

**EIGHTH ARMY REGULATION 58-1**

**MOTOR TRANSPORTATION (58)**

# **Management and Use of Nontactical Vehicles**

**1 March 2010**

**UNCLASSIFIED**

HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

Eighth U.S. Army Regulation  
No. 58-1

1 March 2010

(Effective 9 April 2002)  
Motor Transportation

MANAGEMENT AND USE OF NONTACTICAL VEHICLES

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms is prohibited unless prior approval is obtained from HQ Eighth U.S. Army (EAGD-T-TS), Unit #15236, APO AP 96205-0009.

**INTERNAL CONTROL SYSTEMS.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

CONTENTS

<u>SECTION</u>	<u>PARAGRAPH</u>	<u>PAGE</u>
<b>I INTRODUCTION</b>		
Purpose.....	1	1
Applicability.....	2	1
Impact on the Army Manning System.....	3	1
References.....	4	1
Explanation of Abbreviations and Terms.....	5	1
Responsibilities.....	6	1
Policies.....	7	4
<b>II OPERATION AND RESOURCE MANAGEMENT</b>		
Elements of Motor Vehicle Management.....	8	5
Utilization Guide.....	Table 1	7
Energy Conservation .....	9	8
Utilization Goals.....	10	8
Highway Condition Codes.....	11	8
Official Use of Vehicles.....	12	9
Restrictions.....	13	11
Utilization and Control Record.....	14	12
Sport Utility Vehicles (SUVs) Acquired from the United States (U.S.).....	15	12

\*This regulation supersedes Eighth U.S. Army Reg 58-1, 24 June 1987.

**Eighth U.S. Army Reg 58-1**

<b><u>SECTION</u></b>	<b><u>PARAGRAPH</u></b>	<b><u>PAGE</u></b>
<b>III AUTHORIZATION AND ACQUISITION</b>		
Requirements.....	16	12
Authorization.....	17	13
Justification of Additional Nontactical Vehicle (NTV) Support.....	18	13
Leasing of Vehicles.....	19	14
<b>IV BUS TRANSPORTATION</b>		
Types of Bus Service.....	20	16
Authorization for Bus Service.....	21	18
Use of NTV by Contract Personnel.....	22	18
<b>V IDENTIFICATION AND MARKING</b>		
Prescribed Identification.....	23	18
General Officer Identification.....	24	19
Installation and Activity Markings.....	25	19
<b>VI MAINTENANCE MANAGEMENT</b>		
Basic Types of Maintenance.....	26	19
Maintenance Performance Standards.....	27	21
Warranty Procedures.....	28	21
Vehicle Modification and Modernization.....	29	22
Rotation of Tires.....	30	23
<b>VII SUPPLY MANAGEMENT</b>		
Supply Policy.....	31	23
Demand Data and Accountability.....	32	24
Requisition and Turn-in.....	33	25
<b>VIII RETENTION, DISPOSITION OF EXCESS VEHICLES, AND DISPOSAL</b>		
Life Expectancy and Vehicle Retention.....	34	25
Disposition of Excess Vehicles.....	35	26
Disposal.....	36	26
Computation Factors.....	Table 2	27
<b>IX SAFETY AND SECURITY</b>		
Safety.....	37	28
Security.....	38	29
<b>X RECORDS AND REPORTS</b>		
Records and Reports.....	39	29
<b>XI NONTACTICAL VEHICLE (NTV) MANAGEMENT SURVEY</b>		
HQ Management Survey.....	40	30

<b>11 APPENDIXES</b>	<b><u>PAGE</u></b>
A. References.....	A-1
B. EA Form 189-E (Semi-Annual Vehicle Support Justification).....	B-1
C. EA Form 182-E (Daily Vehicle Operating and Maintenance Data Record).....	C-1
EA Form 182-1-E (Vehicle Operating and Maintenance Data Record).....	C-2
D. DA Form 4610-R (Equipment Changes in MTOE/TDA).....	D-1
E. EA Form 571-E (Request for Mission Vehicle Support).....	E-1
F. Bumper Markings for Eighth United States Army Nontactical Vehicles.....	F-1
G. DA Form 2407 (Maintenance Request).....	G-1
H. EA Form 573-R-E (Nontactical Vehicle Deadline Report).....	H-1
I. EA Form 575-R-E (Motor Vehicle Data for Direct Costs).....	I-1
EA Form 575-1-R-E (Motor Vehicle Data for Indirect Costs).....	I-2
J. EA Form 572-R-E (Radio Taxi/Shuttle Bus Statistics Work Sheet).....	J-1
K. Transportation Requirements Supportable Methods.....	K-1
<b>Glossary</b> .....	<b>Glossary-1</b>

# SUMMARY OF CHANGE

Eighth U.S. Army Reg 58-1  
The Nontactical Vehicle Program

**This regulation incorporates AR 700-88, which has been rescinded. AR 58-1 coiffers the policies for the operations and management of Army Nontactical Vehicles to include those vehicles leased from the General Services Administration and commercial sources. Policies on the use of vehicles that utilize alternative type fuel are included. DOD 4500.36-R, Management Acquisition, and Use of Motor Vehicles, was revised in March 1994. This regulation incorporates the changes found in the parent DOD regulation. Major changes are highlighted in this summary.**

- Specifically this regulation.
- Changes Table of Contents to reflect organization of DOD 4500.36-R.
- Expands TACOM participation in NTV management.
- **Reflects current policies on penalties for vehicle misuse.**
- Clarifies the methodology to be considered when allocating resources for transportation.
- **Clarifies that driver selection and training issue are within purview of AR 600-55 and not in AR 58-1.**
- **Clarifies that loss and damage issues are within the purview of AR 735-5.**
- **Establishes Permissible Operating Distance guideline for NTVs at 100 miles.**
- **Establishes Army Policy on Official Use of Government vehicles.**
- **Establishes Army Policy on when NTV may be used for other than official purposes.**
- **Revises Figure "Annual Utilization Guide" Table 1.**
- **Establishes the hierarchy for approval in TDA authorizations.**
- Prescribes that acquisition of motor vehicles should be from the most cost-effective sources, which may be purchase, commercial lease or assignment of GSA vehicles.
- **Updates the eligibility for Class II, III and IV NTV (3-6).**
- Clarifies Army NTV redistribution policy.
- Establishes new NTV short term lease policy.
- **Revises NTV long term lease policy.**
- Clarifies use of Domicile-to-Duty Transportation for Fieldwork and for the overnight retention of a NTV in conjunction with TDY.
- Includes OSD approved exception to policy for the use of fare free shuttle bus service from BOQ/BEQ to work and return by officers and senior enlisted personnel in Korea.

- Prescribes how MACOM Commanders may implement Mass Transit if certain SECARMY CRITERIA ARE MET.
- Clarifies the location of current wage scale policies.
- Establishes preventative maintenance checks to maintain fuel efficiency.
- **Decreases NTV life expectancy and mileage criteria (Korea only) for the replacement of vehicles Table 2.**
- Clarifies need for specific NTV reports and identifies those agencies that must provide such information.
- **Revises instructions for completing the SF 82 Report.**
- Updates list of useful definitions (Glossary).
- Updates the list of regulations that relate to Army NTV policy (Appendix A).
- **Rescinds AR 700-88 and incorporates relevant portions of that regulation into AR 58-1.**

## Section I. INTRODUCTION

**1. PURPOSE.** This regulation implements Department of Defense (DOD) 4500.36-R and incorporates applicable portions of AR 700-88 Commercial Design Vehicles, FSC Class 2300, which is rescinded. This revision prescribes Department of the Army (DA) policies, responsibilities, and procedures for management acquisition and use of Army owned, leased or otherwise controlled NTVs assigned to the Eighth U.S. Army and its subordinate commands, units, activities, and installation transportation motor pools (TMPs) throughout Eighth U.S. Army.

**2. APPLICABILITY.** This regulation applies to all units, organizations, agencies, and activities assigned to, attached to, supported by, or under the jurisdiction of Eighth Army and the 19<sup>th</sup> Theater Support Command that have been allocated or utilize NTVs that are documented on TDA P8W4QCAA or are otherwise provided by Eighth U.S. Army.

**3. IMPACT ON THE ARMY MANNING SYSTEM.** This regulation does not contain information that affects the Army Manning System.

**4. REFERENCES.** Required and related publications are listed in appendix A.

**5. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and terms used in this regulation are explained in the glossary. The abbreviation "TMP" when used in this regulation represents both Department of Public Works (DPW) and installation transportation motor pools unless otherwise specifically stated.

### **6. RESPONSIBILITIES.**

a. The DA, Office of the Deputy Chief of Staff for Logistics, will--

(1) Provide policy and procedure guidance concerning use, lease, maintenance and reporting of NTVs.

(2) Act as the approving authority for requests to establish and operate domicile-to-duty bus transportation for fare as defined in AR 58-1.

b. The Assistant Chief of staff (ACofS), G-4, Transportation Division, will--

(1) Perform as the Eighth U.S. Army Inventory Control Point (ICP) for Army-owned NTVs, determining quantitative NTV requirements.

(2) Exercise overall management and staff supervision of the NTV program for Eighth U.S. Army.

(3) Establish and publish policy guidance concerning NTVs.

(4) Establish NTV allowances, distribute and redistribute NTVs throughout Eighth U.S. Army TMPs in the Republic of Korea (ROK). Distribution and redistribution will be made based on vehicle authorizations on installation or unit tables of distribution and allowances (TDA), utilization based on the mileage criteria in AR 58-1, local restrictions and mission requirements.

## **Eighth U.S. Army Reg 58-1**

(5) Provide instructions for placement in temporary storage or final disposition of NTVs.

(6) Recommend approval or disapproval of requests for contracting transportation services.

(7) Conduct a Nontactical Vehicle Management Survey (NTVMS) annually at all combined DPW motor pools and TMP's.

(8) Conduct periodic assistance visits to ensure that corrective actions are taken on deficiencies noted during the annual NTVMS.

(9) Authorize the establishment and operation of recurring mass, scheduled activity, and morale, welfare, and recreation (MWR) bus services as defined in AR 58-1.

(10) Authorize recurring exceptions to the permissible operating distance (POD) for a locale or organization.

(11) Authorize nonrecurring leasing of commercial vehicles for periods of up to one year.

(12) Authorize the leasing of commercial vehicles of up to one year in the event of TDA shortages.

(13) Collect, process, and consolidate annual cost and performance data for Army owned NTVs for submission to the Tank and Automotive Command (TACOM) and HQDA.

(14) Develop NTV standards and technical specifications for use in procurement of NTVs.

c. Major subordinate commanders with both DPW and TMPs who have jurisdiction will--

(1) Act as approving authority for requests for Class B dispatches. Commanders may delegate this responsibility to the designated Installation Transportation Officer. Class B dispatches will be rejustified semiannually on EA Form 189-E (Semiannual Vehicle Support Justification). EA Form 189-E is available electronically. See appendix A.

(2) Review and validate all justifications for NTV support on a monthly basis, and ensure that a copy of the record of such review is retained in TMP files. Installation commanders may delegate this responsibility to the Installation Transportation Officer.

(3) Act as approving authority for nonrecurring requests to exceed the Permissible Operating Distance (POD), and maximize the use of commercial transportation for trips exceeding the POD.

(4) Review and recommend disposition for NTVs to HQ Eighth U. S. Army (EAGD-T-TS), Unit #15236, APO AP 96205-0009.

(5) Ensure the enforcement of energy conservation procedures outlined in this regulation.



(6) Be responsible for ensuring that--

(a) NTV resources are organized and managed for optimum responsiveness, efficiency, and economy of operation.

(b) NTVs are used for official purposes only.

(c) NTVs are not used for off-road operations or for tactical or field operations.

(d) The use of chauffeurs is minimized; maximum emphasis is placed on vehicles being driven by users.

(e) Maximum use is made of shuttle bus services in and around local installation areas.

(f) Approval is obtained before establishing and operating all recurring bus services.

(g) Deadline and maintenance reporting procedures are accurate.

(h) Required reports are collected, consolidated, and forwarded to HQ Eighth U. S. Army (EAGD-T-TS), in a timely manner.

(i) Standing Operating Procedures addressing TMP operations are published in both English and Hangul languages.

(j) Rotation of vehicles to equalize utilization is provided for.

d. Commanders of using units, activities, or organizations will--

(1) Thoroughly justify all requests for NTV support and semiannually rejustify Class B dispatches.

(2) Ensure that NTVs are used for official purposes only.

(3) Ensure that NTVs are not used for off-road operations or for tactical or field operations.

(4) Be responsible for programming, budgeting, and funding for commercial bus transportation support of unit MWR programs, sports programs, unit tours, and so forth, when military buses are not available from the supporting TMP.

(5) Ensure that vehicle operators possess a valid OF 346 (US Government Motor Vehicle Operator's Identification Card). Korean National civilian operators of U.S. Government and USFK NAF nontactical vehicles will have in their possession a valid OF 346 and a corresponding valid ROK driver's license. During the periods 1 Nov to 31 Mar, special driver's training in winter operations will be given to all operators of Army and NAF vehicles. In the first year of each tour of duty in the ROK, military/civilian, and Korean National operators who have successfully completed winter training during their current tour, are not required to repeat training unless directed by their commander or supervisor.

## **Eighth U.S. Army Reg 58-1**

(6) Appoint unit transportation coordinators (one primary and one alternate) and provide a copy of the appointment orders to the TMP for their file. The assigned transportation coordinator will arrange all unit transportation requirements

(7) Unit or activity transportation coordinators will ensure that--

(a) Vehicle mileage accumulated by a user unit or activity is included in its DA Form 2398 (Summary of Accident Exposure) (RCS CSGPA-646(R2)) according to AR 385-40 with EUSA Suppl 1. DA Form 2398 is available electronically. See appendix A.

(b) Report all driver accidents and charge against driver's unit accident experience.

(c) Maintain a vehicle request log of EA Form 571-E (Request for Mission Vehicle support) and track mileage accumulated by assigned drivers for possible submission for drivers safety award.

(d) Undergo Transportation Coordinator training semiannually.

(8) Penalties for Misuse of DOD Motor Vehicles. The unauthorized or willful misuse of an Army owned or controlled motor vehicle may be cause for disciplinary actions as follows:

(a) Civilian Personnel. Any officer or employee of the Government who willfully uses or authorizes the use of any U.S. Government-owned or leased passenger motor vehicle (except for official purposes as authorized by 31 U.S.C., Section 1344), or otherwise violates section 1344 shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from the office if circumstances warrant (31 U.S.C. 1349 (b)).

(b) Military Personnel. Military personnel who willfully use or authorize the use of any U.S. Government-owned or leased passenger motor vehicle (except for official purpose as authorized by 31 U.S.C. Section 1344 (31 U.S.C. 1344) may be disciplined under provisions of the Uniformed Code of Military Justice or other administrative procedures deemed appropriate.

## **7. POLICIES.**

a. NTVs will be used for official use only.

b. NTVs will not be used in tactical or field operations, in off-road operations, or on unimproved dirt roads. This does not apply to those four-wheel drive vehicles designed and specifically designated for such use.

c. The vehicle selected for an individual task shall be the one best suited based on size and design characteristics.

d. NTVs shall be used to the fullest extent to meet general administrative transportation requirements.

e. Maximum use will be made of shuttle bus service for local travel.

f. Units that dispatch a vehicle from any area TMP will accept liability for damage caused by their driver and is responsible for appointing a report of survey officer.

g. All personnel (officer, enlisted, and civilian) are encouraged to obtain a military vehicle operator's license, dispatch an NTV from the installation TMP and drive themselves when required to make official trips IAW DOD 4500.36-R.

h. The nonessential use of unit personnel as chauffeurs for NTVs obtained from installation TMPs is discouraged by DOD 4500.36-R.

## **Section II. OPERATION AND RESOURCE MANAGEMENT**

### **8. ELEMENTS OF MOTOR VEHICLE MANAGEMENT.**

a. Differences in missions of subordinate installations or units, geographic location, and the physical layout of installations and facilities may preclude complete uniformity in operational procedures, but local procedures must provide for the following:

(1) Pooling of vehicles.

(2) Procedures for assignment and use of vehicles.

(3) Central dispatch point for vehicle control.

(4) Flexibility to meet changing requirements.

(5) Economical use of manpower and equipment.

(6) Collection of utilization and operational data, cost and performance reporting and customer reimbursement.

(7) Training of personnel.

(8) Safety, security, and proper use of equipment.

(9) Rotation of vehicles to equalize equipment utilization.

(10) Ensuring that vehicles are operated IAW Korean traffic laws and Army regulations, and in conformance with safety requirements defined in USFK Pam 385-2.

b. Class B dispatches may be authorized only when justification has been submitted on EA Form 189. Approval authority is delegated no lower than installation commanders. Class B justification and dispatches will be reviewed and validated monthly, and a record of such review will be retained in motor pool files.

## **Eighth U.S. Army Reg 58-1**

c. Transportation coordinators will be appointed by all using agencies and activities IAW TM 38-600, and a copy of the appointment document will be maintained on file by the supporting TMP. All requests for transportation will be arranged through the appointed transportation coordinator. When determining NTV requirements, assignments will be based on the following categories:

(1) Class A – Continuing Assignments. Personnel authorized Class A assignments shall not use such for other than actual performance of official duties, nor shall such vehicles be reassigned to personnel not authorized or qualified to use them. This category includes two sub-categories--

(a) Individuals designated by the Secretary of Defense.

(b) Individuals designated by the Secretary of the Army.

(2) Class B – Recurring Dispatch. This category includes those NTVs assigned on a daily recurring basis for conducting official business. These NTVs will not be assigned for conveniences so as to avoid the use of pool vehicles (Class C assignments). As a general rule, Class B dispatches should not exceed 50% (except special purpose) of an installation or activity's NTV fleet. Documentation for Class B dispatches shall contain specific rationale for the vehicle and identify why scheduled bus or Class C vehicles will not satisfy the requirements.

d. The POD for NTVs in the ROK is a one-way distance of 100 road miles.

(1) Express rail or bus, military air, or commercial air transportation will normally be used for trips beyond the POD. Appointed transportation coordinators will make prior arrangements with the destination unit or activity for necessary NTV transportation support while in the area being visited.

(2) Individual one-time exceptions to the POD may be authorized by installation commanders with jurisdiction over a TMP. This authority may be delegated no lower than the installation transportation officer. Requests for exception will include specific justification as to why commercial transportation cannot be used. Approved POD exceptions will be retained on file at the TMP for a period of one year.

(3) Requests to change the 100-mile POD for a given locale or to exceed the POD on a recurring basis must be submitted to HQ Eighth U.S. Army (EADG-T-TS), for approval.

e. As a general rule, vehicles shall not be garaged or parked outside the confines of the TMP or the installation where assigned. Vehicles will not be parked in quarters or billet areas or at the domicile of the user unless the individual is specifically authorized domicile-to-duty transportation.

**Table 1**  
**UTILIZATION GUIDE**

	<u>Economic Life Expectancies</u>		<u>Average Annual</u>
	<u>Years</u>	<u>Mileage</u>	<u>Utilization Goals</u>
Ambulance, all (metro or truck)	8	Waived	Waived
Automobile:			
Sedan, all	8	72,000	9,000
Sedan Modified	12	108,000	9,000
Station wagon, all	8	72,000	9,000
Bus, body on chassis:			
37 passengers	8	84,000	10,500
Over 37 passengers	8	104,000	13,000
Bus, integral (suburban and intercity)	12	300,000	25,000
Motorcycle	5	30,000	6,000
Scooter, 2- or 3-wheel	5	15,000	3,000
Semi-trailer and trailer General Use	20	N/A	N/A
Trailer and Semi-trailers, Tank (All Types)	15	N/A	N/A
Trailer. Semi-Trailer Mechanical Elevating or Lifting Type	10	N/A	N/A
Truck, under 7,000 lbs	8	72,000	9,000
Truck and Truck Tractor:			
7,000-18,999 lbs GVW	9	81,000	9,000
19,000-23,999 lbs GVW	10	90,000	9,000
24,000-39,999 lbs GVW	12	108,000	9,000
40,000 lbs GVW and up	12	108,000	9,000
Truck, Maintenance Telephone	8	Waived	Waived
Truck Wrecker	10	Waived	Waived
Truck Rescue	12	Waived	Waived
Truck Firefighting	15	Waived	Waived
Airfield Crash Trucks/Brush/Structure – Pumpers	15	Waived	Waived
Ladder/Aerial Platforms Truck	12	Waived	Waived

## **Eighth U.S. Army Reg 58-1**

**9. ENERGY CONSERVATION.** Managers at all levels who exercise control over TMPs will, as a minimum, enforce the energy conservation procedures outlined below.

a. Reconcile DA Forms 3643 (Daily Issues of Petroleum Products) with DD Forms 1970 (Motor Equipment Utilization Record) to ensure that the correct amount of fuel will be recorded on EA Forms 182 (Daily Vehicle Operating and Maintenance Data Record). The DD Form 3643, DD Form 1970 and EA Form 182-E are available electronically. See appendix A. Instructions for completing EA Form 182 are listed in Appendix C.

b. Instruct drivers that engines are not to be idled for the purpose of cooling or warming vehicle occupants.

c. Ensure maximum capacity vehicle loads and consolidation of trips, to include the use of commercial transportation, for trips exceeding the POD.

d. Implement a system of spot-checking vehicles for proper dispatch and use.

**10. UTILIZATION GOALS.** The data in Table 1, page 7, is used as a guide to determine if motor vehicles are effectively used. The data will also be used to adjust vehicle authorizations when appropriate. NTVMS should use fleet averages when applying utilization goals. Mission requirements, installation size, energy conservation programs, and availability of alternative modes of transportation must also be considered when reviewing vehicle authorizations. Vehicles will not be operated for the sole purpose of meeting utilization goals. (See Table 1).

## **11. HIGHWAY CONDITION CODES.**

a. USFK Reg 190-1 provides detailed guidance for the classification and coding of highway conditions, provides instruction for the restriction of vehicular movements, and prescribes procedures for the dissemination of highway condition information to United States Forces, Korea (USFK) elements and other interested agencies. Highway condition codes and instructions for implementation are as follows:

(1) Green. Highway conditions are normal.

(2) Amber. Vehicle traffic shall be reduced to the minimum essential to continue necessary operations. Military vehicles, other than those required for essential official business, shall not be driven on highways. The term "essential official business" applies in those instances in which the person directing the trip establishes that dispatch of the vehicle is absolutely essential to the conduct of official business and cannot be postponed without jeopardizing military requirements. Drivers of military vehicles shall have in their possession a DD Form 1970, signed by the detachment/company commander, officer with rank of Captain (O-3), Warrant Officer in grade of CW3 or civilian equivalent in grade of GS-10 or KGS-12. The DD Form 1970 will be stamped "Authorized Amber." Command bus service will continue to operate on schedule.

(3) Red. Use of highways is discouraged, and limitations are imposed to reduce traffic. All vehicles dispatched during "red" road conditions, except those having the mission to protect life and property (that is, law enforcement vehicles, ambulances) or those vehicles essential for snow and ice removal, highway repair, and the removal of hazardous obstructions from the roadway, must have the DD Form 1970 stamped "Authorized Red" and a statement signed by the detachment/company commander, officer with rank of Captain (O-3), Warrant Officer in grade of CW3 or civilian equivalent in grade of GS-10 or KGS-12 indicating why the trip is necessary.

(4) Black. Roads are impassable. No vehicle except for emergency use will be dispatched.

b. For a further detailed explanation of highway condition limitations, refer to USFK Reg 190-1 chapter 4.

## **12. OFFICIAL USE OF VEHICLES.**

a. Use of NTVs are restricted to official purposes only. Questions arising as to what constitutes "official use" shall be resolved in favor of strict compliance with statutory provisions, regulations, and policies. In making an "official use" determination, primary consideration will be given to whether transportation is essential to successful completion of the mission and whether its intended use is consistent with the purpose for which the vehicle was acquired.

b. Title 31 U.S.C. Section 1344, provides, in pertinent part, that official purposes will not include transportation between domiciles and places of employment except in cases specifically approved in writing by the head of a Federal agency, e.g., Secretary of the Army. Transportation between domicile and place of employment shall not be provided because of the applicant's being on call constantly, nor because of the need to leave at any moment in the event of an emergency. Exceptions to this provision are as follows:

(1) Medical officers on outpatient medical service away from a hospital when approved in writing by the Secretary of the Army.

(2) Officers or employees performing field work requiring transportation between their domiciles and places of employment when approved in writing by the Secretary of the Army.

c. Transportation may be provided as follows for areas in which commercial or municipal mass transit services are determined not to provide adequate, regularly scheduled, and timely service.

(1) Transportation within and between all compounds in the areas north of Seoul will be fare-free buses seven (7) days a week.

(2) Transportation to isolated/remote sites in all areas within the ROK will be fare-free van-type or bus-type vehicles.

(3) Transportation between government installations/subinstallations, sites may be fare-free van-type or bus-type vehicles. Domicile-to-duty transportation will continue to be on a fare-paying basis.

## **Eighth U.S. Army Reg 58-1**

(4) Transportation described in subparagraphs (1) through (3) above may be provided by onhand government assets or by government contracted commercial vehicle assets. No additional government vehicle requirements will be generated as a result of establishment of the above service.

(5) Requests for establishment of the services outlined above will be justified in writing and submitted to HQ Eighth U.S. Army (EADG-T-TS), for consideration.

(6) All other type of transportation will comply with regulatory guidance provided in DOD 4500.36-R, AR 58-1, separate letters from USFK/Eighth U.S. Army, and this regulation.

d. All approved domicile-to-duty travel will be recorded on DD Form 1970 and maintained on file for a period of not less than 3 years. These forms will be subject to audit.

e. Transportation may be provided between lodgings and duty stations for personnel on temporary duty (TDY) when public or commercial facilities are inadequate or nonexistent. The TDY status of an individual does not necessarily justify transportation by NTV; use of NTVs shall be based on need, distance involved, and other conditions that justify their use (DOD 4500.36-R, para 2-5d).

f. Visiting dignitaries and official visitors and their spouses may be provided NTV transportation necessary to accomplish their official business.

g. Generally, NTVs may be used to transport personnel to and from official functions. NTV transportation may be provided for military and civilian employees officially participating in public ceremonies, military field demonstrations, and parades. Other civilian, non-government personnel needed to act in a capacity that is directly related to, or in connection with, official Government activities, must be issued invitational travel orders (ITOs) IAW the JTR, appendix E. Transportation is not authorized, however, between an individual's home/domicile and the authorized function/activity, unless the individual is authorized--

(1) Domicile-to-duty transportation.

(2) Travel on ITOs.

h. NTV support of groups may be provided for authorized and officially sanctioned activities (e.g., morale support activities, to include soldier sports programs, youth activities, recreation services tours, and scouting programs), depending on the availability of assets, when determined by the responsible installation commander or his designated representative that failure to provide such service would have an adverse effect on the morale of service members and the unit mission, and when providing assets does not jeopardize support to higher priority requirements. However, MWR services cannot be used to generate requirements for additional vehicles.



i. Personnel who are authorized domicile-to-duty transportation may share such transportation with other individuals on a space available basis. This may include the spouses of such personnel when accompanying them to and from official functions. However, additional expenditure of time or money by the U.S. Government in order to accommodate these additional passengers is not authorized.

j. Military and civilian personnel of DA may use Army motor vehicles when actually participating in official ceremonies (e.g., changes of command, parades, promotions, retirements, unit activations/deactivations, field demonstrations, funerals, or other similar events) or when attending as the senior official designated to represent the DA organization concerned. Transportation will begin and end at the transported individual's place of duty, or other officially designated assembly area (but not a personal residence/domicile).

k. Army motor transportation is not authorized for officials attending such ceremonies or events in a personal capacity (e.g., personal friendship, family ties, prior professional relationship with the honoree or unit, etc.).

l. All other types of official use of Army-owned motor vehicles (authorized/unauthorized), may be found in DOD 4500.36-R and AR 58-1.

### **13. RESTRICTIONS.**

a. Vehicles will not be provided when the justification is based solely on reasons of rank, prestige, or personal convenience.

b. Use of Army motor vehicles is not authorized for--

(1) Transportation over all or any part of the route between home and place of duty unless specifically authorized by DA or this HQ IAW subparagraph 12c of this regulation; this restriction does not prevent fare free shuttle bus service movement of enlisted and single unaccompanied officer personnel between BEQ/BOQ and work areas as long as the shuttle bus does not deviate from its scheduled run.

(2) Conduct of any personal business or activity by soldiers, civilian employees, members of their families, or official visitors. Exceptions: when on TDY NTV may be used for PX, commissary and dining out.

c. Military personnel will not wear civilian clothing including PT uniforms, while operating NTVs unless specifically authorized by the commander or staff agency director of the requesting activity. Approval to operate NTVs while in civilian clothing will be approved, in writing, on the vehicle request and entered on the vehicle dispatch record by authorized TMP personnel. Exceptions to this policy are drivers so directed by general officers or personnel engaged in law enforcement duties.

## **Eighth U.S. Army Reg 58-1**

d. Official motor vehicle transportation requirements do not include: transportation to private social functions, errands or side trips for unofficial purposes, transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities specifically approved under the provisions of Army regulations.

e. Alcoholic beverages will not be consumed in any U.S. Government vehicle, nor will alcoholic beverages be transported for any reason after the container seal has been broken. Drivers of U.S. Government vehicles will not, under any circumstances, operate a motor vehicle after consuming alcoholic beverages.

### **14. UTILIZATION AND CONTROL RECORD.**

a. A DD Form 1970 will be utilized for each vehicle operated during a 24-hour period and will be prepared IAW TM 38-600 and DA Pam 738-750. A separate DA Form 1970 will be used for each 24-hour period. The "time-in" and "time-out" boxes will reflect actual time (to the nearest 5 minutes), of vehicle dispatch and return to the motor pool. With the exception of Commanders' and special purpose vehicles e.g., Ambulance, MP, Fire Trucks, etc.,) vehicles parked on the post area should be on a weekly dispatch.

b. The term "as directed" will be recorded in the destination block of DD Forms 1970 only for vehicles transporting general officers and members of the Neutral Nations Supervisory Commission.

c. Completed copies of DD Forms 1970 will be maintained in TMP files for a period of 90 days, unless further retention is required for administration purposes, to ensure the availability of vehicle operation historical documents for review during the annual NTVMS.

d. Operational data will be transferred from DD Forms 1970 to EA Form 182-E in order to reflect a cumulative utilization history of a vehicle over a period of time.

### **15. SPORT UTILITY VEHICLES (SUVS) ACQUIRED FROM THE UNITED STATES (U.S.).**

a. U.S. manufactured SUVs will not be acquired by purchase or lease to enhance the comfort or prestige of any individual, regardless of grade or rank.

b. As a class, the U.S. manufactured SUVs have a poor miles-per-gallon rating and the vehicles currently are not designed to use an alternate fuel (JP-8).

## **Section III. AUTHORIZATION AND ACQUISITION**

### **16. REQUIREMENTS.**

a. Except for vehicles maintained to meet approved emergency and wartime requirements, the number of NTVs assigned shall be the minimum needed to provide essential transportation service under normal conditions.

b. Requirements for vehicles shall not include additional quantities for the purpose of establishing or maintaining a maintenance float.

c. Whenever additional NTVs are required as a result of an increase in missions to be supported, the TMP will submit a request for a TDA increase on DA Form 4610-R (Equipment Changes in MTOE/TDA), prepared IAW AR 310-34 and AR 310-49. This form can be reproduced on 8 1/2 by 11 inch bond paper. The request will be forwarded through the MSC to HQ Eighth U.S. Army (EAGD-T-TS).

d. NTVs will not be distributed or assigned by hand-receipt, below TMP level, without prior approval of HQ Eighth U.S. Army (EAGD-T-TS).

e. All unfilled requests for nonrecurring NTV dispatch will be maintained by the TMP for a period of one year for use by the NTVMS team in determining whether vehicle allocations are sufficient to provide installation support required. Format for requesting nonrecurring mission vehicle support (motor pool vehicles and driver) is provided at appendix E.

f. Installations and activities are required to submit the Annual NTV Requirements Review, DA Form 3665-R (Annual Commercial Design Motor Vehicle Requirements Review) (RCS CSGLD-1577), which contains Army-owned fleet profile data, inventory, and new replacement requirements, to their MACOM, HQ Eighth U.S. Army (EAGD-T-TS). The DA Form 3665-R may be locally reproduced on 8 1/2 by 11 inch bond paper. The MACOM will consolidate and prioritize requirements and forward a consolidated report to Commander, TACOM, Warren, MI.

## **17. AUTHORIZATION.**

a. All NTVs for support of Army activities in Eighth Army will be documented in TDA P8W4QCAA and will be operated and maintained by the Eighth Army TMP system.

b. Area Support Activity TDA is sub paragraphed to indicate authorization for each motor pool. The TDA and appropriate subparagraph numbers are the authorization to be annotated in the "authorized allowance" block of the property book record at each TMP motor pool, and are also the authority to be cited on DD Form 1149 (Requisition and Invoice/Shipping Document) when issuing, turning in, or transferring NTVs.

c. Vehicles that are declared excess to TMP authorization by the annual NTVMS will be redistributed within Eighth Army or placed in temporary storage per DA Pam 738-750 and FM 29-2 at an appropriate site. Vehicles in temporary storage will not be used without prior written approval from HQ Eighth U.S. Army (EAGT-T-TS).

## **18. JUSTIFICATION OF ADDITIONAL NONTACTICAL VEHICLE (NTV) SUPPORT.**

a. Vehicle support for an activity or unit, especially on a recurring basis, will be justified on the basis of mission, or functional, or activity requirements. Vehicles will not be authorized to individuals.

## **Eighth U.S. Army Reg 58-1**

b. The written justification for NTV support submitted by a unit or activity to the servicing TMP must be in sufficient detail to permit thorough and objective analysis.

c. On receipt of proper justification from a requesting unit, the TMP will thoroughly analyze the requirement, with emphasis on providing maximum support with the minimum number and most appropriate vehicles possible. To the greatest extent possible, these additional requirements will be met from authorized NTV assets, depending on existing mission requirements of other organizations supported by the TMP.

d. An increase of a particular TMP's TDA may be requested to support additional mission requirements. The request for TDA increase must be justified, as in 18c above, to include the age and mileage for every existing vehicle in interchangeable size of higher and lower line item numbers and submitted to HQ Eighth U.S. Army (EAGD-T-TS), on DA Form 4610-R.

### **19. LEASING OF VEHICLES.**

a. In general, vehicles may be leased or rented only when--

(1) Cost is beneficial to the U.S. Government.

(2) The vehicle is needed before annual procurement.

(3) The Status of Forces Agreement (SOFA) or local laws prevent the use of Government-owned vehicles.

b. Use of leased or rental sedans may be considered when security requirements necessitate the use of unmarked vehicles for general officers or distinguished civilian visitors for short periods of time. Leased or rented vehicles must meet or exceed ROK and USFK vehicle safety inspection criteria.

c. Requests to lease or rent commercial vehicles may be authorized for periods of up to one year if type requested is not available due to a certified shortage to the Eighth U.S. Army TDA. Requests must be submitted through the major subordinate command to HQ Eighth U.S. Army, (EAGD-T-TS), and must include the following:

(1) Type of vehicle(s) required.

(2) Date(s) vehicle support is required.

(3) Detailed justification as to why other on-hand NTVs cannot fulfill the requirement.

(4) A completed DA Form 3953 (Purchase Request and Commitment). DA Form 3953 is available electronically. (See appendix A).

d. Requests for lease or rental of vehicles for periods exceeding 60 days will be submitted through major subordinate commands to HQ Eighth U.S. Army (EAGD-T-TS), for analysis and submission to HQDA for approval. Requests for lease or rental approval will justify the need and certify that other means of transportation are not available or suitable. The following will also be provided:

- (1) Current authorization and assets by type to be leased or rented.
- (2) Number of vehicles of like type that are overage and over mileage.
- (3) Year, model, mileage, and estimated repair cost of the vehicles (if any) to be replaced, supported by copies of DA Form 461-5EK (Vehicle Classification Inspection).
- (4) Excess over authorization of other type vehicles suitable for substitution.
- (5) Impact statement or course of action if authority to lease or rent is not granted.
- (6) A statement whether any part or the entire request is a renewal or if it is a new requirement.
- (7) A statement of monthly and annual costs and what is included in the cost (that is, mileage, fuel, insurance, and so forth).
- (8) A statement of whether or not funds are budgeted and available and the source of funds.

e. Requests to initiate or renew contracts for transportation services to support routine recurring requirements (that is, school bus or shuttle bus routes) shall be submitted through major subordinate commands to HQ Eighth U.S. Army (EAGD-T-TS). Requests will include the following information and documentation:

- (1) An analysis of the requirement, to include purpose, type of vehicle(s) needed, number and category of passengers (that is, military, civilian, family member, and so forth), frequency of requirement, route and proposed or existing schedule, and complete justification.
- (2) A statement as to availability of assigned assets (e.g., equipment and operators).
- (3) A detailed analysis comparing the cost of providing service with military rather than contract assets. When analysis indicates that the least costly method of providing service is with military assets, a request to increase the current TDA authorization will be submitted by separate cover to this HQ, and a copy of the request will be attached to the request for contract support.
- (4) A completed DA Form 3953.
- (5) When contract service totally replaces an existing military service and the military vehicle is excess to total installation mission requirements, documentation shall be submitted reducing the TDA for that vehicle category.

**Section IV. BUS TRANSPORTATION**

**20. TYPES OF BUS SERVICE.**

a. Mass transportation service (for isolated installations if there is no regular scheduled mass transportation twice a day):

- (1) Runs five times a week between the sending or receiving installation.
- (2) Picks up and drops off passenger within ½ mile of the installations.
- (3) Provides pick-up from the sending installation NLT 0800 and provides last departure NLT 1900 hours.
- (4) The service will save unproductive person-hours and enhance the rider's quality of life.
- (5) Major Army Command (MACOM) commanders may implement mass transportation service if the objective criteria set out in paragraph 5-4a, c, d, e, AR 58-1 dated 28 January 2000, are met.
- (6) Reasonable fares will be charged, which may be guided by private and public carrier rates.
- (7) Service will be reviewed at least annually to confirm its continuing need.

b. Scheduled activity bus service. Installations must maintain passenger count records on this service for a period of one year or until the next NTVMS.

- (1) Service is provided within and between installations, in support of the defense mission, to--
  - (a) Enlisted personnel between billets and work places.
  - (b) Military and DOD civilian employees between offices or work places during duty hours.
  - (c) Officers residing in assigned bachelor quarters.
  - (d) Military family members when space is available.
- (2) Service will not be used to provide transportation from quarters to work areas for--
  - (a) Officers residing in assigned family quarters.
  - (b) Enlisted personnel residing in family housing.
- (3) Service is paid for by appropriated funds therefore no fares are charged.
- (4) Service and hours will be reviewed annually to confirm the need for continuation.

c. Emergency bus service.

(1) Provided during public transit strikes or other stoppages to those military and civilian employees actively engaged in projects, or the support of projects, whose delay would affect national defense.

(2) May include domicile-to-duty transportation.

(3) May be approved by the MACOM commander or his designated representative.

d. Morale, Welfare, and Recreation (MWR) bus service.

(1) May be provided for the benefit of troop morale.

(2) Service is limited to the direct support of Category A activities as outlined in DODD 1015.1 and private organizations as outlined in DODI 1000.15.

(3) Service will be made available without detriment to the defense mission and cannot be used as justification for additional NTV assets.

e. Transportation of Family-member school children.

(1) Transportation will be provided to family-member students of a Department of Defense Dependents Schools (DODDS) who reside beyond the one mile walking distance and within the daily commuting distance. When safety hazards justify, students living within one mile of the school may be furnished transportation.

(2) Installation commanders are encouraged to establish a bus safety attendant program to ensure the safety of the students and prevent damage to buses.

(3) School bus service will be provided to family members of personnel living in economy housing approved by the Housing Referral Office.

(4) Operation of buses will comply with Highway Safety Program Standard No. 17 (Pupil Transportation Safety), as stipulated in Eighth Army Suppl 1 to AR 385-55.

(5) Costs for operation of school buses will be reimbursed by DODDS.

f. Contract bus service may be authorized when--

(1) Cost is favorable to the U.S. Government.

(2) Vehicle is needed before annual procurement is received.

(3) Local laws or SOFA preclude the use of Government-owned vehicles.

## **Eighth U.S. Army Reg 58-1**

### **21. AUTHORIZATION FOR BUS SERVICE.**

a. All requests for mass transit transportation services will be forwarded to HQ Eighth U.S. Army (EAGD-T-TS), for evaluation and approval and will be reviewed at least once a year to confirm their continuing need. Requests will conform to AR 58-1, paragraph 5-4a thru n.

b. Requests to initiate or renew contracted scheduled bus service must be submitted as outlined in AR 58-1, paragraph 5-2.

c. Installation commanders or their designated representatives may authorize nonrecurring bus service in support of unit mission requirements and MWR activities. When vehicles are dispatched for group recreational use, an official driver (who will not normally be a part of, or participate in, the recreational activity concerned) will be designated for each vehicle.

d. Examples of transportation requirements and supportable methods of transportation when approved by installation commanders are provided at appendix K.

### **22. USE OF NTV BY CONTRACT PERSONNEL.** See AR 58-1, Chapter 8.

#### **Section V. IDENTIFICATION AND MARKING**

### **23. PRESCRIBED IDENTIFICATION.**

a. All NTVs will be identified and marked on front, rear, and rear window as prescribed in AR 58-1. When a vehicle is disposed of, all markings will be obscured or removed.

b. Exceptions to marking requirements include NTVs--

(1) Leased from commercial sources for 60 days or less.

(2) Used for investigation, intelligence, or security purposes.

(3) Required to be unidentified under the conditions of the SOFA.

(4) Used by four-star generals.

(5) Authorized by the Secretary of the Army or his designee as considered to endanger the security of individuals or the U.S. Government.

c. Records of vehicles exempt from marking will be maintained by the TMP, and measures will be taken to ensure these vehicles are used for official purposes only. The United States Army (USA) registration number will be stenciled on the underside of the hood.



d. New vehicles will normally be marked by the manufacturer as part of the procurement contract. In the event vehicles are received from any source without a USA registration number DA Form 2408-9 (Equipment Control Record) will be initiated IAW DA Pam 738-750 and sent to HQ Eighth U.S. Army (EAGD-T-TS), for submission to U.S. Army Materiel Readiness Support Activity, Redstone Arsenal, Alabama. DA Form 2408-9 is available electronically. (See appendix A).

e. The national symbol, a white five-point star, will not be applied to NTV's.

f. Tire pressure will be stenciled directly above the tire on the body of all vehicles except sedans. Sedan tire pressure will be stenciled inside the glove compartment.

g. Fuel marking will be stenciled inside the fuel intake cover.

**24. GENERAL OFFICER IDENTIFICATION.** Exterior mounted identification plates may be used only on NTVs transporting general or flag officers IAW AR 840-10, figure 7-6, and AR 750-58, table 3. Any other items, such as unit, branch, or rank insignia or signs indicating vehicle purpose, are not authorized.

## **25. INSTALLATION AND ACTIVITY MARKINGS.**

a. All installation and activity markings will be per AR 58-1 and Appendix F of this regulation.

b. The left front and left rear bumpers of all NTVs will be marked with appropriate Eighth U.S. Army identification markings IAW the instructions in AR 58-1, chapter 9. A list of correct markings for each installation is at Appendix F.

c. Vehicles will not be decorated with individual characteristic designs such as caricatures, cartoons, coats of arms, and so forth, without prior written approval from HQ Eighth U.S. Army, (EAGD-T-TS).

## **Section VI. MAINTENANCE MANAGEMENT**

### **26. BASIC TYPES OF MAINTENANCE.**

a. Operator inspection and service. The assigned vehicle operators are responsible for performing before, during, and after operation maintenance checks and services, and ensuring that required services and inspections have been performed. After operation services include, but are not limited to, cleaning and refueling the vehicle (TM 38-600, paragraph 6-3, page 6-2).

b. Scheduled inspections and services.

(1) All NTVs will be inspected at least once every 6 months, usually in conjunction with scheduled mechanical serviceability inspections, to ensure compliance with safety standards. An inspection checklist is contained in AR 58-1.

## **Eighth U.S. Army Reg 58-1**

(2) Maintenance services will be scheduled and performed IAW TM 38-600, DA Pam 738-750, and manufacturers' specifications. All services will be scheduled on DD Form 314 (Preventive Maintenance Schedule and Record), which will be maintained per DA Pam 738-750. Vehicles under warranty will follow the manufacture recommended service guide. Adjustments and repairs will be limited to those prescribed by the manufacturer or those required to restore the vehicle to the best operating and safety conditions.

(3) If at all possible, services and inspections will be scheduled so as to minimize inconvenience to TMP customers. Necessary kits such as filters and tune-up kits should be on hand before bringing a vehicle in for scheduled service.

(4) Items listed in TM 38-600, appendix D, for replacement during scheduled services must be replaced; cleaning or servicing of these items is not authorized.

c. Unscheduled maintenance will be performed to correct those deficiencies occurring between scheduled inspections or services that render a vehicle unsafe. Repairs will be limited to those items reported deficient and confirmed by qualified inspectors, and those observed during repair or inspection that would affect safe operation of the vehicle. If a scheduled service is during this time, the service will be accomplished and recorded along with the unscheduled maintenance.

d. Deferred maintenance is that which can be postponed until the next scheduled or unscheduled maintenance, either because the deficiency does not affect safe operation or render the vehicle inoperative or because a component or part is showing signs of impending malfunction but does not yet require replacement. Deferred maintenance will be noted on DA Form 2408-14 (Uncorrected Fault Record) per DA Pam 738-750. Repair parts will be ordered and stocked until the next vehicle maintenance service. DA Form 2408-14 will be kept in the Equipment Record Holder, maintenance shop office and supply office. DA Form 2408-14 is available electronically. (See appendix A).

e. Due to the lack of other NTV direct support maintenance facilities, the TMPs are authorized to perform such direct support maintenance. This authorization is limited to replacement of major components and not rebuilds or overhaul. Rebuilds should be accomplished through local vendors.

f. All NTVs will be protected with antifreeze IAW manufacturers' specifications. All NTVs will be inspected annually before the end of October for correct antifreeze protection. The proper degree of protection for the ROK is -20 degrees Fahrenheit. The month, year, and degree of protection will be entered in the remarks block of DD Form 314 and stenciled on the underside of the hood for each vehicle.

g. MACOMS are the approval authority for the disposal of HQs NTVs. Under no circumstances are vehicles to be disposed of without MACOM approval.

h. NTV's reported for disposal and for which replacements have been identified, scheduled, or provided will not be returned to command use without obtaining prior MACOM approval.

**27. MAINTENANCE PERFORMANCE STANDARDS.**

a. The performance standards outlined in TM 38-600 and the Mitchell Manual will be used to assess the number of direct and indirect man-hours needed to perform various maintenance tasks. When these standards are exceeded, action will be taken to ascertain the cause and prescribe corrective action.

b. Internal controls should ensure that standards are met through accurate and balanced work load scheduling, minimum downtime, an effective quality control program, use of current manuals, and accurate records.

c. The Eighth U.S. Army standard is 95 percent availability of reportable NTVs.

**28. WARRANTY PROCEDURES.**

a. NTV's are usually under a commercial warranty, covering replacement parts and labor needed to correct design deficiencies or poor workmanship. Specified time and mileage periods of warranty coverage will be on the decal or instruction plate attached to the vehicle dashboard that usually identifies a vehicle under warranty.

b. Failures detected at some time beyond the time and mileage provisions, which are attributed to a prevalent production defect, may also be corrected at no cost to the U.S. Government.

c. To establish uniformity in record keeping, the date shown in entry space 11a, Voucher Number and Date (date shipping document was issued) on DD Form 1149 will be the date perpetuated on subsequent documents as the initial acceptance date for a vehicle. The same date will be placed in block 23 (Julian Date) on DA Form 2408-9 when the vehicle is received by the TMP to which assigned.

d. Warranties on NTVs overseas provide that the contractor will absorb the cost of replacing defective items when they are returned to a location specified by the contractor. The contractor is normally responsible for the transportation of replacement parts marked for overseas areas to the port of embarkation specified by the U.S. Government. Labor costs incident to repairs must be borne by the Government.

e. Warranties are not applicable to NTVs subjected to reissue, negligence, or inefficient Government maintenance practices, and do not cover such consumable items as filter elements, drive belts, oil, antifreeze, or parts normally replaced during tune-up or scheduled services. Failure to service vehicles IAW applicable warranties may result in warranty cancellation.

f. The manufacturer retains the right of final warranty determination.

g. When a part or assembly covered by warranty fails, claims will be prepared on DA Form 2407 (Maintenance Request) (App G), and sent to HQ Eighth U.S. Army (EAGD-T-TS), for processing and all subsequent action. The claim must include an offer to return the part(s) that failed when economical to do so (stipulate if uneconomical) and the following essential information:

## **Eighth U.S. Army Reg 58-1**

- (1) A comprehensive description of the failure and photographs whenever possible.
- (2) The vehicle model and contract item numbers.
- (3) Date of vehicle issue.
- (4) Vehicle and engine serial numbers.
- (5) Vehicle cumulative mileage at the time of the failure.
- (6) A list of required replacement repair parts by part number and nomenclature.

h. In the event that a defect concerning public safety occurs to an NTV under warranty, a report with relevant details will be provided this HQ Eighth U.S. Army (EAGD-T-TS), by the most expeditious means available.

### **29. VEHICLE MODIFICATION AND MODERNIZATION.**

a. Vehicle changes or modifications are limited to those required for safety, security, or military missions. Costs and replacement aspects will be considered before any actions. Authorized minor modifications are listed in TM 38-600, appendix G.

b. The installation of emergency warning devices is restricted to vehicles actually engaged in or assigned for the specific purpose of responding to emergencies. Warning devices will be used for emergency situations only. Categories of vehicles authorized the use of sirens and/or flashing lights are as follows:

- (1) Military police vehicles.
- (2) Fire fighting equipment, fire chief, and fire marshal vehicles.
- (3) Ambulances and patient transport vehicles (PTVs).
- (4) Explosive ordnance disposal response vehicles.
- (5) Certain VIP vehicles (Commanding Generals).

c. Installation of flashing lights will be as follows:

(1) Sedans. Flashing warning lights will be mounted in the center of the vehicle roof on the width centerline. Commanding Generals sedans, flashing warning lights may be mounted on the front bumper or behind the grille so as not to interfere with turn signal lights.

(2) Trucks-utility, pickup, and tanker. Flashing warning lights will be mounted in the center of the roof on the width centerline.

(3) Units/activities that request the above attachments (1) and (2) are responsible for all cost with the installation and procurement of these lights and radio systems.

(4) Ambulances, PTVs, Chevy Blazers, and trucks, carryall or panel. Flashing warning lights will be mounted on the roof, one-third the distance of the entire roof length measured from the windshield to the rear, and on the width center line.

(5) Wreckers. Flashing yellow lights will be located in the center of the superstructure cross member. Floodlights will be located on the left side of the vehicle, adjacent to the flashing lights on the superstructure. Red and blue lights and sirens are not authorized on wreckers.

### **30. ROTATION OF TIRES.**

a. In order to equalize wear and ensure maximum safety and tire utilization, tires should be inspected for evidence of wear and periodically rotated as recommended in the applicable vehicle owner's manual.

b. Rotation of radial ply tires is limited to exchange between front and rear on the same side of the vehicle. They are not to be rotated between right and left sides.

c. Tires temporarily removed from vehicles, such as snow tires, must be marked with the vehicle bumper numbers and appropriate wheel of vehicle from which removed (34<sup>th</sup> SG-40, RF, RR, LF, LR) to ensure proper placement on the same vehicle at a later date.

d. Tires should be used in sets; mixing different types of tires (that is, biased, fiberglass belted, radial ply) on a given vehicle must be avoided. Snow tires should be of the same size and type construction as the front tires. Radial ply tires must always be used in sets and should never be mixed with bias-type tires on the same axle. For longer tire life and more efficient performance, dual tires and tires on all wheel drive vehicles must be of the same size, tread design, and tread wear.

e. Tire rotation will be performed when it is scheduled for annual or semi-annual service. The symbol "H" will no longer be used in recording tire rotation on the DD Form 314.

## **Section VII. SUPPLY MANAGEMENT**

### **31. SUPPLY POLICY.**

a. NTV repair parts procurement, supply, storage, and issue will be managed according to provisions of AR 58-1, TM 38-600, and DA Pam 710-2-1.

b. Supply documents will be prepared and maintained IAW provisions of AR 710-2 and DA Pam 710-2-1.

## **Eighth U.S. Army Reg 58-1**

c. Strict control will be applied to petroleum, oils and lubricants (POL) used in daily operation and maintenance. A DA Form 3643 will be maintained for all fuel, oil, grease, and antifreeze issued in order to safeguard stocks, account for issues, and minimize consumption. The DA Forms 3643 will be maintained for audit purposes for a minimum of one year.

d. No more than 10 percent of all authorized prescribed load list (PLL) line items will be allowed to reach zero balance and maximum use will be made of deferred maintenance procedures to ensure adequate stockage levels of common repair parts.

e. Demand data and accountability will be maintained for repair parts removed from uneconomically repairable vehicles identified for shipment to Defense Reutilization Marketing Office (DRMO).

f. Items required for performing scheduled services (that is, oil, air, and fuel filters, spark plugs, and PCV valves) will be ordered at least 90 days before the next scheduled service and will be held as deferred maintenance parts for the vehicle until the service. To avoid unnecessary nonavailable time, required items should be ordered as early as completion of one scheduled service, for the next service.

### **32. DEMAND DATA AND ACCOUNTABILITY.**

a. A DA Form 3318 (Record of Demands - Title Insert) must be initiated for repair parts ordered for the first time and must be maintained for both minimum-stockage and nonstocked demand items. DA Form 3318 is available electronically. (See appendix A).

b. When serviceable repair parts are removed from an uneconomically repairable vehicle for the purpose of restoring a like vehicle to a serviceable condition, the following procedures will be followed to maintain accountability and capture demand data:

(1) Blocks a through c of the demands section, DA Form 3318, will be annotated to show the Julian date the part was placed on the vehicle, the vehicle bumper number, and the quantity of the part(s) placed on the vehicle. Block 20e of the request section will be annotated with the Julian date and DRMO, and block 20f will reflect the quantity of the part(s).

(2) Section II, Work Accomplished, of DA Form 2407, columns 27a through 28l, will be annotated to show the appropriate action code, failure code, nomenclature of part, number of man-hours, national stock number (NSN) or part number of the part replaced, quantity of part(s), and the unit cost for each part as shown on the most current Army Master Data File. The part source code will be left blank.

(3) Unserviceable parts that were exchanged for serviceable parts will be placed on the uneconomically repairable vehicle before it is turned in to DRMO.

c. Minimum-essential quantities of fast-moving, common items are authorized to be stocked in TMPs. Stockage items will be reviewed at least every 90 days to determine their continuing need or to initiate turn-in action. A record of the review of demand will be annotated on the DA Form 3318.

d. Use of repair parts for NTVs will be accounted for on DA Form 2407.

e. Accountability of all on-vehicle equipment must be maintained to ensure that it is either physically on hand within the TMP or on the vehicle.

### **33. REQUISITION AND TURN-IN.**

a. Required NTV repair parts will be requisitioned, showing the appropriate issue priority designator, on DA Forms 2765-1 (Request for Issue or Turn-in) to Supply Support Activity (SSA). Repair parts that are excess to TMP requirements will be turned in to the SSA on the same type documents. The SSA will add excess items to the stock record account.

b. The TMPs will not stock major assemblies. Local vendors may be used for the rebuild/overhaul of these assemblies. When such assemblies cannot be rebuilt, then the Government Purchase Card (GPC) may be used to make the purchase of such assemblies. Unserviceable assemblies will be turned into DRMO.

c. All TMPs will submit an EA Form 573-R-E (Nontactical Vehicles Deadline Report (RCS DJ-125)), prepared as of the last day of each month to reflect outstanding requisitions of repair parts that are resulting in not mission capable-supply (NMCS) time. The Eighth Army Form 573-R-E is available electronically and will be locally reproduced on 8 1/2- by 11-inch paper. (See appendix A). The report will be submitted through MSC's to arrive at HQ Eighth U.S. Army (EAGD-T-TS), not later than three working days of each month.

d. A DA Form 2064 (Document Register for Supply Actions) will be maintained according to AR 710-2 and DA Pam 710-2-1 to account for all requisitions, receipts, and turn-ins. DA Form 2064 is available electronically. (See appendix A). At the end of the fiscal or calendar year, however it is maintained, the register becomes inactive and a new register is started. The inactive register is held in current files for a period of 2 years; and during that 2 year period, if any parts or status cards are received for open requisitions on the register, they will be closed out or posted. At the end of the 2-year period, any open document numbers will be transferred to the current year register, appearing as the first entries in document number sequence, and the inactive register is then destroyed.

## **Section VIII. RETENTION, DISPOSITION OF EXCESS VEHICLES, AND DISPOSAL**

### **34. LIFE EXPECTANCY AND VEHICLE RETENTION.**

a. Life expectancy criteria and formulas for determining economical repair expenditure limits for NTVs are outlined on page 27. Maximum extensive repair expenditures for all types of vehicles will be computed annually by this HQ, based on the annual update of NTV acquisition costs, and forwarded to the TMPs for use in determining economical repairs.

b. When continued use is required of a vehicle that has reached or exceeded age and mileage criteria for replacement or has been determined to be uneconomically repairable but is considered

## **Eighth U.S. Army Reg 58-1**

to be essential to the command or mission, this HQ may authorize temporary retention and continued operation pending arrival of a replacement vehicle.

c. Requests for retention or disposal of NTVs must be submitted through the MSC to HQ Eighth U.S. Army (EAGD-T-TS). Requests for retention of overage, over mileage, or uneconomically repairable vehicles will be justified in writing and will include two copies of DA Form 461-5EK. Justifications to retain vehicles will be in sufficient detail to allow a thorough and objective analysis. As a minimum, they will include statements as to why the vehicle is required, and any adverse impact that might occur if the vehicle is not retained cannot perform its mission. The DA Form 461-5EK will reflect the date of acceptance from the initial DD Form 1149, described in paragraph 28c of this regulation, in the "date of delivery" block.

d. Exchange charges for complete assemblies and subassemblies will be annotated on the DA Form 461-5EK for use in evaluating the vehicles for possible retention. Repair costs for tires, batteries, tools, chains, seat covers, antifreeze, and wrenches will not be used in determining serviceability.

e. Vehicles authorized temporary retention by this HQ will be retained in service with only minimum repairs necessary for safe and serviceable condition being performed.

### **35. DISPOSITION OF EXCESS VEHICLES.**

a. Vehicles identified as excess to a TMP authorization during the annual NTVMS conducted by this HQ will be transferred to another installation as determined by this HQ.

b. NTVs transferred between Installations will be in a safe and serviceable condition.

### **36. DISPOSAL.**

a. Consistent with mission requirements and the availability of replacements, NTVs will be retired and removed from service when the age and mileage criteria are reached or exceeded or when the vehicles are determined to be uneconomically repairable.

b. When it has been determined that a vehicle should be retired from service, a technical inspection will be performed, the inspection results will be recorded on DA Form 461-5EK; and all supply records pertaining to the vehicle will be purged.

(1) Requests for disposition instructions will include, but will not be limited to, the following information:

(a) Line item number.

(b) National stock number.



**Eighth U.S. Army Reg 58-1**

Table 2 Computation Factors for Use in Determining Current and Projected Wholesale Values																					
Vehicle type	Age in years																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	Percentage against vehicle acquisition cost																				
Ambulance, all	8	90	80	70	60	50	40	30	20												
Sedan, all	8	90	80	70	60	50	40	30	20												
Sedan Mod	12	93	87	80	73	67	60	53	47	40	33	27	20								
Station Wagon	8	90	80	70	60	50	40	30	20												
Bus, Boc (up to 37 pax)	8	90	80	70	60	50	40	30	20												
Bus, Boc (over 37 pax)	8	99	80	70	60	50	40	30	20	28											
Bus, Integral	12	93	87	80	73	66	60	53	47	49	33	27	20								
Truck, under 7,000 GVW	8	90	80	70	60	50	40	30	20												
Truck & Truck Tractor 7,000-18,999 GVW	9	92	83	74	65	56	47	38	29	20											
Truck & Truck Tractor 19,000-23,999 GVW	10	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 24,000-39,000 GVW	12	93	87	80	73	66	60	53	47	40	33	27	20								
Truck & Truck Tractor 40,000 GVW & Over	12	93	87	80	73	66	60	51	47	40	33	27	20								
Trailer & Semitrailers, General Use	20	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	35	32	28	24	20
Trailer & Semitrailers, Tank (all types)	15	95	89	84	79	73	68	63	57	52	47	41	36	31	25	20					
Trailer & Semitrailers, w/Mechanical Elevating or Lifting Type Bodies	10	92	84	76	68	60	52	44	36	28	20										
Motorcycles	5	84	68	52	36	20															
Scooter, 3 or 4 wheel Gasoline or Electric	5	84	68	52	36	20															
Truck, Maintenance Telephone	8	90	80	70	60	50	40	30	20												
Truck, wrecker	10	92	84	76	68	60	52	44	36	28	20										
Truck, Rescue	12	93	87	80	73	66	60	53	47	40	33	27	20								
Truck, Firefighting	15	95	89	84	79	73	68	63	57	52	47	41	36	31	25	20					
Airfield Crash Truck/ Brush Structure-Pumpers	15	95	89	84	79	73	68	63	57	52	47	41	36	31	25	20					
Ladder/Aerial Platforms Truck	12	93	87	80	73	66	60	53	47	40	33	27	20								

## **Eighth U.S. Army Reg 58-1**

- (c) United States Army registration number/serial number.
- (d) Nomenclature.
- (f) Model year, date of delivery.
- (g) Accumulated mileage.
- (h) Vehicle bumper number.
- (i) Number of cylinders.

(2) The DA Form 461-5EK attached to the request must be completed per AR 58-1, TM 38-600, and guidance from this HQ. Each item on the form must show how the automotive inspector classified it. If an item is not applicable to a vehicle, "NA" will be placed in the diagnosis block. A compression reading (wet and dry) will be recorded in the remarks block. The DA Form 461-5EK should be monitored by the hand receipt holder to ensure they are properly completed.

(3) When a vehicle has been involved in an accident, a "Certificate of Release From Survey," signed by the surveying officer, or a letter from the responsible unit commander, indicating that a survey will not be performed, must be attached to the request as an enclosure.

c. When required, serviceable parts, components, and major assemblies may be selectively removed from vehicles for which disposition instructions have been requested and for which disposal is anticipated. Parts will be removed only if they can be used immediately to remove other vehicles from deadline, and the malfunctioning parts or components will be placed on the vehicle awaiting disposal.

d. Disposition instructions from this HQ will specify procedures and location for disposal, along with any special instructions pertaining to the vehicle.

e. Requests for retention or disposition of water tankers will be accompanied by an inspection of the condition of the water tank performed by qualified health services personnel.

### **Section IX. SAFETY AND SECURITY**

#### **37. SAFETY.**

a. Mobile antennas on all NTVs will be capped on the end with antenna tip caps (NSN: 5820-00-437-2353). Whip-type antennas will be tied down at all times.

b. Drip pans will be used by mechanics during maintenance to catch oil and other fluids.

c. Packaged POL products will be stored properly in a well-ventilated storage area at least 50 feet from all other storage areas. The storage area will be conspicuously posted as "No Smoking." POL products will not be stored in maintenance work areas.

d. Battery acid will be stored, and wet-cell batteries will be filled and charged, in a designated well-ventilated storage area and posted as a "No Smoking Area." An eyewash machine will always be available when battery acid is being used.

e. Fire extinguishers will be inspected as required by AR 420-90.

f. All seat belts installed in NTVs will be maintained in serviceable condition.

### **38. SECURITY.**

a. As a general rule, NTVs will not be garaged or parked outside the PX, Commissaries MWR facilities, or the confines of the installation where assigned, and shall not be parked in quarters or billets areas or at the domicile of the user. When U.S. Government facilities are not available, commercial parking facilities may be used when authorized and when the safety and security of the vehicle can be assured.

b. Transportation motor pool motor parks should be fenced with controlled access and should be equipped with adequate lighting to prevent intrusion or vandalism.

c. All vehicle ignition keys will be tagged and identified for each individual vehicle. The ignition keys will be maintained in an area accessible only to individuals designated by the motor officer, and in such a manner that they can be easily and immediately identified for each vehicle.

d. Whenever a vehicle is left unattended, all windows will be closed and all doors will be locked.

## **Section X. RECORDS AND REPORTS**

### **39. RECORDS AND REPORTS.**

a. The EA Form 182-E and EA Form 182-1-E will be used to summarize vehicle data necessary to meet reporting requirements. Those EA Form 182-E's will be retained in the TMP file for a period of one year. Instructions for completion of EA Forms 182-E and 182-1-E are at appendix C.

b. Annual Commercial Design Vehicle Requirements Review (RCS CSGLD-I577) will be prepared and submitted by this HQ according to AR 58-1.

c. An SF 82 (Agency Report of Motor Vehicle Data (RCS 1102-GSA-AN)) will be prepared and submitted in two copies to this HQ within 10 workdays following the end of each fiscal year. Explanation sheets for Section II (Direct Costs) and Section II (Indirect Costs) will be prepared and attached to the report.

d. The NTV Cost Accounting and Management Report (RCS CSGLD-1905) will be prepared and submitted to this HQ annually not later than 30 October.

## **Eighth U.S. Army Reg 58-1**

e. Usage Report of Nontactical Wheeled Vehicles will be prepared as of end of June and September and submitted to this HQs no-later-than five working days after.

f. An EA Form 573-R-E will be submitted monthly in the proper format. The report will be prepared as of the last day of each month and will be submitted so as to arrive at this HQ not later than three working days of each month. Vehicles to be reported are those that are NMCS and those pending turn-in to DRMO. Negative reports are required and may be made telephonically.

### **Section XI. NONTACTICAL VEHICLE (NTV) MANAGEMENT SURVEY**

#### **40. HQ MANAGEMENT SURVEY.**

a. Representatives from the ACoS, G4, Transportation Division, Transportation Services Branch, will conduct an annual survey at all TMP motor pools. A schedule of survey visits will be provided to each installation at the beginning of each year. A letter will also be provided at least 30 days in advance of the scheduled visit with specific instructions identifying necessary preparations required before arrival of the survey team. An EA Form 572-R-E (Radio Taxi/Shuttle Bus Statistics Work Sheet 10-Day Survey) will be completed prior to arrival of the survey team. This form is available electronically and will be locally reproduced on 8 1/2 by 11-inch paper. (See appendix A).

b. Major area within each motor pool to be surveyed include--

- (1) Administration.
- (2) Cost and Performance Analysis
- (3) Operations.
- (4) Dispatch section.
- (5) Maintenance.
- (6) Supply.
- (7) Industrial Safety/Fire Prevention.
- (8) Security.

c. Within each major area being surveyed, the survey team will utilize previous year's survey to check if deficiencies have been corrected. Survey items include, but are not limited to--

- (1) Manpower staffing.
- (2) Vehicle authorizations.
- (3) Organization of the motor pool.

- (4) Vehicle Utilization.
- (5) Justifications for recurring dispatch.
- (6) Rotation of vehicles between users.
- (7) Dispatching procedures.
- (8) Inspection of records for dispatch, POL usage, vehicle usage, parts, and supplies.
- (9) Bus transportation, to include an analysis of bus services being provided and passenger count for scheduled service runs.
- (10) Appointment of transportation coordinators for supported activities.
- (11) POD requests.
- (12) Frequency of reviews of recurring dispatches and justifications for assignment.
- (13) Computation factors used in determining operational costs.
- (14) Performance of scheduled maintenance services.
- (15) Supply and Prescribed Load Lists (PLL) inventory and accountability

d. Discrepancies noted during the survey will be classified as either an "observation" or "finding." Formal replies to HQ Eighth U.S. Army (EAGD-T-TS), of corrective action taken are required for any discrepancy listed as a "finding." Observations do not require written reply but do require corrective action.

e. HQ, Eighth U.S. Army, reserves the right to conduct follow-up visits at any time to ensure that corrective actions are taken on discrepancies noted during the NTVMS.

f. When observations or findings and corrective actions are relevant to the safety program, EAGD-T-TS will provide the information to the ACofS, USFK (FKSF).

**Eighth U.S. Army Reg 58-1**

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth U.S. Army (EAGD-T-TS), Unit #15236, APO AP 96205-0009. This regulation is available on the Eighth U.S. Army Intranet at: <https://www-eusa.korea.army.mil>**

FOR THE COMMANDER:



F. W. MORRIS  
Assistant Adjutant General

OFFICIAL:  
WILLIAM M. JACOBS  
Colonel, GS  
Chief of Staff

DISTRIBUTION:  
Electronic Media Only

**APPENDIX A**

**REFERENCES**

**Section I. REQUIRED PUBLICATIONS**

Area Support Activity TDA (HQ, Eighth US Army Augmentation, HQ, Eighth US Army). Cited in paragraphs 2, 17a, and 17b.

Army Master Data File. Cited in paragraph 32b(2).

AR 58-1 (Management, Acquisition, and Use of Administrative Use Motor Vehicles). Cited in paragraphs 6a(2), 6b(4), 6b(9), 12c(6), 12l, 20a(5), 21a, 21b, 22, 23a, 25a, 25b, 26b(1), 31a, 36b(2), 39b(6), 42, Appendix B and K.

AR 310-34 (The Department of the Army Equipment Authorization and Usage Program). Cited in paragraph 16c.

AR 310-49 (The Army Authorization Documents System (TAADS) RCS CSGPO- 375). Cited in paragraph 16c.

AR 385-40 w/EUSA Suppl 1 (Accident Reporting and Records). Cited in paragraph 6d(7)(a).

AR 385-55 w/EUSA Suppl 1 (Prevention of Motor Vehicle Accidents). Cited in paragraph 20e(4).

AR 420-90 (Fire and Emergency Services). Cited in paragraph 37e.

AR 710-2 (Inventory Management Supply Policy Below the Wholesale Level). Cited in paragraphs 31b and 34d.

AR 750-58 (Painting, Camouflage Painting, and Marking of Army Materiel). Cited in paragraph 24.

AR 840-10 (Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates). Cited in paragraph 24.

DA Pam 710-2-1 (Using Unit Supply System (Manual Procedures)). Cited in paragraphs 31a and 31b.

DA Pam 738-750 (Functional Users Manual for The Army Maintenance Management System (TAMMS)). Cited in paragraphs 14a, 17c, 23d, 26b(2) and 26d.

DOD Directive 1015.1 (Establishment, Management, and Control of Nonappropriated Fund Instrumentalities). Cited in paragraph 20d(2).

DOD Instruction 1000.15 (Private Organizations on DOD Installations (FM&P)). Cited in paragraph 20d(2).

## **Eighth U.S. Army Reg 58-1**

DOD 1400-25-M (Department of Defense Civilian Personnel Manual). Cited in the glossary.

DOD 4500.36-R (Management, Acquisition, and Use of Motor Vehicles). Cited in paragraphs 1, 7g, 7h 12b(6), 12e, 12l and appendix k..

FM 29-2 (Organizational Maintenance Operations). Cited in paragraph 17c.

Joint Travel Regulation. Cited in paragraph 12g.

Mitchell Manual in CD. Cited in paragraph 27a.

National Housing Act. Cited in the glossary.

The United States of America and the Republic of Korea Status of Forces Agreement with Related Documents, HQ, United States Forces Korea. Cited in paragraphs, 20f(3), and 23b(3).

TM 38-600 (Management of Administrative Use Motor Vehicles). Cited in paragraphs 8c, 14a, 26a, 26b(2), 26b(4), 27a, 29a, 31a, 36b(2) and appendix B.

United States Code, Title 31, Section 1344. Cited in paragraphs 6d(8)(a), 6d(8)(b), and 12b.

USFK Pam 385-2 (Guide to Safe Driving in Korea). Cited in paragraph 8a(10).

USFK Reg 190-1 (Motor Vehicle Traffic Supervision). Cited in paragraphs 11a and 11b.

## **Section II. RELATED PUBLICATIONS**

AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).

AR 570-7 (Manpower and Equipment Control for Equipment Survey Program).

AR 750-1 (Army Materiel Maintenance Policies and Retail Maintenance Operations).

TB 9-2300-295-15/9 (Warranty Procedures for Nontactical Vehicles).

TB 750-651 (Use of Antifreeze Solutions, Antifreeze Extenders, Cleaning Compounds and Test Kit in Engine Cooling Systems).

TM 9-2610-200-24 (Organizational, Direct Support and General Support Care, Maintenance and Repair of Pneumatic Tires and Inner Tubes).

USFK Reg 58-4 (Roadside Recovery of Nontactical Vehicles).



**Section III. PRESCRIBED FORMS**

DA Form 461-5EK (Vehicle Classification Inspection).

\*DA Form 2064 (Document Register for Supply Actions).

\*DA Form 2398 (Summary of Accident Exposure).

DA Form 2407 (Maintenance Request).

\*DA Form 2408-9 (Equipment Control Record).

\*DA Form 2408-14 (Uncorrected Fault Record).

\*DA Form 2765-1 (Request for Issue or Turn-in).

\*DA Form 3318 (Record of Demand - Title Insert).

\*DA Form 3643 (Daily Issue of Petroleum Products).

DA Form 3665-R (Annual Commercial Design Motor Vehicle Requirements Review).

\*DA Form 3953 (Purchase Request and Commitment).

DA Form 4610-R (Equipment Changes in MTOE/TDA).

DD Form 314 (Preventive Maintenance Schedule and Record).

\*DD Form 1149 (Requisition and Invoice/Shipping Document).

\*DD Form 1970 (Motor Equipment Utilization Record).

\*\*EA Form 182-E (Daily Vehicle Operating and Maintenance Data Record).

\*\*EA Form 182-1-E (Vehicle Operating and Maintenance Data Record).

\*\*EA Form 189-E (Semiannual Vehicle Support Justification).

\*\*EA Form 571 (Request for Mission Vehicle Support).

\*\*EA Form 572-R-E (Radio Taxi/Shuttle Bus Statistical Worksheet).

\*\*EA Form 573-R-E (Nontactical Vehicle Deadline Report).

OF Form 346 (US Government Motor Vehicle Operator's Identification Card).

\* Indicates that the form is available electronically at: [www.usapa.army.mil](http://www.usapa.army.mil)

\*\*Indicates that the form is available electronically at: <https://www-eusa.korea.army.mil>

APPENDIX B

Eighth U.S. Army Reg 58-1

<b>SEMIANNUAL VEHICLE SUPPORT JUSTIFICATION</b> (EUSA REG 58-1) (SEE INSTRUCTIONS ON REVERSE SIDE)				1. DATE		2. JUSTIFICATION PERIOD:	
3. USING UNIT			4. OFFICIAL USER NAME: GRADE: POSITION:			5. REPORT TO: (PERSON) NAME: RANK: BLDG NO.:	
6. TYPE OF JUSTIFICATION <input type="checkbox"/> NEW <input checked="" type="checkbox"/> RENEW		7. TIME REQUIRED REPORT _____ HOURS RELEASE _____ HOURS		8. TYPE OF DISPATCH REQUIRED DAILY                      WEEKLY <input type="checkbox"/> MON - FRI <input type="checkbox"/> MON - FRI <input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> MON - SAT <input type="checkbox"/> MON - SAT              (Explain 11) <input type="checkbox"/> MON - SUN <input type="checkbox"/> MON - SUN			
9. TRANSPORTATION COORDINATOR (PRIMARY AND ALTERNATE)						10. DRIVER'S NAME AND RANK	
NAME		RANK	SIGNATURE		PHONE NO.		
11. JUSTIFICATION:							
12. I AM AWARE AND WILL INFORM ALL PERSONNEL USING THIS VEHICLE THAT MISAPPROPRIATION OR PERSONAL USE OF THIS VEHICLE IS IN DIRECT VIOLATION OF PUBLIC LAW AND THE UCMU.							
TYPED NAME, GRADE, AND POSITION				PHONE NUMBER		SIGNATURE OF OFFICIAL USER	
<b>TO BE COMPLETED BY TMP</b>							
13. DISPOSITION <input type="checkbox"/> APPROVED <input checked="" type="checkbox"/> DISAPPROVED			14. DATE		15. TYPE OF VEHICLE		16. VEHICLE NUMBER
17. REMARKS:							
18. TYPED NAME, AND GRADE OF APPROVING OFFICER						SIGNATURE	

**Eighth U.S. Army Reg 58-1**

**COMPLETION INSTRUCTIONS FOR VEHICULAR JUSTIFICATION FORM**

1. **DATE:** The date this form is prepared.
2. **JUSTIFICATION PERIOD:** Leave blank.
3. **USING UNIT:** Unit/activity/organization requiring utilization of vehicle.
4. **OFFICIAL USER:** Individual whose official duties require transportation.
5. **REPORT TO:**
  - a. Name and rank of individual to whom the vehicle is to be dispatched.
  - b. Building number – building where the vehicle is to be dispatched.
6. **TYPE OF JUSTIFICATION:** Check appropriate block.
7. **TIME REQUIRED:**
  - a. **REPORT:** Time the vehicle is to be dispatched.
  - b. **RELEASE:** Time the vehicle is to be returned to the TMP.
8. **TYPE OF DISPATCH REQUIRED:** Check appropriate block. Type of dispatch requested by using agency may be changed by the transportation officer.
9. **TRANSPORTATION COORDINATOR:** Names, grades, signatures, and telephone number(s) of individuals who are responsible for coordination of all transportation requirements within each using unit/organization/activity.
10. **DRIVER'S NAME:** Name and grade of driver.
11. **JUSTIFICATION:** This block is for the using unit's justification for vehicular support. This block includes, but is not limited to, a concise statement as to (1) the need for vehicle on recurring dispatch or type of dispatch requested, (2) reasons for the type of vehicle requested, (3) the estimated mileage a day, (4) the number of vehicle trips a day (5) the area of operation, (6) whether cargo or passengers will be transported, (7) the reason why the use of military taxi, shuttle bus, or a class "C" dispatch vehicle would be inadequate.
12. **Type name, grade, position, telephone number, and signature of OFFICIAL USER.**

**ADDITIONAL INFORMATION**

1. In the event that additional space is required for preparation of this form, bond paper (8 1/2" X 11") may be attached in a secure manner.
2. References:
  - a. AR 58-1.
  - b. TM 38-600.

DAILY VEHICLE OPERATING AND MAINTENANCE DATA RECORD (EUSA REG 58-1)										1. MONTH, YEAR		2. NOMENCLATURE		3. USA REG NO.		4. TMP NO.	
5. LINE ITEM NO.		6. NATIONAL STOCK NO.		7. MODEL YEAR		8. MODEL	9. MAKE	10. ACCEPT DATE		11. ACQUISITION COST(\$)		12. ECONOMIC LIFE		13. GWW			
										YEAR	MILE						
D A T E  (a)	DAILY MILEAGE  (b)	NO. OF DISPATCH  (c)	ACCUMULATIVE MILEAGE  (d)	OPERATION				MAINTENANCE									
				FUEL (GALS)		DOWN TIME (HRS)		DIRECT MANHOURS  (l)	DIRECT MAT COST (4)  (j)	INDIRECT COST (\$)				ACCIDENT REPAIR COST  (o)			
				MOGAS  (e)	JP-8  (f)	SUPPLY  (g)	MAINT  (h)			TIRE QTY  (k)	TIRE (\$)  (l)	BATT QTY  (m)	BATT (\$)  (n)				
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
TOT	K		K														
	M		M														

**VEHICLE OPERATING AND MAINTENANCE DATA RECORD**

(EUSA REG 58-1)

1. FISCAL YEAR	2. NOMENCLATURE	3. USA REG NO.	14. TMP NO.
----------------	-----------------	----------------	-------------

5. LINE ITEM NO.	6. NATIONAL STOCK NO.	7. MODEL YEAR	8. MODEL	9. MAKE	10. ACCEPT DATE	11. ACQUISITION COST (\$)	12. ECONOMIC LIFE		13. GVW
							YEAR	MILE	

MONTH (a)	MONTHLY MILEAGE (b)	NO. OF DISP (c)	ACCUMULATIVE MILEAGE (d)	OPERATIONS				MAINTENANCE						ACCIDENT REPAIR COST (o)
				FUEL (GALS)		DOWN TIME		DIRECT MANHURS (i)	DIRECT COST (\$) (j)	INDIRECT QTY & COST (\$)				
				MOGAS (e)	JP-8 (f)	SUPPLY (g)	MAINT (h)			TIRE QTY (k)	TIRE (\$) (l)	BATT QTY (m)	BATT (\$) (n)	
OCT														
NOV														
DEC														
SUBTOTAL														
JAN														
FEB														
MAR														
SUBTOTAL														
APR														
MAY														
JUN														
SUBTOTAL														
JUL														
AUG														
SEP														
SUBTOTAL														
TOTAL														

APPENDIX C

C-2

Eighth U.S Army Reg 58-1

**INSTRUCTIONS FOR COMPLETION OF EA FORMS 182 AND 182-1**

EA Forms 182-E and 182-1-E are available electronically. (See appendix A). These forms will be prepared as follows:

<b><u>BLOCK</u></b>	<b><u>TITLE</u></b>	<b><u>EXPLANATION</u></b>
1	Month/Year	Self-explanatory.
2	Nomenclature	Self-explanatory.
3	USA Registration Number	Self-explanatory.
4	TMP Number	Enter TMP Bumper number of vehicle.
5	Line Item Number	Enter line item number as listed in SB 700-20.
6	National Stock Number	Enter NSN as listed in SB 700-20.
7	Model Year	Enter four-digit model year of vehicle.
8	Model	Enter model identification of vehicle.
9	Make	Enter name of manufacturer.
10	Accept Date	Enter the date shown in block 23 of DA Form 2408-9.
11	Acquisition Cost	Enter acquisition cost as shown in block 21 of DA Form 2408-9.
12	Economic Life	Year: Enter the year as listed table I. Mile: Enter the mile as listed table I.
13	GVW	Enter the gross vehicle weights shown DA Form 2408-9.
<b>COLUMN</b>		<b>EXPLANATION</b>
a	Date	Entries will be in shadows to indicate Saturdays, Sundays, or holidays. Enter date on EA Form 182-E and month on EA Form 182-1-E.

## Eighth U.S. Army Reg 58-1

COLUMN		EXPLANATION
b	Daily/Monthly Mileage	Enter miles driven on a given day on EA Form 182-E. Enter miles driven during a given month on EA Form 182-1-E.
c	No. of Dispatched	Enter the total number of dispatched during the period.
d	Accumulative Mileage	Enter the cumulative mileage of a vehicle, including trailers. This entry will be the total miles traveled by the vehicle up to and including the date of entry. When the odometer is broken or not functioning properly, mileage will be estimated whenever the vehicle is operated. When the odometer is repaired or replaced, the old mileage, plus the estimated mileage the vehicle operated while the odometer was faulty, will be added to the present odometer reading to reflect the vehicle's current cumulative mileage. Enter total cumulative mileage from column d of EA Form 182-E on EA Form 182-1-E for the month the vehicle was operated.
e & f	Fuel (Mogas, JP-8)	Enter the quantity of fuel used. This entry will include all fuel used regardless of the source of supply.
g	Maintenance Downtime-- Supply (Hours)	Enter the time vehicle was nonoperational due to nonavailability of parts and material needed for repair during the regular workday. A regular workday is 8 hours per day. A regular workweek is 5 days (Monday through Friday) or 40 hours per week, less any legal holidays falling within the workweek.
h	Maintenance Downtime-- Maintenance (Hours)	Enter time the vehicle is nonoperational due to the absence of qualified labor or a surge in work load during regular workday or monthly usage.



COLUMN	EXPLANATION	
i	Maintenance Man-hours--	Enter direct man-hours expended for maintenance of the vehicle. This will be the actual time reflected on the DA Form 2407, and will include direct man-hours expended by mechanics, machinists, welders, painters, and other allied craftsmen.
j	Maintenance Material Cost-Direct	Enter the cost of direct maintenance material. This will be material that can be identified with a specific vehicle and should be extracted from DA Form 2407. This entry will not include the cost for antifreeze, cleaning supplies, motor oil, lubricants, windshield washer solution, batteries, tire chains, stock items, and other miscellaneous materials since the cost for these items will be reported as indirect material costs.
k	Maintenance Indirect Cost(\$), Tire Qty	Enter tire quantities. This or these will be tire quantities replaced.
l	Maintenance, Indirect Cost(\$), Tire(\$)	Enter tire replaced or repaired cost.
m	Maintenance, Indirect Cost(\$), Battery Qty(\$)	Enter battery quantities. This or these will be battery quantities replaced.
n	Maintenance, Indirect Battery(\$)	Enter battery replaces or repaired cost.
o	Accident Repair Cost	Cost of labor and material expended for repair of a vehicle involved in an accident. All accident repair costs will be excluded from columns 1 through 0.

# EQUIPMENT CHANGES IN MTOE/TDA

For use of this form, see AR 71-32; the proponent agency is ODCSOPS

1. TITLE OF UNCTIONAL AREA	2. UIC
3. UNIT DESIGNATION	4. MTOE/TDA NUMBER
	5. CCNUM

## PART I - EQUIPMENT

### SECTION A - ITEMS TO BE ADDED AND/OR DELETED

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY ADDED		QUANTITY DELETED		NEW PARA QTY		NEW RECAP QTY		Qty On Hand	
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	Not Auth	

### SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY DELETED		UIC	MTOE/TDA NUMBER	CCNUM	Asset To Be Trf		REMARKS
							REQ	AUTH				YES	NO	

### PART II - PERSONNEL - NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)

ITEM NO.	PARA	LINE	NO. POSITIONS (A)/(D)	DESCRIPTION	GR	MOS	AS/LIC	BR	ID	AMSC	NEW RECAP	
											REQ	AUTH

Eighth U.S. Army Reg 58-1

APPENDIX D

D-1

## APPENDIX E

**REQUEST FOR MISSION VEHICLE SUPPORT**

(EUSA REG 58-1)

**1. REQUEST FOR MISSION VEHICLE SUPPORT IS SUBMITTED:**

a. TYPE OF VEHICLE REQUIRES	b. NUMBER OF PASSENGERS
c. IF PRIMARY TYPE OF VEHICLE IS NOT AVAILABLE, IS A SUBSTITUTE ACCEPTABLE  <input type="checkbox"/> YES <input type="checkbox"/> NO	d. DATE OR INCLUSIVE DATES VEHICLE SUPPORT IS REQUIRED
e. TIME VEHICLE WILL BE PICKED UP AT THE TMP	f. TIME VEHICLE IS EXPECTED TO BE RETURNED TO THE TMP
g. OFFICIAL USER ( <i>Name, Grade, Organization, and Telephone Number</i> )	
h. REPORTING POINT WHERE THE DRIVER WILL REPORT AFTER PICKING UP THE VEHICLE FROM THE TMP ( <i>Unit, Building, Number, and Room Number</i> )	
i. DESTINATION ( <i>The farthest point the vehicle is expected to travel</i> )	j. DRIVER'S NAME ( <i>Name of second or third drivers, if appropriate</i> )
k. JUSTIFICATION ( <i>Use reverse side, if necessary</i> )	

**2. IF AN EXTENDED DISPATCH IS REQUIRED, PROVIDE A VALID JUSTIFICATION. EXTENDED DISPATCHES WILL NOT BE GIVEN FOR CONVENIENCE.**

I AM AWARE AND WILL INFORM ALL PERSONNEL USING THIS VEHICLE THAT MISAPPROPRIATION OR PERSONAL USE OF THIS VEHICLE IS IN DIRECT VIOLATION OF PUBLIC LAW AND THE UNIFORM CODE OF MILITARY JUSTICE. THIS REQUEST WILL BE SUBMITTED AT LEAST 48 HOURS IN ADVANCE BEFORE THE TIME MISSION VEHICLE SUPPORT IS REQUESTED.

**3. THIS ACTIVITY DOES NOT HAVE TRANSPORTATION AVAILABLE TO MEET THIS REQUIREMENT.**

OFFICIAL USER ( <i>Name, Grade, and Organization</i> )	TRANSPORTATION COORDINATOR ( <i>Name, Grade, and Phone No.</i> )
SIGNATURE AND DATE	SIGNATURE AND DATE
APPROVED/DISAPPROVED BY:	TYPE OF VEHICLE APPROVED:
	BUMPER NUMBER:

**APPENDIX F**

**BUMPER MARKINGS FOR EIGHTH UNITED STATES ARMY NONTACTICAL VEHICLES**

Area I Support Activity, USAG Camp Casey TMP

8A	Area I
	XXX

Area III and Camp Humphreys TMP

8A	AIII0P
	XXX

20th Area Support Group, Camp Hialeah TMP

8A	20SG - P
	XXX

34th Support Group TMP

8A	34SG
	XXX

20th Area Support Group, Camp Carroll TMP

8A	20SG-W
	XXX

Area I Activity, USAG Camp Red Cloud TMP

8A	Area I - U
	XXX

Area I Support Activity, USAG, Camp Casey TMP

8A	Area I - T
	XXX

Area I Support Activity, USAG, Camp Page

8A	Area I - C
	XXX

UNC Security Force (UNCSF)

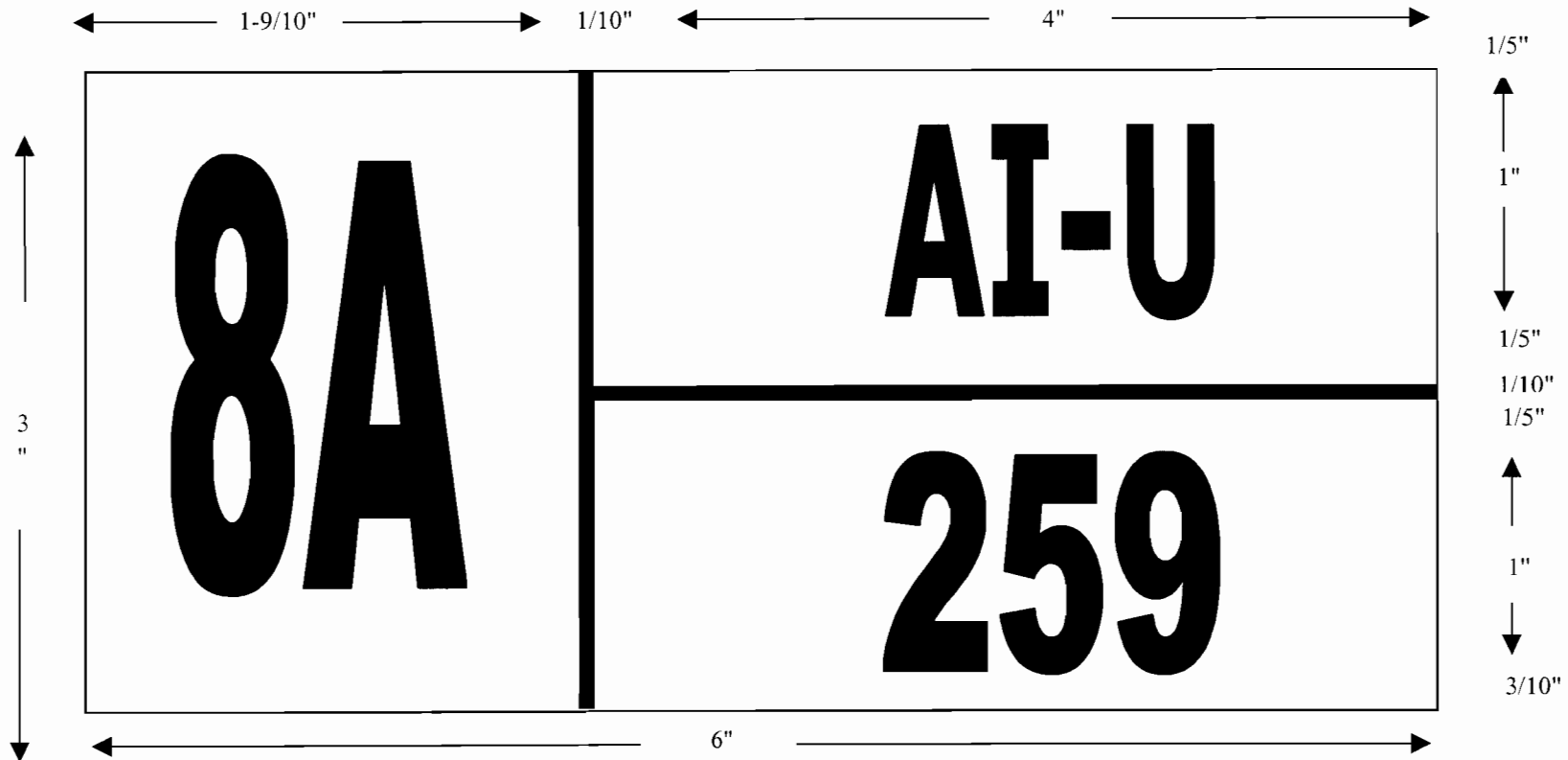
8A	JSA
	XXX

Camp Long Sub Post, US Army Garrison, Area III and Camp Humphreys

8A	Area III - W
	XXX

XXX - TMP Administrative Number

# INSTALLATION AND ACTIVITY MARKING (BUMPER MARKING)



EXPLANATIONS: 8A      2" LETTERS  
AI-U      1" LETTERS

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG			PAGE NO.	NO. OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)									
SECTION I - CUSTOMER DATA			SECTION II - MAINTENANCE ACTIVITY DATA											
1a. UIC CUSTOMER	1b. CUSTOMER UNIT NAME	1c. PHONE NO.	3a. WORK ORDER NUMBER (WON)	3b. SHOP	3b. PHONE NO.									
2a. SAMS-2UICSAMS-I/TDA	2b. UTILIZATION CODE	2c. MCSR	4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME										
SECTION III - EQUIPMENT DATA														
5. TYPE MNT REQ CODE	6. ID	7. NSN	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 AND 738-751.											
8. MODEL	9. NOUN		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751		16. MILES/KILOMETERS/HOURS/ROUNDS									
10a. ORG WON/DOC NO.		10b. EIC	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">M</td> <td style="width: 50px; text-align: center;">K</td> </tr> <tr> <td style="width: 50px; text-align: center;">H</td> <td style="width: 50px; text-align: center;">R</td> </tr> </table>		M	K	H	R	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">M</td> <td style="width: 50px; text-align: center;">K</td> </tr> <tr> <td style="width: 50px; text-align: center;">H</td> <td style="width: 50px; text-align: center;">R</td> </tr> </table>		M	K	H	R
M	K													
H	R													
M	K													
H	R													
11. SERIAL NUMBER	12. QTY	13. PD	17. PROJECT CODE (If assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY? (enter Y or N)									
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)			21. REIMBURSABLE CUSTOMER (If intransit customer enter Y or N)											
			22. LEVEL OR WORK	23. SIGNATURE										
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)														
25. REMARKS														

PREPARATION INSTRUCTIONS FOR THIS PAGE

SECTION I

Block 1a. Enter UIC of submitting organization.  
 Block 1b. Enter name of submitting organization.  
 Block 1c. Enter number to be called when maint is completed.  
 Block 2a. Enter UIC of supporting SAMS-2/SAMS-I/TDA if work is requested while intransit and away from your support maintenance unit.  
 Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751.  
 Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank.

SECTION II

Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT.

SECTION III

Block 5. Enter the Type Maintenance Request Code.  
 See DA Pamphlets 738-750 and 738-751.  
 Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751.  
 Block 7. Enter the NSN or stock number of the item being submitted.  
 Block 8. Enter model of item being submitted.  
 Block 9. Enter noun/nomenclature of item being submitted.  
 Block 10a. Enter Work Order Number (WON?DOC NO assigned when item is submitted. Otherwise, leave blank.  
 Block 10b. Enter End Item Code. See AMDF.  
 Block 11. Enter serial number of item being submitted.

SECTION III (Cont'd)

Block 12. Enter the quantity of items being submitted.  
 Block 13. Enter the maintenance priority designator determined from DA PAM 710-2-1.  
 Block 14. For DSU, GSU/AVIM, DEPOT use.  
 Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751.  
 Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751.  
 Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting.  
 Block 17. Enter the project code if one has been assigned. If not, leave blank.  
 Block 18. See DA Pamphlets 738-750 and 738-751.  
 Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty.  
 Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted.  
 Block 21. For DSU/GSU/AVIM/Depot use.  
 Block 22. Enter level of work performed "O" for UNIT LEAVEL/AVIM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act.  
 Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank.  
 Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint.  
 Block 25. Self-explanatory.

34a. SUBMITTED BY	35a. ACCEPTED BY	35c. DATE
34b. DATE	35b. STATUS	35d. TIME

Block 34a. Enter first initial and last name of submitter.  
 Block 34b. Enter ordinal date submitted (YYDDD).  
 Block 35a. Enter first initial and last name of person accepting maint request.  
 Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751.  
 Block 35c. Enter ordinal date accepted (YYDDD).  
 Block 35d. Enter military time.

**Eighth U.S. Army Reg 58-1**

<b>MAINTENANCE REQUEST</b> For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				<b>PAGE NO</b>		<b>NO. OF PAGES</b>		<b>REQUIREMENT CONTROL SYMBOL</b> CSGLD-1047(R1)											
<b>SECTION I - CUSTOMER DATA</b>					<b>SECTION II - MAINTENANCE ACTIVITY DATA</b>														
1a. UIC CUSTOMER		1b. CUSTOMER UNIT NAME		1c. PHONE NO.		3a. WORK ORDER NUMBER (WON)			3b. SHOP		3b. PHONE NO.								
2a. SAMS-2UICSAMS-I/TDA		2b. UTILIZATION CODE		2c. MCSR		4a. UIC SUPPORT UNIT			4b. SUPPORT UNIT NAME										
<b>SECTION III - EQUIPMENT DATA</b>																			
5. TYPE MNT REQ CODE		6. ID		7. NSN		15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 AND 738-751.													
8. MODEL				15B. FIRST INDICATION OF TROUBLE/ HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751				16. MILES/KILOMETERS/HOURS/ROUNDS											
9. NOUN								M		K									
10a. ORG WON/DOC NO.								10b. EIC		H		R							
11. SERIAL NUMBER			12. QTY		13. PD		17. PROJECT CODE (If assigned)		18. ACCOUNT PROCESSING CODE		19. IN WARRANTY? (enter Y or N)		20. ADMIN NO.						
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)					21. REIMBURSABLE CUSTOMER (If intransit customer enter Y or N)														
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)							22. LEVEL OR WORK					23. SIGNATURE							
25. REMARKS																			
<b>SECTION IV - TASK REQUIREMENTS DATA</b>																			
27a FILE INPUT ACT CD	27b TASK NO	27c ACT CODE	27d TASK DESCRIPTION				27e QTY TO BE RPR		27f WORK CENTER	27g FAILURE CODE	27h MH PROJ		27i MH EXP						
<b>SECTION V - PART REQUIREMENTS</b>																			
28a FILE INPUT ACT CD	28b TASK NO	28c ID NO	28d NSN OR PART NUMBER			28e SFX CD	28f QTY RQD	28g QTY ISSUE		28h NMCS CD	28i FAILURE CODE	28j STORAGE LOCATION	28k INITIALS	28l COST \$					
28m TOTAL MANHOURS				28n. TOTAL MANHOURS COSTS \$				28o. TOTAL PARTS COSTS \$											
<b>SECTION VI - COMPLETION DATA</b>																			
29. QTY RPR			30. QTY CONDEMN			31. QTY NRTS		32. EVAC WON			33. EVAC UNIT NAME								
<b>SECTION VII - ACTION SIGNATURES</b>																			
34a. SUBMITTED BY			35a. ACCEPTED BY			35c. DATE		36a. WORKS STARTED BY			37a. INSPECTED BY			38a. PICKED UP BY					
34b. DATE	35b. STATUS		35d. TIME		36b. STATUS	36c. DATE		36d. TIME		37b. STATUS		37c. DATE	37d. TIME		38b. STATUS		38c. DATE		38d. TIME

**NONTACTICAL VEHICLES DEADLINE REPORT**  
(EUSA REG 58-1)

INSTALLATION

AS OF

**REQUIREMENT CONTROL SYMBOL**  
**DJ-125**

LIN	NSN	TMP NO.	USA NO.	MAKE	MODEL	YR	TYPE OF VEHICLE	REASON DL	DATE DL	REQ	DOCU NO.	PART NO.	STATUS

Eighth U.S. Army Reg 58-1  
APPENDIX H

H-1

LIN - Line Item Number      NSN - National Stock Number      DL - Deadline      DOCU - Document



MOTOR VEHICLE DATA FOR DIRECT COSTS (EXPLANATION SHEET) (EUSA REG 58-1)								REQUIREMENT CONTROL SYMBOL 1102-GSA-AN		
LINE NO.	ITEM	TOTAL  (a)	SEDANS AND STATION WAGONS  (b)	AMBULANCES  (c)	BUSES (16 OR MORE PASSENGERS)  (d)	TRUCKS AND TRUCK TRACTORS 3 GVWR		8,501 TO 16,000 LBS/KILOS (g)	16,000 LBS/ KILOS AND OVER (h)	SPECIAL PURPOSE VEHICLE (i)
						8,500 LBS OR UNDER				
						4 x 2  (e)	4 x 4  (f)			
1	DIRECT OPERATIONS COSTS TOTAL (FUEL)									
2	DIRECT GOVERNMENT MAINTENANCE COSTS TOTAL									
	a	DIRECT MAINTENANCE MANHOUR COSTS TOTAL								
		(1) US Military								
		(2) KATUSA								
		(3) KN civilian								
		(4) KSC civilian								
	b	DIRECT MAINTENANCE MATERIAL COSTS SUBTOTAL								
	c	ACCIDENT REPAIR COSTS SUBTOTAL								
d	COMMERCIAL MAINTENANCE SHOP									
e	MILITARY TAXI RADIO MAINTENANCE CONTRACT									
TOTAL DIRECT COSTS										



## RADIO TAXI/SHUTTLE BUS STATISTICS WORK SHEET

(EUSA REG 58-1)

PAGE      OF      PAGES

VEHICLES NUMBER	a			b			c			d			e			f			g			h
	MILES (2)	PAX (2)	TRIPS (3)	MILES (2)	PAX (2)	TRIPS (3)	MILES (2)	PAX (2)	TRIPS (3)	MILES (2)	PAX (2)	TRIPS (3)	MILES (2)	PAX (2)	TRIPS (3)	MILES (2)	PAX (2)	TRIPS (3)	MILES (2)	PAX (2)	TRIPS (3)	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						TOTALS
11	TOTAL MILES																					
12	TOTAL MILES																					
13	TOTAL TRIPS																					

14. REMARKS:

**NOTES:** PAX = Passenger, unaccompanied documents, etc.; Trips = Number of circuits on shuttle bus route or number of taxi runs.

APPENDIX K

TRANSPORTATION REQUIREMENTS SUPPORTABLE METHODS

Transportation Requirement

Supportable Method

**K-1.** Special Events (e.g., changes of command, hail and farewells, special holiday functions, family oriented events, dining ins/outs, organization days, and other command directed functions).

a. Transportation for military personnel.

Fare free transportation if part of official duties otherwise, "fare paying special event" transportation. Military personnel not attending as part of official duties may accompany, on a space available basis, military personnel on free transportation, but additional buses may not be used to accommodate them.

b. Transportation for family members.

Fare paying "special event" mass transportation. Families may also accompany military personnel on free transportation on a space available basis, but additional buses may not be used to accommodate family members.

**K-2.** Community relations (e.g., receptions, cultural events, picnics, recognition meals, and other events where the presence of military personnel and/or their families would contribute to better working/social relationship with ROK military or civilian community).

a. Transportation for military personnel.

Fare free transportation if part of official duties; otherwise, fare paying "special events" transportation. Military personnel not attending as part of official duties may accompany, on a space available basis, military personnel on free transportation, but additional buses may not be used to accommodate them.

## **Eighth U.S. Army Reg 58-1**

- a. Transportation for family members.

Fare paying "special event" mass transportation. Families may also accompany military personnel on free transportation on a space available basis, but additional buses may not be used to accommodate family members.

Special events and community relations events must be authorized and be for the benefit of a command at the O-5 level or higher.

**K-3.** Protocol Functions (e.g., tours of military academies, receptions for U.S. personnel, functions where all Personnel should arrive and depart Together, and other functions which would be considered duty requirements for military participants).

- a. Transportation for military personnel when invited by ROK military or civilian personnel.

Fare free transportation if part of official duties; otherwise, fare paying "special event" transportation. Military personnel not attending as part official duties may accompany, on a space available basis, military personnel on free transportation, but additional buses may not be used to accompany them.

- b. Transportation for spouses when invited by ROK military or civilian personnel.

Fare paying "special event" mass transportation. Families may also accompany military personnel on free transportation on a space available basis, but additional buses may not be used to accommodate family members.

**K-4.** Quality of Life (e.g.; opening of new facilities, ceremonies to recognize families, and other events related to involvement in community or family support activities).

a. Transportation of military personnel.

Fare free transportation if part of official duties; otherwise, fare paying "special event" transportation. Military personnel not attending as part of official duties may accompany, on a space available basis, military personnel on free transportation, but additional buses may not be used to accommodate them.

b. Transportation for family members.

Fare paying "special event" mass transportation. Families may also accompany military personnel on free transportation on a space available basis, but additional buses may not be used to accommodate family members.

c. Transportation of honored families (e.g., family of the year or sponsored) (e.g., commanders wife performing ribbon cutting or presenting the award).

Invitational travel orders pursuant to JTRs.

d. Transportation for ACS Employees and volunteers.

Fare free transportation.

**K-5. Cultural Events (e.g., shows Seminars. Lectures, or training By ROK military or civilian Personnel).**

a. Transportation for military personnel.

Fare free transportation if part of official duties; otherwise, fare paying "special event" transportation. Military not attending as part of official duties may accompany, on a space available basis, military personnel on free transportation, but additional buses may not be used to accommodate them.

**Eighth U.S. Army Reg 58-1**

b. Family members participating as attendees.

Fare paying "special event" transportation. Families may also accompany military personnel on free Transportation on a space available basis, but additional buses may not be used to accommodate family members.

c. Entire community (DOD Family).

Fare free transportation if sponsored by MWR per DOD 4500.36-R, paragraph 5-9 and AR 58-1, paragraph 20d(1).

d. Transportation for ACS employees and volunteers.

Fare free transportation.

**K-6.** For all non-duty transportation requirements, the traffic volume must warrant the mass transportation requirement.

**K-7.** Those provisions of DOD 4500.36-R, paragraph 5-4, referring to structuring of the fare to be charged, accounting for and depositing of funds collected, and maintaining an audit trail thereof, will be strictly observed too ensure compliance with the public law.

**GLOSSARY**

**Section I. ABBREVIATIONS**

ACofS	Assistant Chief of Staff
AFV	Alternative Fueled Vehicles
AMDF	Army Master Data File
BEQ	Bachelor Enlisted Quarters
BOQ	Bachelor Officer Quarters
CONUS	Continental United States
DA	Department of the Army
DCSLOG	Deputy Chief of Staff for Logistics
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODDS	Department of Defense Dependents Schools
DRMO	Defense Reutilization and Marketing Office
DTD	Domicile-to-Duty
EPA	Environmental Protection Agency
HQ	Headquarters
IAW	In Accordance With
ICP	Inventory Control Point
ITO	Invitational Travel Order
MACOM	Major Army Command
MWR	Morale, Welfare and Recreation



## **Eighth U.S. Army Reg 58-1**

NCMS	Not Mission Capable Supply
NTV	Nontactical Vehicle
NTVMS	Nontactical Vehicle Management Survey
PLL	Prescribed Load List
POD	Permissible Operating Distance
POL	Petroleum, Oil and Lubricants
PTV	Patient Transport Vehicles
ROK	Republic of Korea
SOFA	Status of Forces Agreement
SUV	Sport Utility Vehicles
TAACOM	Tank and Automotive Command
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TMP	Transportation Motor Pool
U.S.	United States (of America)

### **Section II. DEFINITIONS**

**Accessibility** - For transportation purposes, a school shall be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of 1 hour or less each way.

**Administrative Support** - Common support of installations and personnel using commercial design vehicles. Most Army sedans and station wagons are included in the administrative support category. (See also Tactical and Nontactical Vehicle.)

**Administrative Use Motor Vehicles** - Motor vehicles, normally of commercial design, assigned on the basis of authorization documents and used for transportation support of an installation. They may also support a site or activity not classified as an installation. Motor vehicles of military design may also be used for administrative purposes. In this case, they are so classified.

## **Eighth U.S. Army Reg 58-1**

**Agency** - A department, independent establishment, or other unit of the Executive Branch of the Federal Government including a wholly owned government corporation, in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

**Alternative Fuel Vehicles** - A motor vehicle capable of operating on alternative fuels such as methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

**Auxiliary Parking Areas** - Areas located away from a main motor pool parking area that are designated by the installation/activity commander as temporary parking areas for vehicles operating in the immediate vicinity of an activity.

**Commercial Design Vehicle** - A vehicle designed to meet civilian requirements and used without major modifications by DOD activities for routine transportation of supplies, personnel, or equipment.

**Commercial Facilities** - Facilities used to provide services by private or commercial firms. Does not include in-house contractors.

**Direct Labor** - All work, performed by DOD personnel, charged to the transportation function that can be identified to a particular vehicle or group of vehicles, or other transportation equipment, at the time the labor is performed. Excludes cost of drivers.

**Direct Maintenance Man-Hour Input Standards** - A standard establishing the maximum number of direct maintenance man-hours required for each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over its life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace, and repair components, as assemblies or parts, including tires, tubes, and batteries, to correct or prevent malfunctioning, wear, failure, or deterioration. The standard is based on a fully qualified mechanics performance and normal climatic, road, and other operating conditions generally experienced at most installations.

**Direct Material** - All fuel, material, parts, and accessories charged to the transportation function that can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

**DOD Dependents Schools (DODDS)** - Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DOD sponsors.

## **Eighth U.S. Army Reg 58-1**

### **DOD Dependent Student (Overseas Areas Only)** - A minor dependent who--

- a. Is the child, stepchild, adopted child, ward, or spouse of a DOD sponsor, or who is a resident in the household of a DOD sponsor who stands in loco parentis to such individual and who receives one-half or more of his or her support from such a sponsor.
- b. Is authorized transportation at U.S. Government expense to or from an overseas area, if the DOD sponsor is military; or
- c. Is an authorized member of the household of a DOD sponsor entitled to a living quarters allowance, as authorized by the Department of State Standardized Regulations and DOD 1400.25-M if the DOD sponsor is civilian.
- d. Has not completed secondary school and who will reach his or her 5th but not 21st birthday by December 31 of the current school year; or
- e. Is handicapped and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DODDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or
- f. Is a preschool-age child who will be 4 years of age by December 31 of the current school year, provided that the Director, DODDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

### **DOD Sponsor** - An individual who is either--

- a. A member of the Armed Forces serving on active duty, or
- b. A civilian officer or employee of the DOD paid from appropriated funds.

**DOD Sponsor (Overseas Areas Only)** - A member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a civilian employee of the DOD who is employed on a full time basis, paid from appropriated funds, and stationed overseas, and who is either a U.S. citizen or a person lawfully accorded the privilege of residing permanently in the U.S. as an immigrant IAW the U.S. Immigration Laws.

**Domicile** - A place of residence, regardless of where located, excluding TDY residences.

**Employee** - An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps.

**Executive Sedan** - A large sedan classified in Federal Standards issued by the General Services Administration as GSA Class IV.

**Field Work** - Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a government passenger carrier for transportation.

**Group Transportation** - A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.

**Handicapped Children** - Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped, or having specific learning disabilities and who, because of those impairments, need special education and related services.

**Heads of Executive Departments** - The Principal Officials of Executive Departments, who are appointed by the President, with the advice and consent of the Senate.

**Identification** - The legend, "For Official Use Only," the name or title of the DOD Component by which the vehicle is used, and the vehicle registration number.

**Indirect Labor** - All work performed by civilian and military personnel charged to the transportation function that cannot be identified to a particular vehicle or group of vehicles.

**Installation or Activity** - Real property owned or leased by the U.S, and under the jurisdiction of one of the DOD Components, including family housing designed for rent, for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act.

**Lodging** - Temporary sleeping place or quarters.

**Maintenance** - All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

**Mass Transit** - Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing "non-duty" types of transportation within a DOD installation or between sub-installations.

**Motor Vehicle** - A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

## **Eighth U.S. Army Reg 58-1**

**Motor Vehicle Accident** - An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other acts of nature. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

**Non-DOD Schools** - Schools including dormitory facilities, other than DOD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DOD schools to provide room and board for eligible handicapped dependents when DOD Dependents Schools cannot provide an appropriate education.

**Nonproductive Time Utilization** - All work performed by DOD personnel assigned to the transportation function that does not contribute to the accomplishment of the transportation mission. Nonproductive labor hours shall be the difference between the hours for the normal workweek less the productive hours. Nonproductive time includes such items as guard duty and leave or training.

**Nontactical Vehicle** - A motor vehicle or trailer of commercial design acquired and assigned on the basis of authorization documents and used for providing administrative, direct mission, or operational transportation support of military functions. All DOD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

a. Administrative Support. Commercial design vehicles used for common support of installations and personnel. Most Army sedans and station wagons are included.

b. Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

c. Operational Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

**Official Purposes** - Any application of a motor vehicle in support of authorized DOD functions, activities, or operations.

**Operations** - Those functions associated with the organization responsible or administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

**Operator** - An employee who uses DOD motor vehicles in the performance of his or her official duties.

**Operator Inspection and Service** - Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

**Permissible Operating Distance (POD)** - The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 100 miles one way is considered the normal permissible operating distance.

**Place of Employment** - Any place within the accepted commuting area where the person performs his/her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, HQ, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place.

**Pooling** - A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

**Productive Time Utilization** - All work performed by DOD personnel assigned to the transportation mission. This includes direct labor hours as productive time and indirect labor hours in the performance of normal duties such as supervisory, administrative, production control, clerical, dispatchers, custodial, and other over-head functions. Productive labor hours time utilization shall be used for manpower and management related purposes.

**Public Transportation** - Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

**Safety and Security** - Refers to certain assignments in DA, which have inherent functions critically involving the safety or internal security of the activity or installation.

**Scheduled Activity Bus Service** - That service provided to military and civilian persons on a prescribed time schedule between points for official duties during normal working hours.

**Scheduled Inspection and Service** - Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

**Shuttle Service** - This fare-free service is established to meet DOD requirements and operates only in duty areas.

**Special Purposes Vehicles** - Vehicles used or designed for a specialized function.

**Sub-Pools** - An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

## **Eighth U.S. Army Reg 58-1**

**Tactical Vehicle** - A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on pavement environment of their flight lines not be radio-equipped.

**Unscheduled Maintenance Service** - Maintenance required between scheduled inspection and service intervals.

**Vehicle Downtime Standard** - The maximum percentage of time a vehicle is expected to be out of commission due to maintenance or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.

**Walking Distance** - In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1-1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc. For the U.S., local school authorities shall establish walking distances.