



**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:

**AGENCY LETTERHEAD**

OFFICE SYMBOL

MEMORANDUM FOR [UNIT NAME] [NAME], Fort Bragg, NC 28310-5000

SUBJECT: Additional Duty Appointment - [Primary or Alternate]  
Vehicle Control Officer (VCO)

1. Appointment. In accordance with AR 58-1, Management, Acquisition, and Use of Motor Vehicles, paragraph 2-2b, page 2, 10 Aug 04, Mr. Rowe is appointed as the VCO for the purposes set forth in paragraph 2-2b, effective 3 Aug 11, and shall remain effective until revoked. Upon acknowledgement of receipt for this appointment, you will contact the Transportation Motor Pool (TMP) at 396-4602 to schedule attendance at the next available VCO orientation briefing.

2. Qualifications. For this appointment, you must have the following qualifications:

- a. If you are military, you must be an E-5 or above.
- b. If you are a civilian, you must be a GS-7 or above.
- c. If you are a contractor, you must be nominated by your Program Manager/Project Officer.

Please be aware that the VCO is the only authorized person to coordinate with TMP. The authority granted in this appointment may not be delegated to any other person.

3. Authority, Limitations, and Requirements. The limitations and requirements listed under this authority are listed below:

- a. Attend quarterly VCO meetings.
- b. Review annual justifications for Non-Tactical Vehicle (NTV) requirements.
- c. Forward requests to the central dispatch point at the TMP.

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d. Consolidate and manage assigned NTV and/or associated special purpose equipment.

e. Ensure that adequate funds are available for special purpose equipment required in mission performance (i.e., tailgate lifts, camper shells, toolboxes, ambulances, Military Police vehicles, etc.).

f. The VCO is responsible for signing a DA Form 3161 (Temporary Hand Receipt) for vehicles under his control.

g. The VCO must obtain a statement of nonavailability from the TMP prior to "leasing" a vehicle.

h. According to XVIII Airborne Corps and Fort Bragg Master Policy #30, Use of TMP NTV, 30 Mar 08, you must ensure that vehicles are used for official purposes only, secured at all times, and kept clean.

#### 4. Reporting Requirements.

a. The VCO must comply with the following reporting requirements:

(1) The VCO must report accidents/incidents to the TMP within 24 hours of occurrence.

(2) The VCO must provide monthly mileage of assigned TMP vehicles no earlier than/no later than the last working day of the month.

(3) The VCO will validate the Voyager Credit Card Abuse Reports monthly and submit these reports to the budget office for reimbursement within 5 working days.

b. The VCO shall comply with the standards of conduct prescribed in DOD 5500.7-R, Joint Ethics Regulation, for Department of the Army Personnel, 30 Aug 93.

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c. The VCO must also realize that credit card abuse is prohibited. The VCO will review monthly Voyager reports for misappropriation of fuel charges. The VCO will forward reports to the budget office for reimbursement and DOL TMP for misappropriation processing. Examples of credit card abuse: using fuel types other than designated fuel type, fueling other vehicles, buying food, fueling gasoline canisters, fueling lawn mowers, and/or using the credit card for purchases that do not directly pertain to the leased vehicle. Also, GSA prohibits purchases in excess of \$100. Anything over the \$100 limit must be approved prior to the use of the card by calling the 1-800 number on the back of the Voyager Card.

d. The VCO will review needs and policies regarding TMP vehicles with an eye toward eliminating the "nice-to-have" in favor of the absolutely mission essential. A memorandum will be furnished stating the requirement and mission when requesting new vehicles. The memorandum must state you have no organic assets to cover this requirement or mission.

5. Termination of Appointment.

a. Your appointment may be revoked at any time by the undersigned authority or successor and shall be terminated in writing.

b. Should you be reassigned from your present position or separated from government service while this appointment is in effect, you shall promptly notify the appointing authority in writing. Your appointment will be terminated in writing if you are reassigned; it shall automatically be terminated on the date you separated from government service if it is not revoked.

6. Acknowledgement of Receipt. You are required to acknowledge receipt of this appointment and return a copy to the TMP. Your signature serves as certification that you have read and understand the contents of DOD 5500.7-R, AR 58-1, and XVIII Airborne Corps and Fort Bragg Master Policy #30.

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7. The POC for this appointment is [NAME] at [TELEPHONE  
NUMBER].

[NAME]  
[RANK/GRADE]  
[TITLE]

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MEMORANDUM FOR TMP

SUBJECT: Additional Duty Appointment - [Primary or Alternate]  
Vehicle Control Officer (VCO)

1. Receipt of this appointment is acknowledged by the [Primary  
or Alternate] Vehicle Control Officer (VCO):

Name:

Title:

Rank/Grade:

AKO/E-mail:

Duty Phone:

Cell Phone:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Enclosed is my appointment order. Point of contact is the  
undersigned.

Encl

[NAME]  
[RANK/GRADE]  
[TITLE]