

OFFICE SYMBOL DATE

FROM: Requesting Command

MEMORANDUM FOR Transportation Motor Pool

SUBJECT: Justification for GSA Leased Vehicle above current Command level of support Non Tactical Vehicles (NTV).

1. Vehicle Control Officer (VCO) has validated below requirements.
2. My Command does not have necessary vehicles to support this mission internally
3. This request falls within guidelines proscribed in AR 58-1 Management Acquisition and Use of Motor Vehicles.

For the Life Cycle of requested vehicle (AR 58-1 pg. 33 table 11-1) or other pertinent guidance. Permanently assigned vehicles (Example: Sedan 5 Years or 60,000 miles)

4. Request for permanently assigned vehicles, must ensure TDA support vehicle requirements. Is vehicle Authorized on TDA and this process will assist in supporting Funding requirements.
5. Has requested looked at Alternative Fuel Vehicles (AFV) on GSA Web Page (Standards), when requesting a permanently assigned vehicle. This process will support the Senior Mission Commander (18<sup>th</sup> ABN Corps) and Installation Management Agency (IMA) Garrison Commander Fort Bragg "Sustainability" Air Quality Program.
6. VCO must look at "Cross Leveling" motor vehicle assets to cover mission, and if none currently excess or in the future to support below requirements this would support cost control and proper management of internal Military and Non-Tactical Vehicles.

**7. Funding Approval:**

FUNDING – Approval requester must show funding has been approved, within justification to support any NTV increase to TDA or Commercial Short/Long Term leasing.

Approval versus strong justification.

**8. NTV not in TMP current level of service (CLS), requester must fund total cost.**

REQUESTER "Accepts" below:

- a. Monthly Cost
- b. Mileage Cost
- c. Incident Cost
- d. Accident Cost
- e. Special Equipment Cost
- f. Requesting Commands budget validate payment process with DOL Budget.

**9. EXAMPLE: This mission is in support of:**

Coordination of Operation Iraqi Freedom Deployments, Redeployments, Mobilization and De-Mobilization of Active Duty, Reserves, National Guard troops, and DOD Civilians.

Attending various meeting and Video Tele conference through each month in support of the above movement in and around Fort Bragg Area of Responsibility.

Over site different Contracted functions in support of Fort Bragg:

**Installation Transportation Office:**

- a. TRANSPORTATION MOTOR POOL (TMP)  
PERSONAL PROPERTY SHIPPING OFFICE (PPSO)

- 1. Installation Fort Bragg
- 2. Pope AFB
- 3. 58 Counties, North Carolina

**c. PERSONNEL MOVEMENTS**

Group Movements

Port Call

Pass Ports/VISA

**d. SURFACE DISTRIBUTION HUB (SDH)**

- 1. Central Receiving Point (All Inbound Cargo)**
- 2. Material Movement Section (Outbound Freight)**
- 3. Container Operations**

**e. AIR DISTRIBUTION HUB (ADH)**

Arrival/Departure Airfield Control Group

**f. CENTRAL LOADING AREA CONTROL CENTER (CLACC)**

**g. COMMERICAL TRAVEL OFFICE (CTO)**

**h. Port Support Activity (PSA):**

**1. Wilmington, NC**

**2. Charleston, SC**

**2. Vehicle is used by the entire staff, within Traffic Management Branch in support of above functions and missions.**

**3. POC for this memo is AIRBORNE BILLY at (910) 396/432/907-1234 or Cell 910-123-1234 or AKO/e-mail address.**

-

-

-

**0-6 OR ABOVE SIGNATURE BLOCK**