



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
JOINT BASE LEWIS-MCCHORD YAKIMA TRAINING CENTER  
970 FIRING CENTER ROAD  
YAKIMA, WA 98901-9399

IMLM-YTC-ZA

19 June 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Lewis McChord Yakima Training Center (JBLM YTC) Policy Statement #10,  
Use of Government Vehicles

1. Reference. Memorandum, JBLM, IMLM-ZA, 6 May 2015, subject: Joint Base Lewis McChord Policy on the Use of Government Vehicles (Enclosure).
2. All employees at JBLM YTC are required to read, understand and comply with the referenced JBLM policy regarding the proper use of government vehicles.
3. Point of contact for this policy is the YTC Deputy to the Garrison Commander, 509-577-3201.

Encl  
JBLM Policy, dated 6 May 15

  
LUKE A. WITTMER  
LTC, SF  
Commanding

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This policy statement supersedes Policy Statement 10 dated 11 July 2018..



MAY 06 2015

IMLM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Lewis-McChord (JBLM) Policy on the Use of Government Vehicles

1. Reference.
  - a. 31 USC 1349, Adverse Personnel Actions.
  - b. Title 10 Chapter 47, Uniform Code of Military Justice (UCMJ).
  - c. IMCOM Commanding General Memorandum, Subject: IMCOM Policy Memorandum 58-1, Exception to Policy for Use of Non-Tactical Vehicles by First Responders on Duty, 14 Jan 15.
2. Government vehicles, by law, may be used for official purposes only. IMCOM employees working for the Joint Base at JBLM may use a government vehicle only during their duty hours to perform official duties consistent with the organization's mission and to go to and from locations necessary to perform official duties. The use of a government vehicle must be consistent with the purpose for which the vehicle was acquired.
3. Employees are to avoid using a government vehicle in any manner that may create an appearance of misuse, particularly during lunch periods. The enclosure outlines some examples of official and nonofficial government vehicle use. The use of a government vehicle for any purpose inconsistent with this policy and the guidance in the enclosure will be considered to be a nonofficial use and a violation of the policy.
4. First Responders, while on official duty assigned to the Directorate of Emergency Services (DES), are exempt to the regulatory restrictions for use of Army emergency response non-tactical vehicles (NTVs) as detailed in the enclosure. The use of Army first responder NTVs while on official duty status to obtain meals or personal relief is advantageous to the Army. This policy will allow better response times for first responders; fewer coverage gaps caused by off-duty time to turn in government property; and improved law enforcement coverage for patrol units.
5. In recognition of the requirement for Yakima Training Center (YTC) staff to operate a government vehicle to travel between JBLM and YTC in the accomplishment of official business, employees may stop en route in either direction for personal relief, or in order to obtain a meal at an off post establishment between JBLM and YTC. If at JBLM

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\*This policy statement supersedes JBLM PS #2, dated 8 Nov 2006.

Vehicles

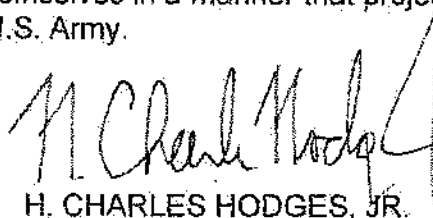
during their normal lunch period, employees may use the government vehicle to travel to an on-post establishment to purchase a meal. Employees may not, however, stop to shop at the AAFES Exchange and/or Commissary while at JBLM.

6. Misuse of a government vehicle is just cause for disciplinary action. Service members who misuse a government vehicle can be disciplined under the Uniform Code of Military Justice (UCMJ). In an effort to ensure this policy is equitably enforced among civilian employees, Directors, Staff Office Managers or supervisors will determine if disciplinary action is warranted, and recommend any discipline to be taken against employees charged with misuse of a government vehicle as a stand-alone offense. The Joint Base Chief of Staff will be the deciding official on actions taken pursuant to this policy, involving civilian employees assigned to both JBLM and YTC. The Joint Base Commander will be the deciding official for any negotiated or administrative grievance filed. In all cases where misuse of a government vehicle is not the only offense considered, Directors, Staff Office Managers or supervisors should first consult with CPAC advisors. This procedure will remain in effect until such time as it is amended or cancelled by the Joint Base Commander.

7. Supervisors are responsible for ensuring that employees operating government vehicles are aware of this policy. Employees are responsible for ensuring that they become familiar with the policy and use government vehicles only for official purposes and in accordance with the provisions herein. Questions on appropriate/inappropriate government vehicle use must be addressed prior to the use of the vehicle. Failure to ask for guidance in advance will not excuse a misuse of the vehicle. Questions about official, permissible uses of government vehicles should be directed to the Civil Law Division, Office of the Staff Judge Advocate, at 253-477-1891.

8. All Joint Base personnel are responsible for reporting suspected misuse of government vehicles, and cooperating in official investigations of such misuse. Suspected misuse should be reported immediately through the chain of command to the supervisor or manager. Supervisors are responsible for seeking advice from the Civil Law Division and for ensuring the incident is investigated.

9. It is my expectation that all employees utilizing government vehicles do so in accordance with this policy, and conduct themselves in a manner that projects a positive image for this installation and the U.S. Army.



H. CHARLES HODGES, JR.  
COL, IN  
Commanding

2 Encls

- 1. Enclosure to JBLM PS #3
- 2. PM SOP Annex A, Appendix A

DISTRIBUTION:  
A, B, C, D, G

Enclosure To  
Joint Base Lewis McChord (JBLM) Policy Statement #3 Policy on the Use of  
Government Vehicles Applicable to all JBLM IMCOM Employees

1. References.

- a. 31 U.S.C. § 1349(b), Adverse Personnel Actions
- b. Title 10 Chapter 47, Uniform Code of Military Justice (UCMJ)
- c. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 12 June 14
- d. DoDD 4500.36-R, Management, Acquisition and Use of Motor Vehicles, 16 March 07
- e. DoDI 4500.36, Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs), 11 December 2012.
- f. DoDD 5500.07-R, Joint Ethics Regulation, 29 November 07
- g. 31 U.S.C. § 1344, Passenger Carrier Use
- h. AFI 24-301, Vehicle Operations, 01 November 2008
- i. 41 C.F.R., Part 102-5, Home-To-Work Transportation
- j. P.L. 101-194 Section 503, Ethics Reform Act of 1989
- k. Secretary of the Army Memorandum, Subject: Policy for Travel by Department of the Army Officials, 25 Jan 07
- l. Joint Federal Travel Regulations (JFTR), U7700; Joint Travel Regulations (JTR), C6000
- m. General Services Administration Bulletin FMR B-3, Motor Vehicle Management, 16 Apr 02
- n. 32 C.F.R. § 634.25(c)(3), Driver Distractions
- o. General Services Administration Bulletin FMR B-2, Wireless Phone Use in U.S. Government Vehicles, 01 Mar 02.
- p. IMCOM Commanding General Memorandum, Subject: IMCOM Policy Memorandum 58-1, Exception to Policy for Use of Non-Tactical Vehicles by First Responders on Duty, 14 Jan 15.

2. This is an enclosure to the JBLM Commander's policy statement on the use of the government vehicles by all service members and appropriated and non-appropriated fund civilian employees, hereinafter referred to as JBLM employees, assigned to the Installation Management Command (IMCOM) at Joint Base Lewis-McChord. This enclosure, and the JBLM Commander's Policy Statement #2 to which it refers, applies to the use of all government owned or leased vehicles.

3. The JBLM Commander's policy on the use of government vehicles is to be interpreted narrowly to prevent and lessen the potential for the misuse of government vehicles. Official use is that which is essential for the successful completion and accomplishment of the Army's mission and the individual's official duties. This use must be consistent with the purpose for which the motor vehicle was acquired. The use of a government vehicle must fulfill these requirements as a minimum to be an official use. In addition, under this policy JBLM employees will not use a government vehicle in a manner that gives the appearance of misuse.

4. The use or authorization of the use of a government vehicle for any purpose other than an official purpose is misuse of a government vehicle.

5. Some examples of official uses of government vehicles (other than in regular performance of official duties of one's position and consistent with the purpose for which the vehicle was acquired, e.g. ambulance to transport injured; fire truck to put out fires; police car to patrol area) under this policy are:

a. Transportation to Madigan Army Medical Center or Occupational Health when there is an on-the-job injury or transportation in a bona fide medical emergency when other reasonable transportation (such as calling for an ambulance or rescue vehicle) is not prudent or possible under the circumstances.

b. Transportation in exigent circumstances other than a medical emergency when the supervisor reasonably determines that the use would promote the successful operation of the agency.

c. Transportation to and from off-post conferences, training, or site visits as part of one's official duties, and to stop for lunch/dinner during one's lunch/dinner period incident to such travel when the location of the official business is outside the immediate surrounding area (such as in Tacoma, Seattle, or Portland).

d. Stopping to eat at an off-post establishment if traveling between two distant locations and one's lunch/dinner period falls while en route (for example when traveling between JBLM and Yakima Training Center).

e. JBLM employees operating a government vehicle to travel between JBLM and the Yakima Training Center (YTC) in the accomplishment of official business may stop en route in either direction in order to take a break or stop for a meal during one's lunch/dinner period at an off-post establishment between JBLM and the YTC. If at YTC

or JBLM during their normal meal period, personnel may use the government vehicle in compliance with this Enclosure to Policy Statement #2 to travel to an on-post establishment to purchase a meal. However, personnel may not utilize the government vehicle to visit or shop at The Exchange at Lewis and/or The Exchange at McChord, hereinafter referred to as "AAFES Exchange", (including the food court), Class VI and/or any Commissary while at JBLM.

f. Stopping to purchase food during one's meal period at on-post food establishments (excluding any AAFES Exchange, or Commissary as outlined above) if one's duties require or authorize him or her to drive a government vehicle at the time of his or her regularly scheduled meal period, and he or she is in fact en route from one work location to another, and the food establishment is en route and is in close proximity and convenient to the most direct route between the two work locations. Work location, for the purpose of this policy, is defined as a location for which the employee has a valid work order to perform work at that location. The employee's meal period begins at the time he or she stops to purchase food and includes all time spent waiting to purchase food. NOTE: JBLM employees may not stop to purchase food in a government vehicle during break periods and may not stop to purchase food during meal periods at on-post food establishments if he or she is in a vehicle designed for specialized use (see prohibited uses below).

g. IMCOM Commanding General's Memorandum, Subject: IMCOM Policy Memorandum 58-1, Exception to Policy for Use of Non-Tactical Vehicles by First Responders on Official Duty (Reference 1c), provides an exception to the regulatory restrictions for use of Army emergency response non-tactical vehicles (NTVs) by first responders assigned to directorates of emergency services (DES) on official duty. This exception applies to:

(1) Assigned Military Police (MP), Department of the Army Civilian Police (DACP), and Department of the Army Security Guards (DASG), while armed and on official Army duty.

(2) Department of Army fire and emergency services personnel on duty and assigned to a fire-fighting apparatus or emergency vehicle.

(3) All DA-owned or leased and controlled NTVs.

h. YTC firefighters who are assigned to a vehicle or apparatus for the duration of their duty time and who are required to remain together and with their vehicle may be allowed to use fire department vehicles, to obtain meals and refreshments from installation facilities when authorized by the Duty Officer. Firefighters returning to service from an off-post or remote on-post incident to the fire station may stop and obtain food and/or beverages when authorized by the Duty Officer.

i. While TDY, transportation between places where your presence is required for official business and temporary lodging, and when public transportation is impractical, travel to eating establishments (including those located in an AAFES Exchange),

drugstores, places of worship, barber shops, cleaning establishments, physical training facilities, and similar places required for sustenance (including any Commissary), comfort, or health (but not for entertainment). This includes Reserve Component personnel.

j. Transportation to official after-hours functions, if prior approval is obtained and the transportation begins and ends at the individual's normal place of duty.

k. Transportation of spouses only when accompanied by the official, the use has already been authorized to accomplish official business, there is space available, a larger vehicle than that already authorized will not be required, and there is no additional cost.

l. Transportation to and from an AAFES Exchange and Commissary when purchasing items for official use (such as using a Government Purchase Card to purchase office equipment and supplies; purchasing food and supplies; and for other official purposes).

6. Some examples of improper, i.e., nonofficial or prohibited, uses of government vehicles under this policy are:

a. Providing a government vehicle solely, or even principally, to enhance the comfort or convenience of a government officer or employee.

b. Transportation for personal errands such as:

(1) Going to private social functions.

(2) Stopping to pick up laundry while en route to a work location.

(3) Going to medical appointments with a private physician, dentist, etc.

(4) Stopping at an ATM machine, credit union, or bank.

(5) Stopping to buy a newspaper.

(6) Moving personal property.

(7) Going to an AAFES Exchange or Commissary for any reason when you have no official duties there, except as otherwise provided for in this policy (e.g. you may not generally stop to shop for items for personal use or to purchase or eat food at an AAFES Exchange or Commissary at any time, even if you are en route to official work locations). The YTC Garrison Commander and CSM are exempt from this provision while TDY at JBLM, due to lack of access to an AAFES Exchange or Commissary at YTC.

(8) Stopping to pick up food or to eat at off-post fast-food or other restaurants (including when traveling en route to or from an off-post work location) in the area immediate surrounding the installation such as Tillicum, Lakewood, DuPont, (and likewise the immediate surrounding area at YTC such as Selah or Yakima), unless on TDY or otherwise specifically allowed by a provision of this policy.

(9) Specialized Use Vehicles. Stopping to purchase food or to eat at on-post food establishments in a government vehicle that has its primary function rescue, firefighting, heavy construction and other specialized use or purpose, except as otherwise specifically allowed by a provision of this policy.

(10) Stopping to purchase or eat food at on-post establishments at any time other than your meal (lunch/dinner) period (for example, you may not stop in a government vehicle to purchase, pick up, or eat food during break periods) except as otherwise specifically allowed by a provision of this policy.

(11) Going by your residence to pick up food, beverages, or other items (even if to bring to your work location).

(12) Going to any location (not otherwise approved in this policy) where you do not have official duties to perform.

(13) Transporting a child to or from school.

(14) Transporting relatives or friends (even if you are working and they are merely accompanying you while you are working).

(15) Transporting an unauthorized individual for personal business (even if a deviation off your normal route is a minor deviation).

(16) Going to official after-hours functions without prior approval, or which do not begin and end at the duty station.

(17) Transportation of anyone between their residence and place of work; this includes any part of a route between the home and place of employment unless specifically allowed by law or regulation.

(18) Transportation for incidental uses.

(19) Transportation into a restricted area where you have no official duties.

(20) While TDY, transportation of yourself or others for entertainment or other purposes not required for your subsistence, health or comfort.

7. Use of tobacco products or any analogue (regardless of tobacco or nicotine content) in a government owned or leased motor vehicle is prohibited.



8. Use of cell phones in a government owned or leased motor vehicle is prohibited unless the vehicle is safely parked or unless the employee is using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) is also prohibited while operating a government owned or leased motor vehicle.

9. Drivers and passengers must wear safety belts at all times when operating/riding in a government owned or leased motor vehicle.

10. Vehicle accidents and any resultant injuries shall be reported by the driver to his or her immediate supervisor as soon as possible, but no later than four (4) hours from the time of the accident. If circumstances prevent compliance with this timeframe, the report shall be made at the earliest practical opportunity. Vehicle accidents involving a potential claim against the government should be reported to the Claims Division, Office of the Staff Judge Advocate for Joint Base Lewis-McChord.

11. Questions and guidance regarding the official use of government vehicles should be directed to the Civil Law Division, Office of the Staff Judge Advocate for Joint Base Lewis-McChord.

**1. REFERENCES.**

- a. AR 5-9, Area Support Responsibilities, 16 October 1998.
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- c. AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties, 12 March 1993.
- d. AR 190-45, Law Enforcement Reporting, 3 MAR 2007.
- e. AR 670-1, Wear and Appearance of Army Uniform and Insignia, 3 FEB 2005.
- f. FL Reg 190-5, Installation Traffic Code, 10 JAN 2007.
- g. FL Reg 210-1, Joint Base Lewis-McChord Post Regulations Consolidated, 24 MAR 2004.
- h. Manual for Courts-Martial United States, 2008
- i. FM 3-19-13, Law Enforcement Investigations, 10 JAN 2005.
- j. FM 19-10, Law and Order Operations, 30 SEP 1987.
- k. IMCOM policy memorandum 58-1, Exception to Policy for Use of Non-Tactical Vehicles by First Responders on Official Duty, 14 JAN 2015.

**2. PURPOSE.** To establish guidance on the mission and procedures for Provost Marshal Operations, 42<sup>nd</sup> Military Police Brigade, Joint Base Lewis-McChord, Washington.

**3. APPLICABILITY.** To all personnel, civilian and military, performing Law Enforcement and Law Enforcement support operation duties while assigned, attached or otherwise with or under the control of the Provost Marshal Office, 42<sup>nd</sup> Military Police Brigade, Joint Base Lewis-McChord, Washington 98433.

**4. GENERAL.** The Provost Marshal (PM) mission is to provide law enforcement support to I Corps, Joint Base Lewis-McChord and Yakima Training Center, Washington. Additionally, the PM Operations Office executes area support IAW AR 5-9 responsibility within a four state area. In order to accomplish these missions, a variety of law enforcement services are provided to commanders, active duty military, retired military personnel, their family members, and civilian employees both on Joint Base Lewis-McChord and its sub installations. The purpose of these law enforcement services is to:

- a. Maintain general community order and protect the public against criminal activity.
- b. Provide security to government and private property.
- c. Identify and apprehend personnel involved in illegal activities and forward related information to commanders or civilian officials for appropriate judicial/non-judicial action.
- d. Develop proactive measures to reduce and prevent crime; traffic accidents; and the loss, damage, or theft of critical government resources, equipment, supplies and money.

## **5. PRIORITY OF LAW ENFORCEMENT SERVICES.**

a. Law enforcement resources available to PM Operations are limited. Therefore, requests for law enforcement support must be prioritized so more serious and potentially dangerous situations are handled before requests of a less threatening nature.

b. Based upon this, the following priority categories of complaints are established:

- (1) PRIORITY ONE: Situations involving national security or that pose an imminent threat to life.
- (2) PRIORITY TWO: Situations that pose an immediate threat to property.
- (3) PRIORITY THREE: Situations that have already occurred, but are still possible to apprehend the perpetrator by responding law enforcement personnel.
- (4) PRIORITY FOUR: Situations previously committed that are just being reported to Military Police and there is little chance the perpetrator can be apprehended by responding law enforcement personnel.
- (5) PRIORITY FIVE: Requests for assistance or service of a non-criminal nature.

## **6. AREAS OF JURISDICTION.**

a. All jurisdictional areas are covered on the Joint Base Lewis-McChord Jurisdiction map Annex A Tab 1.

b. Simply because we do not have jurisdiction in certain areas does not preclude Joint Base Lewis-McChord law enforcement personnel from responding to preserve the life or limb of any person. Under these circumstances, refer to Appendix 21 (Posse Comitatus Act Compliance and Procedures) to Annex B, PM SOP DTD1 May 2009 for specific guidance. Any response off post will be at the request of local law enforcement.

through the FLECC. Any request over LERN will be copied to dispatch for situational awareness.

c. The Provost Marshal Office (PMO) AR 5-9 area of responsibility includes the states of Washington, Oregon, California (all counties except Imperial, Inyo, San Bernardino and San Diego, and Nevada (all counties except Clark).

## **7. STANDARDS OF CONDUCT.**

a. Personnel are expected to exhibit the highest standards of personal conduct both on and off duty. In this regard, respect for the dignity and constitutional rights of others will be demonstrated at all times. Personnel will not conduct personal or Company business while on duty.

b. Under no circumstances will anyone abuse their police authority for personal gain, financial reward, or in retaliation for the actions of others.

c. Personnel are expected to demonstrate the appropriate level of military courtesy and will show fact and fairness to all individuals regardless of race, color, creed, sex, or relationship.

d. Personnel will report for duty at the prescribed time and place. The consumption of alcoholic beverages during the duty day or in the preceding eight (8) hours before shift is strictly prohibited. This does not preclude action under the provisions of the UCMJ for personnel who consume alcoholic beverages beyond these times but to where the alcohol cannot be metabolized by the body prior to the assumption of duties.

e. The use of JBLM first responder NTVs while on official duty status to obtain meals or personal relief is advantageous to the Department of Defense. This policy will allow better response times for first responders, fewer coverage gaps caused by off-duty time to turn in government property, and improved law enforcement coverage for patrol. The PMO will comply with IMCOM policy memorandum 58-1, Exception to Policy for Use of Non-Tactical Vehicles by First Responders on Official Duty DTD 14 Jan 2015.

- (1) First responders may use NTVs for transportation to and from non-appropriated fund (NAF) facilities or any government building or government dining facility for personal relief or meals.
- (2) First responders must be in an on-duty status to use emergency response NTVs for obtaining meals as they are armed or in official uniformed emergency services duty status.
- (3) First responders may use emergency response NTVs, as approved by the Joint Base Commander, and as approved by the YTC Garrison Commander regarding first responders assigned to YTC, to obtain meals at locally approved locations off the installation only when government or NAF facilities

are not available during that period. In these circumstances, the emergency responder will be allowed to obtain their meals and return to the installation. They will not consume their meals off base unless specifically authorized by the Duty Officer. The exception to this is Training Area Patrols who work entire shifts outside the cantonment area. These patrols are authorized to eat their meals off base in order to more quickly return to their assigned patrol areas. This must specifically benefit the JBLM DES and should be completed at the closest available dining establishment.

- (4) On post, on-duty first responders will not remain in the area after consuming or receiving services unless to provide law enforcement presence or deterrence in problematic areas.
- (5) PMO sections will develop internal SOPs to support this policy and outline locally approved locations for meals or personal relief as required.

## **8. STANDARDS OF APPEARANCE.**

Joint Base Lewis-McChord Law Enforcement personnel are often a visitor's first impression of Joint Base Lewis-McChord. As such, Joint Base Lewis-McChord Police Officers and Military Police performing law enforcement duties will maintain the highest standards of personal appearance. All Soldiers working police duties will meet the Army weight standards and present a clean, neat, military or professional appearance and uniforms will comply with Appendix 3 (Patrol Orders) to Annex C, PM SOP DTD 21 July 2009.

## **9. PM OPERATIONS PERSONNEL SCOPE OF RESPONSIBILITIES.**

### **a. Director, Law Enforcement (DLE).**

(1) Maintains operational control over all assigned PM Operations personnel and all personnel who are designated to perform law enforcement duties on Joint Base Lewis-McChord.

(2) Acts as the primary staff advisor to the Deputy Provost Marshal (DPM) and PM on all matters concerning law and order operations within the geographical area of jurisdiction.

(3) Establishes procedures for the implementation of law and order policies of the PM and the conduct of all related enforcement operations.

(4) Establishes and maintains effective liaison with other US agencies and civilian agencies with common law enforcement interests.

(5) Responds to all critical incidents where operations may continue over several shifts to establish on-scene command and control until implementation of Incident Command System operations.

(6) Establishes and maintains effective liaison and communications with the Office of the Garrison Commander and all Garrison Staff Directories.

b. PM Operations Officer.

(1) Perform the duties of the DLE in his/her absence.

(2) Manages the day-to-day law and order operations/activities on Joint Base Lewis-McChord.

(3) Responds to all critical incidents where operations may continue over several shifts to establish on-scene command and control until implementation of Incident Command System operations.

(4) Conducts planning and coordination for special events and commitments as directed.

(5) Keeps the MPDO and Patrol Supervisor informed of special instructions and commitments.

(6) Receives, reviews, and routes all correspondence, records and reports pertaining to the PM Operations.

c. PM SGM.

(1) Performs Liaison duties with 42nd MP Brigade units through briefings and quarterly training.

(2) Executes day-to-day activities of the law and order operations on Joint Base Lewis-McChord.

(3) Coordinates the response to all critical incidents where operations may continue over several shifts to establish on-scene command and control until implementation of Incident Command System operations.

(4) Conducts planning and coordination for special events and commitments as directed.

(5) Keeps the MPDO and Patrol Supervisor informed of special instructions and commitments.

(6) Receives, reviews, and routes all correspondence, records and reports pertaining to the PM Operations Division.

(7) Maintains staffing figures and coordinates assignment of enlisted personnel within the sections under PM Operation's area of responsibilities.

(8) Monitors guard mount.

(9) Handles all enlisted personnel matters internal to the PMO and maintains liaison and coordination with the 42<sup>nd</sup> MP BDE CSM and all MP BN CSMs.

d. PM Operations NCO.

(1) Performs tasks of PM SGM in his/her absence.

(2) Supervises Animal Control, Desk Section NCOIC and oversees all Desk personnel while conducting law and order operations on Joint Base Lewis-McChord.

(3) In absence of the PM SGM, coordinates the response to all Critical Incidents where operations may continue over several shifts to establish on-scene command and control until implementation of Incident Command System operations.

(4) Conducts planning and coordination for special events and commitments as directed.

(5) Keeps the MPDO and Patrol Supervisor informed of special instructions and commitments.

(6) Receives, reviews, and routes all correspondence, records and reports pertaining to the PM Operations Division.

(7) Primary trainer and troubleshooter for automated systems in PM Operations (Dictaphone recording device, computers, and other equipment).

e. Desk Sergeant.

(1) Primarily responsible for planning, coordinating, and conducting the training of personnel for the MP Desk.

(2) Monitors and supervises the efficient operation of the MP Desk.

(3) Receives, reviews and routes all Military Police Reports after entry into the Daily Blotter.

(4) Maintains a chronological journal of all responses that occur during his/her shift.

(5) Responsible for briefing military non-tenant unit law enforcement companies prior to the assumption of law and order duties.

(6) Responsible for directing the response and activities of all police patrols during his/her tour of duty.

**10. RESCISSION.** All previous SOPs pertaining to PM Operations are rescinded.

**11. PROPONENT.** PM Operations.