

AS OF 22 February 2007

MEMORANDUM FOR: Installation Transportation Motor Pool Fort Bragg

SUBJECT: Requesting Non-Tactical Vehicle (NTV) GSA / General Dispatch or Global War on Terrorism vehicles from Fort Bragg Transportation Motor Pool.

1. REFERENCE:

- DOD Regulation 4500.36, Department of Defense.
<http://www.dtic.mil/whs/directives/corres/pdf2/p450036r.pdf>
- Army Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles
http://www.apd.army.mil/pdf/AR58_1.pdf
- FORSCOM form 248-R, Request for Motor Transportation
http://www.forscom.army.mil/forms/FC_Forms/f248-r.pdf
- DA Form 4610-R http://www.army.mil/usapa/eforms/pdf/A4610_R.PDF
- Vehicle Control Officer (VCO) Memorandum
<https://airborne.bragg.army.mil/ito/Documents/TmpVCOLetter.htm>
- GSA, General Services Administration / <http://www.gsa.gov>
- TMP Fleet Management Contract

2. PROCESS APPLIES TO:

Installation Fort Bragg, Tenant units, Visitors, and Transportation Motor Pool, and is available 24/7 on ITO Web page: www.bragg.army.mil/ito

3. WORK ASSIGNMENT AND DOCUMENTS:

Personnel are assigned per TMP Fleet Management contract to support Fort Bragg with vehicle transportation. Personnel will submit paperwork to the transportation motor pool TMP dispatcher. Dispatcher will be responsible for processing the submitted paperwork.

4. DOCUMENT CONTROL:

All requests for Non-Tactical Vehicles are the FORSCOM form 248-R and Letter of Justification is kept on file, by TMP Fleet Management.

5. STANDARD:

VCO's must be E-5/BS-5 and above, and appointed by a 06 or equivalent. FORSCOM form 248-R that is completed along with a letter of justification for reviewer and validation by TMP Fleet Management for Permanently assigned, changes made during yearly replacement cycle or Global War of Terrorism vehicles. This process also applies when requesting a vehicle form General Dispatch 5 working day prior.

6. GENERAL EQUIPMENT USED IN PROCESS:

Computer, facsimile machine, copier

7. NONCONFORMING ELEMENTS:

FORSCOM form 248-R and the Letter of Justification not completed and submitted within 5 working days to the TMP, to support mission requirements.

8 ENCLOSURES:

The following items are included in this process to assure process completion with acceptable quality standards.

- PROCESS CHECKLIST: See Attached
- PROCESS FLOWCHART: See Attached

9. TIME CARD: N/A

10. QUESTIONS:

Questions concerning this memorandum should be directed to the Fleet Manager of the Transportation Motor Pool.

Proponent for this document is Installation Transportation Motor; Fleet Management
910-396-7283 <http://www.bragg.army.mil/ITO/default.htm>

PROCESS CHECKLIST
TRANSPORTATION MOTOR POOL
As of 22 February 2007

No.	STEP 1 U-DRIVE IT FLEET	Yes	No	N/A
	Contractors submits FORSCOM Form 248-R Government Furnished Equipment section of contract.			
	Tenant Units submits FORSCOM with approval Funding (APC/MIPR)			
	Garrison Units submits FORSCOM form 248-R signed by VCO with approval Funding (APC/MIPR)			
	CORP Units submits FORSCOM Form 248-R signed by VCO with approval Funding (APC/MIPR) and signature			

No.	STEP 2 IRAQI Freedom/GWOT	Yes	No	N/A
	Submits FORSCOM Form 248-R signed by VCO with approved Funding (APC/MIPR)			

No.	STEP 3 Permanently/Temporary Assigned and Commercial Leased	Yes	No	N/A
	Contractors submits FORSCOM Form 248-R and DA 4610-R Government Funding Equipment line section of contract			
	Tenants Units submits FORSCOM form 248-R and DA form 4610-R signed by VCO with approved Funding (APC/MIPR)			
	Garrison Units submits FORSCOM Form 248-R and DA form 4610-R signed by VCO with approved Funding (APC/MIPR)			
	Validates DA Form 4610-R, for submittal to DOL Director for approval			
	IMCOM, Resource Management, Manpower to process increase/decrease to Garrison TDA			
	The creation of any new Directorate/Command/Unit requires an appointment of a Vehicle Control Officer (VCO).			

TMP Procedures for Non-Tactical Vehicles U-Drive-It, GWOT, Permanent, Temporary, and Commercial leased AS OF: 22 FEB 07

