



**DEPARTMENT OF THE ARMY**  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
14000 MSCOE LOOP, SUITE 316  
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CS

**22 MAR 2019**

MEMORANDUM FOR RECORD

SUBJECT: Vehicle Utilization Review Board (VURB) Charter

1. Reference. AR 58-1 Management, Acquisition, and Use of Motor Vehicles, 12 Jun 2014.
2. Purpose. In accordance with AR 58-1, the VURB utilizes the Vehicle Allocation Methodology (VAM) to develop the optimum Non-Tactical Vehicle (NTV) fleet, both in size and composition, to meet NTV support requirements, including base support operations, administrative, and mission support.
3. Roles and Responsibilities.
  - a. The Chief of Staff, MSCoE/FLW chairs the VURB and approves the results of the board on behalf of the Senior Commander.
  - b. The VURB is administered by the Director, Logistics Readiness Center (LRC), Fort Leonard Wood. LRC is responsible for scheduling the annual board, preparing utilization reports to be reviewed by effected organizations, receiving and analyzing the organizations' feedback, and presenting recommendations to the board chair. LRC is responsible for coordinating with G3/DPTMS for timely input into tasking orders for each annual VURB.
  - c. Effected organizations (listed in paragraph 4) are required to provide input according to published orders to include corrections to system generated data, provide personnel with the necessary knowledge and authority to attend the VURB, and provide justification for retention of vehicles that are recommended for reduction or elimination.
  - d. Voting members, indicated in paragraph 4, are required: 1) to be familiar with the Vehicle Allocation Methodology being used in the VURB process, 2) review LRC recommendations and unit justifications, and 3) provide un-biased recommendations during the VURB.

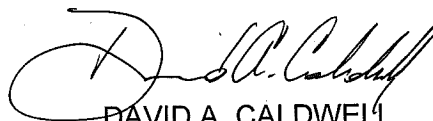
4. The following organizations are required to participate in the VURB process:

- |                                    |                                             |
|------------------------------------|---------------------------------------------|
| * FLW Garrison                     | * MSCoE HQ and Staff (represented by ACoS)  |
| 763 <sup>rd</sup> Ordnance Company | Air Force Detachment                        |
| AMC LST/LAR                        | * 1st Engineer Brigade                      |
| CS & CSS Robotics                  | * 3 <sup>rd</sup> Chemical Brigade          |
| 5 <sup>th</sup> Engineer Battalion | * 14 <sup>th</sup> Military Police Brigade  |
| HLS/IRTD                           | 43 <sup>rd</sup> Adjutant General Battalion |
| NETCOM                             | Combat Training Company (CTC)               |
| Prime Power School                 | US Army ENG School CMD TM                   |
| National Guard Liaison Officer     |                                             |
| (* Indicates voting member)        |                                             |

ATZT-LG  
SUBJECT: Annual VAM/VURB Process

5. Frequency of Board. The VURB meets annually during the 2nd Quarter of the fiscal year; specific dates will be determined based on requirements issued by TRADOC and IMCOM headquarters. A tasking order will be published by G3/DPTMS no later than 30 days prior to convening the VURB to provide effected organizations sufficient time for data collection and justification preparation. A pre-VURB review session will be led by the MSCoE G4 and attended by

6. POC is the undersigned at (573) 563-6118.



DAVID A. CALDWELL  
COL, GS  
Chief of Staff