



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000**

ASPA-LWA-D

AUG 21 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Tactical Vehicle (NTV) Usage (USAG Fort Wainwright Policy #41)

1. References:

- a. Army Regulation (AR) 58-1, Management, Acquisition, and Use of Motor Vehicles, 23 Mar 20.
- b. AR 735-5, Property Accountability Policies, 9 Nov 16.
- c. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 17 Sep 19.
- d. AR 385-10, The Army Safety Program, 24 Feb 17.
- e. Department of Defense (DoD) Directive 4500.36-R, Management Acquisition and Use of Motor Vehicles, 1 Feb 23.
- f. CFR 41 Part 101-39.

2. Purpose: Establish responsibilities and procedures for supporting units/activities (customers) of Fort Wainwright, Alaska. These procedures are established to obtain maximum non-tactical vehicle support with minimum expenditure of resources. The Fleet Management Office (FMO) of the Logistics Readiness Center (LRC) will publish a Standard Operating Procedure (SOP) consistent with this policy for the customer's use.

3. Applicability: This policy applies to all military, DoD Civilians, contractors, and authorized agents requiring vehicle support on Fort Wainwright.

4. Vehicle Utilization:

- a. FMO hours are Monday-Friday, 0730-1600.
- b. All drivers must possess and present a valid operator driver's license in accordance with AR 600-55. DA Civilian and contractor-employed civilians (except firefighters) must have a Commercial Driver License (CDL) to operate vehicles with a gross combination weight rating of 26,001 pounds (as outlined in AR 600-55 paragraph 2-5.a.- g.).

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c. All Class B dispatched vehicles will be returned to the TMP between the 1st and 15th of each month for physical inspection and re-dispatch.

d. Fort Wainwright no longer has a Class C fleet and will no longer be able to issue U-drive-it fleet vehicles.

e. When vehicles are scheduled for services, the official user is responsible for ensuring the service is completed in a timely manner. Any vehicle requiring non-routine maintenance must be reported to the FMO as soon as practical. Official users must ensure compliance with standard. Receipts for all vehicle services and maintenance must be provided to the FMO office within 10 days of service/maintenance. Failure to comply may result in loss of vehicle assignment.

f. The FMO will provide vehicle utilization reports to General Services Administration (GSA) Fleet Management Agency on a monthly basis.

g. When non-reported damage is found at the time of dispatch, the vehicle will remain at the FMO until a completed accident report (SF 91) is submitted and a police report is initiated.

5. Driver responsibilities:

a. All drivers are required to perform a Preventative Maintenance Checks and Services (PMCS) on the dispatched vehicle(s) on a daily basis using the Daily Vehicle Inspection Report (DVIR) as a guide for what to inspect.

b. Drivers will maintain cleanliness of vehicles during operations and before returning vehicle to the Transportation Motor Pool (TMP).

c. All drivers will operate vehicles in a safe and efficient manner and will wear seat belts at all times while vehicle is in motion.

d. Smoking is prohibited in government owned, leased, or controlled vehicles.

e. No vehicle is to be taken outside the permissible operating distance (POD), which is 100 miles, without prior written consent from the FMO. Contact number is (907) 353-1134.

6. Official user responsibilities:

a. Ensure vehicle(s) are properly dispatched.

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- b. Ensure Class B dispatched vehicles are justified annually.
 - c. Ensure only licensed, qualified drivers operate non-tactical vehicles (NTVs).
 - d. Ensure NTVs receive timely services and maintenance.
 - e. Ensure when damages occur to immediately notify police before moving the vehicle, unless movement is required for safety reasons. A completed SF 91 must be submitted to the FMO within 48 hours of an accident or discovery of damages. The user may be required to complete a Financial Liability Investigation of Property Loss (FLIPL). A DD form 200 must be supplied to the FMO upon completion of the FLIPL.
 - f. Ensure compliance with the NTV Fleet Management External SOP.
7. This policy supersedes USAG Fort Wainwright Policy #41, subject: Non-Tactical Vehicle (NTV) Usage, dated 29 Sep 21.
8. Point of contact is Randall "Scott" Foltz, LRC NTV Fleet Manager, at 353-1134.


JASON A. COLE
COL, LG
Commanding

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