



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, FORT BRAGG GARRISON COMMAND (AIRBORNE)  
FORT BRAGG, NORTH CAROLINA 28310

IMSE-BRG-LG-TM

22 FEB 07

MEMORANDUM FOR: Installation Transportation Motor Pool Fort Bragg

SUBJECT: Procedures for GSA Vehicle Turn-in

1. The procedures for turning in GSA NTV into the Transportation Motor Pool are listed below.
  - Vehicle Control Officer must schedule an appointment
  - VCO and customer will perform a joint Inspection (2404) with TMP
  - Vehicle must be clean to GSA Standard (wash, Vacuum)
  - Vehicle damage will be bill back to the customer
  - Vehicle must have both GSA license plates or MP report if missing
  - Vehicle must have spare tire mounted with jack and lug wrench
  - Vehicle shouldn't have any instrument dash lights on.
  
2. POC for this memo is the undersigned @ 396-1992 or e-mail  
<http://www.bragg.army.mil/ITO/default.htm>
  
3. Proponent for this document is Installation Transportation Motor; Fleet Management 910-396-7283  
<http://www.bragg.army.mil/ITO/default.htm>