and fuel are attached to the dispatch records, and submitted to the dispatcher at the TMP.
- c. Authorized purchases. It is important to check and make sure the vendor accepts the assigned GSA credit card prior to pumping fuel or requesting services.
 - (1) Regular unleaded gasoline or diesel.
 - (2) Antifreeze products (in urgent cases only).
 - (3) Battery service (battery replacement is not authorized without prior approval from GSA Maintenance Control Center (MCC) (see Appendix D for telephone numbers).

- (4) Air and oil filter elements.
 - (5) Tire and lube repair only (tire replacement is not authorized without prior approval from GSA MCC (see Appendix D for telephone numbers).
 - d. Unauthorized credit card uses. Using GSA credit cards to cover expenses for the following is not authorized:
 - (1) Full service gasoline.
 - (2) Premium grade gasoline.
 - (3) Gasoline additives, all types.
 - (4) Kerosene and solvent.
 - (5) Storage or parking of vehicles.
 - (6) Washing and cleaning service unless approval has been received from the MTO in advance.
 - (7) Supplies and services for other assigned GSA vehicles.
 - e. Credit card report.
 - (1) Credit card receipts for different items are made out separately.
 - (2) Purchases of gasoline and oil may be made on the same purchase slip.
 - f. Credit card usage. Before the authorized user of the GSA credit card signs the receipt, made out by the service station attendant at time of purchase, the user must ensure the receipt is properly completed and shows the following:
 - (1) Vehicle registration number.
 - (2) Bumper number.
 - (3) Type of fuel.
 - (4) Cost per gallon.
 - (5) Number of gallons.
 - (6) Dollar amount.
 - g. Credit card receipts. Credit card receipts for products or services received on a credit card are forwarded to the Operations Contractor at the TMP. The operator will legibly write bumper and vehicle tag number and name of vehicle operator on the receipt. Customers should keep a copy of the receipts for 90 days to dispute any authorized charges. Copies of all documentation will need to be reproduced at the unit; this service is not available at the TMP.
- Note: It is important to check and make sure that the particular vendor will accept the GSA credit card prior to pumping fuel or obtaining services.

Chapter 4

Policies

4-1. Use of non-tactical vehicles incidental to official duty

- a. The use of all Department of Defense (DoD) motor transport vehicles are restricted to Official Government use only.
- b. Whenever questions arise concerning official use of a vehicle, they shall be resolved in favor of strict compliance with the statutory provisions and policies of DOD 4500.36-R (Management, Acquisition, and Use of Motor Vehicles) and AR 58-1 (Management, Acquisition, and Use of Motor Vehicles).

c. Determination of whether a particular use is for an official purpose is a matter of administrative discretion to be exercised within applicable laws and regulations.

d. Only the MTO, Installation Transportation Officer (ITO), or the Director of Logistics (DOL) may determine if the use of a NTV incidental to official business is for an official purpose.

e. In making such determination, consideration shall be given to all factors, including whether the transportation is essential to the successful completion of the DoD function, activity, or if an operation is consistent with the purpose for which the vehicle was acquired.

f. The following restrictions apply when determining whether to authorize use of an NTV incidental to official business:

(1) Use of NTVs is not authorized for transportation of DoD or other personnel between their place of duty and domicile, or over any part of that route.

(2) Use of NTVs is not authorized to conduct any personal business or activity by DoD or other personnel.

(3) Use of NTVs is not authorized based on rank, prestige, or personal convenience.

(4) Under no circumstances may the NTV be used to transport an employee to a personal residence to obtain lunch, even if that is the closest place to obtain lunch.

(5) Use of NTVs is not authorized for transportation of DoD or other personnel to or from work breaks.

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

(7) Use of NTVs for residence to duty transportation (other than troop billets) is strictly forbidden as it violates public law.

g. NTV allocations are authorized in accordance with (IAW) the Fort Hood Senior Commanders guidance and the common levels of support (CLS) for the Installation.

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

i. The NTV program provides vehicles on a user-drive basis with the exception of:

(1) Very important person (VIP) vehicles.

(2) Special heavy vehicles.

(3) Buses.

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

4-2. Authorized use of non-tactical vehicles

a. Distinguished visitors.

(1) Distinguished visitors may receive support for official business as determined by the Chief of Executive Services, III Corps and Fort Hood.

(2) Key local community civilians may be provided organized tours of the post when coordinated through Secretary of the General Staff (SGS), G5, or Public Affairs Office (PAO).

- (3) Department of the Army (DA) military and civilian personnel participating in:
 - (a) Public ceremonies.
 - (b) Parades.
 - (c) Other local community services when attendance is authorized by the Commanding General, and support is coordinated through Executive Services or PAO.
 - b. Morale, Welfare, and Recreation (MWR).
 - (1) Soldiers to and from athletic, MWR, and other community service programs when:
 - (a) Approved by Directorate of Family, Morale, Welfare, and Recreation (DFMWR) as command sponsored.
 - (b) Vehicles are available without detriment to other missions that are prioritized IAW FH Reg 56-6 (Management and Use of Non-Tactical Vehicles).
 - (2) NTV support for MWR activities may be provided on a limited basis when TMP assets are available and on hand, and it does not interfere with other post support missions. This support is provided on a 100 percent reimbursable basis and a reimbursement process for full costs must be submitted, with a courtesy copy furnished to the MTO, through the Garrison Directorate of Resource Management (DRM) prior to support being received.
 - (3) All requests for MWR related activities are routed through DFMWR, Building 194, 37th and 761st Tank Battalion, for approval, and to the TMP Operations Contractor for determination of available assets.
 - (4) When necessary, the DFMWR will provide written comments, to include:
 - (a) If the event is considered command sponsored.
 - (b) If MWR assets or funds are available to support the event.
 - (c) When failure to support the request could cause adverse morale to Soldiers.
 - (d) If support is authorized per Army regulations.
 - (e) Approval or disapproval, subject to availability of vehicles.
 - c. Chaplain activities.
 - (1) 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.
 - (2) All request for chaplain-parish type activities are routed through the Garrison Chaplain channels to the Operations Contractor for determination of available assets.
 - (3) The Garrison Chaplain provides written comments, to include:
 - (a) If the event is considered chaplain sponsored.
 - (b) If chaplain funds are available for leasing support (if TMP vehicles are not available).
 - (c) If support is authorized per Army regulations.
 - (d) Functional approval or disapproval.
 - (4) All support provided for chaplain-parish activities will be on a fully reimbursable basis and a validated reimbursable process must be submitted prior to receiving vehicle support.

(5) Vehicles received from the TMP will be operated by Garrison Chaplain staff employees only.

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

e. Troops for training.

(1) When units have no table of organization and equipment (TOE) vehicles assigned due to deployments or redeployments.

(2) Approval for off-post dispatch, if appropriate, is secured from the TMP.

(3) Each vehicle dispatched is approved for local off-post travel. Local off-post is considered Killeen, Copperas Cove, Gatesville, and Harker Heights or other areas as determined appropriate in a case-by-case basis by the MTO. Travel outside this area requires TMP approval and issuance of the vehicle credit card.

(4) Major activities having no assigned NTV may arrange for transport of personnel between place of duty and carrier terminals incidental to official travel by submitting a FH Form 56-2 two working days (48 duty hours) in advance.

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

(6) Unit commanders may request the use of NTVs to support organizational events on-post; however, NTVs should not be requested solely for the purpose of transporting intoxicated Soldiers back to unit areas.

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

4-3. Unauthorized use of non-tactical vehicles

a. Transport military or civilian personnel to restaurants, banks, snack bars, residential areas, Post Exchange (PX) facilities, or any similar type establishment for accomplishment of personal business.

b. Supplement, or used as a substitute for TOE or table of distribution and allowances (TDA) authorized vehicles.

c. Equipment for mission and functional requirements without the approval of the MTO.

d. Transport other than distinguished visitors and flight crews between Fort Hood and local hotels, motels, and transient quarters.

e. NTVs will not be used for personnel in temporary duty (TDY) status.

f. DOL is not responsible for payments to individuals who voluntarily use POVs on a reimbursable basis.

g. No off road utilization is authorized for NTVs, to include training areas except those assigned with 4x4 wheel capabilities.

h. All unimproved roads are off limits to GOVs assigned to the TMP.

Unimproved roads are defined as native material roads containing no imported base material.

i. Buses will not travel on any roads which are not paved with asphalt or cement, and maintained by the Directorate of Public Works (DPW).

4-4. Penalties for the misuse of government owned vehicles

The unauthorized or willful misuse of a DoD motor vehicle shall be cause for disciplinary actions as follows:

a. Civilian personnel. Any officer or employee of the Government who willfully uses or authorizes the use of any United States (U.S.) Government owned or leased passenger motor vehicle except for official purposes according to 31 United States Code (U.S.C.) 1344(b) (reference (d)), or otherwise violates section 1344, shall be suspended from duty without compensation for not less than 1 month by the Head of the DoD Component concerned. The officer or employee shall be suspended for a longer period or summarily removed from office if circumstances warrant according to 31 U.S.C. 1349(b) (reference (e)).

b. Military personnel. Military personnel who willfully use or authorize the use of any U.S. Government owned or leased passenger motor vehicle except for official purposes as authorized by 31 U.S.C Section 1344 can be disciplined under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

c. Depending on the facts and circumstances, the criminal sanctions of 18 U.S.C. 641 (reference (g)), may apply to the misuse of a Government motor vehicle. The statute provides for a fine and imprisonment for up to ten years or both.

4-5. Commercial leasing of vehicles

a. The authority to lease vehicles is delegated to:

(1) Garrison Commander for lease periods up to 12 months and not exceeding 100,000 dollars. MSE Director is authority for all CLS listed Forces Command (FORSCOM) units.

(2) DOL for other leases beyond the on hand capability of the TMP under 120 days duration and under 25,000 dollars.

(3) Commercial leased vehicles are subject to all provisions of this regulation.

b. Activities will submit a request (FORT HOOD Form 56-2, Request for Transportation) for vehicle support to TMP through normal channels as specified within FH Reg 56-6.

c. Whenever requests for support exceed the on hand capabilities, the TMP Operations Contractor will notify the TC via fax of the following:

(1) A statement informing the unit that the requests exceed the capability.

(2) Option to lease commercially.

(3) Daily rates for leasing from outside vendor for the type vehicle requested.

d. The TC, upon receipt of the TMP notification, will forward through their channels requesting funding for the leased vehicles. CLS FORSCOM units will

submit requests for vehicle support through the MSE G8 to the MSE Director for approval to lease prior to the unit and/or organization resource manager (RM) sending a military interdepartmental purchase request (MIPR) or a valid cost center in General Fund Enterprise Business System (GFEBs) to the Garrison DRM for the cost of the requested leased vehicles.

e. Once the MIPR is received by the DOL, TMP, the Operations Contractor will order the leased vehicles to support the mission.

f. In the event that the Operations Contractor is unable to lease the requested vehicles, the unit may be given a non-availability notification from the MTO or COR giving the unit authorization to lease the vehicles through their channels government purchase card (GPC) or through the Mission and Installation Contracting Command, Directorate of Contracting [DOC]). The DOC requires a minimum of 30 days for processing.

g. The unit may not lease vehicles from local vendors unless given a non-availability notification from the MTO or COR. Request for lease vehicles must be submitted to DOC in sufficient time to permit personnel to award timely, legal, and cost effective contracts. The DOC requires a minimum of 30 days for processing.

h. Administrative lead times for leasing vehicles must provide adequate notification for the Operations Contractor to meet the requirement. The minimum lead time is no less than two weeks (fourteen calendar days). Failure to submit your request in a timely manner may cause the unit to not receive vehicle support by the date requested.

i. Leased vehicles are not to be modified in any way (i.e., removal of seats, painting, vehicle markings, or altering of vehicles in any manner). Organizations who fail to comply will reimburse Garrison DRM for all costs associated with restoration.

j. The requesting activity must add two working days to their funding to give the Operations Contractor adequate time to in and out-process all commercially leased vehicles.

k. The Operations Contractor will annotate all damages on the vehicle upon receipt, cleanliness, and fuel level. In addition, the leased vehicle will be given a TMP bumper number and a temporary log book indicating information on the cover. This information includes:

- (1) Bumper number.
- (2) License plate number.
- (3) Name of leased vehicle vendor.
- (4) Dates of the mission.
- (5) Beginning mileage.
- (6) Starting fuel level.
- (7) Instructions for obtaining a government fuel card (GFC).
- (8) Vehicle identification link (VIL) key requests process.

l. The requesting activity must ensure the leased vehicle is returned to the TMP no later than the end date specified on the units original FH Form 56-2. Failure to turn-in the vehicle within the dates allocated will result in the activity having to provide additional funds to reimburse DOL for all days past due on the leased vehicle.

m. Each activity will reimburse DOL through the Garrison DRM for all accidents, incidents, or damages caused by neglect and/or abuse to any leased vehicles assigned or used as billed by the commercial vendor.

n. The requesting activity will be responsible to provide fuel support for the leased vehicle for the duration of the lease.

(1) Requesting activity can request fuel support from the Fort Hood Tank Farm, located at Building 88008, Clarke Road and Logistics Avenue. The TC will need to submit required paperwork to the Tank Farm to receive fuel support, including arrangements for reimbursement of fuel received.

(2) Unit level S4 or G4 is responsible to ensure fueling capability is available.

Note: MSE Director is the approving authority for all requirements for CLS FORSCOM leases.

4-6. Vehicle recall policy

a. High demand for NTVs will necessitate recall of specific types of vehicles to meet surge requirements.

b. TMP supports many short notice missions such as funeral details and casualty assistance officers. Recall requirements will be implemented when these short notice missions exceed the on hand fleet. To ensure no lost time occurs upon the recall, units and/or activities are required to maintain their assigned vehicles in a high state of cleanliness at all times.

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

d. Vehicles with low average monthly mileage will be recalled first. Mission will be taken into account.

e. The MTO will designate which assigned vehicle of the required type will be recalled.

f. Vehicles assigned Life, Health, and Safety (LHS) are exempt. These include vehicles assigned to General Officers, ambulance support, police, and fire.

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

h. Leased vehicles are permitted following this regulation's guidance if the surge requirement exceeds one month in duration or an insufficient number of vehicles are available after the above recall procedures are taken.

i. Funds will be provided by the requester in the form of a MIPR or a valid cost center in GFEBs for all leases.

j. Leased vehicles will be in and out-processed as stated under the leased vehicle procedures listed previously.

4-7. Reimbursement for damages

a. Each activity will reimburse DOL through MIPR or a valid cost center in GFEBs to the Garrison DRM for all accidents, incidents, or damages caused by neglect and/or abuse to any vehicles assigned or used as billed by GSA or a commercial vendor.

b. Reimbursement will be by MIPR or a valid cost center in GFEBs determined by the appropriate RM.

Chapter 5

Use and Criteria, and Management of Assigned Assets

- a. The standard for assignment of a NTV is 833 miles (1,340.58 km) per month average 9,996 miles [16,087.00 km] per year). This is the primary justification for authorization and assignment of NTVs.
- b. Justification of the vehicle to exclude the mileage requirement will be considered by the MTO who is authorized to override the 9,996 mile (16,087.00 km) utilization requirements.
- c. Low mileage will be the first consideration for pulling NTVs under the vehicle recall program listed within this regulation.
- d. The Operations Contractor reviews the mileage accumulation of all vehicles monthly, and may recommend to the MTO any additions, withdrawals, or rotations of assigned vehicles on recurring dispatch based on the use and cost.
- e. Requests and justifications for new assignment of vehicles are considered during the VURB procedures.
- f. FORSCOM units may not request additional permanent assignment of TMP vehicles above and beyond the assigned CLS TMP fleet.
- g. The MTO approves changes to assigned vehicles.
- h. Appeals are addressed to the Director, Logistics in memorandum format through the MTO.

Note: This pertains to Garrison only. Fort Hood Mission Units are to utilize CLS authorized only. No authorization for additional growth for the CLS Fleet for FORSCOM Mission Units will be reviewed.

Chapter 6

Annual Justification

- a. For activities that have NTVs assigned, an annual justification will be:
 - (1) Submitted no later than 1 June of each calendar year. This allows for the next fiscal year's budget preparation process IAW guidance in this regulation and the directive of the VURB.
 - (2) In memorandum format, and will include numbers by type of NTVs.
 - (a) The re-justification memorandum must follow the format listed in Appendix A of this regulation, and must provide all required information in sentence structure. The justification for the vehicle must have a minimum of five sentences justifying the need of the vehicle.
 - (b) The re-justification memorandum must be submitted via email to the Operations Contractor for processing.
 - b. A request for a new vehicle assignment must be submitted separately from the re-justification of currently assigned vehicles. The format and information required must follow the sample listed in Appendix A of this regulation.
 - c. Tenant units not approved for CLS and FORSCOM units will be responsible for all transportation and driver costs associated with the mission request.

d. Should an organization have multiple vehicles assigned under the same justification, they may be combined on one re-justification memorandum. If the vehicles are utilized for different missions, each must be submitted separately.

Chapter 7 Vehicle Modifications

a. GSA assigned NTVs will not be modified or painted without written approval by the MTO and GSA.

b. Requests for modifications must be submitted in memorandum format to the Operations Contractor, via email, who will forward the request to the MTO for a determination.

c. The request for modification must include:

(1) Vehicle license plate number.

(2) Vehicle bumper number.

(3) Detailed description of requested modification.

(4) Justification why modification is necessary.

(5) Name of vendor who will complete the modification (TMP will not install or remove vehicle modifications).

(6) Cost of modification.

(7) Detailed statement of reimbursement process.

d. If approved, a payment process will be established prior to modifications being performed.

e. Email must end with the following statement:

“This organization and/or activity fully understands that it is responsible for all costs associated with the installation or altering of the requested modification. I further understand that when this vehicle is rotated and/or terminated, the organization and/or activity must return the vehicle to its original condition at no cost to the DOL, TMP or GSA.”

f. Organizations who fail to comply will reimburse the DOL DRM or all cost associated with restoration.

Chapter 8 Transportation of School Age Children

a. The Killeen Independent School District (KISD) provides school bus service to children living on Fort Hood. The transportation policies are provided by KISD to the parent and/or guardian upon student enrollment.

b. The local education agency providing transportation to school children in the district must also provide transportation to school children residing on Fort Hood, which are located within the district. The walking distance between residence and

school, or between residence and designated bus stop shall be established for dependent children by local school authorities. Transportation services will not be provided to the installation when adequate transportation is provided by the independent school district.

c. Fort Hood has a high regard for the Killeen and Copperas Cove School District policies, and will not interfere or provide assistance in the transportation of children to and from school unless under emergency circumstances (i.e., gas leak, mass evacuation).

Chapter 9 Conservation of Government Transportation

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

- a. Commanders and staff directors consolidating transportation requirements of subordinate activities before submission to the TMP.
- b. Return vehicles to the TMP upon completion of the trip or mission.
- c. Commanders encouraging personnel to use current assigned tactical vehicles.

Chapter 10 Recurring and Extended Dispatches

- a. Mission dispatches are used whenever possible.
- b. Vehicles may be placed on a recurring dispatch basis to using activities having daily requirements which cannot be met by other means such as organic transportation and on-call service.
- c. New justifications for recurring dispatches are:
 - (1) Submitted in annual justification format (see Appendix A for sample), including reimbursement information.
 - (2) Resubmitted when justification changes.
 - (3) Reviewed and determined by the VURB annually or as needed.
- d. The Operations Contractor reviews requests for each recurring dispatch on a case-by-case basis, and submits recommendations for additional, withdrawal, or rotation of vehicles to the MTO.

Note: Assignments are not made for personal convenience.

Chapter 11

Distinguished Visitors and Casualty Assistance Support

- a. Vehicles are reserved in an on-call status to support:
 - (1) Funeral detail requirements.
 - (2) Casualty assistance officers (CAOs).
 - (3) VIPs.
- b. The Operations Contractor only accepts mission dispatch requests for VIP support from the Chief, Executive Services, III Corps and Fort Hood.
- c. Mission dispatch requests for casualty assistance and funeral support are only accepted from the Adjutant General (AG), Casualty and/or Mortuary Branch.

Chapter 12

Vehicle Utilization Review Board

- a. The Garrison Commander will establish a VURB to be held at a minimum annually. This requirement is to review vehicle utilization, and to determine possible vehicle reductions, reassignments, and/or turn-ins. The VURB will be comprised of a minimum of five individuals. The Garrison Commander will appoint all members in writing. The Garrison Director, Logistics and MSE Director will chair the VURB. The Garrison Fleet Manager or TMP Manager should serve as the Executive agent and/or Secretary for the VURB.
- b. The VURB is responsible for the following:
 - (1) Review and make recommendations to the Garrison Commander or their designated representative for the disposition of all vehicles identified as underutilized during the review process.
 - (2) Changes concerning vehicle assignments and allocations to all supported organizations to reduce and control the number of underutilized GSA leased vehicles.
 - (3) Assisting with monitoring the size and utilization of the Garrison base operations (BASOPS) funded GSA leased vehicle fleet.
 - (4) The VURB will recommend to the Garrison Commander one of the five following actions:
 - (a) Recurring dispatch authority approved:
 - (1) Current assigned user retains the vehicle.
 - (2) Current assigned user exchanges vehicle for similar type vehicle with higher mileage.
 - (3) Current assigned user exchanges vehicle for a type better suited to user's mission.

- (b) Recurring dispatch authority disapproved:
 - (1) Vehicle is removed from recurring dispatch and placed in the general dispatch fleet.
 - (2) Vehicle is reassigned to another recurring dispatch user.
 - (6) Determines vehicle distribution and allocations.

Chapter 13

Request for Services

- a. All FH Form 56-2 must be turned in two working days (at least 48 duty hours) in advance of requirement to include funding, if applicable.
- b. All late requests will be considered, and approval is subject to availability of vehicles.
- c. On-call vehicles are reserved for use on a mission priority basis.
 - (1) Funerals.
 - (2) CAOs.
 - (3) VIP support missions.
 - (4) Unscheduled events.
 - (5) MWR supported events.
- d. Requests are accepted at Building 25029, 56th Street. These requests may be faxed to the Operations Contractor 24 hours a day, 7 days per week (see Appendix D for telephone numbers). However, verification and reviewing of all requests received after 1530 hours will not be until the next regular scheduled duty day after 0730 hours.
- e. All documentation will be sent to the Garrison DRM with a copy furnished to the TMP staff at Hood.DOL.Trans.TMP@conus.army.mil. The corresponding FH Form 56-2 must also be included with the payment for correct accountability.
- f. If request is less than five days, the unit must receive approval by the Brigade Commander and full reimbursement, by MIPR or a valid cost center in GFEBS, must be submitted through the appropriate RM.
- g. If request exceeds five days, it must first receive approval by the MSE Director/Rear Chief of Staff. Once this approval is received, the request along with the approval is submitted through the appropriate RM.
- h. Vehicles not claimed within one hour after time requested are used to meet other commitments, unless other arrangements have been made in advance.

Chapter 14

Unscheduled Bus Service

- a. Unscheduled bus service may be available for use in support of authorized activities on a reimbursable basis. All costs for unscheduled bus services will be 100 percent reimbursed, and a MIPR or a valid cost center in GFEBS must be received by the TMP prior to services being rendered.

b. Buses will be dispatched with a driver for official business only upon receipt and approval of requests. All drivers cost will also be 100 percent reimbursed, and a MIPR or a valid cost cent in GFEBs must be received by the TMP prior to services being rendered.

c. Buses will not be dispatched on a 'u-drive it' request due to the limited bus availability and high demand; buses are closely controlled and limited to essential support activities.

d. Request for installation mission support activities are submitted on FH Form 56-2 a minimum of two working days prior to date of commitment.

e. The TC sends requests:

(1) To the TMP Operations Contractor (see Appendix D for fax number).

(2) No later than two working days before the required transportation date.

f. The Operations Contractor will notify the TC telephonically, if possible, when the request for unscheduled bus support has been disapproved by the MTO. The Operations Contractor will also fax a copy of the disapproved request to the TC.

g. The TC will telephonically coordinate any changes in vehicle requirements with the Operations Contractor no later than 1200 hours on the last working day before the transportation is required (see Appendix D for telephone numbers).

h. Operators and vehicles will be dispatched to arrive on the site at the scheduled time as indicated on the FH Form 56-2. The unit and/or organization will be given 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 be supported as soon as possible upon completion of the other commitment.

i. Attempts will be made by TMP personnel to contact the TC to notify them of the aborted commitment.

j. Allowances will be made for weather conditions.

Note: Exceptions to this lead-time must be justified (in writing) to, and approved by the MTO.

Chapter 15

Priority Support of Buses and Passenger Vehicles

a. NTV support requirements frequently exceed availability; therefore, the following priorities apply:

(1) Official funeral details and survivors assistance operations approved by the Installation Casualty Office.

(2) Command sponsored official visitors (VIP), submitted by Corps SGS, Executive Services.

(3) Troop movement for declared emergencies.

- (4) Unscheduled bus service.
- (5) Troop movement for readiness training.
- (6) Fort Hood administrative support such as:
 - (a) Troop transport for parades.
 - (b) Transport to public ceremonies.
 - (c) Chaplain-parish activities.
 - (d) Community relations activities.
 - (e) MWR activities.
 - (f) Adopt-A-School Program (not to exceed once per week).
- b. Vehicles for lower priority users may be preempted by a higher priority user should the need arise.
 - c. Priorities for assignment are:
 - (1) Emergency requirements (ambulance and fire).
 - (2) Law enforcement requirements.
 - (3) Justified recurring requirements.
 - (4) Nonrecurring requirements.
 - (5) MWR requirements.
 - d. Specific services to be considered for cancellation on a case-by-case basis, by priority are:
 - (1) MWR bus support.
 - (2) Unscheduled requirements.

Note: Bus service may be canceled under recall procedures to support surge mission requirements based on priorities listed above with little or no advance notification.

Chapter 16

Commercial Transportation

The TMP, MTO may approve use of commercial transportation or leased vehicles for support of commitments when such transportation is more advantageous to the Government, and funding is available and approved by the appropriate RM.

Chapter 17

Vehicles Hand Received to Off-Post Activities

- a. Vehicles are issued on hand receipt only when the vehicle is located outside the Fort Hood-Killeen area.
- b. Activities having vehicles on hand receipts are responsible for the following actions:
 - (1) Maintenance.
 - (2) Accident reporting.
 - (3) Information for vehicle reports.

- (4) Security of on vehicle equipment (OVE) and credit cards.
- (5) Monthly credit card inventory report.
- (6) Monthly mileage reporting.
- c. Each activity will act as their own dispatcher signing for the vehicle when used.
- d. The MTO or designated representative may inspect hand receipted vehicles at any time.
- e. Agencies holding vehicles on hand receipts are to:
 - (1) Complete DD Form 1970 and FH Form 2557 or TMP 1 for each vehicle each time the vehicle is operated.
 - (2) Send forms to TMP, as directed.
- f. Off-post users with hand receipted vehicles will mail the DD Form 1970 to Directorate of Logistics, Transportation Motor Pool, Building 25029, 56th Street, Fort Hood, Texas 76544-5062.

Chapter 18

Monthly Re-Dispatching of Transportation Motor Pool Vehicles

- a. Each month between the 15th and 20th, all TMP vehicles are required to come to Building 25029, 56th Street. The vehicle operator must have in their possession the following:
 - (1) Valid state drivers license and Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card).
 - (2) Logbook for the vehicle assigned, containing all of the appropriate forms.
 - (3) Keys for the vehicle.
 - (4) Credit card, if assigned.
- b. The dispatcher will re-dispatch the vehicle documenting the name of the person re-dispatching the vehicle. Vehicle operators can re-dispatch 24 hours a day at the dispatcher's window located at TMP, Building 25029.
- c. Failure to re-dispatch will result in the following:
 - (1) First offense will be documented by the TMP – TC is notified.
 - (2) Second offense will be documented by the TMP, and the vehicles will be pulled. Vehicle will not be released back to unit until a unit representative in the rank of E8 or above comes to explain why the unit failed to re-dispatch, and their intentions on preventing future occurrences.
 - (3) Third offense will be documented by the TMP, and the vehicles will be towed and not returned to the current unit of assignment until released by the Garrison Commander and/or MSE Director.

Chapter 19

Fueling of Transportation Motor Pool Vehicles

a. Each TMP assigned vehicle (excluding commercially leased) is issued a fuel key (VIL key) to receive fuel at the Fort Hood Tank Farm located at Building 88008, on Clarke Rd and Logistics Ave.

b. Fueling capabilities are available 24 hours a day, 7 days a week for refueling vehicles. Business hours are 0730-1630, Monday through Friday, excluding designated Federal Holidays for new or re-issued VIL keys.

c. A lost or damaged fuel key will be reported to the TMP dispatcher as soon as possible. Keys are accountable and operators are responsible for securing them as they would for POV keys. Damaged fuel keys will be replaced immediately.

Chapter 20

Special Instructions

a. Wrecker service and/or support for TMP assigned vehicles, operating within the local area, can be obtained by calling the TMP dispatcher (see Appendix D for telephone numbers). Wrecker support will not be provided to vehicles that have flat tires or out of fuel. It is the operator's responsibility to perform all necessary operator checks prior to and while operating the vehicle. 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, and obtain fluids from TMP as necessary to return the vehicle to operation.

b. Wrecker support will not be furnished for tactical vehicles by the TMP.

c. When this action does not impede the timely accomplishment of the users mission, the MTO or designated representative is authorized to stop and inspect the following:

(1) Assigned NTVs.

(2) DD Form 1970.

(3) Operator permits.

d. The senior person in the vehicle assures safe operating procedures. Instances of misuse or abuse of equipment, or failure to comply with this directive, are referred to appropriate commanders or supervisors for action with possibility of future dispatch for the element suspended by the MTO.

e. The operator secures vehicles and OVE (lug wrenches, jacks, spare tires, fire extinguishers, reflectors, etc.) when the vehicle is left unattended.

f. TMP drivers or assigned personnel are not provided to units for loading, off loading, or securing of cargo vehicles. They are responsible to ensure loading, off loading, and securing of cargo on vehicles is completed properly.

g. Drivers supervise proper loading and unloading of vehicles.

h. Operating TMP vehicles off road is strictly prohibited. The customer will reimburse for costs associated with damages occurring due to a non 4x4 vehicles being taken off road to DOL through MIPR or a valid cost center in GFEBs.

- i. TMP carryalls are passenger carrying vehicles, and are not to be used to transport cargo.
- j. Removal of seats is prohibited. The customer will reimburse the loss of a seat or damage found to be negligent to DOL through MIPR or a valid cost center in GFEBs.
- k. Units should request the appropriate vehicle type for missions.
- l. When requesting transportation support, it is the units responsibility to assign a primary POC for the vehicle support. It is the requestor's responsibility to know exactly where the vehicle and driver are required to go and the directions to get there.

Chapter 21

Maintenance and Repair on Fort Hood

- a. The vehicle operator performs PMCS and annotates any discrepancies. Operator performs preventive maintenance and observations before, during, and after operations as listed on FH Form 2557, TMP 1, or FH Form 56-X1, which is located in each vehicle logbook. When a discrepancy is noted, the vehicle is turned into the dispatcher or maintenance clerk at TMP, Building 25029, 56th Street for unscheduled maintenance and/or required service of the vehicle.
- b. If it is determined that the vehicle must be taken to a commercial vendor for any reason (i.e., example warranty work, accident estimates, repairs, and/or vehicle recalls), the using organization must provide personnel to transport the vehicle. TMP will not provide personnel to transport the vehicle for outside maintenance.
- c. Defects discovered during inspections or vehicle operations are noted on FH Form 2557, TMP 1, or FHT Form 56-X1, which is located in each vehicle logbook.
- d. Each organization is issued a logbook and one set of keys for each vehicle assigned. TMP maintains one set of spare keys, and when an organization loses or has broken the key originally issued them, the customer must come to the TMP and sign for the spare key. The customer must then have a new key made, at the customer's expense, and then the spare key must be returned to the TMP.
- e. When a customer is requiring maintenance or repair off the installation, it is the responsibility of the operator to contact GSA MCC for service instructions. GSA MCC operates from 0600-1800, Monday through Friday (see Appendix D for telephone numbers). Instructions and contact information is contained in each logbook. During non-duty hours, call the TMP dispatcher (see Appendix D for telephone numbers) for assistance. When contacting either department, ensure you have your location and all other relevant data readily available. Operators of vehicles must ensure vehicle and all OVE is secured.
- f. The driver and TCO of agencies using NTVs must promptly report unsafe or defective vehicles to TMP maintenance clerk (see Appendix D for telephone numbers).
- g. Replacement vehicles for those in maintenance service will not be available to customers.

Chapter 22 Safety

- a. The number of seat belts available governs the number of occupants permitted in any motor vehicles.
- b. Vehicles are not operated until all occupants have fastened their seat belts, when they are provided.
- c. 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.
- d. The driver of a vehicle ensures all windows are kept clean and in the up position when vehicle is parked.

Note: Buses are not equipped with seatbelts.

Chapter 23 Road Conditions

- a. *Green*. TMP vehicles will operate without restrictions.
- b. *Amber*. Road conditions are defined as “difficult to hazardous.” All TMP vehicles will continue to operate without restrictions, but all vehicle operators are asked to be cautious while operating the vehicle.
- c. *Red*. Road conditions are defined as “extremely hazardous.” Travel by military vehicle is limited to emergency operations. TMP will transport troops to and retrieve them from training as requested by the MTO.
- d. *Black*. Road conditions are defined as “present a real risk of life and limb.” Travel by military vehicle is limited to emergency operations to include Military Police, fire, ambulance, and emergency work crews (DPW) as mission essential.

Chapter 24 Accidents and Accident Reporting

- a. All accidents involving NTVs assigned to or leased by the TMP are reported immediately to the applicable law enforcement agency and the Operations Contractor located at the TMP, regardless of cause, result, or location of the accident and/or incident.
- b. Vehicles are not moved from the scene of the accident until the following has occurred:
 - (1) Investigations are completed by law enforcement personnel.
 - (2) The vehicle is released by law enforcement authority.
 - (3) Vehicles damaged by accidents, incidents, or abuse are returned to the TMP immediately for assessment.
 - (4) Determination prior to further operation.
 - (5) Replacement vehicles will not be provided while damaged vehicles are being repaired.

(6) All appropriate paperwork, SF 91 or Incident Memorandum, must be turned in to the maintenance clerk at the TMP located at Building 25029, 56th Street, within 48 hours of incident and/or incident.

c. Drivers involved in accidents are required to:

(1) Render any possible assistance to the injured.

(2) Warn other motorists of existing highway hazard.

(3) Notify military or civilian authorities.

(4) Complete SF 91 or Incident Memorandum, and turn in to the TMP dispatcher, Building 25029, 56th Street, within 48 hours.

(5) Provide any additional information as necessary.

Chapter 25

Drivers Testing Station

a. The Drivers Testing Station is open 0730 to 1130 and 1200 to 1545, Monday through Friday (excluding holidays).

b. The Drivers Testing Station issues DA Form 348 (Equipment Operator's Qualification Record [Except Aircrafts]) and OF 346 strictly by following the guidelines and requirements listed in AR 600-55 (The Army Driver and Operator Standardization Program [Selection, Training, Testing and Licensing]).

c. The Drivers Testing Station has the responsibility to:

(1) Act as the authorized commander's representative in issuing licenses for specialty TMP vehicles.

(2) Ensure all procedures are in compliance with AR 600-55.

(3) Ensure qualified personnel conduct all road tests for vehicle operators (buses and tractor trailers).

(4) Conduct individual eye exams as required for personnel requiring a military operator's permit.

(5) Eye test will be documented on a DA Form 348 and the individual will be given a copy to return to the unit for appropriate licensing by the units designated master driver.

(6) Issue military bus licenses only after successfully completing bus training and road testing (for deploying units only).

(7) Issue military emergency vehicle licensing (OF 346) to all emergency personnel, including Military police, ambulance and fire department.

(8) All DA civilian drivers must have a valid civilian driver's license issued by a State or U.S. possession. If the vehicle being driven meets the criteria listed in AR 600-55, paragraph 2-2, this license must be a commercial driver's license (CDL).

(9) All contractor drivers must have a valid civilian driver's license issued by a State or U.S. possession. If the vehicle being driven meets the criteria listed in AR 600-55 paragraph 2-2, this license must be a CDL.

(10) No personnel are authorized to operate a government owned vehicle if the individuals driving privileges are suspended or have been revoked by the State or Host Nation.

Chapter 26

Bus Driver Training

- a. The Drivers Testing station conducts bus training for organizations who justify bus training on a case-by-case basis. Each organization or unit must submit a memorandum of justification detailing the need for bus drivers within their organization. Sample memorandum is located at Appendix C.
- b. All bus training classes will be on a 100 percent reimbursable basis, including both vehicle and driver costs. Bus training will not occur unless a MIPR or a valid cost center in GFEB has been received by the Garrison DRM for full reimbursement of the bus training class.
- c. A memorandum must be emailed to the Operations Contractor. Requests will not be accepted in hard copy format. All requests will be processed by the Operations Contractor who will forward to the MTO for an approval determination.
- d. Each bus class is for a maximum of five personnel per class.
- e. Bus training is provided for deploying units only. All other requests are handled on a case-by-case basis by the MTO.
- f. TMP provides all bus and driver support for all official mission requirements on a fully reimbursable basis.

Chapter 27

Alternative Fueled Vehicles

- a. The Energy Policy Act (EP ACT) required that 75 percent of all eligible (sedan and light duty trucks) continental United States (CONUS) vehicles acquired or leased by an activity within a fiscal year be alternative fueled vehicle (AFV). Fort Hood TMP has many different types of alternative fueled vehicles:
 - (1) E85
 - (2) Bio-Diesel
 - (3) Hybrid
 - (4) Low speed electric vehicles
- b. No using agency is exempt from accepting an alternative fuel vehicle.

Chapter 28

Refrigerated Trucks

All organizations must submit their requests thru the 13th Expeditionary Sustainment Command (13th ESC), G4 for military support. If 13th ESC cannot support the refrigerated truck requirement, a FH Form 56-2 can be submitted through the unit TC for refrigerator truck support. The disapproval from 13th ESC must be attached before TMP can accept the vehicle request.

Appendix A References

Section I Required Publications

AR 58-1

Management, Acquisition, and Use of Motor Vehicles (Cited in para 4-1b)

AR 190-5

Motor Vehicle Traffic Supervision (Cited in para 2-5l)

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) (Cited in paras 25b, 25c(2), 25c(8) and 25c(9))

DOD 4500.32-R

Military Standard Transportation and Movement Procedures (Cited in Appendix B)

DOD 4500.36-R

Management, Acquisition, and Use of Motor Vehicles (Cited in paras 4-1b and 4-1g)

Energy Policy Act (Cited in para 27a)

FH Reg 5-6

Management and Use of Non-Tactical Vehicles (Cited in para 4-2b(b))

18 U.S.C. 641

Public Money, Property or Records (Cited in para 4-4c)

31 U.S.C. 1344

Passenger Carrier Use (Cited in paras 4-4a and 4-4b)

31 U.S.C. 1349

Adverse Personnel Actions (Cited in para 4-4a)

Section II Related Publications

AR 385-10

The Army Safety Program

Central Fleet Program Regional Operations Guide

FH Reg 600-15

Driver Selection, Training, Testing, and Licensing

Section III Prescribed Forms

DA Form 348

Equipment Operator's Qualification Record (Except Aircraft) (Prescribed in paras 25b and 25c(5))

DD Form 1970

Motor Equipment Utilization Record (Prescribed in paras 2-5k(1), 17e(1), 17f, and 20c(2))

FH Form 56-X1

Operator's Inspection Guide and Trouble Report Non-Tactical Vehicles (Buses) (Prescribed in paras 2-5k(5), 21a, and 21c)

FH Form 56-2

Transportation Motor Pool (TMP) Vehicle Request Support Form (Prescribed in paras 2-3h, 3-3c(5), 4-2e(4), 4-5l, 13a, 13e, 14d, 14h, and 28)

FH Form 58-2

Operator's Inspection Guide and Trouble Report Administrative Vehicles (less than 2 1/2 ton) (Prescribed in para 2-5k(3))

FH Form 2557

Operator's Inspection Guide and Trouble Report Non-Tactical Vehicles (more than 2 1/2 ton) (Prescribed in paras 2-5k(4), 17e(1), 21a, and 21c)

OF 346

U.S. Government Motor Vehicle Operator's Identification Card (Prescribed in paras 18a(1), 25b, and 25c(7))

SF 91

Motor Vehicle Accident Report (Prescribed in paras 2-5k(6), 2-5q, 24b(6), and 24c(4))

Section IV Referenced Forms

DA Form 2028

Recommended Change to Publications and Blank Forms

FH Form 1853

Distribution Scheme

Appendix B

Justification Sample

Office Symbol

MEMORANDUM TO THE DOL, TRANSPORTATION MOTOR POOL
ATTN: Jane Doe

SUBJECT: Justification of Permanently Assigned Vehicles

In accordance with FH Reg 56-6, Chapter 6, all permanently assigned vehicles must be justified annually.

Vehicles assigned under OCO (previously known as GWOT) must be separately justified from BASE OPS. Do not combine these two missions on one memorandum. Vehicles originally assigned as OCO cannot be transferred to BASE OPS, and must continue their justification as an OCO vehicle.

These justifications should be submitted as follows:

1. Statement whether this is a new, increased, or re-justification.
2. Using unit or activity.
3. Type of vehicle (Bumper # of the vehicle assigned). You may justify more than one vehicle on the same memorandum as long as each vehicle listed has the same justification.
4. Duration of requirement (not to exceed one year).
5. Specific hours required daily.
6. Justification:
 - a. Detailed statement of mission and purpose of vehicle(s), if mission specific, state mission (this paragraph should be a minimum of five (5) sentences and should state exactly why you need this vehicle(s)).
 - b. State how many vehicles are authorized in accordance with MTOE/TDA by type, and how many are on hand by type. If government owned vehicles are on hand, state amount and type (how many tactical vehicles are assigned to your unit, state type of vehicle and number assigned; if non-tactical vehicles are assigned, state type of vehicle and number assigned).

- c. Estimated monthly/yearly odometer mileage. If less than 1,000 miles per month, explain (if your vehicle averages low mileage due to the type of mission supported, please state in detail why an exception to the mileage requirement should be given).
- d. Estimated amount of cargo to be transported daily (type, dimension, and weight).
- e. Estimated number of passengers to be transported per trip.
- f. Mission dispatch is not favorably considered because: (state why you cannot submit your request for vehicle support on a case-by-case basis utilizing the TMP on-call fleet located at the TMP facility, Bldg 25029, 56th Street).
- g. Reason why existing, assigned, or organic vehicles cannot be redistributed to support this mission (why can you not utilize your tactical vehicles or TMP vehicles currently assigned to support this mission).
- h. Provide a statement of security provisions and location where the vehicle(s) will be parked.
- i. Is this vehicle Contractor operated? If so, provide a copy of the performance work statement (PWS) showing government vehicle authorization. In addition, justification must be signed by the Contracting Officer Representative (COR) or the Contracting Officer Technical Representative (COTR) certifying that government vehicles are authorized within the contract. Do not forget to attach a copy of the PWS showing this authorization.
- j. Is this an OCO or BASE OPS mission?
- k. Is this a support due to rear detachment, re-deployment, or pre-deployment status? If so, give exact dates of each.

7. Unit understands that it is responsible for all vehicle credit cards and unauthorized purchases (unauthorized purchases will be billed to using unit).

8. Unit understands that TMP vehicles will not be used for personal convenience IAW DOD 4500.32-R. Documentation of inappropriate utilization can be grounds for loss of TMP vehicle support.

9. Point of contact.

10. Phone # and Fax #.

11. Email address of POC.

All memorandums must be signed.

SIGNATURE
Title and Rank

Appendix C
Request for Bus Class Memorandum

Office Symbol

Memorandum for DOL, Transportation Motor Pool
ATTN: Jane Doe

Subject: Request for Bus Drivers Training

1. The 1st Cavalry Division, 3rd Brigade is requesting bus training due to an upcoming deployment (OCO) in May 2008. The bus licensing is required for Soldiers operating buses overseas.
2. The bus class is requested for 10 personnel.
3. We request that the training occur 25 thru 29 February 2008 for five personnel and 24 thru 28 March 2008 for the remaining five personnel.
4. The 1st Cavalry Division, 3rd Brigade understands it will have to provide funding in the amount of 4,000 dollars for both classes. Once this request is approved, funding will be transferred, received, and confirmed by the DOL Resource Manager.
5. Point of Contact for this memorandum is SFC Huddle at (254) 000-0000.

SIGNATURE
Title and Rank

**Appendix D
Telephone Numbers**

Table D-1. Telephone numbers

| Office | Telephone number | Fax number |
|--------------------------------|-------------------------|-------------------|
| Motor Transport Officer | 254-287-2225 | 254-287-8134 |
| Contractor Project Manager | 254-287-4205 | |
| TMP Transportation Coordinator | 254-288-7041 | 254-288-6403 |
| TMP Dispatcher | 254-287-2804 | |
| TMP Maintenance clerk | 254-286-5225 | |
| GSA, MCC | 1-866-400-0411 | |
| | | |

Legend for Table D-1:

GSA – General Services Administration

MCC – Maintenance Control Center

TMP – transportation motor pool

Glossary

Section I Abbreviations

AFV

alternative fueled vehicle

AG

Adjutant General

AR

Army Regulation

BASOPS

base operations

CAO

casualty assistance officer

CDL

commercial drivers license

CONUS

Continental United States

COR

contracting officer representative

COTR

contracting officer technical representative

CLS

common levels of support

CUF

common user fleet

DA

Department of the Army

DD

Department of Defense (forms)

DFMWR

Directorate of Family, Morale, Welfare, and Recreation

DOC

Directorate of Contracting

DoD

Department of Defense

DOL

Directorate of Logistics

DPW

Director of Public Works

DRM

Directorate of Resource Management

Etc.

et cetera

FH

Fort Hood

FORSCOM

Forces Command

GFEBs

General Fund Enterprise Business System

GFC

government fuel card

GOV

government owned vehicle

GPC

government purchase card

GSA

General Services Administration

GWOT

global war on terror

IAW

in accordance with

ITO

installation transportation officer

KISD

Killeen Independent School District

LHS

life, health, and safety

MCC

Maintenance Control Center

MIPR

military interdepartmental purchase request

MSE

mission support element

MTO

motor transport officer

MWR

Morale, Welfare, and Recreation

NTV

non-tactical vehicle

OCO

overseas contingency operations

OF

Optional Form

OVE

on vehicle equipment

PAO

Public Affairs Office

PARA

paragraph

PMCS

preventive maintenance checks and services

POC

point of contact

POD

permissible operating distance

POL

petroleum, oil, and lubricants

POV

privately owned vehicle

PWS

performance work statement

PX

post exchange

REG

regulation

RM

resource manager

SF

Standard Form

SGS

Secretary of the General Staff

SJA

Staff Judge Advocate

TC

transportation coordinator

TCO

transportation coordination officer

TDA

table of distribution and allowances

TDY

temporary duty

TMP

transportation motor pool

TOE

table of organization and equipment

U.S.

United States

U.S.C.

United States Code

VIL

vehicle identification link

VIP

very important person

VURB

Vehicle Utilization Review Board

1CD

1st Cavalry Division

13th ESC

13th Expeditionary Sustainment Command

Section II**Terms**

This section not used.