



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310

REPLY TO
ATTENTION OF:

23 MAY 2011

IMSE-BRG-LGT

MEMORANDUM FOR Transportation Motor Pool Personnel and Customers

SUBJECT: Transportation Motor Pool (TMP) Standing Operating Procedure (SOP)

1. The enclosed TMP SOP provides regulatory procedures for all personnel utilizing the Non-Tactical Vehicle (NTV) Fleet.
2. References:
 - a. AR 385-40, Accident Reporting and Records, 1 Nov 94.
 - b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 1 Aug 04.
 - c. AR 600-55, Army Driver and Operator Standardization Program, 18 Jun 07.
 - d. AR 385-10, Army Safety Program, 14 Jun 10.
 - e. DA PAM 385-10, Army Safety Program, 19 Jan 10.
 - f. FM 5-19, Composite Risk Management, Jul 06.
3. The point of contact for this SOP is Mr. Abdul Cole at (910) 396-4602 or e-mail: abdul.cole@us.army.mil.

Encl

A handwritten signature in cursive script that reads "Robert F. Franks".

ROBERT F. FRANKS
Director of Logistics

Transportation Motor Pool (TMP)
Standing Operating Procedure (SOP)

1. Purpose. To provide regulatory guidance and procedures for all personnel utilizing the Non-Tactical Vehicle (NTV) Fleet.
2. Scope. The procedures outlined in this SOP apply to and will be a reference for all customers and units supported by the TMP. The Fort Bragg TMP manages roughly 1,000 Installation support vehicles. The fleet is comprised of sedans, vans, buses, and various special use vehicles. The TMP issues driver's licenses. It provides post shuttle bus service and movement of personnel, baggage, and unit equipment on and around Fort Bragg and Pope Field within a 200-mile radius. Frequently Asked Questions and additional information can be located at the Fort Bragg Installation Web site: <http://www.bragg.army.mil/ITO/tmp.htm>.
3. General. The TMP operating hours are Monday through Friday, excluding federal holidays, 0730-1600, for administrative requirements and driver's licenses. Dispatch operates 24 hours, 7 days per week.
 - a. NTVs are issued for official use, and drivers must possess a valid license. The Army Driver and Operator Standardization Program is used to determine the type of licenses needed. Valid OF-346 (US Operator's Permit), DA Form 5984-E (US Government Motor Vehicle Operator's ID Card), and operator's permit may be used depending on the type of vehicle being dispatched.
 - b. The TMP provides miscellaneous transportation services to include the Post Shuttle Bus Service.
 - c. Charges for services provided to units/directorates/tenant agencies are at a daily, weekly, or monthly leased rate through an Account Processing Code (APC) or Military Interdepartmental Purchase Request (MIPR).
4. Procedures.
 - a. All units/directorates/tenant agencies requesting NTVs from the TMP will appoint a Vehicle Control Officer (VCO) and an alternate VCO. The names of the VCOs will be provided to the

TMP Fleet Management at the following e-mail address: rbctmp@conus.army.mil. For this appointment, one must have the following qualifications:

- (1) Military personnel must be an E-5 or above.
- (2) Department of the Army Civilian (DAC) personnel must be a GS-7 or above.
- (3) Contractor personnel must be nominated by a Program Manager/Project Officer.
 - (a) Please be aware that the VCO is the only authorized person to coordinate with the TMP. The authority granted in this appointment may not be delegated to any other person.
 - (b) The TMP office symbol is IMSE-BRG-LGTM.
 - (c) All units/directorates/tenant agencies serviced by the TMP will submit a transportation request signed by the VCO through the major subordinate command as the required activity and a justification memorandum signed by the commander to the TMP at least 5 days in advance, not to include federal holidays.
 - (d) All units/directorates/tenant agencies should follow up on all requests 3 working days prior to the pickup day.
 - (e) Vehicle Control Officers must ensure that vehicles are used for official purposes only.
 - (f) All units/directorates/tenant agencies must appoint an individual on DA Form 1687 (Notice of Delegation of Authority) for all units that have Class B dispatches. This individual will subhand receipt the vehicle, ensure proper use, maintain and perform Preventive Maintenance Checks and Services (PMCS), and report accidents, etc.
 - (g) All units/directorates/tenant agencies must provide an APC on the Transportation Request in order to obtain vehicles. Tenant units must provide a DD Form 448 (MIPR).
 - (h) In accordance with Executive Order 13149, the use of alternative fuel when available for E85 and bio-diesel fuel must be maximized.

(i) If a situation occurs where a vehicle is requested but not available, the TMP may issue a statement of nonavailability.

b. Emergency Mission Procedure. Requests may be made telephonically: COMM (910) 396-1992 or DSN 236-1992. A written request must be completed and sent to the TMP as a follow-up on the telephonic request. Emergency requests will be signed by a Major (O4), GS-11, or a higher grade. Occasional services will be required to support an activation or exercise contingency plans during the holidays.

c. Bus Transport Procedure. [Family and Morale, Welfare and Recreation (FMWR) support].

(1) To preclude unintentional misuse and ensure equitable distribution of limited transportation assets, military bus transportation should not be requested for trips to establishments whose primary purpose is the production and/or sale of alcoholic beverages, for activities which are already supported by Fort Bragg FMWR Activities Buses, or for activities for which public transportation is readily available and/or feasible.

(2) Requests for transport of military personnel and dependents (if applicable) for FMWR activities will be submitted on a Transportation Request. When received by the TMP, the request will be reviewed for its impact on other higher priority requirements and the availability of equipment. There is no assurance that transportation can be provided. Approval and availability of equipment should be confirmed with the TMP before making final plans or commitments.

(3) Requests for transportation for other than military personnel or civilian employees; e.g., entertainers, Boy Scouts, guests, dependents, etc., will be submitted directly to the TMP Fleet Management. Requests will contain the same general information as other service requests to include the specific designation of passengers to be transported and authority for such travel. The sponsoring or requesting activity may be required to provide necessary funding.

d. Military Protocol Service Procedure. The primary purpose of this service is to provide transportation for

visiting dignitaries. Vehicle arrangements for the transportation of official visitors are the responsibility of the sponsoring staff agency or unit through the Protocol Office. The Protocol Officer may coordinate requests with the TMP at COMM (910) 396-1992/4657/7283 or DSN 236-1992/4657/7283.

e. Casualty Assistance (CA)/Funeral Detail Transportation personnel will be given priority for transportation. Casualty Assistance Officers (CAOs) will also be given priority. The CAO may coordinate requests with the TMP at COMM (910) 396-1992 or DSN 236-1992.

f. When authorized by orders, transportation for Temporary Duty (TDY) travel in connection with official business will be provided using the following methods or a combination thereof:

- (1) TMP vehicles.
- (2) Military vehicles.
- (3) Privately owned vehicles.
- (4) Commercial rental vehicles.

g. Information to be included with all transportation requests except for military taxi:

(1) Name, rank, unit (branch or agency), and phone number of requester. Unless otherwise designated, the requester will be considered responsible and accountable for the use of the vehicle.

- (2) Type and quantity of vehicles requested.
- (3) Purpose for which vehicle is required.
- (4) Number of passengers.
- (5) Deliver to.
- (6) Request date.
- (7) Request time.

(8) Date/time return.

(9) Special instructions (if any).

(10) Request for off-post dispatch in excess of 200 miles will require a memorandum requesting an exception to policy to the TMP Fleet Management.

h. Requests for recurring dispatch will be reviewed annually by the TMP to verify the need for continued assignment on recurring dispatches. The Long-term Fleet consists of vehicles dispatched to units on a long-term basis usually more than 30 days and up to 6 months. Requests for recurring dispatch will be submitted by a memorandum to the TMP. Such requests must include:

(1) Description of mission.

(2) Approximate miles per day or month.

(3) Number of passengers transported daily or monthly.

(4) Cargo weight or cubes transported daily or monthly.

(5) Type of vehicle required; i.e., sedan, pickup, etc.

(6) TMP bumper number/General Services Administration (GSA) license number of currently assigned vehicle if applicable.

(7) Name and telephone number of official user or transportation coordinator.

(8) Specific designation of officer or supervisor responsible for use and security of the vehicle while on dispatch.

i. Units/directorates/tenant agencies identifying funds to reimburse the TMP for vehicle expenses may request a vehicle by memorandum through the operations foreman. These vehicles will be available to the unit while funds are available. The unit is responsible for dispatching, securing, and maintaining the vehicle. Monthly mileage statements will be submitted to the TMP Fleet Management at rbctmp@conus.army.mil.

j. Vehicles may be recalled by the TMP at any time if needed to support missions of higher priority. Failure to re-dispatch a vehicle before expiration of the current dispatch could result in loss of vehicle.

k. Permissible Operating Distance (POD). AR 58-1 specifically limits the POD. The following conditions of limitations apply to all dispatches:

(1) Travel in excess of 200 miles from the Installation requires approval in advance.

(2) Activities assigned an area support mission are subject to the POD limitations; however, the Fort Bragg TMP may authorize travel beyond the POD up to the area support boundary for mission-related travel only.

(3) Units/directorates/tenant agencies or activities intending to travel beyond prescribed limits must submit a justification memorandum signed by the commander to the TMP 5 days prior to the mission. Request will include a statement of why commercial transportation cannot be used, reason use of military transportation is advantageous to the government, and a cost analysis, if appropriate.

1. The sequence listed below will be used to resolve conflicts when there are more requirements than assets:

(1) XVIII Airborne Corps and Command Groups of all separate brigade-level units.

(2) CAO or Funeral Detail.

(3) Protocol Missions.

(4) Law Enforcement Command and Emergency Vehicles.

(5) Emergency Deployment Readiness Exercises and Field Training Exercise requirements.

(6) Direct support of training movements and supply.

(7) Directorate and staff activities.

(8) ROTC/Reserve.

(9) MWR support.

m. Nonavailability of NTV Procedures.

(1) When official business must be performed that does not require TDY orders but does require an NTV, reimbursement may be authorized for Privately Owned Vehicle (POV) use when the TMP has disapproved a previously submitted FB Form 248. The disapproved FB Form 248 must be submitted with the SF 1164, Claim for Reimbursement for Expenditures on Official Business, to the TMP when claiming reimbursement.

(2) When military bus assets are not available to meet Troop movement requirements, the TMP may issue a statement of non-availability to the unit/directorate/tenant agency. Coordination for commercial bus/van can be made at the Fort Bragg Group Movement Office by phone, COMM (910) 396-5802/2460. One can also visit the Transportation Web site at <http://www.bragg.army.mil/ITO/default.htm>.

n. Accident Procedures.

(1) In the event of an accident involving personal injury or damage to civilian or government property, government vehicles will not be moved until released by proper authority. If accidents occur on the military reservation, the Military Police (396-0391) or emergency 911 will be notified immediately. If the accident occurs off post, the proper authorities will be immediately notified (State Patrol). In all cases, GSA and the TMP will be notified at (910) 396-1992/4657/7283 or DSN 236-1992/4657/7283. An SF 91 (Motor Vehicle Accident Report) will be completed at the scene of the accident and submitted to the TMP, building 2-3227, no later than 24 hours after the accident.

(2) In accordance with Policy Letter 30, the using unit or activity responsible for the vehicle at the time of accident/incident will bear full financial responsibility for the loss of billable damage to Army-owned vehicles leased from the GSA or other lessors.

(3) The using unit/directorate/tenant agency must initiate a Report of Financial Liability Investigation of Property Loss (FLIPL), Cash Collection Voucher, or Statement of Charges for damages to vehicles.

o. Mechanical Breakdown/Service Requirement Procedures.

(1) In the event of a breakdown, notify the TMP dispatcher by telephone at COMM (910) 396-1992/4657/7283 or DSN 236-1992/4657/7283.

(2) For repairs in excess of \$100, contact the GSA Maintenance Control Center at (866) 400-0411. Credit card purchases will be made only as authorized by special instructions. The vehicle log book will provide instructions with the issue of the credit card. In the event that the repair agency will not accept a government credit card, obligation of funds for repair of vehicles in commercial repair shops will not be made without prior approval. The calls for such approval may be placed collect to the TMP at COMM (910) 396-1992/4657/7283 during normal duty hours. Approval for noncredit card maintenance in commercial shops can be cleared by the GSA Maintenance Control Center at (866) 400-0411.

p. Transportation of Troops requires special emphasis on safety and full use of equipment. Movement of Troops to and from training areas or to participate in off-post activities (e.g., parades, local emergency support, etc.) is normally accomplished by military bus, Troop carriers, commercial service, tactical vehicles, or a combination of the aforementioned, depending on the size and scope of the mission.

q. Requirements and Conditions of Dispatch.

(1) The requirements are for Soldiers, DA civilians, and government contractors to possess an SF 46 (Military Vehicle Operator's Identification Card), OF 346 (Military Driver's License), and a DA Form 5984E (Operator's Permit) to drive NTVs under 26,000 pounds. Gross weight is waived, provided drivers have a valid state driver's license with the appropriate endorsements. The waiver does not apply to military or civilian operators of emergency vehicles, ambulances, fire trucks, and crash-rescue vehicles.

(2) The dispatch and the OF 346 (US Operator's Permit) will be suspended by the TMP and/or appropriate supervisors in the event:

(a) The driver appears to be under the influence of alcohol or drugs, appears to be ill, or is affected by some factor which diminishes physical or mental capability or alertness. Supervisors should be familiar with the provisions of MOI 02-06, XVIII ABN DIV, 29 Jul 10, subject: Department of Army Alcohol and/or Drug Compensation Policy, regarding absence and leave when an employee may not be ready, willing, and able to work due to a suspected alcohol or drug abuse problem.

(b) The driver operates the vehicle in a careless manner or in a manner that could damage the vehicle or is involved in an accident due to the driver's negligence.

(c) The driver fails to perform before-operation maintenance and/or fails to clean or service vehicle after use. The requirements for operator maintenance are listed in the dispatch packet.

(d) The vehicle is observed being operated for unofficial or personal use.

(e) The use or condition is in conflict with current directives or command policy.

(3) When vehicle service is withdrawn and/or military operator's permit is suspended for cause, the using and responsible unit will be notified by telephone of such action and the reasons. The unit will be given the opportunity to investigate and take the appropriate action. If the action appears adequate, the unit may become eligible for further service. Adequacy of corrective action and potential for future satisfactory performance will be determined by the TMP.

(4) Only those vehicles designed for off-road use; i.e., 4X4 vehicles, are authorized to travel into the range areas. Units/directorates/tenant agencies and activities must obtain approval from the Transportation Motor Officer to operate 2WD NTVs off road or on unimproved roads. NTVs are to be kept

on hard-stand roads at all times. Organizations found to be using NTVs for purposes other than the intended use will have their vehicle service withdrawn.

5. Responsibilities.

a. Units/directorates/tenant agencies must:

(1) Submit transportation request (Request for Motor Transportation) with the required information within the time frame stated in this regulation.

(2) Provide name of the VCO and Alternate VCO to the TMP.

(3) Notify the TMP of any changes or cancellations as soon as they are identified.

(4) Load and unload cargo vehicles and promptly release to TMP within 2 hours upon completion of mission.

(5) Ensure the security and safe operation of vehicles while on dispatch.

(6) Ensure vehicle operator performs both before- and after-operation maintenance, including cleaning and servicing prior to turning in the vehicle.

(7) Ensure TMP driver is released at an appropriate time for meals. When circumstances do not permit release of the driver for meals or if quarters are not available, it is the responsibility of the user to provide meals and quarters.

(8) Ensure that the vehicle is used for official purposes only.

b. Passengers.

(1) Must be seated prior to the movement of the vehicle.

(2) Must observe the driver's adherence to speed and traffic regulations and report to the TMP any improper or careless operation of vehicle.

- (3) Must fasten seatbelts.
- (4) Must keep head and arms inside windows while vehicle is moving.
- (5) Must pick up any trash they may have left behind.
- (6) Must secure their personal belongings before exiting the vehicle.

c. Driver. Must have completed the Accident Avoidance Course (AAC) and be able to present AAC completion documentation prior to dispatch of the vehicle and must adhere to the following:

- (1) Operate the vehicle in a safe manner.
- (2) Provide prompt and courteous service.
- (3) Ensure passengers are seated and use seatbelts when available.
- (4) Perform operator maintenance before and after use to include cleaning and refueling of the vehicle.
- (5) Whenever a vehicle is left unattended, the ignition keys will be removed, the windows rolled up, and doors locked. When the driver returns the vehicle to the TMP, the vehicle will be parked in the appropriate line, keys removed, doors locked, and the ignition key, along with its corresponding GSA credit card, will be turned into the dispatcher with the trip ticket appropriately completed.
- (6) Comply with all Fort Bragg, state, and local traffic laws and regulations.
- (7) Have an SF 91 (Motor Vehicle Accident Report) in possession at all times. All accidents will be reported to the TMP no later than 24 hours of the incident. The SF 91 will be completed by the driver in accordance with AR 385-40 and FM 21-30.

(8) Ensure that a litterbag is available in compliance with state law.

(9) Ensure that proper and adequate on-vehicle maintenance equipment is available (jack, tire, spare, etc.)

(10) Ensure that the vehicle is properly signed or placarded when carrying hazardous or regulated material. Also ensure that the placement of these signs or documents does not obscure the full use of windows and mirrors or block the exterior lights or reflectors of the vehicle.

(11) Notify GSA Maintenance Control Center at 1-800-488-2057 as well as the TMP at (910) 396-1992/4657/7283 or DSN 236-1992/4657/7283 of accidents and breakdowns.

d. Assignment and Use of NTVs from the Short-term Use Fleet (U-Drive-It).

(1) Vehicles that are designated as Short-term Use Fleet or U-Drive-It will be dispatched from the TMP to perform specific tasks on a first come, first serve basis. These vehicles are for use from 1 hour to 7 days depending on availability. Vehicles must be returned within 2 hours upon mission completion unless otherwise authorized and IAW with the TMP SOP turn-in procedures.

(2) Vehicles are dispatched for official use only. Examples of unofficial and unauthorized use of vehicles as transportation for personal convenience include driving to the bank, commissary, post exchange, and recreation facilities and driving from a domicile to place of duty. All instances of government vehicle misuse will be reported and processed IAW current DOD policy.

(3) Vehicles on dispatch to Fort Bragg units/directorates/tenant agencies are for the use of all military and civilian personnel assigned to the unit or activity. When such use requires a change of driver, it is necessary in all instances to clear such change with the Dispatch Branch of the TMP (910) 396-1992/4657/7283 or DSN 236-1992/4657/7283.

(4) NTVs not equipped with four-wheel drive capabilities are not to be driven off road or on unapproved roads.

Units/directorates/tenant agencies or activities will not operate NTVs beyond range control when visiting or training unless equipped for off-road driving; i.e., 4X4 vehicles. Units/directorates/tenant agencies and activities must obtain approval from the TMP Fleet Management to operate 2WD NTVs off road or on unapproved roads. Vehicle damage may develop due to low clearance between the undercarriage of the vehicle and the road surface.

e. Turn-in Procedures.

- (1) VCO must schedule an appointment.
- (2) VCO/customer will perform a joint inspection (DA Form 2404) with TMP personnel.
- (3) Vehicle must be cleaned to GSA standards.
- (4) Vehicle damage will be billed back to Unit/directorate/tenant agency.
- (5) Vehicle must have both GSA license plates or Military Police report if missing.
- (6) Vehicle must have the spare tire mounted with jack and lug wrench.
- (7) Vehicle must not have any dash instrument lights on.