



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART
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FORT STEWART GA 31314

AFZP-CG

25 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Letter #13: 3ID Tactical Vehicle Roadside Inspection Program

1. References.

- a. Department of the Army (DA) Pamphlet 750-8, The Army Maintenance Management System (TAMMS) User's Manual, 22 August 2005.
- b. Army Regulation (AR) 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- c. Department of the Army Pamphlet 750-1, Commanders' Maintenance Handbook, 04 December 2013.
- d. Army Regulation 385-10, The Army Safety Program, 24 February 2017.
- e. Army Regulation 750-1, Army Materiel Maintenance Policy, 28 October 2019.
- f. The Blue Book, 15 October 2023 v2.

2. Purpose. To provide guidance for non-compliance with Roadside Inspections. The objective of the Roadside Inspection Program is to validate compliance in accordance with (IAW) applicable field-level Technical Manuals (TMs) and the above referenced regulations. This is in order to ensure our Soldiers are safe, trained, licensed and have the proper equipment.

3. Policy. The intent of the 3ID Tactical Vehicle Roadside Inspection Program is to support the commander's assessment of unit compliance with operating military vehicles IAW applicable standards. The Roadside Inspection Program is specifically designed to validate operator-level Preventive Maintenance Checks and Services (PMCS), Quality Assurance/Quality Control (QA/QC) for PMCS, dispatch procedures, and motor vehicle safety.

4. Roadside Inspection.

- a. **Operator Qualifications.** Soldiers operating tactical vehicles must possess a state-side driver's license (if driving off post), and a valid operator's permit (DA Form 5984E). The permit must identify the various types of equipment the Soldier is trained to operate. The permit (Standard, Learner's, Incidental or Limited) must be signed by both the current

Commander and Soldier authenticating authorization for the Soldier to operate military equipment. Learner's permits are valid for ninety (90) days from the date of issue. Soldiers possessing a Learner's permit must be accompanied by a licensed operator.

b. Equipment Record Folder. Equipment record folders are evaluated for proper documentation applicable to the above references, which must include:

(1) SF 91 (2 each) Motor Vehicle Accident Report.

(2) Daily DA Form 5988-E Equipment Maintenance and Inspection Worksheet (EGA) or DA Form 2404 Equipment Inspection and Maintenance Worksheet (only authorized if GCSS-Army is not operational).

(3) DA Form 5987-E Motor Equipment Dispatch (EGA) or DD Form 1970 Motor Equipment Utilization Record. Equipment Utilization Record are the only authorized documents to dispatch equipment. Alert Dispatches will be utilized on DA Form 5987-1E.

c. Dispatch. Operators must have in their possession a valid DA Form 5987-E (preferred) or a DD Form 1970. Dispatches can be valid for up to 30 days, but every unit needs to follow their Battalion (BN) or Brigade (BDE) Standard Operating Procedures (SOP). Dispatches must be signed by at least the Company/Battery/Troop Commander. Dispatches are only transferable between the primary and alternate operators. If another operator is needed for an emergency situation, they will sign the dispatch and the Commander will be informed.

d. Quality Assurance / Quality Control. The QA/QC program is an integral part of the overall maintenance management system. Commanders must incorporate the 3ID Tactical Vehicle Roadside Inspection checklist in unit dispatch QA/QC procedures. Commanders must ensure dispatched equipment's daily PMCS are being performed before the equipment is placed into operation. The daily PMCS performed will be annotated on a DA Form 5988-E or DA Form 2404. This action will be performed by the vehicle operator and verified by the first line supervisor.

e. Safety Equipment. Vehicles found with missing or faulty safety equipment during roadside inspection will be annotated on the checklist. The vehicle will be recovered by the unit and returned to the unit motor pool or have the missing/faulty equipment delivered by the operator's platoon leadership (Platoon Leader or Platoon Sergeant). At a minimum, the vehicle will contain the following items.

(1) Serviceable fire extinguisher(s) rated 10 B/C with annual inspection tag; 1 ea. per vehicle, 2 ea. per vehicle carrying Class V (ammunition) material.

(2) Serviceable highway warning kit (3 warning triangles).

- (3) Complete and serviceable first aid kit or Combat Life Saver (CLS) Bag.
- (4) Troop safety strap (if transporting Soldiers).
- (5) Vehicle Basic Issue Item (BII).

f. Uniform Standards. The Operator, Vehicle Commander, and all occupants will be inspected on uniform standards and discipline outlined in The Blue Book.

(1) While operating a tactical military vehicle on FSGA all Soldiers will wear Advanced Combat Helmet (ACH), Integrated Head Protection System (IHPS), or Combat Vehicle Crewman Helmet (CVC), authorized protective eyewear, and gloves (full fingered).

(2) While operating a tactical military vehicle in the training areas all Soldiers will wear The Marne Standard in accordance with the 3ID Blue Book.

5. Roadside Procedures.

- a. Tactical vehicles will be instructed to pull over to a safe location and the 3ID Inspection Team will inform personnel to turn off and dismount the vehicle.
- b. The evaluators will inspect all documents, vehicle, and equipment per the checklist.
- c. Vehicle operators will be provided the opportunity to perform "during operations checks" with the evaluators during the roadside evaluation. Vehicles with on-the-spot safety or non-mission capable faults, that cannot be corrected, will be recovered by the owning unit's chain of command (Commander or First Sergeant) and returned to the unit's motor pool.

6. Reporting Procedures.

- a. Results of the roadside inspection will be annotated on the 3ID Tactical Vehicle Roadside Inspection Checklist. The Operator and Vehicle Commander (VC) will be briefed on their faults or deficiencies and then sign the checklist.
- b. The evaluation team will provide the 3ID Safety Director and 3ID G4 Maintenance Section (OIC, SGM, CWO) with electronic copies of the roadside inspection within 24 hours. The 3ID Safety Office will provide the electronic copies of the roadside inspection to the 3ID Division CSM and Deputy Commander-Support (DCDR-S) within 48 hours after receiving inspection results.

c. 3ID Deputy Commander-Support will forward the results of the roadside inspections to the owning unit's Brigade Commander for situational awareness.

7. Roadside Failure in a Fiscal Year Quarter.

a. 1st time offense: Company chain of command (CDR/1SG) Reply by Endorsement (RBE). Units receiving NO-GO ratings are required to submit an RBE through their Company Chain of Command to 3ID DIV CSM. RBEs will be submitted within 24 hours for each vehicle receiving a NO-GO rating during all 3ID Roadside Inspections. The RBE will outline actions taken and appropriate steps implemented to prevent future deficiencies.

b. Units receiving two (2) NO-GO ratings. The unit's BN CSM will submit a RBE with attachments of training compliance to 3ID DIV CSM and Deputy Commander-Support (DCDR-S)

c. Units receiving three (3) NO-GO ratings. The owning BDE CSM will submit RBE with attachments of training compliance to 3ID DIV CSM, DCDR-S, and CG.

8. Roadside evaluations are conducted under the authority of the 3ID Commanding General. The results of the roadside inspections will be briefed monthly during the Marine Maintenance Meeting (MMM). Units with NO-GO ratings will brief actions taken to correct deficiencies.

9. Post a copy of this policy on all bulletin boards and motor pool common areas.


10. Division or tenant unit leadership and the Division Master Driver will periodically and randomly observe roadside inspection activities.

11. Training and assistance for leaders. Assistance for successful roadside inspections and compliance is provided through Division Safety at john.s.darlington.civ@army.mil.

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12. Proponent. The proponent for this policy is 3ID ACoS G4, at (912) 435-9758. The point of contact for all Policy Letter is the Secretary of the General Staff MAJ. Cres Padilla at crescencio.t.padillaruberte.mil@army.mil or via phone at (912) 532-2570



JOHN W. LUBAS
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