

DEPARTMENT OF THE ARMY
US ARMY GARRISON FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

Fort Belvoir Regulation 55-1

30 June 2000

Transportation and Travel
TRANSPORTATION

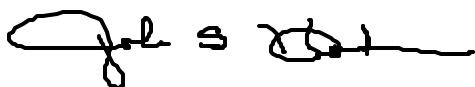
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History. This publication was last printed on 30 October 1998. This printing publishes changes made since that date.

Summary. This is a revision of the current regulation. It establishes procedures and provides guidance in support of unit/group moves, shipment of freight/unit equipment and passenger services.

Applicability. This regulation applies to all personnel, units and activities serviced by the Movements and Transport Branches, Logistics Support Division, Directorate of Installation Support, Fort Belvoir.

Suggested improvements. The proponent of this regulation is the Directorate of Installation Support, U.S. Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms to Directorate of Installation Support, ATTN: ANFB-ELL-L, 9430 Jackson Loop, Suite 107, Fort Belvoir, Virginia 22060-5130.

*This regulation supersedes FB Regulation 55-1, 30 October 1998.

	Paragraph	Page
SECTION I Movements Branch		
Purpose	1	3
Scope	2	3
General	3	3
Airline Reservation/Ticket Pickup	4	3
Airline Ticket Cancellation . . .	5	4
Group/Unit Moves	6	4
Meal Tickets	7	5
Advanced Individual Training (AIT)		
Student Tickets	8	5
Senior Reserve Officers' Training		
Corps (SROTC) Support	9	5
National Guard and Reserve Support	10	6
Requests for Convoy Clearance . .	11	6
Special Hauling Permit	12	6
Approval for DD Forms 1265 and 1266	13	6
Freight Shipments	14	6
SECTION II Transportation Motor Pool (TMP)		
Purpose	15	8
Scope	16	8
Responsibilities	17	8
Obtaining Vehicle Support	18	8
Transport Services	19	9
Permissible Operating Distance (POD)	20	10
Recurring Dispatch	21	10
Vehicle Operator Requirements . .	22	11
Motor Vehicle Accidents	23	11
Operator Maintenance	24	11
Wrecker Service	25	12
Refueling Vehicles	26	12
Security of Vehicles	27	12
Scheduling Bus Support	28	12
Driving Testing and Licensing . . .	29	13

SECTION I. MOVEMENTS BRANCH

1. **PURPOSE.** To establish procedures and provide guidance in support of unit/group moves, shipment of freight/unit equipment and passengers' services in accordance with AR 55-355; FORSCOM Regulations 55-1 and 55-2; Joint Federal Travel Regulations, Volumes I and II; DOD 4500.32-R, Volumes I and II; and DOD 4500.34-R.

2. **SCOPE.** These procedures apply to all personnel, units and activities serviced by the Movements Branch, Logistics Support Division, Directorate of Installation Support (DIS), Fort Belvoir.

3. **GENERAL.** The Movements Branch consists of the following sections located at 9810 Lowen Road, (building 702):

<u>ELEMENT</u>	<u>TELEPHONE #</u>	<u>BLDG #</u>	<u>OPERATING HOURS</u>
Branch Chief	805-2825	702	0800-1630
Passenger Section	805-3651	702	0630-1645
Freight Section	805-2778/2812	702	0630-1600
Scheduled Airline Ticket Office (Carlson Wagonlit Travel)	799-5680	702	0745-1630

In the event of an after hours emergency, contact the Military Police Desk Sergeant at 806-3104, who will contact appropriate DIS personnel.

4. **AIRLINE RESERVATION/TICKET PICKUP.** The following procedures apply to both military and civilian personnel PCS moves:

a. Overseas. Reservations for Air Mobility Command (AMC) flights are made and tickets are picked up at the Passenger Section by presenting reservations and three copies of travel orders to the Passenger Section clerk.

b. Continental United States (CONUS). The traveler must contact Carlson Wagonlit Travel for flight reservations. Three copies of travel orders are required to pick up tickets.

c. Airline ticket arrangements (commercial) are made at the Passenger Section.

d. Procedures for TDY travel are the same as CONUS travel above (paragraph 4b).

5. **AIRLINE TICKET CANCELLATION.** Unused airline tickets for any portion of scheduled official travel must be returned to either the issuing facility or to the nearest military installation Passenger Section. Passenger Section will issue a receipt that must be turned in with travel voucher to the Finance and Accounting Office.

6. **GROUP/UNIT MOVES.**

a. Buses. When chartered buses are required, the unit movement officer must notify the Passenger Section, in writing, with the following information:

- (1) Place of pickup (building number).
- (2) Date and time.
- (3) Number of passengers.
- (4) Amount of baggage
- (5) Destination.

b. Airlines. The unit movement officer notifies the Passenger Section of the move. Reservations are made by the local installation travel office, the designated representative, or the Passenger Traffic Section, Military Traffic Management Command. All documentation and issuance of tickets is done at the Passenger Section regardless of where reservations are made.

c. Special Assignment Airlift Mission (SAAM). All SAAM requirements/requests will be submitted to the installation travel office no later than 30 days in advance of required movement date. Information required is:

- (1) Number of personnel.
- (2) Current location of equipment.
- (3) Destination.
- (4) Date required at destination.
- (5) Type and quantity of equipment.
- (6) Equipment serial number, model, dimensions and weight.

(7) Whether or not shipment contains hazardous material as defined in Title 49 USC, Section 5103(a).

(8) Type of aircraft required.

(9) Fund cite.

(10) Name, rank, phone number and duty station of point of contact/unit movement officer.

Installation travel office personnel will review all SAAM requirements/requests for possible commercial routing in accordance with AR 59-9 before final approval.

7. MEAL TICKETS.

a. When there is a requirement for meal tickets, notify Passenger Section with:

(1) Number of passengers.

(2) Number of meal tickets required.

(3) Date required.

b. Meal tickets will be provided to the soldier along with his/her transportation tickets. In the case of unit/group moves, meal tickets will be provided to the OIC or unit movement officer.

c. Unused meal tickets will be returned to the issuing Passenger Section or the nearest Transportation Office at any military installation upon trip completion. The Passenger Section will issue a receipt.

8. ADVANCED INDIVIDUAL TRAINING STUDENT TICKETS.

a. Unit will forward three copies of travel orders to the Passenger Section for reservations/ticketing for all travel except AMC. Tickets are available for student pickup on graduation day.

b. The Passenger Travel Section in Movements Branch makes arrangements for AMC travel.

9. SENIOR RESERVE OFFICERS' TRAINING CORPS (SROTC) SUPPORT.

The Passenger Section provides support to SROTC students from designated universities by making reservations or obtaining

tickets from Carlson. Requests may be made by telephone or in writing no later than 30 days prior to the required date. Tickets are sent to SROTC students by certified mail.

10. **NATIONAL GUARD AND RESERVE SUPPORT.** Travel reservations and tickets from Fort Belvoir to home of record for National Guard and Reserve personnel attending classes at Fort Belvoir are made by the Passenger Section. The same procedures for reservations and tickets in paragraph 8 above apply.

11. **REQUESTS FOR CONVOY CLEARANCE.** Unit movement officers must submit their Request for Convoy Clearance, DD Form 1265, to Movements Branch in accordance with FM 55-312 7 days in advance of regular convoy movements and 20 days in advance if oversized equipment is to be moved.

12. **SPECIAL HAULING PERMIT.** If any vehicle or equipment in the convoy exceeds 10' wide, 65' length, 13'6" height, a Request for Special Hauling Permit, DD Form 1266, must also be submitted for the entire trip.

13. **APPROVAL FOR DD FORMS 1265 AND 1266.** The Installation Transportation Officer (ITO) or designee will approve DD Forms 1265 and 1266, obtain the required clearance and permits, assign convoy number and notify the unit movement officer of completion of paperwork.

14. **FREIGHT SHIPMENTS.**

a. The Movements Branch Freight Section ships government property worldwide. Shipments are accomplished via military and/or commercial means. In order to do this efficiently and correctly, the agency requesting the shipment must provide all necessary information and proper documentation. Customers may use an official memorandum, DD Form 1348-1A, or DD Form 1149. Any one or combination of these forms is acceptable. If the shipment does not require packing, the request can be delivered to the Freight Section. If the customer's shipment requires packing, crating, palletizing, banding, etc., the shipment and the request must be delivered to the Terminal Operations Section, 9810 Lowen Road. The following information is required:

- (1) Name of activity requesting the shipment.

(2) Current location of the item(s), if they are not at 9810 Lowen Road (building 702), to include building number, yard, street location, etc. This is known as the origin address.

(3) Location where the item(s) are to be delivered (destination address).

(4) Required Delivery Date (RDD). The RDD must be at least 7 days after the request and/or items were delivered to the Freight or Terminal Operations Section. If the items require overnight/next day/immediate delivery, the OIC must provide a written statement requesting premium service.

(5) Description, dimensions, cube, and weight of each item.

(6) A statement as to whether the shipment contains any hazardous, classified, or other dangerous/controlled material/items.

(7) A complete fund citation for payment of transportation services, special handling, or accessory service needed to ship and deliver the items. If the items require packing, the request must identify the appropriate Interservice Support Agreement (ISSA) or Military Interdepartmental Purchase Request (MIPR) number to pay for packaging services. If there is no MIPR or ISSA on file, the activity can initiate the agreement or request through the Program/Budget Division, Directorate of Resource Management, Fort Belvoir, 805-2095.

(8) Name, rank, phone number and duty section of POC at origin.

(9) Name, rank, phone number and duty section of POC at destination.

(10) Commercial phone number of destination POC for international air shipments.

b. Once the forms are completed, the documents and the items must be delivered to the Freight Section or Terminal Operations Section where the documents will be reviewed for accuracy. Once all information is correct, the paperwork will be accepted and a copy will be given to the customer. A copy of the actual shipping documentation will be forwarded within 72 hours after actual pickup of the shipment, if required by the agency.

SECTION II. TRANSPORTATION MOTOR POOL (TMP)

15. **PURPOSE.** To establish procedures and provide guidance to personnel and units/activities supported by the TMP.

16. **SCOPE.** These procedures apply to all personnel, units, and activities supported by the Transport Branch, Logistics Support Division, DIS, Fort Belvoir.

17. **GENERAL.** The TMP is located at 5921 16th Street and consists of the following:

<u>ELEMENTS</u>	<u>TELEPHONE</u>	<u>BLDG #</u>	<u>OPERATING HOURS</u>
Dispatch Office	805-2872	189	0600-1600
Administration	805-2280	189	0630-1200/1300-1600
Operations	805-5010	189	0630-1200/1300-1600
Driver Testing	805-2788	189	0630-1200/1300-1600
Motor Transport Officer (MTO)	805-3751	189	0700-1200/1300-1600

18. OBTAINING VEHICLE SUPPORT.

a. Supported activities are to be familiar with and comply with the procedures outlined in this regulation before requesting support.

b. The Activity Transportation Coordinator (ATC):

(1) Serves as the POC or liaison between a supported activity and the TMP. The ATC is responsible for TMP vehicles the activity uses. The ATC also reviews and signs all transportation support requests. Activities with any vehicles assigned on recurring dispatch must have an ATC. When an activity does not designate an ATC, the MTO will act on the presumption that the commander (battalion level or above) or the director of an activity will perform the duties of the ATC. When used in this regulation, the term ATC will mean designated ATC or the commander/director acting without a designated ATC. All ATCs (and alternates, if deemed appropriate) should be appointed in writing with a copy of the appointment provided to the MTO. The appointment must include name, home and duty telephone numbers, duration of the appointment, unit identification code of the activity for which he/she will coordinate transportation, name and phone number of immediate supervisor, and authentication by the commander/director.

(2) Must have knowledge of non-tactical vehicle (NTV) control and the limits placed on its use. Instructions on these

subjects are available at TMP. Activity transportation coordinators must also be in an organizational position that allows them to exercise control over the vehicles provided and understand mission needs so as to judge the effectiveness of vehicle use. The ATC is responsible for:

(a) Reviewing and evaluating the need and signing all requests for transportation when recurring dispatch vehicles cannot be used.

(b) Ensuring recurring dispatch vehicles are made available to the activity as a whole and not assigned to any one person for convenience.

(c) Ensuring operator maintenance is performed.

(d) Ensuring vehicles are returned to the TMP when requested for rotation, repair, services, inspections or to support higher priority missions.

(e) Investigating or causing an investigation to be performed when made aware of an accident or actual/suspected NTV misuse or abuse.

(f) Reporting mileage of each vehicle to the MTO on the first workday of each month for the previous month.

(3) May temporarily reassign vehicles for up to 30 days within an organization to meet mission requirements. Changes exceeding 30 days must be approved by the MTO. Joint utilization of a vehicle to satisfy incidental users should be directed by the ATC and is encouraged. The ATC does not need to personally supervise the use of each vehicle; however, ATCs must keep supervisors and operators aware of their responsibilities and conditions that affect vehicle use.

c. Vehicle abuse is generally considered to be mechanical failures that are not the result of fair wear and tear or defective material or workmanship. Vehicles may be utilized for official purposes only. The MTO can provide guidance for specific cases where the official nature of a proposed use is in question. In some instances, using a vehicle for purposes other than for which it was designated may be considered misuse. The ATC is responsible for disseminating information and establishing programs and procedures to prevent, report and investigate vehicle abuse/misuse within their activity.

19. TRANSPORT SERVICES.

a. The kinds of vehicles available from TMP include sedans, vans, 15-44 passenger buses, open and enclosed trucks with cargo capacities from one-half ton to five tons, enclosed semitrailers and 25-ton low bed trailers.

b. The TMP operates a post taxi service. This service is for official business only and can be obtained by calling 805-2302. If a driver is available, the taxi service will be provided. The taxi will not wait over 10 minutes.

c. User-driver vehicles are provided on a daily recurring dispatch basis to satisfy various mission requirements. The requester provides the vehicle operator. Vehicles are requested for daily dispatch on a Fort Belvoir Form 12. Recurring dispatch requires special justification.

d. Buses with operators are provided for mission essential group transportation. They may be provided for other purposes (i.e., MWR) as long as overtime is not required or is paid by activity funds.

e. Heavy cargo vehicles (tractor-trailers) with drivers are provided on a case-by-case basis depending on the mission and the availability of a licensed driver. Not all TMP vehicle operators are licensed tractor-trailer operators. Plan ahead and describe the cargo in detail; another type vehicle may do the job.

f. Reimbursement for mileage is approved when use of a POV is the only practical way to meet mission needs. Reimbursement must be coordinated with and approved by the Assistant Director for Logistics, DIS, in writing, BEFORE THE MISSION.

20. **PERMISSIBLE OPERATING DISTANCE (POD).** The installation's NTV fleet is intended for official travel on and around the installation. Permissible operating distance is the distance a vehicle may travel away from the installation without special permission. For TMP vehicles, POD is a radius of 100 miles. The TMP Operations Section has a map outlining the POD. Requests for TMP vehicles beyond the POD must be in writing, fully describe the mission, clearly explain why TDY is not acceptable, include FB Form 12, and be submitted directly to the MTO.

21. **RECURRING DISPATCH.**

a. Recurring dispatch is used when an activity has a continuous need for a specific type of NTV support, which can be

described, documented and the use projected for at least a 12-month period.

b. To request a vehicle on recurring dispatch, the ATC will forward a memorandum to the MTO describing the mission and intended use, estimated monthly mileage, why daily dispatch is unacceptable, and offices or activities that will be supported by the vehicle(s). Requests for recurring dispatch must be resubmitted each year.

c. Vehicles assigned on recurring dispatch are subject to rotation and utilization requirements and may be withdrawn by the MTO to satisfy other urgent mission requirements. Vehicles on recurring dispatch that are not picked up by 0830 will be dispatched to other users on a day-to-day basis.

22. **VEHICLE OPERATOR REQUIREMENTS.** All operators must have a valid driver's license issued by any state, and an Army Driver Improvement Program card to obtain a vehicle.

23. **MOTOR VEHICLE ACCIDENTS.**

a. All accidents involving military or government-leased vehicles (no matter how minor) must be reported on Standard Form 91 and DD Form 518.

b. Vehicles involved in accidents must be taken to the TMP for inspection if it is still operational; otherwise, wrecker service must be requested (see paragraph 25).

24. **OPERATOR MAINTENANCE.** The user is responsible for ensuring operator maintenance is performed. Supervisors should allow sufficient time to accomplish this task.

a. Prior to dispatch of vehicle, the operator must perform the before-operation daily inspection using the Daily Inspection Checklist and DA Form 2404. If no deficiencies are noted, the vehicle will be taken to the Safety Checkpoint to be inspected.

b. Other operator maintenance includes cleaning (washing and waxing) the vehicle; keeping battery, oil and radiator fluids at required levels; and ensuring a full fuel tank when the vehicle is returned to the TMP. Vehicle operators are also required to change flat tires but not to repair tires.

c. Vehicle operators will not make repairs to their vehicles. When repairs are required, the vehicle will be turned in to TMP immediately.

25. WRECKER SERVICE.

a. Emergency wrecker service is available 24 hours a day, seven days a week. From 0600 to 1600, Monday through Friday (except holidays), this service may be obtained by calling TMP Operations at 805-2872/5010. If wrecker service is required after duty hours, on weekends, or on holidays, it can be obtained by calling the MP Desk Sergeant at 806-3104.

b. Non-duty hours wrecker service should be requested only if the vehicle is off-post, if it is obstructing traffic, or if it cannot be secured.

c. Wrecker service will not be provided to change flat tires or deliver fuel.

26. REFUELING VEHICLES. Operators are responsible for adding fuel and oil to the vehicle they use. Vehicles are refueled at military petroleum, oils and lubricants (POL) points or off-post gas stations using the credit card provided by the TMP. Vehicles will only be fueled at off-post gas stations when there is not enough fuel in the vehicle to go to the military POL.

a. The on-post POL point is located at the 6000 16th Street (bldg. 1124) on South Post and operates 24 hours a day/7 days a week.

b. Natural gas fuel can be obtained at the Transportation Motor Pool.

27. SECURITY OF VEHICLES. When not in use, all TMP vehicles (regardless of type of dispatch) must be parked in the TMP or a parking area approved by the ITO. Vehicles returned to the TMP after duty hours will be parked in the lot across from the TMP. The vehicle log book and keys will be dropped off in the mail slot at the TMP door. Vehicles must be secured. Parking areas, other than the TMP, used during non-duty hours must be well lighted, located adjacent to or within work areas, and require written approval of the ITO. Recurring dispatch does not carry automatic non-TMP parking area authority.

28. SCHEDULING BUS SUPPORT.

a. Bus support requests will normally be received in one of three forms:

(1) "White Sheets" are school/unit training support schedules that project transportation requirements four to six

weeks in advance. Because of the amount of time involved in these projections, they are subject to frequent changes.

(2) The Directorate of Plans, Training, Mobilization and Security publishes operation orders (OPORDS). These usually cover a special situation that requires bus/sedan/truck support. They are approved by the Garrison Commander. Specifics such as the number of vehicles, routes, time, etc., are normally left to the concerned activities to coordinate. OPORDS MUST BE RECEIVED FROM AND/OR ROUTED THROUGH THE OPERATIONS OFFICE, DIS, FOR REVIEW AND OVERALL COORDINATION.

b. Transportation requests other than white sheets and OPORDS will be given a transportation number and kept in a suspense file. The requester is provided an initialed and dated copy with the annotation "RECEIVED" stamped or printed on it. Bus transportation requirements are reviewed daily. The MTO determines or verifies mission support capability for the following seven days. When the MTO indicates that personnel or vehicle availability may prevent TMP from providing requested support, the unit/activity involved is notified. Usually, a change in departure/arrival times, reduction in personnel to be moved, or use of leased equipment can resolve the problem.

29. DRIVER TESTING AND LICENSING. Testing and licensing for vehicles and/or material handling equipment (MHE) will be conducted on an appointment basis.

a. Prior to requesting a driver test and examination, applicants must be thoroughly familiar with the contents of FM 21-305 and operator responsibilities outlined in AR 385-55.

b. The Driver Testing Section will administer written tests as required, physical evaluation (manual) tests, and licenses for motor vehicles (DA Pamphlet 611-125) and MHE (TM 743-200). Road tests on MHE are the responsibility of the organization/unit that possesses the equipment.

c. Appointments will be requested on a memorandum, authenticated by the first officer or civilian supervisor in the individual's chain of command. Requests must include:

(1) Military applicant's name, rank and social security number.

(2) DA civilian employee applicant's name, grade, job title and organization.

(3) Statement that applicant to be licensed has been road tested and found qualified (TM 743-200 and TB 5-505-1).

d. Individual permits may be issued for a limited period of time to individuals provided they possess a certificate signed by an authorized official stating that occasional driving is necessary in performance of official duties and hold a valid state driver's license or have been licensed as a driver or chauffeur under civil service. This permit may be retained for a period not to exceed one year. Limited permits may be issued only to drivers who have passed the required tests but due to physical deficiency, occupational status, training limitations or other reasons, should be limited to the operation of specific vehicles, specific conditions or within a specified area.

e. Standard permits will be issued for a period of four years to qualified persons completing the prescribed tests.

f. The driving performance test is required in order to drive any vehicle as large as, or larger than a 15-passenger van. The test requires the individual to drive. If an applicant fails, retesting will begin at the phase at which the applicant failed, provided appropriate retraining has been given.

g. Equipment Operator's Qualifications Record, DA Form 348:

(1) A record will be maintained for each individual examined for an Army motor vehicle operator's permit and DA Form 348 will be used for personnel licensed under the provisions of AR 58-1 or AR 600-55.

(2) DA Form 348 will normally be maintained in the official personnel folder of the licensee. When a driver is assigned to regular driving duties at a motor pool, the DA Form 348 will be maintained by the individual responsible for the motor vehicle operation.

(3) Renewal procedures will be in accordance with AR 600-55.