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-T), Fort Leonard Wood, MO 65473-8935.

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

*This regulation supersedes FLW Reg 58-1, 10 February 2006
Summary of Changes
To
FLW Reg 58-1, Management of Nontactical Vehicles

FLW Reg 58-1, 10 February 2006 has undergone major revisions.

- Deleted all reference to POM (Chapter, 8f).
- Added the minimal monthly mileage utilization for all vehicles to 300 miles (Chapter, 8f (1)).
- Unit personnel will follow the loading and safety instructions of the motor vehicle operator. Units will load per the Troop Transport Load Cue Card, Appendix D, unless instructed otherwise by the Motor Vehicle Operator.
- Added Cue Card at appendix D. (Chapter, 8g(c)
- Added entire paragraph giving operators and supervisors the responsibility to return the vehicle to the TMP NLT the expiration date on the dispatch, as well as consequences of late return. (Chapter, 9g)
- There are normally dozens of vehicle dispatches that are re-dispatched after the expiration date. This means that these dozens of vehicles are not adhering to regulations, and in the event of an accident the operator could be held liable for damages even if not at fault, since the vehicle should never have been on the road in the first place.
- Incorporated Change: Operating a vehicle without a valid dispatch subjects the operator and the command to liability. A delinquent dispatch report will be sent to the responsible unit’s Commander/Director if the expiration of the dispatch exceeds 24 hours. All delinquent dispatches that have occurred during the reporting month, regardless of time of delinquency, will be reported at the MSCoE Logistics Readiness Review. Reporting and corrective measures to mitigate this issue are as follows:
  - (1) First Notice: Report emailed to Company Commander/Director.
  - (2) Second Notice: Report emailed to Company Commander/Director and Battalion/Brigade Commander or Senior Commander of offending organization with Cc to MSCoE Chief of Staff.
  - (3) Third and Final Notice: Sent to all above and Company/Directorate vehicle dispatching authorization is frozen.
- Additional changes made per guidance from the Staff Judge Advocate.
- Chapter, 4(5)-(7) (c) have been rewritten to clarify Official Use, TDY use and Terminal usage restrictions that changed in the current version of AR 58-1.
- Appendix E was added to provide examples of acceptable and unacceptable NTV use for terminals.
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Chapter 1
General

1-1. Purpose.

To assign responsibilities, establish policies and outline procedures for the management and use of NTV.

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.

Chapter 2
Records Management

Records created as a result of processes preserved by this regulation must be identified, maintained and disposed of in accordance with (IAW) AR 25-400-2, The Army Records Information Management System (ARIMS), and 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 Army Sustainment Command (ASC) Policy #58-1. 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 Class C dispatch exceeding 24 hours. Delegated authority by Director, LRC.

3. Authorizing dispatch of vehicles for Temporary Duty (TDY). Delegated authority by Director, LRC.

4. Establishing the maximum passenger capacity for each type of cargo vehicle used for the transportation of personnel, see Chapter 4, figure 1.

5. 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.

6. 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-T. 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 used 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 standing 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. The SF 91, Motor Vehicle Accident 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 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, Technical Report of U.S. Army Ground Accident, 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 issued 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 TMP utilizing email, 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 and that 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, when 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 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 OF 346 (US 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 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; AFI31-218(1); MCO 5110.1D; DLAR 5720.1 FLW Regulation 190-5, Motor Vehicle Traffic Supervision on Fort Leonard Wood and safe driving practices.


(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 log book to the dispatcher (or after hours box).
(8) In the event of an accident the operator of the NTV will:

(a) Render first aid immediately, if qualified to do so, and/or seek assistance for life saving purposes.

(b) Notify the nearest law enforcement command: Military Police at (573) 596-6141 on the installation, Local Authority at 911 off the installation and the TMP Operations office at (573) 596-0814.

(c) Obtain the other drivers name, unit/address/phone number, and insurance information, if applicable. Complete the DD Form 518, Accident Identification Card (found in the logbook), and provide this form to the other driver.

(d) The operator, or most knowledgeable person, will complete the SF 91, Motor Vehicle Accident Report and report to the TMP within 24 hours. The original will be turned into the TMP Administrative Section, not later than (NLT) 24 hours after accident. The SF 91 will then be sent to the unit for the commander/supervisor’s signature and returned to the TMP for reporting purposes.

(e) Do NOT express an opinion (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of claim approval. Do not make official investigation reports available to the claimant, or his agent, or any non-military organization.

(f) Ensure unit safety officer prepares DA Form 285 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.

(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 or as directed by command, when it does not interfere with mission support.

(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. When making that determination, the following methods will be considered in the order shown, subject to their availability and capability to meet the mission:
(a) Scheduled Government bus transportation service.

(b) Scheduled public transportation service.

(c) DOD or DA NTVs.

(d) Voluntary use of privately owned motor vehicle on a reimbursable basis.

(e) Taxicab on a reimbursable basis.

(6) Temporary Duty (other than duty to terminal usage).

   (a) 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 and/or DOD or commercial bus services, the use of an individual NTV or commercial rental vehicle is prohibited.

   (b) When the factors in paragraph above justify use of an NTV for use while on TDY, the NTV may be operated between places where the person’s presence is required for official business, or between such places and temporary lodgings. In the absence of regularly scheduled public transportation, or if its use is impractical, an NTV may be operated between places of business or lodging and eating establishments, drugstores, barber 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 an NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and so forth) is not authorized.

   (c) Approval authority for NTV use for TDY (other than duty to terminal use). General Officers, SES, and MSCoE school commandants are authorized to make their own determinations when considering NTVs for TDY travel. All other requests will be approved by the ITO IAW policies and procedures outlined in AR 58-1 and this regulation.

(7) Transportation Terminals. As a general 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:

      i. Necessary because of emergency situations or to meet security requirements.

      ii. 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.

      iii. 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 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 MTO. This au-

(c) The party granting the exception will sign on the vehicle dispatch from stating “Duty
to Terminal Exception Granted”. A separate memorandum will also be prepared citing the con-
dition from paragraph a. (7). (a) above that was met requiring the exception. The memorandum
will be kept on file in the organizations file for a period of no less than 2 years and is subject to
review.

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

(8) 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.

(9) NTVs will not be used to transport from home to place of employment or for non-offi-
cial social functions. Official functions are typically arranged by the Secretary of the General
Staff.

b. 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.

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

d. 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 MTO/ITO by submitting a request accom-
panied by a staffing paper to validate approved funding is available.

(2) Units requesting buses for graduation ceremonies or other official business will en-
sure that operator responsibilities are completed and that the vehicle is used only for the re-
quested purpose.

e. GSA vehicle utilization 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 DA 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. Units will
justify why low mileage/underutilized vehicles should continue to be leased to the MSCoE Chief
of Staff or the Garrison Commander semi-annually during the Vehicle Utilization Review Board
(VURB). The justification should include the number of trips made, the number of hours used
and the number of miles driven. The MTO will note the lease cost of the vehicles on the re-
quest. The request will then be forwarded to the Chief of Staff or Garrison Commander, as ap-
propriate. Minimal monthly mileage utilization for all vehicles on Ft. Leonard Wood is 300 miles.

f. Driver distractions.
Operators of Government owned vehicles on or off a DOD Installation shall not use cell phones unless the vehicle is parked. The wearing of any portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

Chapter 5
Seating

a. The following vehicle capacities will not be exceeded at any time. The vehicle operator is included in these limits. Adjustments may be made because of personal equipment (field gear) when appropriate.

<table>
<thead>
<tr>
<th>TYPE OF VEHICLE</th>
<th>MAXIMUM NUMBER OF OCCUPANTS</th>
<th>HEAT CATEGORY</th>
<th>AMBER ROAD CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedan, Standard (Type III)</td>
<td>5 on split seat, 6 on bench</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sedan, Intermediate</td>
<td>6 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sedan, Compact</td>
<td>5 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sedan, Subcompact</td>
<td>4 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Station Wagon, Standard</td>
<td>7 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck, Carryall (Vans)</td>
<td>(G41)7, (G42)8, (G43)15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck, Panel</td>
<td>2 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility, SUV: Jeep, Bronco, Blazer, or ½ Ton</td>
<td>5 total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck, Cargo, ½ Ton Pickup</td>
<td>3 in front, 8 in rear with camper shell</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Truck, Cargo, 1 Ton Pickup</td>
<td>3 in front, 8 in rear if covered</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Truck, Stake, 1 Ton</td>
<td>2 in front, 11 in rear with canvas cover</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Truck, Stake, 1 Ton Stretch</td>
<td>2 in front, 12 in rear, covered</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Truck, Stake, 3.5 Ton</td>
<td>2 in front, 23 in rear, covered</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Truck, Tractor, 5 Ton</td>
<td>2 on split, 3 on bench seat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Carrier, Lifeline</td>
<td>120 on post, 80 off post</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Bus, 20 Passenger</td>
<td>31 on post, 21 off post</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>Bus, 44 Passenger</td>
<td>61 on post, 44 off post</td>
<td>44</td>
<td>44</td>
</tr>
</tbody>
</table>

Figure 1. Types of Vehicles and Maximum Number of Occupant

Note: Vehicles with floor shift will seat only two in the cab.

b. Seating Arrangements.
(1) Seating in the back of canvas covered cargo vehicles will be consistent with the gross vehicle weight (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.

(2) Seating arrangements in buses 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. The number of personnel standing 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.

(3) 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.

(4) 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.

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 seat belts will be worn at all times.

b. The consumption of alcoholic beverages, use of tobacco and/or drugs (to include certain prescriptions) by operator or passengers is strictly prohibited.

c. Operators will sound the horn when backing. Vehicles one ton or larger will utilize a ground guide.

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.

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. Particular 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/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 Trainee (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) TVs or NTVs dispatched during AMBER must be approved by an officer, command sergeant major, or branch chief in the command concerned. 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 is strictly forbidden. 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 (MPs, Ambulance, Fire Trucks, DPW and 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 are not to be substituted for military vehicles. IAW DOD 4500.36R; Management, Acquisition, and Use of Motor Vehicle government employees cannot be forced to use POVs for official business. 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 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. TMP vehicles will generally be maintained for pool dispatch (Class C) so as to be available to the greatest number of users. Vehicle allocations reflect transportation requirements and do not present entitlement to specific vehicles. The MTO will make changes to vehicle assignments to meet higher priority operational requirements or for the purpose of fleet rotation.

d. Specific vehicles may be assigned to certain users on a recurring basis (Class B dispatch) only if the user's requirements dictate a unique use, type of vehicle or involve specially installed equipment. An example of this is the trucks assigned during Basic Rifle Marksmanship (BRM) training weeks.

e. Class C dispatch vehicles will be returned to TMP upon completion of the mission. Normal dispatch hours are 0530-1800 Monday-Friday. Vehicles that are required on extended dispatch (24 hours or more) must be individually justified. Approval authority has been delegated to the LRC ITO and MTO by the LRC Director. Dispatch from the TMP must be justified by exception rather than the rule and will not be based on convenience to the user.

f. Request for Transportation.

   (1) 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. Class B vehicles will not exceed 50% of the total fleet. Usage data will be reviewed semi-annually during the VURB and underutilized vehicles will be subject to return to the Class C fleet to support the larger pool of need. Minimal monthly mileage utilization for all vehicles on Ft. Leonard Wood is 300 miles.

   (2) Mission Dispatch (Class C). The FLW Form 1254 Trans will be used to submit written requests for short-term mission dispatch. The designated transportation coordinator or assistant will sign requests (requests signed by other personnel may not be honored). In emergencies, service may be obtained by calling TMP, Dispatch Section at (573) 596-0816. Telephonic requests will be followed by written requests at time of dispatch. FLW Form 1254 will be submitted to TMP NLT three working days prior to required date. Any request received after that time will be honored if vehicles are available. When transport requirements exceed capability, the TMP will determine the priorities of dispatch; with training needs being met first.
g. Troop lift Service.

(1) Unit responsibility.

(a) Transportation requests for mass movement (15 or more) will be submitted to the TMP email account <usarmy.leonardwood.usag.list.dol-tmp@mail.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) 596-0816 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.

(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. Units will load per the Troop Transport Load Cue Card, Appendix D, unless instructed otherwise by the Motor Vehicle Operator.

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

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

(2) MTO responsibility.

(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.

h. 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, and 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 will be dispatched with a driver for official business only upon receipt and approval of requests.

(b) Buses will be dispatched on u-drive it requests. Requests will be approved by the MTO.

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

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

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, 0630-1600; last range call will be accepted at 1530 hours. Requests will be made telephonically to the Official Express dispatcher at (573) 596-0816, to include name, pick up point, destination and unit.

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

(b) 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.

(c) Official Express cannot take reservations or schedule advance pickups during peak hours; all transportation will be met on an available basis. Peak hours are 0630-0830 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 log book, 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 which 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. Vehicles allocated to units/activities that are requested and not picked up by 0800 hours will be considered available for dispatch to other users, unless the requester notifies the TMP that the vehicle will be picked up at a later time.

e. 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.

f. 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.

g. Both operators and supervisors are responsible for ensuring all vehicles are returned to the TMP no later than completion of business on the vehicle dispatch expiration date. Dispatch dates may vary but will not exceed 30 days. 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. A delinquent dispatch report will be sent to the responsible unit’s Commander/Director if the expiration of the dispatch exceeds 24 hours. All delinquent dispatches that have occurred during the reporting month, regardless of time of delinquency, will be reported at the MSCoE Logistics Readiness Review. Reporting and corrective measures to mitigate this issue are as follows:

(1) First Notice: Report emailed to Company Commander/Director.

(2) Second Notice: Report emailed to Company Commander/Director and Battalion/Brigade Commander or Senior Commander of offending organization with Cc to MSCoE Chief of Staff.

(3) Third and Final Notice: Sent to all above and Company/Directorate vehicle dispatching authorization is frozen.

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. Request for exception to POD limits will require the approval of the ITO, Director/LRC or Chief of Staff. All 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. It has been determined that non-tactical vehicles 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 over the 35 mile radius will require a staffing paper and funding approved through formal channels through the MTO at the TMP with the appropriate justification.

(3) Approved exceptions to the 35 mile POD are:

(a) Lake of the Ozarks Recreation Area (LORA)

(b) Medical facilities for authorized personnel

(c) 763rd Ord Co, Explosive Ordinance Disposal (EOD)

(d) Absent Without Leave apprehension

(e) Funeral Details

(f) Casualty notification and assistance with Casualty Area Command’s (CAO) area of responsibility

(g) NTV travel approved IAW Chapter, 4 (6) (c) 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.

b. When credit cards are issued, individual vehicle operators will assume responsibility for them 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 Cdr/1SG or equivalent. A written report of the circumstances of loss will be turned in to the General Dispatch Office at the TMP no later than five working days after the loss.

c. Purchase for POL services will be made only from companies listed in the GSA vehicle guide in the logbook. No personal items may be purchased/charged to the GSA credit card.

(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.

(3) Repairs or services exceeding $100 must be authorized by the GSA Maintenance Control Center. The logbook contains information on how to contact them for approval.
Chapter 12
Wrecker Service

    a. LRC TMP will provide/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. After duty hours, emergency wrecker service can be obtained by calling the number on the credit card.

    b. LRC Maintenance will provide wrecker service for Garrison and LRC Army-owned 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 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 absolutely 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 statutory 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.

    c. Vehicles not being properly maintained will be returned to the general dispatch fleet and made available for daily dispatch.

Chapter 14
Petroleum Oil Lubricants (POL)

    a. Fuel is available at TMP for government vehicles assigned to the installation and tenants from 0530-1800 hours Monday thru Friday. All fuel issues must be traceable to the receiver. To receive fuel for emergencies after duty hours (i.e. fuel for generators for heat), you may contact one of the three training brigade headquarters to acquire the keys to the TMP.
b. A fuel key will be issued for each NTV vehicle to allow access to TMP fuel pumps. Keys will be coded for the correct fuel and unit. Operators will enter a 10 digit (DOD ID number) to allow a full audit trail. Fuel keys are unique to each GSA vehicle and will not be used to fill additional fuel containers: see Chapter, 14 (e) for fuel container instructions.

c. A lost or damaged fuel key will be reported to TMP as soon as possible, to prevent any unauthorized use. Keys are accountable and operators are responsible for securing them as they would vehicle keys. Damaged fuel keys will be replaced immediately; lost fuel keys may be subject to Report of Survey process.

d. Other POL products such as oil, brake fluid, windshield washer fluid, etc., will be purchased using the GSA Credit Card at an approved GSA Service Center.

e. Unit Tactical vehicles or fuel container keys are available to sign out, use, and immediately return from 0500-1930 hours Monday thru Friday at the TMP.

f. Mission requirements for tactical vehicles or fuel can issues after duty hours or for weekend use. Must be coordinated and approved to allow for fuel keys and complex gate keys to be issued.

Chapter 15
Driver Selection, Training, and Licensing

a. Commanders and Supervisors have 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 license 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) Submit by memorandum/email the unit to be tested and licensed to the Driver Testing Station at least one week prior to date of desired test. Submission will include date, time, place, number of personnel and point of contact (POC). Submissions not properly submitted will be returned for resubmission.

(5) Notify the TMP when the Commander or Activity Chief has suspended an operator's license. The TMP will also be notified when personnel have had their license suspended or revoked by the Law Enforcement Command (LEC).

(6) Advise the TMP by memorandum or e-mail of the successful completion of Remedial Driver's Training of 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 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 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 physical 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. Memorandums 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. Civilians must have a state commercial driver's licenses (CDL) to operate buses off the installation. 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.

Chapter 16
Reimbursement for Damage 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.

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

c. The using unity/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 will be provided a spreadsheet monthly outlining the accidents and the cost repair. The IMCOM Resource Management Office will work directly with the unit Resource Management Office to facilitate reimbursement.

Chapter 17
Alternative Fueled Vehicles

The Energy Policy Act (EP ACT) required that 75 percent of all eligible (sedan and light duty trucks) CONUS vehicles acquired or leased by an activity within a fiscal year be AFV. This requirement includes vehicles leased from commercial rental agencies. DALO-TSP determines the Army-wide percentage of vehicles that fall outside of the Metropolitan Statistical Area (MSA) for determining AFV requirements and other exemption provisions for the purpose of compliance with the Act. MSA is under EP ACT. However, all CONUS activities either inside or outside of a MSA need to acquire AFV in support of EP ACT. Even OCONUS use of AFV can contribute to meeting the EP ACT goal. Local availability of alternative fuels does not preclude bringing AFV into the Army fleet; however, the selection of AFV may be predicated on future availability of fuels by type and potential local community and private sector involvement.

Chapter 18
Sport Utility Vehicles

a. As the SUV's life-cycle out, a suitable replacement vehicle (4x4 crew cab pick-up, minivan, four door sedan, eight or 15 passenger van) will be ordered as the replacement vehicle. The losing organization must inform TMP of the type of vehicle they want and if not, the TMP will order a suitable replacement vehicle for them.

b. Exceptions to the MACOM approval requirement include:

(1) SUVs that are available as alternative fueled vehicles.

(2) SUVs that are used directly and specifically for police, fire, rescue, criminal, investigative, and intelligence activities.
(3) SUVs that are used for recruiting and military entrance processing activities in areas
where snow, sleet, and freezing rain would terminate the mission for lengthy periods.

(4) SUVs that are used for Military Working Dog training missions and Incident Response
Training Department missions. Except for special requirements such as inclement weather con-
ditions and off-road use, SUVs will not be used exclusively as passenger-carrying vehicles
when a sedan, van, carryall, bus, taxi, privately owned vehicle (reimbursable), or public trans-
portation would meet mission requirements.
Appendix A
References

Section I
Required 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 Li-
censing)

AR 735-5
Property Accountability Policies

DA Pam 750-8

ASC Policy #58-1
Non-Tactical Vehicle (NTV) and Non-Standard Equipment (N-SE) Dispatching/Utilization Man-
agement 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(l); MCO 5110.1D; DLAR
5720.1}

FLW Regulation 190-5
Motor Vehicle Traffic Supervision on Fort Leonard Wood
Appendix B
Glossary

AR
Army Regulation

AWOL
Absent Without Leave

BRM
Basic Rifle Marksmanship

CDL
Commercial Driver’s License

COB
Close of Business

DA
Department of the Army

DOD
Department of Defense

LRC
Logistic Readiness Center

DPW
Directorate of Public Works

DUI
Driving Under the Influence

EOD
Explosive Ordnance Disposal

FLW
Fort Leonard Wood

GSA
General Service Administration

GVW
Gross Vehicle Weight

IAW
In Accordance With

IET
Initial Entry Trainee

ITO
Installation Transportation Officer

LEC
Law Enforcement Command

MSCoE
Maneuver Support Center of Excellence

MP
Military Police

MPH
Miles per Hour

MTO
Motor Transport Officer

N-SE
Non-Standard Equipment

NCO
Non-Commissioned Officer

NLT
Not Later Than

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

SDO
Staff Duty Officer

SF
Standard Form

TAMMS
The Army Maintenance Management Systems

TDY
Temporary Duty

TM
Training Manual

TMP
Transportation Motor Pool
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 only 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
Troop Transport Load Cue Card

**Trailer Load**

L1 → L2 → R2 → R1

- L1 Enter to left/Fill left to right
- L2 Enter to right/Fill center to left
- R2 Enter to left/Fill center to right
- R1 Enter to right/Fill right to left

**Bus Load**

- L1 Enter to left/Fill back to front

_After a row of seats are filled the next passenger will stand between the seat row. NO SITTING OR STANDING ON ENTRANCE STEPS._
Appendix E
NTV Use for Travel to/from the Airport

The below clarifications are derived from the Office of the Judge Advocate General Information Paper, Subject: Use of a Non-Tactical Vehicle (NTV) for Travel to/from the Airport, DAJA-AL 2018/2519, 26 June 2018.

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 situation 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.

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. Also, 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 must be 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 un-
reasonable 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 con-
duct 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 plans to conduct work while traveling to the airport, discussing unclassi-
fied 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 Swampy for three days of meetings. Scheduled public
transportation (e.g., bus) to and from the airport is available and capable of meeting mission re-
quirements, 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 transpor-
tation is available and capable of meeting mission requirements.

   e. A senior official is TDY to Fort Swampy, 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 Swampy, 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 sen-
ior 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 author-
ized, 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 Swampy, 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 Swampy 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 Swampy, 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.

   f. A senior official is TDY to Fort Swampy, 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, 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.