

Department of the Army  
Headquarters, United States Army  
Maneuver Support Center of Excellence  
Fort Leonard Wood, Missouri 65473

FLW Regulation 58-1

19 September 2022

Motor Transport Services  
**MANAGEMENT OF NONTACTICAL VEHICLES**

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This publication is being updated to reflect appropriate revisions to the Motor Transport Services Management of Non-tactical Vehicles on Fort Leonard Wood (FLW).

**Summary.** To assign responsibilities, establish policies and outline procedures for the management and use of Non-Tactical Vehicles (NTV) on FLW.

**Applicability.** This regulation is applicable to all commands, activities and individuals utilizing vehicles assigned to the Transportation Motor Pool (TMP) of the Logistics Readiness Center (LRC), Transportation Division, Motor Transport Branch.

**Proponent and execution authority.** The Proponent agency of this regulation is the Logistics Readiness Center (LRC).

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE).

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Director, LRC, (ASCW-LLW), Fort Leonard Wood, MO 65473-8935.

**Distribution:** Electronic medium only and posted on the Fort Leonard Wood web site.

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\*This regulation supersedes FLW Reg 58-1, 25 November 2019

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## **Chapter 1 GENERAL**

### **1-1. Purpose.**

To assign responsibilities, establish policies and outline procedures for the management and use of Non-Tactical Vehicles (NTVs).

### **1-2. References.**

Required and related Publications and referenced forms are listed in Appendix A.

### **1-3. Explanation of Acronyms.**

The glossary contains abbreviations used in this regulation in Appendix B.

## **Chapter 2 RECORDS MANAGEMENT**

Records created as a result of processors preserved by this regulation must be identified, maintained and disposed of in accordance with (IAW) Army Regulation (AR) 25-400-2, The Army Records Information Management System (ARIMS), and Department of the Army Pamphlet (DA PAM) 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are on the ARIMS at <https://www.arims.army.mil>.

## **Chapter 3 RESPONSIBILITIES**

a. Installation Transportation Officer. Responsibilities for vehicle fleet management are outlined in AR 58-1, Management, Acquisition, and Use of Motor Vehicles, and U.S. Army Sustainment Command (ASC) Policy #58-1, and the GSA Fleet Customer Leasing Guide. In addition, the Installation Transportation Officer (ITO) is responsible for:

(1) Authorizing off-post dispatch for TMP vehicles upon receipt of a request with justification.

(2) Authorizing dispatch of vehicles for Temporary Duty (TDY). Delegated authority by Director, Logistic Readiness Center (LRC).

Establishing the maximum passenger capacity for each type of cargo vehicle used for the transportation of personnel, see Chapter 5, figure 1.

(1) Authorizing the modification to a vehicle. Modifications such as removal of vehicle components or addition of equipment will not be made without the prior written approval of GSA.

(2) Assembling data and coordinating the semi-annual Vehicle Utilization Review Board (VURB).

b. Activity Commanders/ Directors.

(1) Appoint a unit/activity transportation coordinator and submit names and telephone numbers of the personnel to ASC LRC, ATTN: ASCW-LLW-TR. Changes are to be submitted as they occur.

(2) Semi-annually submit an MOU to the LRC TMP as shown in Appendix C.

(3) Ensure vehicle operators perform required maintenance on the NTV dispatched, assigned, or utilized by them.

(4) Utilize TMP vehicles on a user-operated basis for "Official Use Only" in support of administrative, logistic, or training requirements.

(5) Develop and publish guidance and standard operating procedures (SOPs) to supplement established policy and procedures outlined in this regulation or other directives governing the acquisition and use of NTVs.

(6) Ensure senior occupants and vehicle operators are thoroughly briefed on vehicle safety, abuse, and misuse, and understand their responsibilities as outlined in this regulation.

(7) In the event of an accident or damage involving a NTV, the commander will ensure the operator or most knowledgeable person report to TMP within 24 hours or next government business day (GBD). The Standard Form (SF) 91, Motor Vehicle Accident (Crash) Report, will be completed for submission, with the original signed by the commander or supervisor and forwarded to TMP at the earliest possible time. A Department of the Army (DA) Form 285, Technical Report of U.S. Army Ground Accident, will be completed by the unit and copy furnished to the LRC Motor Transport Officer (MTO) within five working days. The MTO will review the completed DA Form 285, and forward recommendations or additions to the Installation Safety Manager. Failure to submit forms to the MTO may result in delay of vehicle repair. A replacement vehicle will not be considered until the accident report has been received.

(8) Process requirements per AR 735-5, Property Accountability Policies for damaged vehicles.

c. Unit/Activity Transportation Coordinators will:

(1) Act as the coordinator for all unit/activity requirements for TMP vehicle support.

(2) Submit transportation requests to the TMP at the email address <usarmy.leonardwood.usag.mbx.doltmp@army.mil>, utilizing the FLW Form 1254, Request for Motor Transportation and Trip Order, memorandum and/or other approved formats.

(3) Distribute all TMP vehicles allocated to the unit/activity in the most efficient manner, depending on need and sound management of assets.

(4) Establish a procedure within the unit/activity for vehicle support during non-duty periods. For example, the brigade staff duty officer may be designated as an alternate coordinator.

(5) Develop and publish SOPs to implement unit procedures.

d. Senior occupant of each vehicle.

(1) Ensure the operator performs all necessary preventive maintenance checks, ensure the dispatch is signed by each operator and the vehicle is operated in a safe and efficient manner.

(2) Supervise the vehicle operator to ensure safe operation of any passenger-carrying vehicle, to include compliance with all traffic laws. Ensure all occupants wear seat belts, where provided.

(3) Ensure passengers do not dismount until the vehicle comes to a complete stop, tailgates removed and all impediments to safe dismount are out of the way. Senior person will ensure passengers are seated at all times and do not extend limbs outside the vehicle. All personnel will abstain from unsafe acts (i.e., horseplay, standing, fighting, etc.).

e. Vehicle Operator.

(1) Provide a DA Form 348, Equipment Operator's Qualification Record (except Aircraft) showing all qualifications and training IAW AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) signed by the unit master driver who has orders on file at the Drivers Testing Station at the TMP.

(2) Obtain and maintain an Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card) issued by the TMP Drivers Testing Section. The OF 346 is required by AR 600-55 for operators of non-tactical vehicles with a gross vehicle weight rating (GVWR) of more than 10,000 pounds, emergency vehicles (police vehicles, ambulances, fire trucks), vehicles transporting hazardous materials, Material Handling Equipment (MHE), buses/vans that have the capacity to carry more than 12 passengers, and all-terrain vehicles.

(3) Ensure that vehicle operator's maintenance is performed, and the dispatch is signed before the vehicle is operated.

(4) Comply with all traffic laws to include Missouri State, AR 190-5, Motor Vehicle Traffic Supervision (OPNAV 11200.5D; AFI 31-218(1); MCO 5110.1D; DLAR 5720.1); FLW Regulation 190-5, Motor Vehicle Traffic Supervision on Fort Leonard Wood, and safe driving practices.

(5) Perform all operator preventive maintenance checks in accordance with DA PAM 750-8, The Army Maintenance Management System (TAMMS) User's Manual, TMP policy, and GSA guidance.

(6) Ensure that the logbook and keys are removed, all windows closed, and all openings (doors/hatches) are locked when the vehicle is unattended. Operator is responsible for all lost keys and may be held financially responsible for replacing locks and ignitions switches. All vehicles should utilize the emergency brake and vehicles with automatic transmission will be placed in park.

(7) 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 dispatcher. If accepted, park the vehicle in the designated area, perform the "after operation" preventative maintenance checks and services (PMCS), properly secure the vehicle, and return the vehicle keys and logbook to the dispatcher (or after-hours box).

(8) In the event of an accident, the operator of the NTV will implement use of GSA 1627, Fleet Vehicle Accident Kit, which outlines "In Case of Accident" procedures found inside vehicle logbook (See Appendix D).

(a) The operator, or most knowledgeable person, will complete the SF 91, Motor Vehicle Accident (Crash) Report and report to the TMP within 24 hours or next GBD. The original will be turned into the TMP Administrative Section no later than (NLT) 24 hours after the accident or next GBD. The SF 91 will then be sent to the unit for the commander/ supervisor's signature and returned to the TMP for reporting purposes.

(b) Ensure unit safety officer prepares the DA Form 285, Technical Report of U.S. Army Ground Accident, and forwards it to the Installation Safety Office with a copy furnished to the MTO.

## **Chapter 4**

### **POLICIES**

a. AR 58-1 outlines policies concerning utilization of NTVs; such use will be **"FOR OFFICIAL PURPOSES ONLY."** In addition, all vehicles, government owned or leased and contractor operated, are subject to installation regulations and are to be safeguarded against unofficial use.

(1) The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable laws and regulations. For assistance with determining whether the use is for official purposes consistent with law and regulation, contact the ethics counselor at the United States Army Maneuver Support Center of Excellence (MSCoE) and Fort Leonard Wood Office of the Staff Judge Advocate.

(2) Pertinent factors for considering official purposes is whether it is essential to the successful completion of a Department of Defense (DOD) function, activity, or operation, and consistent with the purpose for which the motor vehicle was acquired.

(3) Utilization of NTVs in support of morale and welfare activities will be restricted to official use only.

(4) NTVs will not be used to compete with commercial carriers.

(5) NTVs for Official Use. AR 58-1 requires a determination that motor vehicle transportation is essential for the performance of an official mission. Temporary Duty (other than duty to terminal usage):

(a) NTVs may be provided to personnel in receipt of valid TDY orders to assist in mission performance. TDY orders alone do not justify authorization of an NTV; factors to be considered include need, distance involved, duration of the mission, or other conditions, which justify their use. Where there are adequate DA, DOD, or commercial bus services, the use of an individual NTV or commercial rental vehicle is prohibited.

(b) When a NTV is authorized for use while on TDY, the NTV may be operated between places where the person's presence is required for official business and temporary lodging. In the absence of regularly scheduled public transportation, or if its use is impractical, a NTV may be operated between places of business or lodging and eating establishments, drugstores, bar-

ber shops, places of worship, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and similar venues) is not authorized.

(c) Service members and Department of the Army Civilians (DACs) in a TDY status to attend institutional training, are not authorized the use of a GSA NTV in lieu of a commercially rented vehicle funded by the Command sending the Service member or DAC to the training. However, a commercially leased vehicle is not authorized if adequate DA, DOD, or commercial bus services are available.

(6) Transportation Terminals. As a rule, NTVs will not be used for travel to or from transportation terminals (e.g., commercial, or military airports).

(a) NTVs owned or otherwise controlled by the DOD may be used for trips between places of employment and commercial or military terminals ONLY when at least one of the following conditions is met: Necessary because of emergency situations or to meet security requirements. Terminals are located in areas where other means of transportation (i.e., taxi, shuttle, bus, commercial air, or other public available means of transport) are not available or cannot meet mission requirements in a responsive manner. See Appendix E for further clarification of the above underlined phrases.

(b) Approval authority for NTV use for duty to terminal. General Officers, SES, and MSCoE school commandants, after consultation with an appointed ethics counselor, are authorized to make their own determinations when considering NTVs for TDY travel to a civilian or military transportation terminal. All other requests are subject to approval by the MSCoE Chief of Staff in coordination with the ITO and after consultation with an appointed ethics counselor. This authority will not be delegated.

(c) The party granting the exception will sign on the vehicle dispatch form stating, "Duty to Terminal Exception Granted." A separate memorandum will also be prepared citing the condition from paragraph 6 (a) above that was met requiring the exception. This memorandum will be kept on file in the organization's files for a period of no less than 2 years and is subject to review.

(d) NTV travel approved in accordance with paragraph 6 (b) above is excepted from the permissible operating distance (POD) limitations in Chapter 10.

(7) NTVs will not be used for transport to the Post Exchange (PX), shoppettes, public food establishments (not to include DFACS), theaters, fitness centers, golf course or craft shop, except for official business or if authorized to use the NTV IAW paragraph 5 (b) above.

(8) NTVs will not be used to transport individuals to and from home and place of employment or to and from non-official social functions. Official functions are typically arranged by the Secretary of the General Staff.

(a) The MTO will coordinate with unit commanders and activity chiefs for additional vehicles and drivers when required during an emergency or for other essential installation support.



(b) The MTO will coordinate the recall of TMP vehicles on recurring dispatch to fulfill unscheduled motor transport requirements, with due consideration for relative priorities. Vehicles recalled will be returned unless the Chief of Staff, MSCoE overrides the MTOs request.

b. Bus Service.

Military bus service will be provided when it is determined that such service is necessary for effective accomplishment of the installation-training mission.

(1) Under normal conditions, this bus service will not exceed a radius of 35 miles from FLW. Exceptions may be approved individually by the ITO by submitting a request accompanied by a staffing paper to validate approved funding is available.

(2) Units requesting buses for graduation ceremonies or other official business will ensure that operator responsibilities are completed, and that the vehicle is used only for the requested purpose.

c. GSA Vehicle Utilization.

(1) IAW AR 58-1, NTVs must be justified and validated during the annual Vehicle Allocation Methodology (VAM) process and prior to acquisition (procurement or leasing) will be accounted for on an approved Table of Distribution and Allowances (TDA) authorization or an approved DA Form 4610-R-E (Equipment Changes in Multiple Table of Organization and Equipment (MTOE)/TDA). NTVs provided in support of contract requirements must be authorized on the TDA and accounted for in a contract tech exhibit.

(2) Records will be maintained until the information is transferred or the vehicle is re-dispatched unless the vehicle is part of an investigation. Units will record daily utilization on a DD Form 1970, Motor Equipment Utilization Record, or a self-generated form to record the number of trips made, number of hours used, and number of miles driven. IAW AR 58-1, para 2-7, utilization goals are management indicators to measure the average annual use for a particular type of motor vehicle on an installation. See table 2-1 of AR 58-1.

d. Driver Distractions.

Operators of Government owned vehicles on or off a DOD Installation will not utilize cell phones, electronic devices to text messages, listen to portable media players, watch movies, television, or engage in electronic games while utilizing the vehicle. The use of any sound deterring earmuffs of any type, ear buds, portable headphones, earphones, or other listening/communication devices that would distract them from the safe operation of the vehicle is prohibited while operating the vehicle. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. A hands-free navigation device (for example, Global Positioning System navigation system, and smart cell phone) can be operated in the Government vehicle to provide directions to the vehicle's destination. All adjustments to the navigation device will be accomplished only when the vehicle is parked. These restrictions do not apply to Fire and Emergency Services personnel, Military Police (MP), special operations forces or security forces in the performance of their duties.

## **Chapter 5**

### **SEATING**

a. During AMBER road conditions (see Chapter 7(b) for definition) Commanders/Directors must conduct a risk assessment and are the approving authority to transport personnel by cargo NTVs. There will be canvas tops in place with sides rolled down when cargo space is used for passengers. An O-5 Commander or civilian equivalent in the command concerned must approve tactical vehicles or NTVs dispatched during AMBER road conditions. Although transporting of troops in cargo vehicles is not expressly forbidden, commanders are encouraged to utilize TMP troop lift support as the first priority for troop movement during AMBER road conditions.

#### **b. Seating Arrangements.**

(1) Personnel being transported in the cargo compartments of tactical or commercial vehicles will wear an ACH or hardhat. Army combat helmet (ACH) or hardhat will be worn by all personnel operating, riding in or on any tactical vehicle.

(2) Seating in the back of canvas covered cargo vehicles will be consistent with the GVW of the vehicle. When seats are not available for all personnel, the additional personnel will be seated in the cargo bed. Cargo trucks will not carry passengers in the rear of the vehicle off the installation.

(3) Seating arrangements in buses and troop trailers will be consistent with the vehicle's configuration. Personnel may stand in the aisle of a bus being operated on the installation but will not stand forward of the rear of the first row of seats in buses. The number of personnel standings will not exceed 50 percent of the rated seating capacity. When operating off the installation, all passengers will be seated, and the rated seating capacity will not be exceeded. Adjustments may be made because of personal equipment (field gear) when appropriate. The TMP drivers are the final decision authority on how many personnel can be loaded in buses and troop trailers provided their assessment is consistent with this regulation.

(4) The passenger capacity of sedans, vans, sport utility vehicles (SUVs), trucks, and other administrative vehicles is limited to the number of seat belt positions.

(5) Units requiring transportation in support of funeral detail(s), notification detail or casualty assistance will provide their own drivers. TMP will furnish one vehicle for each occasion.

(6) All TMP vehicles may be used on gravel or paved roads; however, TMP vehicles will not be used on cross-country terrain. Four-wheel drive vehicles may be used on unimproved roads. Units will request appropriate vehicle for missions, or they may be held liable for damages incurred during improper use.

**Figure 1.**

TYPE OF VEHICLE	MAXIMUM NUMBER OF OCCUPANTS	HEAT CATEGORY 4/5	AMBER ROAD CONDITIONS
Sedan, Standard (Type III)	5 on split seat, 6 on bench		
Sedan, Inter- mediate	6 total		
Sedan, Com- pact	5 total		
Sedan, Sub- compact	4 total		
Station Wagon, Standard	7 total		
Truck, Carry- all (Vans)	(G41)7, (G42)8, (G43)15		
Truck Panel	2 total		
Utility, SUV: Jeep, Bronco, Blazer, or ½ Ton	5 total		
Truck, Cargo, ½ Ton Pickup	3 in front, 8 in rear with camper shell		NONE
Truck, Cargo, 1 Ton Pickup	3 in front		NONE
Truck, Stake, 1 Ton	2 in front, 11 in rear with canvas cover		NONE
Truck, Stake, 1 Ton Stretch	2 in front, 12 in rear, covered		NONE
Truck, Stake, 3.5 Ton	2 in front, 23 in rear, covered		NONE
Truck, Trac- tor, 5 Ton	2 on split, 3 on bench seat		
Personnel Carrier, Life- line	120 on post, 80 off post	80	80
Bus, 20 Pas- senger	31 on post, 21 off post	21	21
Bus, 42-44 Passenger	61 on post, 43- 45 off post	42-44	42-44

## **Chapter 6**

### **SAFETY**

a. Operators will obey all traffic laws, speed limits and/or operate vehicles at speeds for the existing road conditions. All personnel will be seated, and available seat belts will be worn at all times.

b. The consumption of alcoholic beverages, use of all types of tobacco products or electronic substitutes (to include e-cigarettes), use of illegal drugs, and use of legal drugs without a valid prescription by operator or passengers in an NTV is strictly prohibited. Operators are further prohibited from driving an NTV when taking a prescription medication that advise the user to not drive or operate heavy machinery.

c. Vehicles one ton or larger will utilize a ground guide and operators will sound the horn when backing up the vehicle.

d. Trucks primarily designed to move cargo that are used to transport passengers will be canvas covered, have front curtains, and equipped with tailgates or solid barriers on the rear. All personnel will be seated, and safety devices (end gates) properly secured before the vehicle is moved. During cold or inclement weather, cargo vehicle transport will be held to a minimum. All personnel will wear required protective headgear, as stated earlier.

(1) Before starting the engine, operators transporting passengers in trucks must ensure that the tailgate, safety device, or safety strap is in place and determine that all passengers are in a safe position.

(2) Personnel will not be transported in the bed of an Army truck, off post, unless the truck is specifically designed to carry troops (fixed seating).

e. All cargo being transported must be secured prior to moving the vehicle. When cargo and personnel are transported together, the passenger capacity will be reduced accordingly. Emphasis must be placed on securing the cargo and loading it to the front to prevent any possibility of injury due to shifting cargo. Under no circumstances will personnel be transported on top of cargo in the bed of any vehicle.

f. Personnel will not be permitted to extend any part of their body outside the vehicle or stand while riding in a cargo vehicle. Personnel will not ride on any external part of the vehicle, such as running boards, fenders, hoods, etc. Cargo vehicle must have canvas tops and front curtains to transport personnel.

g. Maximum speed while passing marching troops is ten miles per hour (MPH).

h. Operators of tractor/Personnel Carrier Vans (PCVs) will maintain a maximum safe distance equivalent of two seconds distance between moving PCVs at any speed.

## **Chapter 7**

### **ROAD CONDITIONS**

a. Initial Entry Trainees (IET) will not be permitted to operate NTVs during "AMBER", "RED" or "BLACK" road conditions.

b. AMBER road conditions are defined as "difficult to hazardous with patches of ice or packed snow" and will be defined and posted by Directorate of Emergency Services (DES), limited travel to essential traffic.

(1) Tactical or NTVs dispatched during AMBER road conditions must be approved by an O-5 or civilian equivalent. Brigade commanders may require more stringent requirements at their discretion.

(2) NTV cargo vehicles may be dispatched for mission essential duties. Transporting of personnel in cargo NTVs requires commanders/directors in the grade of O-5 or civilian equivalent approval. Coordination for movement of personnel should be made with TMP.

(3) Privately owned vehicles (POV). Commanders and section or activity chiefs should advise all POV owners to restrict travel to essential trips and caution them to use extreme care.

(4) TMP will transport personnel to and retrieve them from training as requested by the company or battalion commander.

c. RED road conditions are "extremely hazardous". Travel by TVs or NTVs is limited to emergency operations (Military Police, Ambulance, Fire Trucks, Directorate of Public Works (DPW) and Snow and Ice Removal (SNAIR) Support Team mission essential vehicles). The DPW or Deputy DPW will approve NTVs assigned to DPW in writing.

(1) The MTO has dispatch approval authority for all GSA and TMP vehicles under LRC control. The brigade commander in the direct chain of command will have dispatch approval authority only for those vehicles signed out from the LRC.

(2) TMP will retrieve personnel from training areas and be responsible for troop transport in emergency situations.

(3) POVs will not to be substituted for military vehicles. All personnel should be advised not to travel unnecessarily.

d. BLACK road conditions present a real risk of life and limb. All vehicular traffic on FLW is restricted with the exception of SNAIR equipment and emergency vehicles.

(1) Emergency vehicles are unrestricted. Non-emergency vehicles must obtain approval from the Commanding General or the authorized delegated officer.

(2) TMP will retrieve personnel from training areas and be responsible for troop transport in emergency situations.

(3) POVs will be restricted to mission essential personnel only and will not be used in lieu of military vehicles.

## **Chapter 8 PROCEDURES**

a. Each unit or activity requiring TMP vehicles on a recurring basis, Class B, will evaluate their total requirements thoroughly and submit a written justification to TMP for each vehicle requirement.

b. The activity transportation coordinator is expected to control the use of recurring dispatch vehicles sufficiently in order to consolidate requirements in a manner requiring the fewest number of vehicles. Vehicles not required on a particular day will be made available for other users. Should unit requirements exceed the number of vehicles allocated; the transportation coordinator will approve requests for TMP support.

c. Request for Transportation. Daily recurring dispatch (Class B). Request and justification for assignment of a vehicle on recurring daily dispatch will be submitted by memorandum. Justification will include why existing organization or assigned vehicle assets are inadequate and Class C dispatches will not meet mission requirements. The MTO will review vehicle utilization quarterly and at a minimum annually to determine the continued need for recurring daily dispatch of each vehicle and the degree of utilization. The MTO will take appropriate action to reduce such dispatches due to lack of usage, changes in mission, misuse or discontinuance of a function.

d. Troop Lift Service.

(1) Unit Responsibilities.

(a) Transportation requests for mass movement (15 or more) will be submitted to the TMP email account <usarmy.leonardwood.usag.mbx.doltmp@army.mil> for the proper scheduling of transportation requirements for the Troop lift section by the close of business (COB) Wednesday, of the week prior to the requirement. Transportation should be for a 3-week period. On the day of movement, the organization will contact the dispatcher at (573) 596-1781 and confirm the passenger counts NLT 30 minutes prior to scheduled movement. All other requirements will be considered add-ons and will be supported as transportation becomes available. Scheduled transportation will take priority. One cadre member must be present in vehicle when trainee(s) are transported.

(b) Unit personnel will be at the appropriate pickup location on time and ready to load.

(c) One permanent party Noncommissioned Officer (NCO) or Officer will be present to maintain discipline at the loading and unloading sites. Unit personnel will follow the instructions of the Motor Vehicle Operator.

(d) Units will be held responsible for repair when their personnel damages vehicles.

(e) Troop lift vehicles will be dispatched based on the number of passengers scheduled. Unit duty vehicles will be utilized for all cargo requirements.

(2) MTO Responsibilities.

(a) Operators and vehicles will be dispatched to arrive on the site at the scheduled time; training commitments will have first priority. School classes begin at a fixed time with transportation required between 0700 and 0800 hours and 1600 and 1700 hours; other commitments scheduled during these times can be met only as assets allow.

(b) The unit should be prepared to load prior to the scheduled pick-up time. If a unit fails to load within 5 minutes of the vehicle arrival, 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 placed on an "on call" status.

(c) Every attempt will be made by TMP personnel to contact the unit to notify them of the aborted commitment.

(d) Allowances will be made for weather conditions.

e. Other Services.

(1) Shuttle Bus service is available from designated bus stops on an established route for military and civilian personnel on "official business". This service should be used by personnel for administrative functions such as, travel between barracks, troop billets, place of duty, and to meet official business appointments. This service will be made available Monday through Friday except holidays when the service has been re-evaluated and the need has been justified.

(2) Bus Policy.

(a) Buses can be dispatched with a driver for official business only upon receipt and approval of requests.

(b) Buses can be dispatched on u-drive it requests, by exception only. Requests will be routed through the MTO for consideration for approval.

(c) Buses will be cleaned and fueled daily before turn-in.

(3) Official Express (formerly known as Range Shuttle).

(a) Service is provided to all government personnel requiring transportation for official business. The shuttle is operated on a call-in basis. This service is available Monday through Friday except holidays, 0700-1600; last range call will be accepted at 1530 hours. Requests will be made telephonically to the Official Express dispatcher at (573) 596-1781, to include name, pick up point, destination, and unit.

(b) Official Express vans are not authorized to haul excess baggage or oversized weapons.

(c) Official Express vans must be able to pick up the requestor within 15 minutes of call-in or the customer will be asked to call back.

(d) Official Express cannot take reservations or schedule advance pickups during peak hours; all transportation will be met on an available basis. Peak hours are 0700-0830 and 1200-1400 hours daily.

## **Chapter 9**

### **VEHICLE DISPATCH**

a. Authorized personnel will properly dispatch all vehicles. While operating a government vehicle, all operators will have the following items in their possession: vehicle logbook, a current TMP computer generated vehicle dispatch record, and a valid OF 346 (if required) or a valid state driver's license. Operators must show a valid operator license (state and/or military that qualifies them for the vehicle requested) and Common Access Card (for Military or Civilians) or Installation Access Card (for authorized Contactors) before a vehicle will be dispatched in their name.

b. Operators will perform pre and post operation maintenance checks and services. Any damage or unserviceable items will be reported to the TMP Dispatch office prior to operation of the vehicle. The operator must sign the dispatch prior to vehicle use for the dispatch to be valid. Upon return, vehicles will be cleaned, fueled, and inspected by dispatch personnel before being accepted for turn-in.

c. Operators will keep the logbook in their possession and secured during vehicle operation. The logbook will contain forms for accident reporting, the GSA credit card (when applicable) and information on obtaining repairs when the vehicle is out of the TMP area.

d. Additional drivers may be authorized to operate the vehicle. The person to whom the vehicle is originally dispatched, or the unit supervisor is responsible for ensuring the additional personnel are properly licensed (reference paragraph (a) above) to operate the vehicle and have a valid license in their possession while operating the vehicle. Additional drivers must sign the dispatch prior to vehicle use for the dispatch to be valid.

e. Vehicles requiring maintenance, service, or repair will be processed through the TMP Dispatch Section. The dispatcher will assign a vendor and the vehicle entered into the maintenance log at TMP with the logbook retained at TMP. The unit is primarily responsible to deliver the vehicle to the vendor. When the vehicle is ready to be returned to service, the unit will process through the TMP for valid dispatch.

f. Both operators and supervisors are responsible for ensuring all vehicles are returned to the TMP no later than close of business on the expiration date of vehicle dispatch. Dispatch dates may vary but will not exceed 30 days.

g. All vehicles on a recurring 30-day dispatch will be re-dispatched the 11th through the 15th of each month. Driving a GSA vehicle without a valid dispatch, or with an expired dispatch, is not authorized. Operating a vehicle without a valid dispatch subjects the operator and the command to liability. All delinquent dispatches that have occurred during the reporting month, regardless of time of delinquency, will be reported at the MSCoE Logistics Readiness Review. MSCoE Chief of Staff, Deputy Chief of Staff and Garrison Commander/CSM will be notified on the 16th of each month which vehicles are overdue dispatch. Consequences for failure to re-dispatch vehicles by the required date are (violations are cumulative over a 1 calendar year timeframe beginning 1 January each year):

(1) First Violation: Vehicle will be turned in to the TMP for 7 calendar days.

(2) Second Violation: Vehicle will be turned in to the TMP for 14 calendar days.

(3) Third Violation: Vehicle will be turned in to the TMP for 30 calendar days.

## **Chapter 10**

### **PERMISSIBLE OPERATING DISTANCE (POD)**

a. The POD limits established below will not be exceeded without prior approval of the Commanding General, MSCoE. Approval authority is hereby delegated to the LRC and the MTO and will be documented per requesting memorandum. All memorandum requests for exception will have the concurrence of the headquarters concerned. Justification must state specifically why commercial transportation or other means cannot be used. A shortage of travel funds is not considered sufficient justification for exception.



b. It is not the intent of the U.S. Government to compete with off post operations or commercial carriers, nor are vehicle authorizations based on long distance transportation requirements. GSA NTVs will not operate outside the following POD.

(1) A radius of 35 miles is considered local off-post and will be so noted on the dispatch sheet of the vehicle.

(2) All travel beyond the 35-mile radius will require a justification memorandum through formal channels to the MTO at the TMP. Approved exceptions to the (35) mile POD are:

(a) Lake of the Ozarks Recreation Area (LORA) if driving on official business.

(b) Medical facilities for authorized personnel.

(c) 763<sup>rd</sup> Ord Co, Explosive Ordinance Disposal (EOD).

(d) Absent With-Out Leave (AWOL) Apprehension.

(e) Funeral Details.

(f) Casualty notification and assistance with Casualty Area Officer's (CAO) area of responsibility.

(g) NTV travel approved IAW chapter 4, 6 (b) by a General Officer, SES, or MSCoE School Commandant.

## **Chapter 11**

### **GSA CREDIT CARDS**

a. The MTO or their representative will receive credit cards for vehicles from GSA. Fleet cards are assigned for every GSA-leased vehicle in the fleet and are to be utilized only for the assigned vehicle embossed on the card. The cards will be utilized for authorized purchases only.

b. Individual vehicle operators will assume responsibility for the Fleet credit card when signing on the dispatch printout as the operator. If a credit card is lost, notice will be given to the TMP General Dispatch Office at (573) 596-7522/0816, followed by a memorandum stating the circumstances surrounding the loss. This will be signed by the Company Commander//First Sergeant or equivalent. A written report of the circumstances of loss will be turned in to the General Dispatch Office at the TMP prior to receiving the new Fleet credit card for the vehicle.

c. GSA Fleet cards are accepted by most branded fueling stations and by maintenance facilities for under \$100 transactions, to include oil, Diesel Exhaust Fluid (DEF), windshield fluid, windshield wipers, fuses, gas caps, etc... Excluded from the \$100 cap are tires, batteries, or glass replacement, all of which require preauthorization by contacting GSA's Maintenance Control Center (MCC) or Accident Management Center (AMC). Please contact the TMP Vehicle Dispatch Office for approved vendors in the immediate area. GSA Fleet cards may not be utilized for any purchases at parts stores or for maps, air fresheners, tolls, or parking.

(1) Attach credit card purchase invoices to the dispatch record and submit to the Vehicle Clerk or Dispatcher. All entries must be legible to include credit card number and the operator's signature.

(2) Operators are responsible for the accuracy of data on the credit card retail sales invoices. Include the vehicle tag number on the invoices.

## **Chapter 12**

### **WRECKER SERVICE**

a. LRC TMP will coordinate wrecker service for all GSA Leased Vehicles managed by the LRC. If a wrecker is required during duty hours, call TMP dispatch at (573) 596-0816/7522. After duty hours, emergency wrecker service can be obtained by calling the number on the credit card.

b. LRC Maintenance will not provide wrecker service for NTVs, Non-Standard Equipment (N-SE), and tactical vehicles. Non-Standard Equipment is defined as vehicles not licensable for use on roads and Federal highways (for example, tractors, mowers, forklifts, plows, etc.).

c. Vehicles will be towed only if it has been determined the disabled vehicle cannot be safely driven to the TMP. Chains, towropes, or tactical vehicles will not be used to tow NTVs.

d. Wrecker support will not be provided to vehicles that are out of fuel, low in oil or coolant, or have flat tires, except when such condition is caused by sudden equipment failure or accidents. It is the operator's responsibility to perform all necessary operator checks prior to and while operating the vehicle. Operators will change the tire and obtain fluids from TMP as necessary to return the vehicle to operation.

e. Wrecker service will not be used to recover vehicles with flat tires unless necessary. Operators with vehicles having a flat tire while operating on the installation will park the vehicle in a safe location so as not to impede traffic. Operators will change the tire, using the spare: if there is no spare, note the tire size and type and notify TMP. If a flat tire occurs off the installation, operators will call the GSA customer service line at 1-866-400-0411 for instructions. A GSA help card is included with all GSA credit cards and is present in either the dispatch book or the credit card holder.

## **Chapter 13**

### **MAINTENANCE**

a. TMP will ensure that an effective and comprehensive maintenance program is followed. Vehicles will be maintained within the "safe and serviceable" criteria established for NTVs and within all current regulations and adhere to the GSA Inter-Service Agreement.

b. Maintenance will be coordinated with the Dispatch Section of TMP. Vehicles will be entered into the maintenance log and vendors assigned to ensure proper maintenance.

## **Chapter 14**

### **PETROLEUM, OIL, and LUBRICANTS (POL)**

a. Fuel is available at the TMP for government vehicles assigned to tenants on the installation 24 hours a day, 7 days a week. All fuel issues must be traceable to the receiver by either

the commercial fleet card assigned to the GSA-leased vehicle or FOB keys assigned to the units for Army-owned vehicles and equipment.

b. Each GSA-leased vehicle is issued one GSA Fleet card to purchase fuel and services. This credit card is embossed with the vehicle's license plate number (e.g., G12 3456A) and must be used for all fuel transactions both on and off the installation. Operators must fuel their vehicles with only the manufacturer's recommended grade and type (i.e., regular unleaded, diesel). All dual-fuel (unleaded/E-85) vehicles must utilize E-85 fuel when it is reasonably available, per the Energy Policy Act of 2005 (EPA 2005), Section 701. The use of any type of fuel other than the manufacturer recommended grade will result in GSA charging the cost of the fuel back to the unit.

c. All Army-owned vehicles (both tactical and NTV), equipment, and fuel cans are assigned FOB proximity keys through the LRC Supply and Services Division; the TMP no longer retains unit keys available for signing out on an "as needed" basis. Units must present a DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies, to the Supply & Services representative located at the TMP (Building 5267, Room 104) to receive a coded key for the type of fuel needed. The keys assigned to the units may not be used to fill GSA-leased vehicles under any circumstances. Keys are accountable and operators are responsible for securing them as they would vehicle keys. Malfunctioning keys will be recoded or replaced immediately, but any lost or damaged fuel keys may be subject to Financial Liability Investigation of Property Loss processes under AR 735-5.

d. In the event of a damaged or lost GSA-leased Fleet card, immediately inform the TMP Vehicle Dispatch Section (596-0816/7522). The dispatcher will contact GSA to shut the card off and order a new card. The new card will normally be received by the TMP within 48 hours of ordering. A memorandum signed by the unit commander explaining the circumstances of the loss or damage must be presented to the TMP prior to receiving the new card.

## **Chapter 15**

### **DRIVER SELECTION, TRAINING, and LICENSING**

a. Commanders and Supervisors have the responsibility to:

(1) Ensure operators are selected in accordance with regulations and are qualified to operate the type vehicles for which licensing is desired.

(2) Ensure personnel have a valid state driver's license before being issued an OF 346. Personnel may be issued an Army Military Operator Incidental Permit upon receipt of a memorandum from the commander stating the person has been trained, is qualified on the type of license being requested, and it is mission essential for this person to drive.

(3) Ensure that personnel with learner permits operate vehicles or equipment within a controlled driving range or training area only. They will be under the supervision of properly licensed operators at all times.

(4) A memorandum/email must be submitted by the unit to be tested and licensed to the Driver Testing Station at least one week prior to the date of desired test. Submission will include date, time, place, number of personnel and point of contact (POC) information. Memorandums/emails not properly submitted will be returned for resubmission.

(5) Notify the TMP when the Commander or Activity Chief has suspended an operator's license. Please notify the TMP when personnel have had their license suspended or revoked by the Directorate of Emergency Services (DES).

(6) Advise the TMP by memorandum or e-mail of the successful completion of Remedial Driver's Training by those individuals whose license has been suspended or revoked. A request for re-testing and relicensing must then be submitted to the Driver Testing Station.

b. MTO has responsibility to:

(1) Suspend the OF 346 of any personnel cited for driving under the influence (DUI) while operating a GSA vehicle until reissue of civilian driver's license has been completed.

(2) Suspend the OF 346 of any GSA vehicle operators contributing to or directly causing an accident or found to have operated a vehicle in a reckless or grossly unsafe manner, until remedial driver training and retest on equipment is accomplished. Subsequent violations may result in revocation of the license, as may particularly serious first offenses.

(3) Suspend military license for a period of 30 days or more of vehicle operators (military or civilian) found to have utilized a government vehicle for other than official business. An information letter will be forwarded to the commander or activity chief involved, indicating that future incidents may result in revocation of the operator's license. In addition, operator permits may be suspended, or revoked by commanders, the ITO or MTO for cause at any time when warranted by an individual's accident record, or when an individual appears to be impaired by defects or conditions or other limitations.

c. Driver Testing Station has responsibility to:

(1) Act as the authorized commander's representative in issuing licenses.

(2) Ensure procedures comply with all regulations.

(3) Ensure qualified personnel conduct all road tests for vehicle operators. Memoranda's through commanders authorizing personnel within units will be kept on file.

(4) Conduct unit/individual eye exams as required for personnel requiring a military operator's permit. Group requests must be made in writing by memorandum/email and received at least two weeks in advance. Individual requests will be fulfilled at TMP on a walk-in basis.

(5) Issue military bus licenses only after TMP personnel validated that personnel have successfully completed training and road tests. Bus training classes will be a minimum of 40 hours for personnel with no previous training. Classroom sessions will familiarize students with vehicle operation, maintenance procedures, and safety. Driving will begin in a restricted area away from traffic and merge into traffic areas as familiarization increases. Ft. Leonard Wood TMP approved bus licenses issued to Service members (after successful completion of the bus training) are only valid within the confines of the installation. Personnel will ONLY be trained and licensed to operate within the confines of Ft. Leonard Wood.

## **Chapter 16**

### **REIMBURSEMENT FOR DAMAGES TO NTV**

a. The using unit or activity responsible for the vehicle at the time of the accident/incident will be required to bear the full financial responsibility for loss or billable damage to Army-owned vehicles or vehicles leased from GSA or other lessors, unless one of the exceptions in paragraph (c) below applies.

b. The using unit is responsible for processing requirements for damage as prescribed in AR 735-5.

c. The using unit/activity will not be held responsible for damages to the vehicle if it is determined that damages were the result of:

(1) The negligent or willful act of a party other than the unit/activity (or the employee of that unit/activity/ to which the vehicle was assigned or issued), and the identity of the party can be reasonably established. For example, swerving to miss a deer does not absolve the organization from damages.

(2) Mechanical failure of the vehicle, and the using unit/activity or its employee was not negligent. Proof of mechanical failure must be submitted.

(3) Normal wear and tear that is expected in the operation of a similar vehicle.

d. Units/activities will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued NTV.

e. If a unit/activity is responsible for damages, it will bear all cost for removing and repairing the vehicle. If the vehicle is damaged beyond repair, the unit will be charged all costs, including fair market value of the vehicle less any salvageable value.

f. Units/activities will be provided a spreadsheet monthly outlining the accidents and the cost of repair. The IMCOM Resource Management Office will work directly with the unit's Resource Management Office to facilitate reimbursement.

## **Appendix A REFERENCES**

### **Section I Required and Related Publications**

**AR 58-1**  
Management, Acquisition, and Use of Motor Vehicles

**AR 600-55**  
The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

**AR 735-5**  
Property Accountability Policies

**DA PAM 750-8**  
The Army Maintenance Management System (TAAMS) User's Manual

**ASC Policy #58-1**  
Non-Tactical Vehicle (NTV) and Non-Standard Equipment (N-SE) Dispatching/Utilization Management Policy

### **Section II Referenced Publications**

**AR 25-400-2**  
The Army Records Information Management Systems

**AR 190-5**  
Motor Vehicle Traffic Supervision {OPNAV 11200.5D; AFI 31-218(I); MCO 5110.1D; DLAR 5720.1}

**FLW Regulation 190-5**  
Motor Vehicle Traffic Supervision on Fort Leonard Wood

**GSA Fleet Customer Leasing Guide**

## **Appendix B**

### **GLOSSARY**

#### **AR**

Army Regulation

#### **AMC**

Accident Management Center

#### **AWOL**

Absent Without Leave

#### **COB**

Close of Business

#### **DA**

Department of the Army

#### **DES**

Directorate of Emergency Services

#### **DOD**

Department of Defense

#### **DOT**

Department of Transportation

#### **DPW**

Directorate of Public Works

#### **DUI**

Driving Under the Influence

#### **EOD**

Explosive Ordnance Disposal

#### **FLW**

Fort Leonard Wood

#### **GBD**

Government Business Day

#### **GSA**

General Service Administration

#### **GVW**

Gross Vehicle Weight

#### **GVWR**

Gross Vehicle Weight Rating

**IAW**

In Accordance With

**IET**

Initial Entry Trainee

**ITO**

Installation Transportation Officer

**LRC**

Logistics Readiness Center

**MCC**

Maintenance Control Center

**MSCoE**

Maneuver Support Center of Excellence

**MP**

Military Police

**MPH**

Miles Per Hour

**MTO**

Motor Transportation Officer

**MTOE**

Multiple Table of Organization and Equipment

**NCO**

Non-Commissioned Officer

**NLT**

Not Later Than

**N-SE**

Non-Standard Equipment

**NTV**

Non-Tactical Vehicles

**OF**

Optional Form

**PCV**

Personnel Carrier Van

**PMCS**

Preventative Maintenance Checks and Services



**POC**

Point of Contact

**POD**

Permissible Operating Distance

**POL**

Petroleum, Oil, Lubricant

**POV**

Privately Owned Vehicle

**PX**

Post Exchange

**SF**

Standard Form

**TAMMS**

The Army Maintenance Management Systems

**TDA**

Table of distribution and Allowances

**TDY**

Temporary Duty

**TM**

Training Manual

**TMP**

Transportation Motor Pool

**VAM**

Vehicle Allocation Methodology

## Appendix C SAMPLE MOU FORMAT



ASCW-LLW

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 407<sup>th</sup> ARMY FIELD SUPPORT BRIGADE  
89010 TANKER DESTROYER BLVD  
FORT HOOD TEXAS 76544-5073

### MEMORANDUM OF UNDERSTANDING BETWEEN LRC FORT LEONARD WOOD AND (CUSTOMER ORGANIZATION)

SUBJECT: ASC Non-Tactical Vehicle (NTV) and Non-Standard Equipment (N-SE)  
Dispatching/Utilization Management Policy

1. This Memorandum of Understanding serves as an acknowledgement and verifies that the organization was provided a copy of the ASC Dispatching/Utilization Management Policy.
2. All vehicles assigned to your organization from the LRC Transportation Motor Pool (TMP) are subject to the provisions of the ASC policy and must be re-dispatched upon notification.
3. Prior to re-dispatching assigned vehicles the organization will:
  - a. Provide a funded Line of Accounting (LOA).
  - b. Establish controls to ensure that assigned NTVs and/or equipment are used on for official business, properly dispatched, and NTVs and/or equipment (includes log book, fuel key and credit card) are properly secured when not in use.
  - c. Provide LRC TMP a memorandum signed by the organization's Commander or Director
    - i. Identifying who is authorized to approve a dispatch request.
    - ii. A listing of licensed operators and the types of NTVs (sedan, 7/8 pack van, 1-ton, etc.) they are authorized to dispatch and drive.
4. Failure to comply with the requirements outlined in the ASC policy may result in your organization losing dispatching privileges and immediate revocation of all assigned vehicles.

\_\_\_\_\_  
ROBERT L. CUMMINGS  
Director, Logistics Readiness Center  
Ft. Leonard Wood, MO

\_\_\_\_\_  
Customer Signature Block

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix D

### GSA 1627, FLEET VEHICLE ACCIDENT KIT

GSA

U.S. General Services Administration

#### FLEET VEHICLE ACCIDENT KIT

##### In Case of Accident

To be opened **ONLY** in case of a crash.

1. Stop immediately and turn on emergency flashers.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. **DO NOT sign any paper or make any statement** as to who was at fault (except to your supervisor or to a Federal Government investigator).
6. Get the name and address of each witness. Ask the witness to complete Standard Form (SF) 94, Statement of Witness, contained in this envelope.
7. State your name, address, place of employment, name of your supervisor, and upon request show your operator's permit and vehicle registration card. (NOTE: Only Government-owned or leased vehicles registered in the District of Columbia or displaying state tags have registration cards.)
8. Complete Standard Form (SF) 91, Motor Vehicle Accident Report (or reporting form required by your agency) at the scene. If conditions prevent this, make notes of the following:
  - a. Registration information for other vehicle(s) (owner's name, owner's address, tag number, VIN, and vehicle description);
  - b. Information on other drivers (name, address, operator's permit number, and expiration date);
  - c. Name, address and phone number of each person involved and extent of injury, if any;
  - d. Name, address and phone number of company insuring other vehicle(s) and insurance policy number, and;
  - e. General information such as location, time, measurements, weather, damage, etc.
9. For proof of fault, submit a copy of the Police Report along with the SF 91.
10. If you have a camera, take pictures of the accident scene and any damage to the vehicles involved. Submit the pictures along with the SF 91.
11. Notify state, county or local authorities as required by law and CALL OUR TOLL FREE Accident Management Center (AMC) at 866-400-0411 (7:00 am - 6:00 pm CST).
12. If the vehicle is unsafe to operate, call the AMC at 866-400-0411 (7:00 am - 6:00 pm CST).
  - a. After 6:00 pm CST, if your vehicle is less than 3 years/36,000 miles it may be covered by a manufacturer's Roadside Assistance Program. Contact the appropriate manufacturer at the following toll free numbers; Ford: 800-241-3673, Chrysler, Dodge: 800-521-2779, Chevrolet: 800-243-8872, GM: 800-462-8782, Pontiac: 800-762-2737 and Hyundai: 800-243-7766, towing and minor services may be arranged at no extra cost.
  - b. If the Roadside Assistance Program does not apply to your vehicle, contact our After Hours Emergency toll free number, 866-WEX-4GSA. A customer service representative will authorize towing expenses and any other after hour's emergency services up to \$500.00.
13. Submit all reports and data to your supervisor within one working day. Your supervisor should fax them to the AMC within five days.
14. Injuries should be processed through your agency personnel office using a CA-1 form.

**NOTE:** If you are injured, have the police notify your supervisor who will assume your responsibilities for reporting the accident.

(See list of contents on reverse.)

GSA 1627 (REV. 2/2019)

##### Contents

1. SF 91, Motor Vehicle Accident Report (One Copy)
2. SF 94, Statement of Witness (Two Copies)

##### Proof of Insurance

###### For Operators of GSA-Owned Vehicles

**This constitutes your "Proof of Insurance" and will be kept in your vehicle at all times. The U.S. government is self-insured. No insurance identification number is required.**

**The U.S. government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties.**

**Claims for injury or death of third parties, or damage to third-party property, arising from federal employee negligence in the operation of government-furnished vehicles are covered by the Federal Tort Claims Act (U.S.C. 2671 et seq.) as implemented by 28 CFR, Part 14.**

**Claims against the U.S. government resulting from the operation of a government vehicle should be directed to the agency employing the driver of the vehicle, not GSA. Claims against other parties for damage to GSA Fleet vehicles will be initially processed by GSA. Drivers are responsible for obtaining a POLICE REPORT or Statement from the other driver accepting fault, along with the correct insurance information for processing such claims against other responsible parties.**

[www.gsa.gov](http://www.gsa.gov)

02-19-00452

GSA 1627 (REV. 2/2019) BACK

## **Appendix E**

### **NTV USE FOR TRAVEL TO/FROM THE AIRPORT**

The below clarifications are provided to assist personnel in determining if use of and NTV to/from the Airport should be considered an approved exception.

1. Emergency Situations. An “emergency situation” is intended to be a true emergency. This could include a natural disaster such as an earthquake, hurricane, or tornado; a situation where lives are at risk; or a situation where there is an imminent threat to property or equipment. Although you may identify an emergency, the emergency must necessitate the use of an NTV to move the traveler to the transportation terminal. If you are able to articulate why the situation is an emergency, and how that situation requires the use of an NTV, then you may likely meet the emergency situation exception.
2. Security Requirements. A “security requirement” should be considered from the perspective of a threat to the traveler. An elevated threat level or a specific threat to the traveler could make travel by NTV necessary. A circumstance that would not meet this condition is that the traveler will conduct work during the ride and will be discussing personal and/or sensitive matters with another occupant in the vehicle or on the telephone, and the discussion can only be conducted during the drive to the airport.
3. Not Available. “Not available” should not be considered to mean that the other forms of transportation are more expensive, less desirable, or less convenient than an NTV. Instead, the other means of transportation must actually be unavailable, as in, they do not provide service to or from the transportation terminal for the times required for travel. In addition, if other forms of transportation are all booked and the traveler is not able to arrange for use of those services, then they may be considered “not available.”
4. Mission Requirements. “Mission requirements” refer to the work that is accomplished in order to meet the mission.
  - a. When the traveler must travel with certain mission-required equipment or animals that would make travel on other means of transportation impractical or impossible, then that may justify a determination that those other means cannot meet mission requirements. For example, if a traveler must carry bulky equipment that will not fit on a public transportation system or taxi, then those conveyances cannot meet mission requirements.
  - b. Although a traveler’s mission may occasionally require him or her to conduct classified business while traveling to or from the transportation terminal, thus justifying the use of a NTV, a traveler – even a senior official – should avoid making routine use of this exception. Any blanket, permanent, or even frequent use of this exception will likely be considered an abuse of government resources. Travelers should make every effort to conduct classified business at times other than while traveling to or from a transportation terminal.
5. Responsive Manner. When other means of transportation are unable to get the traveler to his or her destination on time, then they are not responsive. The traveler must clearly cite scheduling requirements, however, and why they cannot be changed. The traveler should not invent, or appear to invent, itinerary items to create a mission requirement to make available means of transportation unresponsive. Absent a valid scheduling conflict, it would not be unreasonable for a government traveler – even a senior official – to wait for several hours in the airport for transportation.

## 6. Unauthorized Examples:

a. A senior leader wants a driver and a NTV to take him to the airport so that he can conduct routine business on the way to the airport, which would be a more efficient use of his time, but he is prevented from doing so by NTV policy in which efficiency is not a factor.

b. A senior leader wants a driver and a NTV to take her to the airport, as use of a NTV would be less expensive than using a taxi for the same travel, but she is prevented from doing so by NTV policy in which cost considerations are not a factor.

c. A senior official plan to conduct work while traveling to the airport, discussing unclassified matters with his aide. NTV use is not authorized, as discussing unclassified matters does not create a security requirement. If the matters are personal and/or sensitive in nature, then they should not be discussed in an unsecure location; a need for an NTV is not created because of a plan to discuss such matters.

d. A senior official is TDY at Fort Leonard Wood for three days of meetings. Scheduled public transportation (e.g., bus) to and from the airport is available and capable of meeting mission requirements, but the garrison commander offers use of her NTV, so the senior official does not have to travel on public transportation. NTV use is not authorized, as scheduled public transportation is available and capable of meeting mission requirements.

e. A senior official is TDY to Fort Leonard Wood, and she is scheduled for a return flight at 1200 hours. Scheduled government bus and scheduled public transportation service is not available, and the sole available taxi service can only provide a drop off at the airport at 1000 hours. The senior official, however, would prefer to travel by NTV and be dropped off at 1100 hours, so that she would only be waiting at the airport for one hour prior to her flight as opposed to waiting for two hours. NTV use would not be authorized, as other means of transportation are able to meet mission requirements in a responsive manner.

f. A senior official is TDY to Fort Leonard Wood and needs to travel to the airport for his return flight. Scheduled government bus and scheduled public transportation service is not available, and the sole available taxi service can provide a drop off at the airport but at a cost that the senior official feels is excessive (e.g., \$100.00 for a one-way trip). The senior official would like to use an NTV instead, in order to save the government money. NTV use would not be authorized, as other means of transportation are able to meet mission requirements in a responsive manner and cost is not a consideration when authorizing NTV use. Cost consideration was a possible factor in authorizing NTV use under a previous version of AR 58-1 (dated 10 August 2004), but that provision was removed when AR 58-1 was most recently revised (version dated 12 June 2014).

## 7. Authorized Examples:

a. A senior official is TDY to Fort Leonard Wood, where the threat level is elevated due to a 9/11-type event. NTV use to and from the airport is authorized provided that it is necessary to meet security requirements.

b. A senior official has a mission requirement to conduct classified business while in route to the airport. NTV use is authorized, but the senior official should avoid making routine use of this exception and should make every effort to conduct classified business at times other than while traveling to or from a transportation terminal.

c. A senior official arrives at the airport where scheduled government bus and scheduled public transportation service is not available, but taxi service is available. The senior official needs to be taken from the airport to a top-secret location where only government vehicles may enter. NTV use is authorized, as other means of transportation are unable to meet mission requirements.

d. A senior official is TDY to Fort Leonard Wood when an urgent telephone call comes in from the CSA, directing the senior official to immediately curtail his TDY and travel to the Pentagon for a high-level meeting. Scheduled government bus and scheduled public transportation service is not available, and there is not enough time for the senior official to call for a taxi, as to make the flight he will have to leave for the airport immediately. NTV use would be authorized, as other means of transportation are unable to meet mission requirements.

e. A senior official is TDY to Fort Leonard Wood, and she is scheduled for return travel after several essential afternoon meetings, the last of which ends at 1600 hours. Scheduled government bus and scheduled public transportation service is not available, and the sole available taxi service can only provide a pickup at 1400 hours, which would mean that she would have to miss the last two meetings. NTV use would be authorized, as other means of transportation are unable to meet mission requirements since the meetings after 1400 cannot be rescheduled.

f. A senior official is TDY to Fort Leonard Wood, and he is scheduled for a return flight at 1200 hours. Scheduled government bus and scheduled public transportation service is not available, and the sole available taxi service can only provide a pickup at 0530 hours and drop off at the airport at 0600 hours, which would mean the senior official would have to wait at the airport for six hours for his return flight. The traveler cites specific official business he must complete that morning prior to his flight's departure, which he cannot complete while waiting at the airport. NTV use would be authorized, as other means of transportation are unable to meet mission requirements in a responsive manner.

## Summary of Changes

To

FLW Reg 58-1, Management of Nontactical Vehicles

FLW Reg 58-1 has undergone major revisions. The revised regulation includes the updated guidance from previous FLW Reg. 58-1, 25 November 2019.

- Removed Chapter 3, para (a. 2) authorizing Class C fleet dispatching.
- Added TMP group email address to Chapter 3, para (c.2).
- Removed Chapter 3 para, (e), 8 (a), (b), (c), (e) concerning in the event of an accident and procedures
- Added information on the use of GSA 1627, Fleet Vehicle Accident Kit, which identifies the necessary steps “In Case of Accident” for the personnel utilizing GSA vehicle
- Added uses for General Services Administration (GSA) NTVs for temporary duty (TDY) in Chapter 4, para 6 (a & b) and added para a 6 (c).
- Changed Chapter 4, para (c) with information regarding action needed prior to processing and leasing GSA vehicles; must be accounted for on an approved TDA
- Removed information in Chapter 4, para (c) stating units will justify low mileage and the continuation of leasing.
- Removed minimum monthly utilization mileage for vehicles on Ft Leonard Wood in Chapter 4, para (e).
- Added head protection in cargo vehicles in Chapter 5, para b. (1)
- Changes to Chapter 5, Seating Capacity: added table.
- Removed Chapter 8, para. (c, d, & e) concerning Class C fleet.
- Removed Chapter 8, para (f), partially parts of (1) and all (2).
- Changed TMP Official Express hours: 0700-1600, Monday – Friday, Not Including Holidays in Chapter 8, para h, 3 (a).
- Removed Chapter 9, para (d) concerning vehicles that are not picked up by 0800 hours.
- Added information in Chapter 9 regarding recurring dispatching 11-15 monthly, delinquency reporting to MSCOE Chief of Staff (CoS), and information on first, second, and third violation(s) and consequences.

- Added information for the new GSA Fleet credit cards in Chapter 11, para (a, b & c).
- Changed hours of Fuel service/Retail POL to 24-hour Operations, 7 days a week, Including Holidays in Chapter 14, para (a).
- Removed Chapter 14, para (e) concerning replacement of the GSA Leased Fleet Card.
- Added Chapter 15, para (c. 5) statement concerning licensing bus personnel for only operations within confines of Ft Leonard Wood.
- Deleted Chapter 17, Alternative Fueled Vehicles.
- Deleted Chapter 18, Sport Utility Vehicles.
- Added and spelled out the acronym for MTOE in Appendix B
- Changed Sample MOU Format for Acknowledgement of Dispatching and Utilization Management Policy in Appendix C.
- Changed Appendix D from Troop Transport Load Cue Card to GSA 1627, Fleet Vehicle Accident Kit form.