



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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09 SEP 1997

STATION ORDER P11240.1J

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR GARRISON MOBILE EQUIPMENT
OPERATIONS (SHORT TITLE: SOP FOR GME OPERATIONS)

Ref: (a) MCO P11240.106A
(b) MCO P4790.2C
(c) TM 4700-15/1H
(d) MCO P1200.7R
(e) MCO 1510.34A
(f) MCO P4400.150D
(g) MCO 5100.19D
(h) MCO 5100.8E
(i) MCO 11240.66B
(j) TM 11240-15/3-4
(k) TM 11240-15/4-5
(l) MCO P11262.2
(m) NAVSEAOP 2239
(n) OPNAVINST 5100.16
(o) StaO P5560.3A
(p) StaO 5100.1D
(q) StaO P11240.1H
(r) Arizona Criminal and Traffic Law Manual
(s) California Vehicle Code

Encl: (1) LOCATOR SHEET

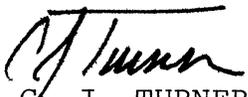
1. Purpose. This Standing Operating Procedure (SOP) is published to promulgate policies, procedures, and specific guidance for the operation of Garrison Mobile Equipment (GME) within Marine Corps Air Station (MCAS) Yuma, Arizona.
2. Cancellation. StaO P11240.1H.
3. Information. The operation of GME will be administered by the Station Motor Transport Officer and will be guided in the performance of duties by references (a) through (s) and this Order.
4. Summary of Revision. This manual has been reformatted and contains a substantial number of changes and must be completely reviewed.

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5. Recommendation. Recommendations concerning the contents of this SOP for GME operations are invited. Such recommendations will be forwarded to the Station Motor Transport Officer via the appropriate chain of command.

6. Concurrence. The Commanding Officers of MAG-13, MAWTS-1, MACS-7, MWSS-371, VMFT-401 and CSSD-16 concur and make this directive applicable to all 3rd MAW units aboard MCAS Yuma.

7. Certification. Reviewed and approved this date.



C. J. TURNER

DISTRIBUTION: B

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURE FOR OPERATION OF GARRISON
MOBILE EQUIPMENT (SHORT TITLE: SOP FOR GME OPERATIONS)

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SOP FOR GME OPERATIONS

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SOP FOR GME OPERATIONS

INTRODUCTION

0001. DEFINITION. GME is used to perform transportation and maintenance services aboard MCAS Yuma. GME consists of passenger vehicles, cargo vehicles, material handling equipment (MHE), Garrison Mobile Engineer Equipment (GMEE) and railway rolling stock. GME is commercially available equipment and is not intended for tactical use.

0002. GENERAL INFORMATION

1. Control over the operation and use of GME requires that resources be so organized and managed as to ensure optimum responsiveness, efficiency, effectiveness and support of military missions. Economy is a major consideration in GME operations.

2. GME shall be used to the fullest extent possible to meet general support requirements so as to avoid a decrease in readiness of tactical equipment.

3. The basic policy governing operational management of all items of GME is to provide the maximum service with the minimum assets. This objective can best be realized through strict adherence to the equipment operational requirements outlined in this Manual.

4. The current edition of TM 4700-15/1H contains procedures for completion and use of all GME related forms.

0003. RESOURCE MANAGEMENT

1. The Station Motor Transport Officer (MTO) is responsible for the management and effectiveness of the GME program. Following are some of the essential procedures for effective operation and resource management of GME.

- a. Provide maximum pooling of equipment.
- b. Establish procedures for assignment and use of equipment.
- c. Establish central dispatch points for control.
- d. Be flexible to meet ever changing requirements.
- e. Provide for the most economical use of manpower and equipment.
- f. Provide for training of Motor Transport Division personnel.
- g. Ensure that procedures set forth for safety, security and proper use of equipment are adhered to.

h. Provide for rotation of equipment among using organizations (where practical) to equalize use.

i. Provide for collection of operations and cost data as a basis for inventory/allowance actions and cost/performance evaluation and reporting.

j. Ensure control measures on proper operator's maintenance.

k. Maintain allowances and sub-allowances.

i. Ensure expeditious performance of scheduled and corrective maintenance.

2. In determining the appropriate use of equipment resources, the following factors must also be taken into consideration:

a. Each person is responsible to exercise thrift in the expenditure of public resources. Thus, where other means of service support are reasonably available, management discretion should preclude furnishing Government-owned equipment for services that are not essential.

b. The possible liability incurred as a result of personal injury, loss or damage of property should be given consideration when authorizing transportation for civic groups, religious organizations, scout activities, etc.

0004. DIRECTIVES AND PUBLICATIONS

1. The Station MTO will ensure that all appropriate directives, orders, manuals and technical publications are on hand and effectively managed and maintained so they are immediately available for use by motor transport personnel.

2. The division allowance list, SL-1-2, SL-1-3 and current Marine Corps 5215 series bulletins of effective directives will be used to determine the material and quantity rated. The current edition of MCO P5600.31 provides specific information on the distribution of Marine Corps technical publications and contains guidance for the use and management of authorized controlled and non-controlled directives through the automated table of allowance for publication reports distributed to each activity address code (AC). Appendix A of this Manual provides a listing of pertinent directives and publications applicable to motor transport operations and maintenance activities.

0005. DESK TOP PROCEDURES AND TURNOVER FOLDERS

1. General. Desk top procedures and turnover folders will be established and maintained per the current edition of MCO P4790.2C and this Manual.

2. Desk Top Procedures

a. Desk top procedures consist of specific procedures, references, points of contact and related significant information concerning the management of a particular billet. Desk top procedures should be developed and maintained by the individual filling the billet to which the desk top procedure applies.

b. Desk top procedures are required of, but not restricted to, personnel in the following GME billets:

- (1) Dispatcher
- (2) Vehicle Records Clerk
- (3) Budget/Training NCO
- (4) Admin/Publications Clerk
- (5) Shop Materials Controller
- (6) Tool Room
- (7) Engineer NCO

3. Turnover Folders

a. Turnover folders should contain all information necessary for one person to relieve another in a key position without loss of continuity. The folder should contain information relative to policy, personnel, status of pending or planned projects, references, management controls/techniques, functioning of the unit and any other information necessary for a newly assigned individual to perform in that billet.

b. Turnover folders are required of, but not restricted to, personnel in the following motor transport billets.

- (1) Motor Transport Officer
- (2) Motor Transport Chief
- (3) Operations Chief
- (4) Maintenance Shop Foreman
- (5) Licensing Manager
- (6) Loadtest Director

0006. ASSIGNMENT CLASSIFICATIONS

1. General Information. Subsequent to pooling of resources and establishment of administrative control, effective management of equipment resources will be screened against mission requirements. Normally, such evaluation will indicate that the bulk of the installation requirements can be supported by dispatching equipment for short periods of time including "taxi" vehicles or equipment operated by users. GME will not be assigned exclusively to a single official or employee unless such assignment is required by the nature of his/her responsibilities, frequency, extent or urgency of his/her requirements for the equipment. The determination of proper assignment for all types of equipment will be based on justifiable requirements and the categories described in the following paragraphs.

2. Class A. This class applies to automotive equipment and authorizes a continuing assignment of one of two types. Personnel authorized Class A assignments will not use such vehicles for other than official duties, nor will such vehicles be reassigned to others not entitled to such use.

a. The two types of Class A assignment are as follows:

(1) Continuing assignment of passenger carrying vehicles to those command positions authorized full-time assignment by law and as approved by the Secretary of Defense. This authorization is for the CMC.

(2) Continuing assignment of passenger carrying vehicles on the basis of responsibility inherent in the position when the immediate availability of transportation is deemed necessary and as approved by HQMC.

b. All requests of Class A assignments per this paragraph shall be submitted to CMC (LFS-2) via the Station MTO, MCAS Yuma and shall include, as a minimum, the following information:

(1) Title or position requiring Class A assignment.

(2) Statement of operation conditions that make a Class A assignment necessary. In no case will a Class A assignment request be based solely on reasons of rank or prestige.

(3) Number and type of vehicles necessary to support the requirement.

c. Authorization for Class A assignments neither provide for or change vehicle allowance.

d. Authorization for Class A assignment per this paragraph is not to be construed as authorization for use of a vehicle from domicile to place of employment regardless of residency status (i.e., quarters location in relation to the installation) of the billet incumbent. A

Class A assignment is not to be considered as a prestige assignment nor as a waiver of marking and identification requirements. A change in billet incumbents will not require new authorization. Authorizations will be valid until rescinded by HQMC.

3. Class B. This class applies to all GME and authorized recurring dispatch of the same equipment for activities and functions which by their nature require the use of the same equipment on a daily basis for the efficient accomplishment of official business.

a. In all cases Class B assignments shall be authorized by the Commanding Officer, MCAS Yuma in writing and shall specify the unit or tenant activity to which assigned.

b. An annual review of all Class B assignments will be initiated by the Station MTO and approved by the Commanding Officer, MCAS Yuma to ensure that equipment is not being used on a convenience basis and is actually required to efficiently support the official business of the unit organization to which it is assigned.

c. Class B assignments are not made as a matter of convenience to a unit or individual.

4. Class C. All GME not assigned under Class A or Class B authorization will be pooled for performance of service on an "on call" basis and to provide equipment for operation of certain scheduled services. The "on call" dispatches are for those services which can be performed by the one-time dispatch of equipment for short periods of time, usually not longer than a duty day. This includes the dispatch of a pool "taxi vehicle" or providing user operated equipment. This portion of the GME fleet resources is normally established to handle the bulk of the installation equipment requirements. This type of service must respond to requirements of an intermittent nature and can consist of ticket or radio dispatch.

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CHAPTER 1

OPERATIONS

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CHAPTER 1

OPERATIONS

1000. POOLING

1. Equipment will be physically and administratively pooled to the maximum extent possible. The purpose of pooling is to eliminate the duplication of effort, facilities and services. However, where distance, economy, effectiveness, mission, emergency functions or other factors indicate subpools to be the most practical method of operation, they should be established. These equipment subpools will remain under the control of the SMTO.
2. Automotive equipment will be used on a pooled basis to help ensure the highest effective level of utilization and shall not be assigned exclusively to any one official or employee.
3. As a general rule, GME will not be garaged or parked outside the confines of the Air Station and will not be parked in quarters areas nor at the domicile of the user. In those instances where vehicles are authorized by the SMTO to be garaged or parked in areas away from the parent installation parking facilities of other military installations or the nearest state or local government property will be used wherever practical. Where such facilities are not available, commercial parking facilities may be used when so authorized and where the safety and security of the equipment can be assured.

1001. DISPATCH CONTROL AND OPERATION RECORDS

1. MT dispatcher(s) will be assigned, in writing, by the SMTO per reference (b).
 - a. Dispatching of GME vehicles will be per references (a), (c) and this Order. Detailed special orders will be a part of the desk top procedures/turnover folders.
 - b. Dispatchers are posted on duty 24 hours a day and are directly responsible to the SMTO. After normal working hours and weekend/holidays requests for transportation will be directed to the Station Officer of the Day.
2. Dispatching Control
 - a. No vehicles will be dispatched unless the operators have in their possession a valid OF-346 for the vehicle capacity/type involved or a current state license, a Trip Ticket (DD 1970) and an Accident Report form (SF-91). Additionally, operators of vehicles transporting dangerous cargo must have in their possession a current Medical Examiner's Certificate as prescribed in reference (m).

b. Vehicles will not be dispatched for more than a 48 hour period unless authorized by the SMT0.

c. Vehicles dispatched for more than 24 hours will be provided with additional Trip Tickets for the additional 24 hour period.

d. Utilization of GME to transport personnel to and from command sponsored group recreation programs may be authorized by the Station CO, provided the following prerequisites are met:

(1) Provisions authorize such movement in reference (a).

(2) Available tactical transportation is inadequate.

(3) Location of recreation site prohibits the movement of personnel by foot.

(4) Utilization of GME will not adversely affect the equipment condition or interrupt operational commitments.

(5) Operators are in the appropriate uniform and remain fully capable of operating the assigned vehicle safely and properly during the period of dispatch.

(6) A Responsible Officer or SNCOIC from the unit being transported is assigned to each vehicle to ensure against passenger misconduct.

3. Motor Vehicle Utilization Record, DD 1970 (Trip Ticket)

a. The DD 1970 will be administered per reference (c) and this Order.

b. The DD 1970 will be utilized to authorize and record all dispatches of GME prime movers and towed units (Appendix B). Locally reproduced forms identical to DD 1970 are authorized when standard forms are not available.

c. Blank DD 1970's will be provided to a qualified vehicle operator when assigned to support a unit without a dispatcher when such assignment will be in excess of a 24 hour period and the distance from the operator's parent unit dispatcher is such that the vehicles cannot reasonably be returned daily for re-dispatch.

4. Daily Dispatching Record of Vehicles, NAVMC 10031

a. Administration and management of the NAVMC 10031 will be maintained per reference (c) and this Order.

b. The NAVMC 10031 will be filled out under the guidance of reference (c) closed out, utilizing DD 1970s upon return of vehicle(s) to the authorized motorpool/subpool.

1002. OPERATIONS RULES AND REGULATIONS

1. Vehicle operators of government vehicles will comply with all applicable regulations promulgated by military and civilian authorities. Operators will be responsible for the safe operation of the vehicles assigned and for the safety of passengers and cargo. Should a passenger refuse to comply with established safety regulations the operator will not move the vehicle and shall immediately report the incidence to the appropriate supervisory authority. The senior military passenger and operator are responsible for the conduct of all passengers.

a. Drivers assigned to vehicles being dispatched on routine business for a distance in excess of 190 miles (one way) will be accompanied by an assistant driver or a passenger to assist in the prevention of highway hypnosis or drowsiness. An assistant driver will always be assigned under the following conditions:

- (1) The trip will entail 15 hours "on duty" time.
- (2) The trip will require 10 or more hours of driving time.
- (3) The return trip will not be completed prior to 2200.

b. Prior to the dispatching of a vehicle to an area in excess of 190 miles, when the conditions listed above exist, the following action will be accomplished:

(1) An assistant driver or a passenger will be assigned for the round trip by the using unit.

(2) The SMTO or the CO of the unit/section to which the driver is assigned will ensure that the driver has not been assigned driving duties within eight hours prior to the scheduled run or when the driver has been assigned driving duties which extend beyond 2400 on the previous day.

c. Operators whose alertness is impaired by fatigue, illness or any other reason will not continue the operation of the vehicle until the impairment has been alleviated.

d. Operators will at all times exercise "courtesy of the road" toward operators of other vehicles and pedestrians.

e. When backing a vehicle, operators will have a person stand outside to assist and ensure that no accident occurs. If there are no personnel available, the driver will walk behind the vehicle and check for hazards, prior to cautiously moving the vehicle backward using both mirrors and sounding the horn as a warning device when backing.

f. Operators will comply with all civil traffic regulations and will be held responsible for any penalties incurred resulting from a traffic violation. Appropriated funds cannot be used for payment of a fine levied by a civil court or magistrate as a result of a violation.

g. Operators will be instructed by ROs of Class "B" assigned GME or the Operations Chief in their duties, military and civilian rules and regulations on safe operations, speeds, loads, care of the vehicle and economical operation.

h. Maintenance of all tools and accessories that are assigned to the vehicle is the responsibility of the operator.

i. Maximum speed limits for GME is the federal, state or local posted speed limits.

j. Domestic animals will not be transported in the cab of a government vehicle. Such animals must be caged or properly secured on a leash or halter in the cargo compartment.

k. Vehicle operating regulations as depicted below apply to all operators, including incidental operators:

(1) No operator of a government vehicle shall drink intoxicating beverages within an eight hour period prior to operating a vehicle.

(2) Transportation of alcoholic beverages in a government vehicle is prohibited except when duly authorized, as in the case of vehicles which are utilized by dining facilities, Marine Corps Exchanges or personnel engaged in organized recreational activities. This authorization must be provided in writing from the Unit CO or a designated representative to the Station CO via the SMTD.

(3) Per U.S. Code 1920.132 Title 29, protective eye equipment is required while operating any vehicle on the roadway that is not equipped with a windshield.

l. A DD 1970 will be utilized per reference (c) for all Class "A", "B" and "C" assigned GME. A DD 1970 will be utilized for each 24 hour period of operation.

m. All off base and all Class "C" dispatches will be made to one operator and possibly one assistant operator only per trip ticket.

n. Every operator of a vehicle will carry a DD 1970 in the vehicle during operation. When completed by the operator, the DD 1970 provides a record of the route, destination, times of departure and arrival, odometer/hourmeter, fuel/oil purchases reading and other pertinent information.

o. Every operator is responsible for Preventative Maintenance (PM) services before, during and after operation of GME. Operators are required to report promptly any mechanical trouble that develops in order that the vehicle may be repaired and maintained at the maximum mechanical efficiency. Discrepancies will be recorded on the Operator's Inspection Guide and Trouble Report (Appendix C).

p. Commercial motor vehicles will be used for administrative type transportation requirements to decrease the degradation of tactical vehicles. The operation of two and four wheel drive commercial motor vehicles may be conducted on improved or unimproved roads. Operators must exercise prudent judgment when driving on an unimproved road.

1003. OFFICIAL USE

1. Official use of government owned, leased or rented motor vehicle is restricted to transportation that is essential to the successful operation of any activity the MC is authorized to conduct in order that official duties requiring transportation can be effectively performed in a timely and efficient manner. Whether authorized on a full time or trip basis, this explicitly precludes the use of tactical and commercial-design government vehicles for travel to and from places of domicile, work, commissaries, exchanges, clubs, messes, recreation areas, etc., unless such travel is directly related to the actual performance of duty. This restriction further prohibits the use of government vehicles for personal use to include private business, personal social engagements of the service members concerned, family members and others. Additionally, appropriated funds or revolving funds may not be expended for the maintenance or operation of any MC owned, leased or rented motor vehicle not used exclusively for official purposes.

2. COs are responsible for ensuring strict compliance with the instructions and restrictions concerning use of Government owned, leased and rented vehicles contained in reference (a) and this Order.

1004. REQUEST FOR TRANSPORTATION

1. When transportation requirements cannot be accomplished with unit vehicle assets or Class "B" assigned commercial vehicles, assistance will be requested by submitting a GME/Material Handling Equipment Request form, (Appendix D) to the Station MTO. The requesting unit shall provide drivers for vehicles with a 10,000 lb. capacity and below.

2. Units outside the command structure of MCAS Yuma which receive transportation will reimburse SMT for all services provided on a quarterly basis.

3. Requirements for two or less vehicles for routine trips will be requested prior to 1200, three working days preceding the day of the commitment.

4. Requirements for three or more vehicles or for vehicles requested to remain away from the Air Station overnight or longer, will reach the SMT0 five working days in advance.

5. Per reference (a), vehicles owned or operated by the MC will not compete in off station operations with commercial carriers.

1005. PERMISSIBLE OPERATING DISTANCE (POD)

1. The POD is a guide for determining when it is more economical to use commercial transportation. Commercial transportation will be used outside the POD and GME inside the POD. Use of GME outside the POD must be approved by the CO, MCAS Yuma.

2. The POD for MCAS Yuma is a 250 mile radius. This radius does not extend into Mexico.

3. Requests for GME support beyond the 250 mile POD will be submitted in writing to the CO, MCAS Yuma (Code 3EA), five working days in advance. The request will include a cost comparison for GME use and commercial use showing a savings to the government. The request must indicate that lodging and meals will be provided for vehicle operators or provide their own appropriation data for the preparation of TAD orders.

1006. MINIMUM WALKING DISTANCE. Minimum walking distance aboard MCAS Yuma is three miles. The use of GME to transport personnel less than three miles is prohibited.

1007. CANCELLATION OF REQUESTS. The Operations Chief will be notified by telephone immediately when the need for requested transportation no longer exists or change of dates/times are necessary.

1008. PENALTIES FOR MISUSE OF GOVERNMENT OWNED VEHICLES. Official use of government vehicles by military or civilian employees must be related to the function of the activity to which those personnel are assigned and conducted under official authorization. Title 31, U.S. Code, Section 638a, provides, among other things; that:

"Any officer or employee of the government who willfully uses or authorized the use of any government owned passenger motor vehicle or vehicles, and passenger motor vehicles or vehicles leased by the government, for other than official purposes or otherwise violates the provision of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant."

1009. UTILIZATION OF GOVERNMENT MOTOR VEHICLES

1. Transportation by government vehicles for support of recreational, welfare and morale functions will normally be limited to that which is required to supplement Air Station Morale Welfare and Recreation (MWR) vehicles per reference (a). All costs incurred by SMT in support of

MWR activities will be fully reimbursed by MWR. Government transportation required for MWR outside the confines of the Air Station will normally be limited to the transportation of intramural type teams representing the Air Station. This transportation will normally be limited to a one-way distance of 150 miles from the Air Station. Requests for transportation will be submitted on a GME/Material Handling Equipment Request form (Appendix D), to the SMTO three full working days in advance of the required date. A SMTO statement that MWR vehicles are not available will be included.

2. Transportation by government owned vehicles will not be provided if justification is based wholly or substantially on reason of rank, prestige or personal convenience.

3. Government owned vehicles may be used to provide transportation for personnel going to, or returning from, Temporary Additional Duty (TAD) stations where transportation is authorized. Personnel on TAD may be provided transportation from lodging to and from duty station, when public or commercial transportation is not available. The TAD status of an individual does not in itself justify the furnishing of transportation by a government vehicle.

4. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, parades and military field demonstrations.

5. Scout troops and other civilian groups may be transported to the Air Station by government transportation in the interest of community relations as authorized by the Station CO. Civilian groups will appoint a RO to take charge of personnel being transported. Prospective military recruits may be provided government transportation in connection with interviewing, processing and orientation. Civilian personnel must submit a signed "Hold Harmless Agreementment" prior to being transported in a government vehicle, (Appendix E).

6. Nonmilitary personnel, i.e., dependents of active duty/retired military personnel and employees of the U. S. Federal Government that are directed by the OIC of the Branch Hospital, may be provided government transportation to other government or civilian medical facilities. For the aforementioned transportation, an "Agreement to Hold Harmless" and "Release from Liability" is not required.

7. Government vehicles will not be used for personal use, social engagement or private business.

1010. USERS RESPONSIBILITIES

1. Organizations having a vehicle assigned will designate a RO, in writing, to the SMTO. The organizational RO shall be the SMTO's point of contact regarding vehicular administrative and operational matters. The RO will supervise the organization's assigned driver(s) in the proper execution of the following duties.

- a. Fulfilling dispatch and DD 1970 requirements.
 - b. Reporting discrepancies, defects and damages.
 - c. Operator's maintenance.
2. The RO shall conduct an inventory of Class "B" assigned GME semiannually (1 October to 1 April). A Limited Technical Inspection (LTI) shall be performed jointly by the user (Appendix F) upon assignment of a Class "B" vehicle.
3. The SMTO will periodically review equipment usage for rotation and replacement of equipment.

1011. VEHICLE ASSIGNMENT AND UTILIZATION

1. Motor vehicles held by the Station Motor Pool comprise the major portion of GME assets to this Command. This equipment will be operated from the GME motor pool, as required, by units or sections not authorized to dispatch from a sub-pool.
2. Continuing dispatch, Class "A" assigned vehicles, are those authorized by the Commandant of the Marine Corps for exclusive use by personnel, on the basis of responsibility inherent in their position, where the immediate availability of transportation is deemed necessary.
3. A recurring dispatch, Class "B" assigned vehicle, is that which is assigned to duties or sections, which by the nature of their mission require that the vehicle or vehicles be available on a daily basis for the efficient and orderly conduct of official business. Vehicles assigned will not be assigned for purposes of convenience, when the use of pool vehicles (Class "C" assignments) would suffice.
4. The assignment of Class "B" GME must be justified by the user by 1 October of each year, to the CO, MCAS Yuma (Code 3EA1).
5. Reference (a) suggests required utilization in mileage per year for each type of GME in use by the MC. Appendix G contains the utilization criteria for MCAS Yuma.
6. A vehicle utilization report for all GME assigned to the Station Motor Pool is prepared quarterly by the Operations Chief. Any Class "B" assigned GME which does not meet the required utilization criteria, will be considered for reassignment. A GME allocation listing will be provided to all Class "B" users.
7. Users are cautioned not to accumulate unnecessary mileage on vehicles in an attempt to meet the subject criteria.
8. Class "B" assigned vehicles are subject to recall by the SMTO in case of emergency or other high priority commitments.

9. Pool vehicles (Class "C") includes administrative transportation resources not covered under Class "A" and "B" assignment, will be pooled for the performance of services on an "on call" basis and to provide resources for operation of scheduled services.

1012. SUB-MOTOR POOL. For the purpose of economy, efficiency, administration and security, all motor vehicles will be located in, and dispatched from, the SMT or Sub Motor Pool (subpool). A subpool is an independent motor pool which holds and dispatches certain GME assets that are Class "B" assigned to that motor pool. The subpools serve as a substitute for the SMT GME pool. COs, directors, division heads, OICs and their ROs are responsible for the proper operation, use and drivers maintenance of any Class "B" assigned GME. All dispatching will be done per references (a) and (c).

1013. UTILIZATION OF SPECIAL PURPOSE VEHICLES. Ambulances, radio equipped vehicles, tank trucks, wreckers, fire trucks and other special purpose vehicles will be used only for their designated purpose.

1014. SPEED LIMITS

1. The maximum speed limit for GME motor vehicles operating aboard the Air Station is 25 miles per hour, unless otherwise posted. All states and municipal laws and speed limits will be adhered to when GME vehicles are operated off station, keeping in mind road and weather conditions.

2. The maximum speed for GME vehicles on non-hard surface roads is 25 miles per hour.

3. All personnel using GME vehicles will contact the SMT dispatcher prior to departure, to obtain commercial credit cards and instructions as to their use, when fuel and/or lubricants are required as replenishment supplies. This applies to specific destinations.

1015. OFF STATION TRIPS AND USE OF NATIONAL CREDIT CARD

1. All operators dispatched off the Station will ensure that the face of the DD 1970 is stamped "Off Base". The off base destination will be entered by the dispatcher of the NAVMC 10031.

2. It is the drivers responsibility to ensure that vehicle fuel tanks, crankcases, etc., are filled to normal capacity prior to departure. It is also the drivers responsibility to check out a jack, lug wrench and emergency equipment from the toolroom and to ensure a serviceable spare tire is with the vehicle.

3. All personnel using GME vehicles will contact the SMT dispatcher prior to departure, to obtain commercial credit cards and instructions as to their use, when fuel and/or lubricants are required as replenishment supplies. This applies to specific destinations.
4. Maximum utilization of military refueling facilities are required if the operator is within 15 miles of a government fuel station in order to reduce unnecessary expenditures.
5. All purchases will be substantiated by a copy of the service station delivery receipt. In addition to the information normally shown on delivery receipts, the individual signing the receipt will ensure that the registration number of the vehicle receiving the service is included, as well as the individual's name, rank and organization.
6. Commercial credit card purchases will be made from authorized representatives only. It is the driver's responsibility to check with the service station attendant to ensure the acceptability of the U.S. Government Credit Card before making the purchase.
7. All military operators dispatched for off base runs (not base to base) will be in a clean and neat service uniform.
8. All military operators dispatched from base to base will wear the uniform appropriate to the mission.
9. Civilian clothes for GME operators will be authorized by the SMTO.

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CHAPTER 2

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SOP FOR GME OPERATIONS

CHAPTER 2

REGULATIONS (AUTO/MHE/GMEE)

2000. GENERAL

1. Certain standards to conform with Federal, State and local regulations must be established for safety and security of GME, material handling equipment (MHE), garrison mobile engineer equipment (GMEE) and its operators, passengers and cargo.
2. The policies and procedures set forth in the current edition of MCO P11240.106, other pertinent Department of Defense and Marine Corps directives and this Order are issued for compliance by all units aboard the Air Station authorized to operate, maintain and control GME, MHE and/or GMEE.

SOP FOR GME OPERATIONS

CHAPTER 2

REGULATIONS (AUTO/MHE/GMEE)

SECTION 1: AUTOMOTIVE (GME)

2101. PASSENGER AND CARGO CAPACITIES

1. Station GME vehicles will not exceed the following passenger capacities:

	<u>Including Driver In Cab Area</u>	<u>Number of Passengers In Cargo Area</u>
a. Bus, 15 pass, 4x2	15	NA
b. Bus, 28 pass, 4x2	28	NA
c. Bus, 44 pass, 4x2	44	NA
d. Car, Sedan	5	NA
e. Station Wagon	5	NA
f. Truck, 1/2 T, 4x2 pickup	3	0
g. Truck, 1/2 T, 4x2, Van	8	NA
h. Truck 3/4 T, 4dr pickup	6	0
i. Truck 1 T, 4x4, pickup	3	0
j. Truck, 1-11/2 T, 4x2 stake and platform	3	0
k. Truck, 1-1/2 T, 4x2 stake w/half cover	3	0
l. Truck, 3 T, 4x2, stake and platform	3	0
m. Truck, 3 T, 4x2, cargo standard transmission	2	0
n. Truck, 3 T, 4x2, platform automatic transmission	3	NA
o. Truck, 10 T, 6x2, Dump	2	NA

p. Truck, 10 T, 6x2, Truck Tractor	2	NA
q. Truck, 15 T, 6x4, Tractor Trailer	2	NA

2. Passengers will not be permitted to stand when a vehicle is in motion.

3. In order to utilize capacity of buses to the maximum extent possible, cargo will not be transported on buses except for individual weapons and one pack per person small enough to be placed under the seat or in the storage area.

4. To prevent unnecessary fatigue and to ensure the comfort and safety of personnel, the number of passengers being transported should be decreased for long trips.

5. Government vehicles will transport only authorized personnel. Civilian personnel, except authorized government employees, will not be transported in a government vehicle without approval of the Station MTO.

6. Two-wheel trailers will be towed only with vehicles of the same, or larger, rated capacity and at no time will passengers be permitted to ride in the trailer.

2102. VEHICLE PASSENGER AND CARGO RESTRICTIONS

1. Trucks used to transport personnel will be equipped with secure seating facilities. No person will be permitted to ride on the tailgate, running board, fender or on any other exposed part of a motor vehicle. No passenger will be permitted to ride in such a manner that any part of their person, uniform, equipment or weapon protrudes beyond the exterior of the body or cab of the vehicle.

2. Organizations aboard the Air Station using government transportation will appoint a responsible person to take charge of personnel being transported. The person so designated will be responsible for assuring maintenance of proper decorum and prevention of any action that would cause injury to passengers or any action that would cause damage to the vehicle.

3. GME vehicles will not be loaded in excess of personnel and cargo capacities. All vehicles will be loaded per manufacturers' specifications and paragraph 2101 of this Order.

4. Two passengers, in addition to the vehicle operator, may occupy the front seat of a vehicle with the shift lever on the steering column. All other vehicles will have only one passenger in the front seat.

5. Transporting of personnel in the bed of a dump truck is prohibited.

2103. SECURING OF GOVERNMENT VEHICLES

1. Government vehicles parked or left unattended will have the ignition key removed and the doors secured. Property shall not be left unattended in the open cargo bed of trucks while on or off the Air Station.
2. Vehicles transporting items of material which are susceptible to pilferage shall be secured by locking the doors and closing the windows. Open body cargo trucks which cannot be locked shall be parked within the direct line of sight of the operator/work crew.
3. The following procedure will be used when parking and leaving a government vehicle unattended:
 - a. Set the parking brake.
 - b. Stop the engine.
 - c. Remove keys.
 - d. Place the manual transmission in low gear; automatic transmission will be placed in park and diesel powered will be left in neutral.
 - e. Lock doors.
 - f. The trip ticket will remain with the vehicle operator.
4. Vehicles shall be secured within the Station Motor Pool or authorized areas only.

2104. TRANSPORTATION OF EXPLOSIVES AND DANGEROUS MATERIALS

1. Explosives and dangerous materials will be transported as described in the current edition of NAVSEAOP 2239.
2. Responsible Officers will ensure operators transporting explosives and dangerous materials are properly licensed to transport such items and are thoroughly familiar with instructions set forth in the above listed reference.
3. Liquid flammables will be transported only in sealed tanks, drums or expeditionary cans.
4. Bottled gases will be properly palletized and banded before being transported.

5. Vehicles will be marked in accordance with the current edition of NAVSEAOP 2239.

2105. WEIGHT AND SIZE LIMITATIONS

1. Commands which require transportation of material off the Air Station which exceeds the weight/size limitations as set forth by the Interstate Commerce Commission (ICC), Federal Motor Carrier Safety Regulations and State of Arizona Vehicle Code must notify the Operations Chief immediately to obtain proper permits. The driver of the vehicle must have the special permit in his possession while transporting such cargo. Movement of oversized or overweight loads is controlled by county, state and federal regulations. Request for a special permit will contain the following information:

- a. Type of material.
- b. Gross weight.
- c. Overall height, width and length.
- d. Front and rear axle loads and wheel base.
- e. Loading point, destination and proposed route.
- f. Time and date of movement.
- g. Justification that movement over a public highway is essential to military requirements.

2. The agency issuing the permit will specify if escort vehicles are required. When escort vehicles are required, they should be equipped with warning lights or driven with vehicle headlights on. When required the lead vehicle will carry a sign on the front reading "wide load follows," rear escort vehicle will have a sign on the back reading "wide load ahead."

3. Air Station trucks, over one ton capacity, traveling over state highways are required to stop at weight stations when directed by state authorities.

4. Commanding Officers/section heads will ensure that operators are thoroughly familiar with, and comply with, regulations relating to allowable length, weight, height and axle loads of vehicles.

5. Scales are available at building 324 for checking any questionable loads or to verify the weight of any loaded vehicle.

6. The operator of an overloaded vehicle is responsible and liable for a fine or any other such action, as may be awarded by a civil court. No relief is obtainable from military authorities regarding such offenses.

2106. SAFETY PRECAUTIONS FOR DISABLED VEHICLES. The following precautions will be observed for highway operation:

1. Vehicles operated over public highways must comply with the vehicle code of the state in which they are operating.
2. All buses, ambulances, wreckers and cargo trucks will be equipped with approved-type highway warning kits meeting state, federal and ICC safety regulations.
3. When vehicles must stop on the traveled portion of a highway, or shoulder, the following action will be taken immediately:
 - a. Every reasonable effort will be made to remove the vehicle from the traveled portion of the highway, to the shoulder and beyond if practicable.
 - b. During hours of darkness a 4-way flasher light will immediately be actuated.
 - c. Flasher lights or lighted flares will immediately be set in position before any attempt at repair is made, per ICC, Federal Carrier Safety Regulations and the current edition of MCO 5101.8.
4. Except in an emergency, or if it is necessary to move a vehicle to clear a roadway, no government vehicle will be towed except by a wrecker type vehicle equipped with a tow-bar or similar connection. If it becomes necessary to move a disabled vehicle a short distance to clear a roadway, an alternate towing device may be used. Pushing a disabled vehicle with another vehicle is prohibited.

2107. FIRE EXTINGUISHERS

1. The following types of vehicles will be equipped with fire extinguishers:
 - a. Buses
 - b. Ambulances
 - c. Vehicles used to carry explosives, acids, compressed gases, fuel or other dangerous articles, per the current edition of MCO P4400.150.
 - d. Military Police vehicles
2. Vehicles dispatched on isolated road trips where fire protection is not readily available will be equipped with a fire extinguisher.

2108. FUELING OF VEHICLES

1. Vehicles will not be fueled in a closed building.

2. Smoking or lighting of matches or lighters within 50 feet of any fueling point is prohibited.
3. Fueling will not take place when there are passengers aboard GME.
4. Operators will turn off engine and vehicle lights while fueling.
5. Emergency vehicles will be given priority when refueling.
6. Commercial designed equipment will not refuel from a mobile refueler unless no other means are available.

2109. USE OF SEAT BELTS

1. All persons entering vehicles equipped with seat belts will immediately fasten the seat belt before the vehicle is put into motion.
2. Closing vehicle doors on seat belts will cause damage. Frayed belts and damaged buckles should be noted on the operator's inspection guide and trouble report.

2110. FIRE AND SAFETY PRECAUTIONS. The following fire precautions will be observed while operating vehicles:

1. No vehicle will be operated unless entirely free from fuel leaks.
2. Smoking will be permitted only within designated smoking areas in shops, garages and parking areas. Smoking will not be permitted within 50 feet of a vehicle transporting or dispensing flammable liquids or other material of similar or greater fire hazard or while examining repairing fuel systems.
3. "No smoking" signs will be conspicuously posted wherever deemed necessary.
4. Vehicles, except those incorporating necessary safety devices, will not be operated within an area where dust or vapors are present in explosive or flammable quantities.
5. Vehicles loaded with combustible waste for local disposal will be unloaded before being parked for the night.
6. Solvents, gasoline and diesel fuel will not be used for cleaning.

2111. ACCIDENT PREVENTION. The GME accident prevention program is carried out per the current edition of MCO 5100.19.

2112. VEHICLE CONVOYS. Motor vehicle convoys will be conducted per the current edition of StaO P5560.3, Motor Vehicle and Traffic Regulation. In addition, all visiting units must comply with this Order.

SOP FOR GME OPERATIONS

CHAPTER 2

REGULATIONS

SECTION 2: MATERIAL HANDLING EQUIPMENT (MHE)

2201. EQUIPMENT CONTROL. For purposes of economy, efficiency and administrative management, all MHE will be located and dispatched from the GME or sub-pools throughout the Air Station. The RO's having Class "B" assignments are responsible for the proper operation, driver maintenance, security and use of that equipment.

2202. EQUIPMENT AUGMENTATION. When additional MHE support is required beyond the capability of the current MHE Class "B" assignment, requests will be submitted to the Station MTO. Routine requests for MHE should be submitted 72 hours or 3 working days prior to desired commitment, (Appendix D).

2203. CANCELLATION OF REQUESTS. The GME Operations Chief will be notified by telephone immediately when the need for the requested MHE no longer exists or date/time changes are required.

2204. MAXIMUM SPEEDS FOR MHE

<u>TYPE VEHICLE</u>	<u>MPH ON ASPHALT/CONCRETE</u>	<u>MPH ON DIRT</u>
Forklifts (Hard Surface)	5	0
Forklifts (Rough terrain)	10	5
Warehouse Tractors	10	5
NOTE: Speed limit in motor-pools or lots	5	5

2205. SAFETY REGULATIONS FOR MHE. To ensure the safe and timely movement of material and equipment aboard the Air Station, the following regulations are established and apply to all persons who operate MHE and the supervisors of those operators:

1. Supervisors will not assign any person to operate a vehicle unless that person has a valid license, (OF-346).
2. Gasoline or diesel powered vehicles will not be operated in closed areas unless adequate ventilation is provided.
3. Per U.S. code 1910.132, title 29, protective eye equipment is required while operating MHE on a all roadways

4. No vehicle will be left unattended until all precautions have been taken to prevent its movement while unattended. A vehicle is considered properly secured when:

a. The equipment has been turned off and the key is removed.

b. The parking brake has been set.

c. The transmission has been placed in park (automatic) or first gear (standard). Standard transmission with diesel engine shall be placed in neutral.

d. Forks lowered fully on forklifts.

5. Loads will not exceed the rated capacity of the vehicle.

6. No person will eat, drink or smoke while operating MHE.

7. No person will ride on the forks or any portion of a forklift not designed for passengers.

8. No more than five warehouse trailers will be towed at any time and safety chains will be hooked while towing. Maximum combined payload of all trailers shall not exceed 15,000 pounds. All towing must be with a rigid tow-bar or cable

9. Loads on warehouse trailers will be secured to prevent shifting or loss; using organizations shall provide V-boards and rope or webbing for that purpose.

10. Vehicles entering or leaving any warehouse, transit shed or building will come to a complete stop and sound the horn before proceeding.

11. No vehicle operator will leave any vehicle, for loading or unloading, which has not been properly chocked. Wheel chocks shall be provide and maintained on loading platforms by the using section.

12. The MHE warehouse tractor may be used for towing or pushing and the rated capacity will not be exceeded.

13. Operators shall not allow riders unless an approved seat has been provided for passengers.

14. To maintain the safety of personnel on safety pallets, the following procedures are required:

a. The operator will remain in the operator's seat at all times and wear a hard hat.

b. That there be no eating, smoking or reading while personnel are on the safety pallet.

- c. Personnel shall not be transported on the safety pallet; the pallet is for elevating personnel only.
- d. That emergency hand brakes are set.
- e. In the interest of energy conservation, the equipment shall be secured and the operator alert at all times, so that he can restart the equipment in an emergency.

SOP OF GME OPERATIONS

CHAPTER 2

REGULATIONS (AUTO/MHE/GMEE)

SECTION 3: GARRISON MOBILE ENGINEER EQUIPMENT (GMEE)

2301. ENGINEER EQUIPMENT DEFINITION. Engineer equipment is defined as equipment used for construction, roadwork, heavy lifting or for demolition of buildings and grounds. The Engineer Equipment Records chapter of the TM 4700-15/1 provides a quick reference that can be used in identifying equipment that falls into the engineer equipment criteria. Although GMEE assets are a "Golf" TAM item, they still share similar characteristics with their tactical counterparts.

2302. EQUIPMENT CONTROL. For purposes of economy, efficiency and administrative management, all GMEE will be located and dispatched from the GME main pool or the subpool at Station MT. The Engineer Chief of Station MT is responsible for all Engineer assets within the GME main pool. The General Foreman is responsible for all Engineer Equipment assigned to his/her division.

2303. EQUIPMENT REQUEST. If GMEE support is required, a work request (Appendix H) should be submitted no later than ten working days in advance of the date required. The work request is to be sent to the Maintenance Control Director. Requests for crane support will be submitted at least three working days prior to the required due date (Appendix D). Submit crane support requests to the EMTO.

2304. CANCELLATION OF REQUESTS. The GME Operations Chief will be notified by telephone immediately when the need for GMEE support no longer exists or date/time changes are required.

2305. SAFELY REGULATIONS FOR GMEE. To ensure the safe operation of GMEE assets aboard the Air Station and surrounding ranges, the following regulations are established and apply to all persons who operate GMEE assets and the supervisors of those operators:

1. Supervisors will not assign any person to operate a GMEE asset unless that person has a valid Government license (OF-346) for the particular item to be operated.
2. Per U.S. Code 1910.132, Title 29, protective eye wear, hearing protectors and a helmet is required when operating any GMEE asset.
3. No GMEE asset will be left unattended until precautions have been taken to prevent its movement while unattended.

4. Loads will not exceed the rated capacity of the GMEE asset.
5. No person will eat, drink or smoke while operating a GMEE asset.
6. Operators shall not allow riders unless an approved seat has been provided for passengers.
7. No crane will be operated if its loadtest date has passed.

2306. DISPATCHING OF GMEE. Dispatching of a GMEE asset will be accomplished per the GME Records chapter of reference (c). All GMEE assets will be dispatched out.

SOP FOR GME OPERATIONS

CHAPTER 3

ROADMASTER PROGRAM

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SOP FOR GME OPERATIONS

CHAPTER 3

ROADMASTER PROGRAM

3000. GENERAL

1. The purpose of the Station Roadmaster Program is to ensure the safe operation of all government vehicles within the confines of the Air Station and to publish policies and standards to be enforced.
2. The Roadmaster is a direct representative of the CO, MCAS Yuma and will be the deciding authority in matters pertaining to the safe and efficient operation of all MCAS Yuma motor vehicles. This will include spot checks of vehicles, issue of citations to operators and providing assistance when necessary.
3. The operation/use of government vehicles shall be per the provision of this order and other appropriate directives instructions.
4. Commercial vehicles leased or rented to the government shall be governed by these regulations.
5. Per references (i) through (k), (o) through (q), (s) and due to the consistently increasing volume of vehicular traffic aboard MCAS Yuma and surrounding training ranges, it is desirable that an aggressive Roadmaster Program be established.

3001. BACKGROUND. The Roadmaster program is designed to ensure that personnel adhere to policies and procedures pertaining to the operation and control of government owned and leased vehicles through on-the-road inspections at unannounced check points. Experience has shown that the presence of the Roadmaster has a beneficial effect on MT operations in that vehicle operators (military and civilian) are prone to be more alert, develop better driving habits, are more concerned with first echelon maintenance and perform their duties in a more professional manner. The presence of a Roadmaster also deters the misuse of vehicles.

3002. ACTION. Action required by cognizant personnel is described as follows:

1. The Station MTO, under the Staff cognizance of the Station S-4 Officer, is responsible to the Commanding Officer, MCAS Yuma for management of the Roadmaster Program.
2. The Roadmaster is under the direct control of the MTO. The Roadmaster will be a Staff Sergeant or above with an MOS of 3529. In the performance of his/her duties the Roadmaster will patrol all roads, training ranges and the Cannon Air Defense Complex, under control of the CO, MCAS Yuma as well as city, county and State

roadways connecting the above states areas. The Roadmaster will further ensure that all government vehicle equipment operators perform the following:

- a. Operate vehicles in a safe responsible manner.
- b. All military personnel will comply with the uniform regulations.
- c. Transport only properly loaded and secured passengers or cargo.
- d. Comply with current dispatching procedures.
- e. Maintain trip tickets properly (except vehicles equipped with a military radio and are authorized radio dispatch by the Station MTO, within permissible radio range).
- f. Operate only safe and mechanically sound equipment.
- g. Perform all required operator's maintenance.

3. Civilian attire and work coveralls for military personnel are not authorized in GME assets unless authorized by the MTO or MTC. A written request will be required 24 hours in advance. CID, JPAO and the Fire Department are exempt from this due to being in a emergency status.

4. The Roadmasters will issue a citation to each operator observed violating any current directive. The Roadmaster will receive routine training conducted by PMO regarding procedures for handling citations and radar equipment. There are two types of citations which can be issued.

- a. DD Form 1408 will be issued for all moving and parking violations. Issuance of a DD 1408 will require the operator to report in person to the Traffic Court NCO, building 952, within three working days from receipt of the DD 1408 for assignment of Traffic Court appearance date.

- b. Roadmaster citations will be administrative in nature. There citations will be issued for incidents such as improper uniform, improper loads and equipment safety violations. Receipt of this citation requires the operator to report the incident to his/her First Sergeant/Sergeant Major/Supervisor. The original copy of the citation will be forwarded through the chain of command to the offender's CO or Supervisor for action taken. This copy shall be returned to the CO, MCAS Yuma (Attn: 3EA1) within ten working days.

5. Operators will normally be cited and released on their own recognizance. Any operator who has been stopped and is suspected of being under the influence of alcohol and/or drugs will be held at that point for PMO.

6. As a result of reckless driving or a serious speeding violation the vehicle and operator involved will be held at the point of detainment until the Roadmaster receives direction from the MTO, in regards to impound of the vehicle. Impound of a government vehicle is not designed to take authority away from any CO but merely to exercise control of a situation until the CO of the owning unit can be notified by the MTO and instructions are received from the CO in regards to the situation.

7. Roadmasters who observe POV's being operated aboard the Station in violation of current directives will notify PMO of said violation via two-way radio. If requested by PMO the Roadmaster will render assistance as directed.

8. The Roadmaster is empowered to stop government vehicles being operated off the Air Station by agreement with PMO and local law enforcement agencies.

9. Commanders are enjoined to employ Roadmasters as a special assistant to the Unit Safety Officer to ensure commonality of purpose and to provide an extension of the unit safety program. All Squadrons and Battalions that possess and use tactical or GME will prepare and maintain a SOP/Desktop procedures for Roadmaster. All personnel directed to use tactical wheeled or commercial vehicles will be familiar with the provisions of this Order.

3003. RESPONSIBILITY

1. The CO, MCAS Yuma is overall responsible for all phases of MT operation and movement.

2. The responsibility for MT functions within each organization rests with each commander. This includes proper management of personnel, equipment and facilities.

3. All personnel have the duty to prevent abuse and misuse of government property and leased equipment. To initiate prompt corrective action, as may be required in the interest of safe operations and preservation of equipment.

4. Every operator is responsible for the vehicle assigned and its equipment. Responsibilities include but are not limited to:

- a. Prompt reporting of vehicle defects and mechanical problems.
- b. Proper care and maintenance of all tools and accessories.
- c. Accomplishment of all operator vehicle inspection and maintenance services using appendix's B and C as guides.
- d. Operation per regulations and safety requirements established by military and civilian agencies.

3004. SPOT CHECKS. Spot checks will be conducted in such a manner as to not impede the normal flow of traffic, the urgency of a vehicles mission, to socialize or harass an operator or single out a unit for unnecessary attention. The spot check will include operational maintenance and emergency road gear. Spot checks will basically consist of the item's listed in appendix B (tactical vehicles) and appendix C (commercial vehicles).

3005. ISSUE OF CITATIONS. Operators who are in violation of current MT regulations will receive a citation. Citations will be forwarded to CO's for appropriate action.

3006. ON SITE INSPECTIONS OF CONVOYS. Units who have tactical equipment should provide a Roadmaster to inspect all convoys/escort convoys to and from all operations at the discretion of the Unit Commander. They will provide their own vehicle to support the Roadmaster program.

3007. OPERATORS

1. No person shall operate a government vehicle without a valid OF-346 or a valid state license with equivalent weight capacity, all military licenses will have types of vehicles and weight capacities annotated on the back of their license.
2. Only the CO may suspend an OF-346 for any period of time. Refer to reference (i) for further guidance.
3. Operator's are responsible for the safety of passengers and cargo while operating a government vehicle. If the operator is ordered by a Marine of higher rank to proceed, knowing the load is a safety hazard, the operator will call the Roadmaster who will be the deciding authority on whether that vehicle will move.
4. An operator will not consume any alcoholic beverages or any medications eight hours prior to being dispatched.
5. An operator shall not operate a vehicle when their alertness is impaired by fatigue, illness, alcohol, drugs or be otherwise unfit.
6. Student drivers shall have a sign on their vehicles with 5 inch lettering that states "STUDENT DRIVER". All drivers with learners permits will be accompanied by a licensed operator.

3008. PASSENGERS

1. Passengers will ride in an authorized seat in the cab or troops seats in the bed of the vehicle.

2. Passengers and cargo will not be transported together in the bed/cargo area of the vehicle.
3. Passengers of vehicles will not exceed the authorized seating capacity of a vehicle which may create a safety hazard for the operator. Limits are designated as two in a front seat with standard transmission or three with automatic transmission.
4. Passengers will act according to established policy of discipline and decor. No parts of the body, personnel equipment or cargo will extend outside of the vehicle limits where there is not a specific area allowed to do so. An authorized area would be a window arm rest of a passenger door.
5. Passengers riding in the back of a vehicle will not eat, drink, smoke or stand while the vehicle is in motion.
6. Passengers will not embark/debark the bed of a government vehicle until the operator has lowered the tailgate.

3009. SPEED LIMITS

1. Tactical vehicles will not exceed 45 mph or the posted speed limit, whichever is lower on paved roads, with the exception of the M939 series vehicles with super single tires. The maximum speed for this type vehicle is 40 mph on paved roads. The maximum speed limit for tactical vehicles on improved roads is 25 mph and cross country or unimproved roads is 15 mph.
2. Commercial vehicles will not exceed posted speed limit for paved roads. On improved roads the maximum speed limit is 25 mph and cross country or unimproved roads is 15 mph.

3010. UTILIZATIONS. Tactical/commercial vehicles are utilized for "Official use only". Official use does not constitute post office, theater, pools, barracks, burger king, commissary, PX, 7-day store, banks, dry cleaners, military clothing store or club systems. Definition of official use is contained in the current editions of the reference.

3011. HEADLIGHTS. Headlights will be utilized during the operation of all government vehicles during convoy movements.

3012. SEATBELTS. Seatbelts will be worn by operator and passengers riding in vehicles equipped with seatbelts.

3013. EMERGENCY VEHICLES. Emergency vehicles will not be utilized for administrative runs, hauling cargo or troops.

SOP FOR GME OPERATIONS

CHAPTER 4

WRECKER SERVICE

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CHAPTER 4

WRECKER SERVICE

4000. POLICY. Government owned vehicles disabled while on public highways shall be immediately removed to the nearest government facility or public storage facility, pending the responsible GME Officer's determination regarding disposition of the vehicle. Towing shall be accomplished by using a government owned wrecker or commercial towing service, depending on the cost, time and distance involved, as determined by the Station MTO. Wrecker service is available 24 hours a day, 7 days a week and will be provided by Station MT for commercially designed equipment. Tactical wrecker service will be provided by the unit owning the disabled equipment.

4001. RESPONSIBILITIES

1. The Station MTO is responsible for training and qualifying commercial vehicle recovery operators. Commanders owning tactical wrecker assets are responsible for training and qualifying operators for those assets. Wreckers must be kept in a ready condition, properly equipped with the authorized tow-bar and related equipment. Instructions for operations and maintenance of tactical wrecker can be found in current operators manuals. The use of locally produced pick-up plates (tow plates) attached to the tow-bar or other portions of the vehicle's lifting attachments is not authorized by Headquarters Marine Corps, U.S. Army Tank and Automotive Command, Warren, Michigan or this Command.

2. Organizations requiring wrecker service during normal working hours will contact their unit S-4 for tactical service and the GME Duty Dispatcher for commercial service.

3. Organizations requiring wrecker service for commercial disabled equipment after normal working hours, weekends and holidays will contact the Station OOD. The following information should be given:

- a. Location of vehicle.
- b. Phone number near that location.
- c. Problem with disabled vehicle.
- d. Type of vehicle and vehicle number.
- e. Trailer, passenger or load.
- f. Number of passengers or approximate weight of load.

NOTE: The driver should remain with the vehicle and accompany the wrecker operator to where the disabled vehicle is to be delivered.

4002. TOWING OR PUSHING OF MOTOR VEHICLES

1. A motor vehicle will not be driven on a roadway pulling more than one motor vehicle or trailer.
2. Government vehicles will not be pushed, except to clear a roadway.
3. Government vehicles will be pulled only with an authorized towbar.
4. Government owned equipment will not be towed at a speed greater than the posted speed limit or that is reasonable and prudent for the roadway.
5. The following action will be taken by the wrecker operator to ensure no further damage occurs to a disabled vehicle in the process of recovery:
 - a. Remove the drive shaft from the differential end.
 - b. Secure the drive shaft away from the differential.
 - c. Store all parts which are removed in a secure location.
 - d. Place the transmission/transfer shift lever in neutral.
 - e. Complete hook-up procedures prior to retrieval.
6. All vehicles disabled due to differential defects will be towed from the rear, unless it is impossible to do so. (i.e., loaded dump trucks, broken front axle, etc.).

SOP FOR GME OPERATIONS

CHAPTER 5

LICENSING REQUIREMENTS AND PROCEDURES

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SOP FOR GME OPERATIONS

CHAPTER 5

LICENSING REQUIREMENTS AND PROCEDURES

5000. GENERAL. A OF-346 is no longer required when operating U.S. Government owned or leased motor vehicle under 10,000 pounds gross vehicle weight (GVW), as long as the operator possesses a valid state driver's license. A OF-346 is required for GME in excess of 10,000 pounds GVW and special purpose vehicles. Operators will be licensed per the following directives:

1. Automotive. References (a) and (j).
2. Material Handling and Engineer Equipment. References (a) and (k).

5001. TYPES OF LICENSES

1. Learners Permit. Learner's permits are issued to personnel undergoing training to qualify for either an initial OF-346 or to upgrade driving qualifications. Learner's permits are valid for driving only when the holder is accompanied by a driver who is qualified to operate that type of equipment.
2. Standard Permit. A standard permit is a limited or full permit issued per reference (i) to all personnel employed as regular, part-time or additional duty drivers, upon completion of tests prescribed and attainment of qualifications contained in reference (j).
3. Limited Permit. Limited permits are those permits which are subject to restrictions indicated on the back of the OF-346 at the time of issue. Those restrictions include the following:
 - a. "Corrective Lenses Required." Operator's must wear medically approved corrective lenses while operating a government owned vehicle.
 - b. "Activity/Reservation Only." The operator is restricted to operation of a government owned vehicle on the Air Station only.
 - c. "Shop Use Only." The purpose of shop use restrictions is to qualify maintenance personnel to perform the full scope of operations of item undergoing repairs. This will permit the shop personnel to move equipment from one location to another to complete repairs and operate equipment through all modes of operation and to ensure repairs are done correctly. "Shop Use" does not qualify personnel to use equipment for the purpose it was designed.
4. Extended Permit. Extended permits are those permits on which the Director of a Marine Corps District has extended the expiration date. Extended permits are authorized for personnel who are on independent duty. Extensions will be granted only by district directors, per reference (j). Extensions may be authorized for recruiters, Inspector-Instructors (I&I), staff personnel and other personnel on

independent duty within a MC district. Extensions should be effected to only those individuals who are unable to renew their permits at an established licensing office at the time their OF-346 expires.

5. Interim Permit. An interim permit is one which is issued by district directors to members of the MC Reserve who are required to drive vehicles during local training. Reservists who hold an interim permit must relinquish it to the licensing official during their next Annual Training (AT) and obtain a full (non-interim) permit by undergoing the full battery of required licensing tests.

5002. CLASSIFICATION OF PERMITS

1. Permits issued per reference (j) are classified according to the type of equipment that the holder is qualified to operate. The two basic classifications, "Commercial Only" and "Tactical/Commercial" in addition to various special qualifications, are defined as follows:

a. Commercial Only. Those permits issued to authorize the operation of commercially designed general purpose vehicles only are classified as "commercial only." This basic classification authorizes the individual to operate any sedan/station wagon or commercial trucks up to and including the maximum capacity on the OF-346.

b. Tactical/Commercial. As indicated by the classification title, individuals possessing a "tactical/commercial" permit are authorized to operate general purpose vehicles of either tactical or commercial design up to and including the maximum capacity listed on the OF-346.

c. Required Medical Certificate

(1) All personnel operating passenger carrying vehicles with a capacity of 15 or more passengers, tractor/trailer operators, vehicle recovery operators, hazardous material vehicle operators and emergency equipment operators will have a current medical certificate attached to their OF-346 while operating the above. Emergency equipment operators will have a current medical certificate attached to their OF-346 while operating the above. Emergency equipment operators and hazardous material vehicle operators are required to have a medical examination annually. Tractor/trailer and bus operators are required to have a medical examination every three years.

(2) Applicant's will be presented a memorandum for a Medical Examination request (Appendix I). The applicant's unit is responsible for scheduling the medical examination. Upon completion, return the form to the GME licensing office (Bldg 603) for action.

d. Special Qualifications. The two general classifications outlined in paragraph 5003.1, preceding, does not provide sufficient detail to cover all of the special qualifications required by many motor vehicle operators. Therefore, the following special qualifications will be used to expand the basic classification:

(1) Bus. This entry on the OF-346 under "type vehicle and/or equipment" indicates the qualification to operate all buses up to and including the passenger capacity stated.

(2) Truck-Tractor. This entry authorizes the operation of a truck-tractor of the design indicated by the basic classification (commercial or tactical/commercial), up to and including the stated capacity. This qualification includes operation with all semi-trailers appropriate to the maximum capacity of the truck tractor.

2. Special Equipment Qualifications. The basic qualifications authorize the operation of equipment with a two wheeled trailer. If an individual is authorized to operate vehicles with a full trailer (four wheeled) then this qualification must be recorded on the OF-346. Any individual qualified to transport hazardous materials such as ammunition, operate ambulances, military police vehicles or other emergency vehicles must have this qualification recorded on the license. There are occasions when it is necessary to record an individual's qualifications to operate a specific model of equipment. An example would be material handling equipment, scooters, pallet jacks, wreckers, refuelers, dual-bodied articulated vehicles, etc. In this case, an entry will be made on the OF-346 to reflect the specific model number of the equipment the individual is qualified to operate.

5003. DEFINITIONS APPLICABLE TO CIVILIAN EMPLOYEE OF-346 APPLICANTS

1. Civil Service Employees. Civil Service employees are those who have obtained their jobs through competitive examination under rules and regulations established by the U.S. Civil Service Commission.

2. Non-Civil Service Employees. A non-civil service civilian employee is one who has been hired directly by the MC, rather than holding a civil service appointment. This category includes civilian workers hired through contract by outside civilian firms, casual employees, emergency (temporary) employees and MC Exchange, club or mess facility employees without civil service status.

3. Licensing requirements for civilian applicants are somewhat different from the requirements for military applicants. These differences depend primarily on whether or not the civilian applicant's driving tasks will constitute a primary or a secondary duty and the type of vehicle to be operated.

a. A primary driver is one whose main duties involve driving a vehicle.

b. An incidental driver is one whose primary duties do not involve driving, but must drive from time to time.

c. All civilian vehicle operator license applicants must provide a current Arizona or California State Driver's License that is valid

for the class and weight of the vehicle which they will be driving. Arizona or California driver's licenses are issued for the following four vehicle classes:

(1) Class 4 - Authorizes operation of two-wheeled motor driven bicycle or motorcycles.

(2) Class 3 - Authorizes operation of two axled vehicles except buses or farm labor trucks. One vehicle with towed unit weighing less than 6,000 pounds gross weight.

(3) Class 2 - Authorizes operation of any bus (10 passenger cars or limousines are legally buses), farm labor trucks and single vehicles with three or more axles

(4) Class 1 - Authorizes operation of any vehicle or combination, of any type of class 2 or 3 vehicle or legal combination.

5004. LICENSING APPLICATIONS AND ISSUES

1. The GME Licensing Office operates on a scheduled appointment basis. The appointment basis is required due to length of time required for testing and the limited number of licensing personnel available per references (i) and (j).

2. Applications for OF-346, NAVMC 10964 (Appendix J) must be submitted by the applicant's CO/supervisor. The application must be submitted to the GME Licensing Office. The requirements for a military or civilian applicant are slightly different; therefore, procedures for both types are provided as follows:

a. Military Applicant. CO's shall initiate and authorize all licensing action by completing and signing Part 1 NAVMC 10964. One copy will be retained for the CO's records; the applicant must submit the original and one copy to the GME Licensing Office. Part 1 of the application is completed as follows:

(1) Items 1 through 12 must provide complete descriptive information, including the complete spelling of the applicant's full name. Item 3 should include any and all names under which the applicant has held a state driver's license (including first name, middle initial, last name and any nicknames).

(2) Item 13 indicates the category of the application, new, renewed, upgraded or duplicate permit.

(3) Items 14 through 16b must properly and completely identify the type of vehicle and special qualifications to be indicated on the final OF-346. If the application is for a duplicate permit to replace one that was lost or destroyed entries 14 through 16b must be based on prior entries made on page 11 of the individual's SRB or OQR.

(4) Item 17 will indicate if the applicant holds a learners permit for the type of vehicle or special qualifications. Applications for duplicate permits require the following entry in item 17:

"All entries in items 14 through 16b were taken from the page 11 entry in the individual's SRB or QOR. Permit expires (Date)."

(5) The CO's signature in Part 1, item 18, authorizes the licensing action. After the licensing official has taken all required licensing action, he/she will return Part I to the requesting officer. Parts III and IV of the copy will indicate what recording action is required on the individual's page 11. If any recording action is required, the CO's signature in part V will certify that the appropriate action has been taken. The signed copy must be returned to the GME Licensing Office for disposition. If no recording action is required, the copy of the application may be filed or discarded. Upon completion of the above requirements the License Examiner will issue the OF-346 to the applicant.

b. Civilian Applicant. Civilian employees of the Marine Corps may be issued an OF-346, providing they hold a current valid State driver's license, qualifying them to drive equipment comparable to that for which the OF-346 will be issued. The civilian employee's RO must initiate and authorize all licensing action by completing and signing Part I of the OF-346. One copy will be retained for the RO's records. The applicant will carry the original and one copy to the GME Licensing Officer. Part 1 of the application will be completed as follows:

(1) In items 1 through 12 provide complete descriptive information, including the complete spelling of the applicant's middle name. Under item 11 "Organization", show the applicant's division, branch, work center, telephone number, etc.

(2) Item 13 indicates whether the application is for a new, renewed, upgraded or duplicate permit.

(3) Items 14 through 16b must properly and completely identify the type of vehicle that will be driven and any special qualifications required. If the application is for a duplicate permit to replace one that was lost or destroyed, this information must come from the individual's personnel file.

(4) In item 17, for new, renewed and upgraded permits, enter a remark identifying the applicant as either a primary or an incidental driver and indicate whether or not the applicant is a civil service employee. For duplicate permits, enter the following notation:

"All entries in item 14 through 16b were taken from the individual's personnel file. Permit expires (date)."

(5) In item 18 the civilian applicant's RO must sign Part I as authorization for the licensing action.

(6) When licensing action is complete, the individual who signed Part I will receive a notification copy of the application form. Part III and IV of the application will indicate recording action in the individual's personnel file as required. If recording action is required, the licensing official will make the necessary entries in the individual's driving file. Upon completion of the above action, the OF-346 will be issued.

5005. REVOCAION OF A OP-346. An operator's permit may be revoked by the SMTO for cause at any time. A letter (Appendix K) will be forwarded to the appropriate CO/supervisor for explanation of cause. In addition, CO's may revoke subordinate operators permits for cause or when is deemed that the permit holder's duties no longer require an operator's license. Supervisors of civil service employees must observe Civil Service Commission rules and regulations regarding revocation of employee's permits.

5006. OPERATION OF GME ASSETS BY OFFICERS. Commissioned Officers will not drive a government vehicle (commercial or tactical) except for those selected billets which may require an officer to drive. When it is determined that an officer is required to be licensed to operate a government vehicle, the authorization of licensing action will be given by the Commanding General.

SOP FOR GME OPERATIONS

CHAPTER 6

ACCIDENT REPORTING AND INVESTIGATING PROCEDURE

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SOP FOR GME OPERATIONS

CHAPTER 6

ACCIDENT REPORTING AND INVESTIGATING PROCEDURE

6000. GENERAL. The following accident reporting procedures have been established and will be carried out accordingly. Definition of a vehicle accident is any occurrence attributed to a government vehicle of commercial or tactical design, which results in damage to another object by a vehicle or which results in an injury to a person.

6001. MOTOR VEHICLE ACCIDENT PROCEDURE

1. Operators involved in accidents will:
 - a. Stop the vehicle and render assistance to the injured.
 - b. Set out flasher lights or lighted flares immediately in the hours of darkness.
 - c. Warn other motorists of the existing highway hazard.
 - d. Notify civilian and military authorities as indicated below:
 - (1) Civilian authorities (for accidents occurring off-base).
 - (2) Provost Marshal.
 - (3) Station Motor Transport Dispatcher.
 - (4) Immediate supervisor.
 - e. Complete SF-91 (Appendix L) within one working day after the accident.
2. Operators of government vehicles, when involved in an accident with a civilian vehicle will obtain, if possible, the name(s), address(es) and telephone number(s) of those persons involved and their insurance company(ies). The operator will ensure this information is annotated on the SF-91. Civilians are not required by law to provide this information to other than law enforcement personnel.
3. Accident-Identification Card (DD Form 518, Appendix M) is placed in each government owned vehicle, to provide persons involved in an accident with a government vehicle, the identity of the person with the authority to act on the matter. The operator of a government vehicle will provide the other party(ies) with a DD Form 518.
4. The operator of a government vehicle and passengers will not admit fault or express opinion (orally or in writing) at the scene of an accident. Correspondence, telephone calls, etc., from claimants or their agents regarding liability, investigation findings or the

possibility of a claim approval will be referred to the Office of the Staff Judge Advocate (SJA). This procedure will afford the United States Government reasonable protection against claims.

5. If the operator of a government vehicle receives a citation, subpoena, summons or notice of arrest based upon law enforcement personnel findings, they will immediately advise their CO/supervisor who will notify the SJA via the chain of command.

6. The operator of a government vehicle involved in an accident is required to complete the SF-91 (Appendix L). In the event the SF-91 cannot be completed by the operator due to death or injury, the report will be prepared as soon as possible by the next senior person directly responsible for the operator. The completed SF-91 will be delivered immediately to the SMTO.

7. The SMTO will deadline vehicles involved in an accident. If it is determined an investigation is required, the vehicle will remain on deadline until the investigating officer inspects the vehicle for accident damage and signs a memorandum release for repairs (Appendix N).

8. The SMT Shop Foreman will initiate and submit an estimate cost of repair on Form 10284, Limited Technical Inspection (LT1), on all commercial government vehicles involved in accidents to the SMTO within two working days after the accident (Appendix F).

9. Upon receipt of the completed accident report package, the SMTO will analyze the circumstances surrounding the accident.

10. The SMTO will request a Judge Advocate General (JAG) investigation when the following applies:

a. Commercial government vehicle involved in an accident resulting in injury or death.

b. Damage to government property exceeds \$2,000.00.

c. Commercial government vehicle involved in an accident with a civilian vehicle.

d. Commercial government vehicle involved in an accident resulting in damage to private or public property.

e. Possibility of a claim for the government or against the government. For additional guidance refer to reference (f).

11. Per reference (h), the CO may initiate an SF-91A instead of an informal JAG Manual investigation when:

a. There is no death or injury.

b. The total property damage does not exceed \$2,000.00.

c. There is no probable claim against the government.

12. The commander will forward the SF-91A to the reviewing authority (SJA) for final approval.

13. The SMTO will request an investigation be initiated if it is determined the proximate cause of damage to, or destruction of government property, was due to operators negligence/abuse of a government vehicle. This may include damages not in excess of the \$2,000.00 minimum limit.

6002. INITIATING REQUEST FOR INVESTIGATION. The SMTO, when requesting an investigation, will ensure a complete accident report package is forwarded to the Station S-4 Officer to include the following:

1. Letter requesting investigation (Appendix O).
2. Operator's report of Motor Vehicle Accident (SF-91) (Appendix L).
3. Motor Equipment Utilization Record (Appendix B).
4. LTI, NAVMC 10284, Appendix F evidence documented promptly, for use in the event a claim is filed. Each accident involving private property shall be considered to be a potential suit against the government.

6003. INITIATING REPORTABLE SAFETY MISHAP REPORTS

1. Per references (g) and (h), mishaps found in Appendix P are reportable and will be reported in message format to Station Safety within 10 working days of the mishap.
2. The definition of a mishap is found in reference (h).
3. The Safety Officer for SMT will ensure that all mishaps involving motor transport personnel are reported. Mishaps involving personnel not assigned to this division will be reported by that individual's command. The SMTO will inform other commands when damage to a government vehicle or liability for damage exceeds \$1,000.00.

6004. OPERATIONS SECTION RESPONSIBILITIES

1. All trip tickets assigned to vehicles involved in accidents will be turned in to the GME Operations Chief and will become a permanent part of the accident report package, per reference (c).
2. The dispatcher will make an appropriate entry in the remarks column of the Daily Record of Vehicles, NAVMC 10031, whenever any vehicle is involved in an accident per reference (c).
3. The dispatcher will ensure that no vehicle is dispatched while in a deadline status due to an accident.

4. The dispatcher will ensure that any vehicle disabled by involvement in an accident is expeditiously recovered from the scene of the accident and parked in the GME motor pool. In the event the accident occurs after normal working hours or weekends, the dispatcher will inform supervisory personnel immediately on the next workday.

5. Replacement vehicles for equipment deadline for accident investigations normally will not be provided. This is due to a shortage of vehicles and vehicles deadline for preventive/correct maintenance receiving priority for replacement.

SOP FOR GME OPERATIONS

CHAPTER 7

LEASING

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SOP FOR GME OPERATIONS

CHAPTER 7

LEASING

7000. GENERAL INFORMATION

1. Contracts. Leasing of GME will be accomplished per guidance set forth by the Contracting officer and the policy set forth in the Federal Acquisition Regulation.
2. Short-term. A short term lease is of less than 60 days duration, is not renewable and requires the CO's approval. Short term lease of equipment will be considered to satisfy unscheduled or nonrecurring requirements when MC owned equipment is not available or economical to use to meet operational demands.
3. Long-term. A long term lease is for more than 60 days duration and requires approval from CMC (LFS-2). This Command must have a T/E allowance for leased equipment, a T/E deficiency in MC owned equipment or an expected need for a specific duration. Long-term lease allowances will be considered when a vehicle on hand has consistently accumulated high mileage and comparison of costs indicates a replacement by a leased vehicle would provide a cost advantage over continued use of a MC owned vehicle.

7001. APPROVAL. Requests for approval for a long-term lease must include the following:

1. Number of item(s) of equipment required by type.
2. Justification of need for lease.
3. Estimate of cost per month per item.
4. Anticipated period of use.

7002. ADMINISTRATION OF LEASE EQUIPMENT

1. Leasing solicitations and resulting contracts will provide for insurance coverage.
2. Leased equipment will be operated in the same manner as prescribed for MC owned equipment unless otherwise specified in the contract.
3. The contractor will perform all maintenance on leased equipment, when practical, unless a prior determination has been made that it will be more economical for the MC to perform such maintenance in whole or in part.
4. The CO will budget operations and maintenance (O&M) funds for the lease of commercial equipment per MCO P7100.8.

5. Status of procurement and availability of GSA leased equipment are the primary considerations in approving authority to a long term lease.

7003. MARKING LEASED EQUIPMENT

1. Except for equipment which is specially exempted by CMC (LFS-2) from displaying identification markings, all equipment leased from commercial sources for more than 60 consecutive days must be identified and marked in the same manner as MC owned equipment except that registration numbers will not be used.

2. The applications of markings on equipment and removal of such markings will be, as other factors of the contract, subject to the agreement between the furnishing agency and the activity marking the leasing arrangements. Use of magnetic or other temporary methods of applying required markings will be used to preclude added costs of removal.

7004. ALLOWANCES FOR LEASED EQUIPMENT. When it has been determined that it is more economical to lease equipment on a long-term recurring basis for a specific purpose other than own it, a T/E allowance for leased equipment by code will be authorized by CMC (LFS-2) eliminating the need to request renewal authority from HQMC.

7005. LONG-TERM LEASE REPORT. A report of long term leases of equipment will be submitted to CMC (LFS-2) in letter format by 31 October of each year. It will include all long term leases contracted during the previous fiscal year, (refer to reference (a)).

SOP FOR GME OPERATIONS

CHAPTER 8

TRAINING

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SOP FOR GME OPERATIONS

CHAPTER 8

TRAINING

8000. GENERAL

1. A continuing unit Military Occupation Specialty (MOS) training program for motor transport personnel, including incidental drivers, is a vital command responsibility essential to the accomplishment of the unit mission, maintenance of equipment in an acceptable readiness condition and individual career development.
2. Entry-level training provides the enlisted Marine with the basic skill qualifications for assignment within the motor transport occupational field. MOS proficiency is attained through on the job practical application, formal schools and most importantly effective unit training programs.
3. Proper management of the GME MOS training program requires knowledge and understanding of references (d) and (e).

8001. SCOPE. Unit level MOS proficiency training for occupational field 35XX is applicable to both maintenance and operations personnel.

8002. TRAINING PRIORITIES. Reference (e) contains pertinent information and instructions concerning the management of training priorities which are essential to the development and conduct of the unit MOS training program.

8003. PERFORMANCE OBJECTIVES

1. The establishment of mission-oriented and individual career development performance objectives is a mandatory requirement for unit motor transport MOS training programs.
2. Descriptions of occupational field 35XX MOS duties and tasks prescribed in reference (d) and unit oriented MT operations and maintenance tasks, will be utilized for the development and establishment of unit level MOS training programs.

8004. TRAINING EVALUATION

1. Unit MOS training programs require the development and utilization of effective evaluation methods to provide the SMTO with the means to determine unit and individual training requirements and the quality of the training program in general.

2. The SMTO will ensure the establishment and maintenance of a MT MOS training evaluation system to provide a historical record of training received and skill level achieved of all enlisted Marines.

3. The SMTO will develop inventory/proficiency tests to establish the MOS skill level of newly joined personnel and evaluate the quality of unit MOS training accomplished.

8005. UNIT QUALIFICATION TRAINING

1. The SMTO will develop and conduct unit training programs to qualify personnel for MOS 3523 (Vehicle Recovery Man) and 3533 (Tractor Trailer Operator). MOS duties and tasks contained in reference (d) will be utilized to establish performance objectives for the accomplishment of this training requirement.

2. SMT Division whose mission and T/E requires the establishment and performance of this training requirement will develop, publish and maintain a program of instruction and lesson plans to support the program. The program of instruction should be developed to effectively combine classroom instruction with supervised on the job practical application.

3. Upon successful completion of the prescribed program on instruction and qualification by the authorized licensing activity, the SMTO will ensure appropriate entries are recorded in the SRB/OQR.

8006. INCIDENTAL MOTOR VEHICLE OPERATOR TRAINING

1. GENERAL. An incidental motor vehicle operator is defined as an individual whose primary MOS does not involve the operation of tactical and/or administrative use of motor vehicles, but whose military T/O billet, mission/task or special military assignment requires qualification and licensing to operate motor vehicles as an additional duty. Examples of incidental drivers are clerk/driver, communications driver.

2. Qualification Training. Qualification training of incidental motor vehicle operators on GME will be accomplished by those organizations authorized to conduct such training. Once trained, the GME Licensing Section will test and license all personnel on GME.

3. Performance Objectives. Performance objectives for training incidental motor vehicle operators will be per that which is prescribed for MOS 3531 in reference (j).

4. Training Time. The minimum acceptable training times for qualification of incidental motor vehicle operators are:

Light vehicle operator (incidental)	5 hours
*Heavy vehicle operator	40 hours
Kenworth Tractor Rigs	100 hours

*Individuals enrolled for qualification as heavy vehicle operators must be qualified as a light vehicle operator.

5. CO's/civilian supervisors will complete Appendix Q, then submit the form to the GME Licensing Office.

8007. GME TRAINING REQUIREMENTS

1. It is imperative that all vehicle operators meet the minimum qualifications prior to issuance of a license per references (i) and (j). Any accident proved to be due to the lack of drivers training is considered to be a preventable accident; therefore, defensive drivers training will be provided by the Air Station Safety Branch, per MCO 5100.9.

2. It is the responsibility of each unit to provide training for their members when requesting forklift (MHE) licensing.

3. Special training classes for GME and GMEE operators may be arranged by individual commands via the SMT0.

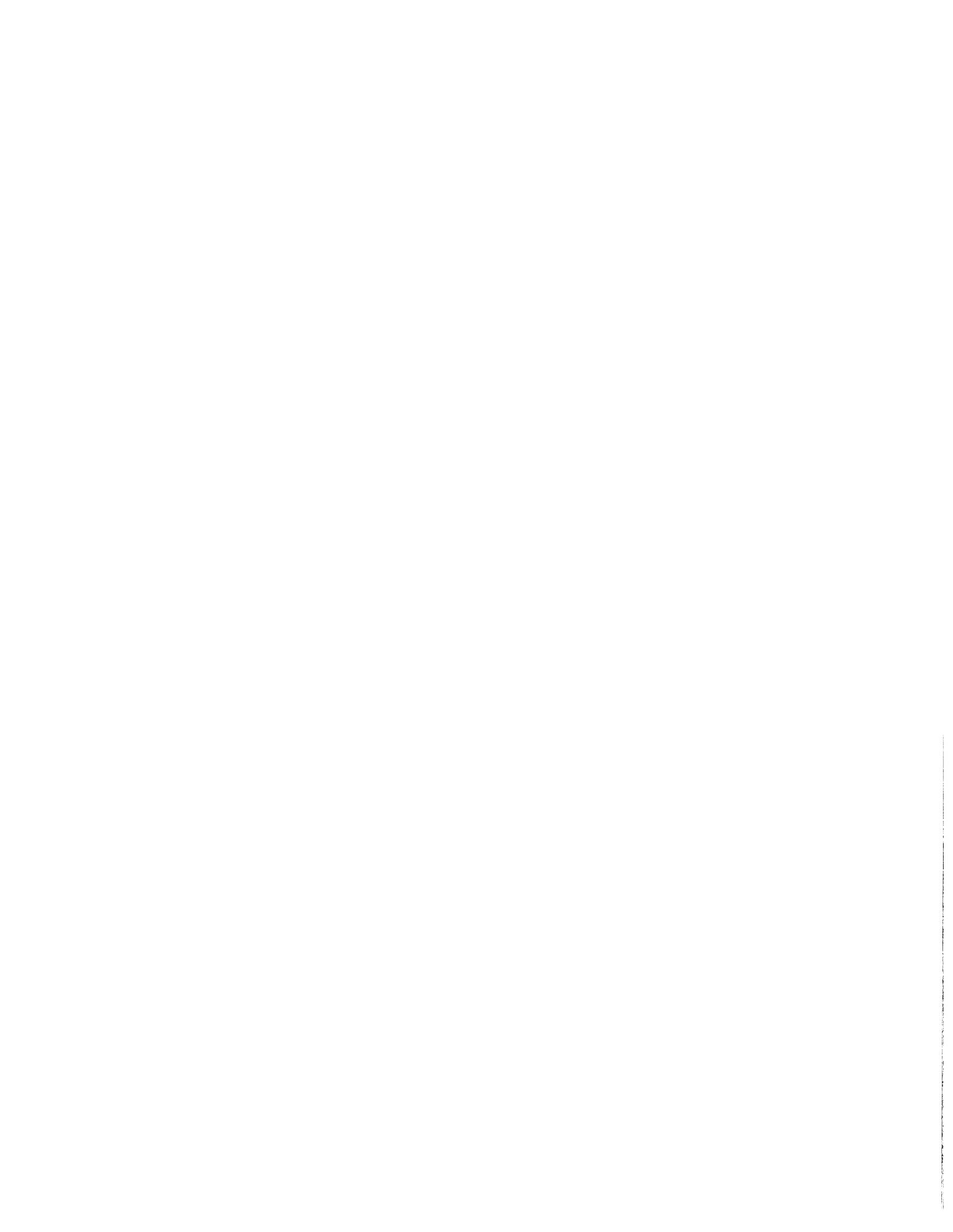
8008. AWARDS AND INCENTIVES, SAFE DRIVING AWARDS. The criteria for issuance of the U.S. Navy Safe Driver Awards are contained in reference (n). Awards are presented to military and civilian drivers as defined in this instruction in recognition of safe driving. CO's are encouraged to show recognition at unit levels through letters of appreciation and meritorious masts, etc.

SOP FOR GME OPERATIONS

CHAPTER 9

PROCUREMENT

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SOP FOR GME OPERATIONS

CHAPTER 9

PROCUREMENT

9000. GENERAL INFORMATION. The GME program is to achieve the optimum relationship between equipment investment costs while maximizing productive use of essential task suited equipment. HQMC will fund for all GME. Allowances represent not only authorizations to hold equipment but also serve as a procurement goal. The total number of GME items in use at this command, including Government-owned or long-term leased, may not exceed allowances established by HQMC.

9001. BUDGETING. HQMC (LFS-2) budgets Procurement MC (PMC) funds for procurement of all GME. Budgeting is determined by three factors:

- a. Allowances.
- b. On-hand inventory.
- c. Projected retirement year.

9002. PROCUREMENT CYCLE

1. The annual procurement cycle is depicted below.

Fiscal Year

Oct	Inventory report and FY scheduled procurement sent to Command in the annual GME inventory audit report.
Nov	Inventory updates from annual GME inventory audit sent to CMC along with past fiscal year utilization data.
Dec-Feb	CMC formulates procurement for this Command.
Mar	Projected procurement for the next FY sent to this Command.
Apr	Priorities and acquisitions data for projected procurement received at CMC from this Command.
Jan-Oct	Procurement work orders (PWO's), military inter-department purchase requests (MIPR'S) and allotments prepared for the projected fiscal year procurement.

2. This Command can schedule replacement of equipment by changing the projected retirement year on the Annual Inventory Report. The projected procurement letter, received in March, will identify all equipment tentatively scheduled for replacement during the applicable FY. This Command's response to that letter will include substitutions and

additions to the projected procurement, priority designator for each item listed and nonstandard specifications.

3. Equipment specifications will note if a service representative is desired for training purposes on new equipment procurements. This training requirement can be requested in local or central procurements.

9003. PROCUREMENT METHODS

1. Central Procurement. Central procurement is the primary method which realizes significant cost savings. CMC consolidates this command acquisition requirements with total MC requirements.

2. Decentralized Procurement. Decentralized procurement is used when circumstances are such that no advantage is to be gained through when the funds are allotted for decentralized procurement, it is imperative that every effort be made to obtain a contract as expeditiously as possible consistent with good contracting practice. A report of FY allotment status for procurement of GME will be submitted to CMC (LFS-2) in letter format by 30 June each year, see reference (a).

9004. ALLOWANCES

1. The number of GME at this Command will be limited to the minimum required to provide essential services under normal conditions. Peak loads and other unusual requirements for GME will be met by borrowing assets from other MC activities, DOD activities, governmental agencies and leasing from GSA or commercial sources.

2. Requests for allowance modifications will be sent to CMC (LFS-2) by the SMTO. The requests will include the following:

a. T/E number.

b. Equipment code.

c. Current allowance.

d. Requested allowance.

e. Justifications address the entire allowance for that equipment code and shows why the current allowance is inadequate to meet needs.

f. Any other equipment allowance affected.

9005. USED EQUIPMENT

1. The procurement of used serviceable equipment is an economical alternate method of filling GME requirements.

2. When the SMTO becomes aware of a serviceable used item that will fill one of the requirements, he/she will notify CMC (LFS-2) by letter. This letter will include a full description of the equipment to be replaced and allowances affected.

3. If the procurement is approved, appropriate waivers from DOD single item managers will be obtained by CMC (LFS-2) and authority to locally purchase, along with funding, will be sent to this Command. The local contracting officer will then synopsise the intended procurement indicating the MC intention to buy a certain item of a specified age and condition at a certain location. The contract is then awarded to the best offer made.

4. This is not to be considered a primary source of equipment replacement.

SOP FOR GME OPERATIONS

CHAPTER 10

REGISTRATION, IDENTIFICATION AND MARKING

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SOP FOR GME OPERATIONS

CHAPTER 10

REGISTRATION, IDENTIFICATION AND MARKING

10000. REGISTRATION NUMBER ASSIGNMENT

1. For the purpose of establishing permanent and positive identification each centrally managed GME item is assigned a MC registration number by HQMC. Once assigned the registration number will be retained for the life of the equipment or until the equipment is transferred permanently from MC custody. In no case will the registration number be changed or reassigned to another vehicle. Plant account numbers are not required for GME items.

2. There are two types of GME registration numbers. One type of registration number is assigned to all GME held against a T/E allowance regardless of the source of the equipment. The second type of registration number (with an "X" in the middle) is assigned to all equipment held by non-T/E activities which do not have a T/E allowance regardless of the source or type of funds used to procure the equipment.

3. Registration numbers will normally be applied to new items of equipment by the manufacturer as part of the procurement contract. In the event that registration numbers have not been applied prior to delivery, they will be applied by the owning unit.

4. Low cost or short life expectancy equipment funded for GME but not centrally managed will not be assigned a registration number.

5. When equipment with a tactical registration number is redesignated as GME to temporarily fill T/E deficiencies the equipment will be reported using the tactical registration number.

10001. PAINTING. Equipment will be repainted only when inadequate protection is afforded against rust or corrosion. Equipment will not be repaired merely to improve appearance or to change the color or gloss characteristics if the finish is serviceable. Normally, MHE and engineer equipment will be painted per Federal Standard 595, yellow number 13538, but for economy or other valid reasons other colors may be used.

10002. IDENTIFICATION MARKINGS FOR AUTOMOTIVE EQUIPMENT. New vehicles will be furnished by the manufacturer with MC identification (the registration number and the legend "FOR OFFICIAL USE ONLY" affixed per the instructions in this chapter as a part of the procurement contract). Other markings prescribed herein will be applied by SMT upon receipt of the vehicles. Vehicles hired for less than 60 days will not be marked.

1. Location of Markings

a. Side Markings

(1) Passenger cars, station wagons, ambulances, carryalls, fire-trucks and truck tractors: Centered on each front door or in a comparable position in relation to the driver's seat on vehicles without doors.

(2) Buses: On the panels just below the windows, to the rear of the entrance door on one side and to the rear of the driver's compartment on the other side.

(3) Trailers and Semitrailers: Centered on each side of the front quarter of the vehicle.

(4) Scooters: Located on appropriate surface.

b. Rear Markings. Only the USMC identification and registration number will be displayed.

2. Size, Space and Style of marking. Gothic style letters and numerals will be used. Letter and number heights will be 1-1/2 inches except for "Office Use Only" which will be 3/4 inch. Line spacing will be 1-1/2 inches.

3. Use of Pressure Sensitive Marking Materials. All identification markings prescribed by this chapter may be applied through the use of pressure sensitive type markers.

10003. IDENTIFICATION MARKINGS FOR MATERIAL HANDLING EQUIPMENT

1. Each item of equipment shall be identified on each side and rear using 1-1/2 inch lettering and numerals.

2. Identification shall be by the letters "USMC" followed by the registration number on the same line. Letters and numerals shall be closely spaced, but groups of letters shall be separated from groups of numerals (e.g., USMC 000000).

3. Identification markings shall be located where space will permit and in such a manner as to present a neat and balanced appearance. The location of identification markings shall be consistent on equipment of the same type, size and design.

4. Identification markings shall be applied with black paint (No. 17038) when the paint and stencil method is used. Pressure sensitive marking materials conforming to the current issue of military specification MIL-M-43719 may be used. Markings shall not wholly or partially be obscured by any attachment.

10004. IDENTIFICATION MARKINGS FOR ENGINEER EQUIPMENT

1. Registration numbers applied to equipment shall consist of the letters "USMC" and a series of numerals for identification. Markings shall be applied using 3 inch capital letters and numerals.
2. In the event that registration numbers have not been applied prior to deliver of equipment to the MC, they will be applied by the SMT0. Markings shall be applied as stated in paragraph 10003 of this Order.

10005. MARKING EXEMPTIONS. Motor vehicles used for intelligence and investigative purposes which are required to be unidentified are exempt from identification requirements.

SOP FOR GME OPERATIONS

CHAPTER 11

INVENTORY MANAGEMENT

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SOP FOR GME OPERATIONS

CHAPTER 11

INVENTORY MANAGEMENT

11000. GENERAL INFORMATION

1. Equipment is scheduled for procurement based on T/E allowances and projected retirement years.
2. A centralized GME file of pertinent equipment information is maintained at HQMC on all active items.
3. The T/E allowances serve as a procurement goal and an authorization to maintain equipment.
4. Each item of GME is assigned a "Golf" TAM control number, which is used to describe allowances and categorize the budget. See reference (a) for description of each of the equipment codes.
5. When equipment meets the prescribed criteria it will be disposed of per instructions from CMC (LFS-2).

11001. GME FILE MAINTENANCE

1. When an item of GME is received it will be reported to CMC (LFS-2) by forwarding a copy of DD Form 1342 (DOD Property Record) annotated with the equipment code and registration number.
2. Throughout the life of the equipment, the GME will be updated as necessary. Only the registration number and the information (field) changed need to be filled in.
3. Utilization data (FY MI/HR and total MI/HR) will be submitted annually during the inventory audit for all GME except trailers.
4. The format should be reduced in size so several records will fit on each page when the update is submitted by letter.

11002. EQUIPMENT DISPOSAL

1. Equipment is eligible for disposal when it meets one of the following criteria:
 - a. Exceeds life expectancy in years (reference (a)).
 - b. Exceeds life expectancy in usage (reference (a)).
 - c. Exceeds one-time repair limit (reference (a)).
 - d. Exceeds T/E allowance (reference (a)).

2. When an item of equipment meets one of the preceding criteria, listed in paragraph 11002.1, disposal instructions will be requested from CMC (LFS-2). The request will consist of a LTI with a cover letter.

3. If an item of equipment meets one of the preceding criteria listed in paragraph 11002.1, but is in serviceable condition and another commercial activity has need of it, the letter requesting disposal instruction will so indicate. While awaiting instructions the equipment can be transferred on a temporary loan basis.

4. When delivery of an item to the Defense Re-utilization and Marketing Officer (DRMO) is directed, a completed copy of DD Form 1342 will be sent to CMC (LFS-2) to have the item deleted from the GME file.

11003. ONE-TIME REPAIR LIMIT

1. If an item of equipment requires extensive repairs an LTI will be conducted to determine the one-time repair limit.

2. Should the repair estimate exceed the one-time repair limit either disposal instructions or a waiver of the limit will be requested from CMC (LFS-2). The request will include only a completed LTI and cover letter. In the case of a request for waiver the cover letter will contain the necessary justification.

11004. TRANSFER OF EQUIPMENT

1. When an item is to be transferred from one activity to another a request for approval of transfer will be sent to CMC (LFS-2) by the losing activity with a copy to the gaining activity. The CMC approval of the transfer will be addressed to the losing activity with a copy to the gaining activity.

2. While awaiting CMC approval of the transfer the equipment can be transferred to the gaining activity on a temporary loan basis.

SOP FOR GME OPERATIONS

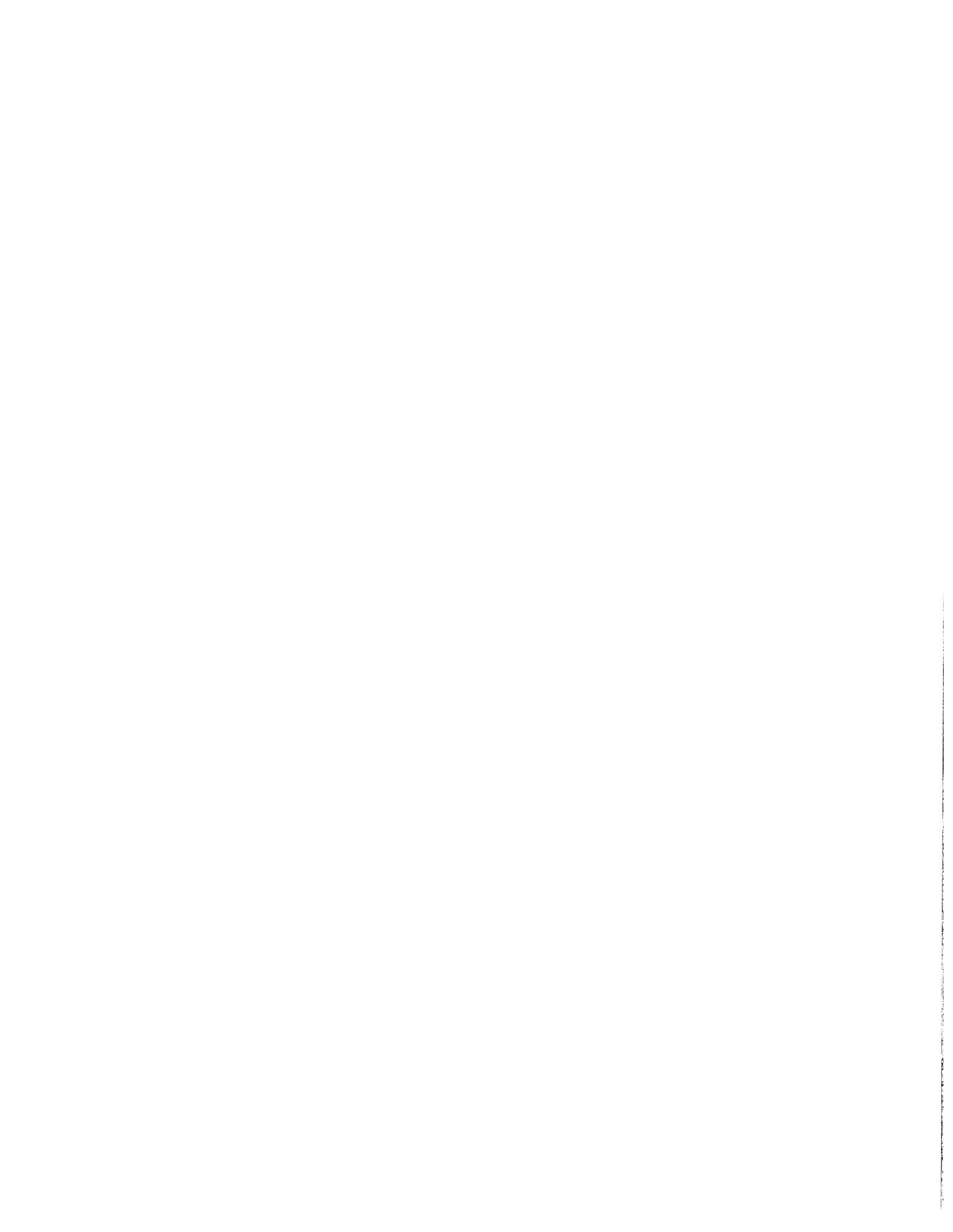
CHAPTER 12

MAINTENANCE MANAGEMENT

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12-1 OPERATOR'S SERVICE CHECKLIST	12-4
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SOP FOR GME OPERATIONS

CHAPTER 12

MAINTENANCE MANAGEMENT

12000. GENERAL INFORMATION

1. An efficient, well planned and economical program for inspection, service, adjustment and lubrication shall be established by the SMTO. This program should be designed to provide optimum maintenance at the greatest cost effectiveness. Too often, equipment is overmaintained. Work hours, money and materials are unnecessarily expended, while potentially productive time is sacrificed. While it is essential that tactical equipment be maintained in a combat ready status, GME by employment and nature does not require such an intensive program. Maintenance programs established shall be based on the performance of only that maintenance essential to retain equipment, during normal life expectancy, in a safe and serviceable condition and in an acceptable appearance. In establishing, operating or managing any maintenance program, common sense is a tool that must be used to produce an efficient, economically sound operation.

2. The following general guidance shall be used by the SMTO in establishing a maintenance program:

a. The operator's skill, care, attitude and pride are of primary importance in prolonging the life of equipment. It is the operator's responsibility to ascertain that the equipment is in a safe and serviceable operating condition. This can be accomplished by performing simple operation services and checks and by promptly reporting deficiencies to appropriate supervisory personnel.

b. Scheduled maintenance services should be established primarily on the basis of mileage/hours, manufacturers standard recommendations and experience. Other considerations are the age of the equipment, local operating requirements, conditions, terrain and climate.

12001. MAINTENANCE CATEGORIES

1. Operator Inspection and Service. Operator inspection and service shall consist of inspection and detection of such malfunctions of the equipment that could render the equipment unsafe or unserviceable. In addition, operator service may include minor or simple parts replacement and servicing (i.e., water, fuel, tire inflation and battery maintenance) as required. When servicing is specified to be performed by other designated personnel the operator shall be responsible for checking that services were performed and that the equipment is in a safe and serviceable condition. The operator's inspection and service shall include, but not be restricted to, the sample check list in figure 12-1.

SOP FOR GME OPERATIONS

OPERATOR'S SERVICE CHECKLIST

DRIVERS NAME		RANK
UNIT	PHONE#	DATE
VEHICLE#	TYPE	MILEAGE
(S-SAT UN-UNSAT)		(OPERATIONS CHECK)

GENERAL CHECKS

COMMENTS

INSTRUMENTS
HORN
LIGHTS (ALL)
TURN SIGNALS
WINDSHIELD WIPERS
AIR CLEANER
COOLING SYSTEM
BATTERY
SAFETY EQUIPMENT
MUFFLERS AND TAILPIPES
SEATS AND UPHOLSTERY
PAINT (SCRATCHES/DENTS)
TIRE (CONDITION/PRESSURE)
BELTS, FANS, PULLEYS
LEAKS
MIRRORS/WINDSHIELD
REFLECTORS
HAND BRAKES/SERVICE BRAKES
FUEL/OIL
CLEANLINESS (IN AND OUT)

OTHER COMMENTS OR PROBLEMS NOT NOTED

a. It is the driver's responsibility to note on the Operator's Inspection Guide and Trouble Report (Appendix C) any vehicle defects.

b. Drivers will perform first echelon maintenance on vehicles within their responsibility; to include those vehicles which are Class "A" assigned, Class "B" assigned and those loaned as U-Drive from the GME motor pool. The GME Maintenance Shop is authorized second, third, fourth and fifth echelon maintenance on commercial vehicles and certain tactical vehicles which are assigned.

c. Units and sections requiring maintenance services beyond first echelon will bring those vehicles to the GME Wash/PM area and do the following:

(1) Report to the Records Clerk (dispatcher after normal working hours).

(2) Wash the vehicle.

(3) Complete all first echelon maintenance.

(4) Fill out Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13 (Appendix C).

(5) Park the vehicle on the maintenance incoming line.

d. ROs/section heads are responsible for all GME assigned to their organizations/sections and will ensure that proper first echelon maintenance, to include weekly PM, is performed.

2. Safety Inspection. Automotive equipment shall be inspected for safety at intervals not to exceed 12 months. Where required a shorter interval may be needed to meet State or local regulations. As a minimum, the safety inspection shall consist of the items set forth in the checklist in figure 12-1. Deficiencies noted shall be corrected before returning the equipment to use. Completion of the annual safety inspection will be recorded on a Shop Repair Order (SRO).

3. Corrective Maintenance (CM). CM is the total of the maintenance actions performed, as a result of a failure to restore an item of equipment to a serviceable condition. CM process commences when an item of equipment is reported as requiring CM. It terminates when the item is restored to a serviceable condition or declared not repairable.

4. Scheduled Maintenance (SM)

a. SM is the sum of the actions taken to maintain equipment in a serviceable condition. This is accomplished by providing systematic inspections, to detect potential failures before they occur to correct failures before they develop into major defects. A systematic SM program of inspecting, cleaning, servicing, lubricating and adjusting is the key to equipment readiness in a unit. SM is normally done by

using operators and owning unit mechanics. A good SM program will help prevent early breakdown or failure of equipment, thus assisting in preventing costly, complex and time-consuming repairs. A sound SM program also optimizes maintenance resources. The SM services are, in general, cyclic in nature based on usage or time intervals. SM is often referred to as PM.

b. Equipment will be inspected and serviced per the time/usage interval prescribed by the manufacturer to maintain the validity of the warranty. Manufacturers recommended intervals will continue to be used after the warranty expires. All checks indicated by the manufacturer will be performed during these services. If there are no intervals prescribed to maintain the warranty, scheduled services will be performed every 12 months or 6,000 miles for automotive equipment and 12 months or 520 hours for MHE and engineer equipment. At the discretion of the SMTO the maintenance intervals may be shortened.

12002. CONTROL

1. The economy and soundness of managing equipment maintenance is contingent upon proper and adequate control instituted at all levels of command. In order to meet the primary objectives of the maintenance program, it is essential that commanders ensure the activity maintenance programs take cognizance of maintenance requirements of GME.

2. Controls established by the SMTO shall provide for:

a. Minimum equipment downtime to allow maximum equipment availability.

b. Balanced and meaningful workload scheduling.

c. Meaningful quality control.

d. Current equipment technical library.

e. Appropriate records keeping that avoids duplicate efforts.

3. To ensure effective control over shop productivity, the application of flat rate time standards are necessary. Commercial flat rate manuals contain this information.

12003. MAINTENANCE PROCEDURES

1. The following alternate methods or combination of methods of accomplishing maintenance actions may be used:

a. In-house facilities.

b. Other Government facilities.

c. Commercial facilities.

2. In cases of host-tenant occupancy of an activity, maintenance support will be performed by the host service consistent with practices established for maintenance of its own vehicles unless otherwise specified in support agreements.

3. The SMTO will establish and use performance standards to evaluate personnel.

4. Equipment downtime is the time that equipment is not available for use because of CM or SM. It includes all time accrued from the time equipment is removed from service and ends when the user is notified that the equipment is ready to return to service. The equipment downtime standard is based on a 24-hour day/365-day year. The maximum MC acceptable downtime is ten percent of the total equipment hours that the equipment fleet could be available.

5. Safety inspections, load tests and calibration procedures for equipment will be performed per chapter 13 of this manual.

12004. MODIFICATIONS

1. Modification, modernization or alteration of GME can be performed without prior approval of HQMC as long as the equipment code will not need to be changed as a result. These types of modifications do not require any record entries other than the SRO.

2. Requests for approval of modifications which necessitate an equipment code change shall be submitted to the CMC (LFS-2). Each request shall include justification, vehicle description, MC registration number and the estimated cost.

12005. WARRANTIES

1. General Information. The SMTO will be familiar with the general provisions of equipment warranties and the significance of such provisions in reducing maintenance costs, as well as timely correction of possible design deficiencies. Local negotiations with franchised dealers are encouraged. However, when solutions cannot be reached the CMC (LFS-2) will be informed. Further reports of major design deficiencies or unsatisfactory conditions (whether or not they occurred during or were corrected under warranty provisions) should be reported to HQMC for evaluation and appropriate action.

2. Provisions

a. The following is a standard warranty provisions contained in current procurement contracts: "The contractor hereby guarantees the vehicle and parts thereof against defective material and workmanship for a period of 1 year from the date of acceptance or 12,000 miles road travel, whichever may occur first."

b. The contractor's responsibility for defective material or workmanship is not necessarily limited to the specified number of miles or years stated in the warranty. Abnormal malfunctions or high incident of unusual part failures detected at some point beyond the warranty period, which can be attributed to latent defects and not normal wear and tear, will be reported to the CMC (LFS-2) together with a full description and data.

12006. RESTRICTIONS ON PRIVATELY OWNED VEHICLES. Privately owned vehicles, vehicle units, parts, accessories and equipment will not be repaired, serviced or manufactured in any MC maintenance facility. Government-owned vehicles, tools, motorized equipment or supplies will not be used to service or repair such private property. POV's will not be stored in any MC motor pool. The above does not apply to authorized hobby shops.

12007. PREEXPENDED BIN (PEB)/TOOL CONTROL/CALIBRATION

1. PEB. The PEB items are stocks of low-cost, fast-moving expendable items designed to facilitate the maintenance function by making everyday use items readily available at the maintenance site. The PEB will be established at any unit performing maintenance or repair of equipment. The PEB stockage should be minimal. Layering of stock is not a duty or mission of a maintenance shop. An internal control and accounting system is required for items used to stock these bins per reference (b). The PEB criteria are as follows:

a. Unit Price Criteria. The dollar value of the standard unit price will not exceed \$75 for items with a unit of issue of pair or each, and \$100 for all other units of issue.

b. Usage Criteria

(1) If the item is applied in a full unit of issue the usage criteria is two hits in six months. No more than four units may be stocked.

(2) If the item is applied in less than a full unit of issue, the unit is authorized to hold not in excess of two full units of issue except if usage is higher. Usage criteria for an item applied in a less than full unit of issue is one hit in two months.

c. The commander will review and approve, in writing, items authorized to be held in PEBs every six months.

2. Tool Control. The SMTO is responsible for maintaining the internal control, inventory and replacements for missing or unserviceable tools per reference (b). It is imperative that the unit budget for tool replacements to eliminate a shortage of funds when critical tools are required.

3. Calibration. The SMT0 is responsible for maintaining a calibration program incorporating the management features of the program described in reference (b). The program may be manual or automated. All test, measurement and diagnostic equipment (TMDE) will be calibrated per the manufacturer prescribed intervals. If no intervals exist, calibration will be per reference (b). The calibration service source will be selected by the SMT0.

12008. PUBLICATIONS. The SMT0 will establish a publications control system per references (b) and StaO P4790.8.

12009. ANTIFREEZE INSTRUCTIONS. Equipment managers are required to add antifreeze to GME per the manufactures recommendations.

12010. TIRES

1. New tires will be used on the following equipment:

a. Passenger carrying equipment:

- (1) Buses
- (2) Vans
- (3) Sedans
- (4) Passenger trailer

b. Special purpose equipment:

- (1) Firetrucks
- (2) Ambulances
- (3) Truck tractors

2. Reconditioned tires can be used on equipment not previously identified.

12011. DEADLINED VEHICLES. Vehicles which are inoperative or have been removed from service will have all accessories such as tools, jacks, etc, removed, tagged and stored for safekeeping by the GME Operations Section. The MTO/MTC will deadline vehicles failing to receive scheduled maintenance.

12012. VEHICLE ABUSE. Evidence of vehicle abuse, such as mechanical failure which is not the result of normal wear and tear, or defective workmanship, will be investigated by the Operations Chief and reported to the MTO/MTC, who will specify what action is to be taken. Failure to perform vehicle operator's PM is considered vehicle abuse.

12013. SUPPLY/FISCAL

1. General. Supply/Fiscal is that function which obtains parts and equipment for the maintenance and repair of vehicles; prepares requisitions for material; maintains records on requisitions, open purchase documents and blanket purchase orders; and records reflecting status of authorized and expended funds. In addition MT Fiscal Branch will provide data, advice and input to prepare the annual budget.

2. Transportation Division Material Controller. The Transportation Division Material Controller is responsible to the SMTO for the efficient operation and timely requisition of repair parts, equipment and supplies. He/she will like-wise ensure all supply records are maintained per NAVSUPINST 4400.

3. SMT Shop Material Controller. The SMT Shop Material Controller will maintain a secured storeroom for the management of supply/parts. A Layette Bin system will be maintained per StaO P4790.8.

4. Inventory Control. Inventory control of tools, tool sets and kits are the responsibility of the Tool Room NCO. The MTC will ensure tool inventories are completed per reference (a) and StaO P4790.8, and that all proper action is taken in the events of lost, missing or broken tools.

SOP FOR GME OPERATIONS

CHAPTER 13

INSPECTION, TESTING AND CERTIFICATION OF LOAD LIFTING EQUIPMENT

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SOP FOR GME OPERATIONS

CHAPTER 13

INSPECTION, TESTING AND CERTIFICATION OF LOAD LIFTING EQUIPMENT

13000. BACKGROUND

1. DOD Instruction 6055.1 of 26 October 1984 requires all components, including the MC, to conform with the Department of Labor's Occupational Safety and Health Administration (OSHA) regulations (with some exceptions predicated by defense missions).
2. Chapter 9 of reference (a) provides the standard procedures that will be used for the inspection, testing and certification of GME load lifting equipment.

13001. GENERAL INFORMATION

1. Changes to reference (1) states that wreckers, fork-lifts, retrievers, A-frames, chain hoists and winches no longer require load test. This equipment requires an annual condition inspection. This annual condition inspection is performed by the owning unit. Appendix C of reference (1) applies.
2. Changes to reference (1) further state that cranes and aerial personnel devices only require load testing prior to initial use and/or to extensively repaired or altered equipment. Scheduled periodic load testing is not required. Appendix B of reference (1) applies.
3. Load testing of weapons and aviation related equipment is subject to appropriate directives. Those units are responsible for requesting load test services and must provide load test instruction directives.
4. MT manages the Load Test Program for the Air Station and tenant organizations. The SMTO is responsible for ensuring that all load testing for GME assets is accomplished per references (a) and (1).
5. The Load Test Director works directly for the SMTO. However, all load testing performed will be routed to the MTC for certification signature. The Load Test Director will maintain a dual file system that accounts for load testing accomplished by month/FY and by organization/unit.
6. It is the responsibility of individual units to request load test services for its equipment. Units requesting load testing will submit Appendix H to the MTC. The MTC will log in the request and forward it to the SMTO. Note: A lead time of ten work days is requested to allow for scheduling conflicts within MT. Tenant units will be responsible for providing all load test references and directives to the Load Test Director.

7. Upon completion of load testing and certification by the SMTO a copy of all appropriate forms reflecting loadtest results will be sent to the appropriate units.

8. It is the responsibility of the owning unit to repair any equipment that fails load test certification.

9. The MT GME Records Clerk will ensure that all results of GME load tests are recorded in the appropriate GME record jacket per reference (c).

SOP FOR GME OPERATIONS

APPENDIX A

PERTINENT DIRECTIVES AND PUBLICATIONS

<u>DIRECTIVE</u>	<u>REFERENCE LIST</u>
MCO P1200.7H	Military Occupational Specialties (MOS) Manual
MCO 1510.34	Individual Training Standards (ITS) System
MCO 1550.3M	Marine Corps Institute (MCI) Correspondence Courses
MCO P4400.150C	Consumer Level Supply Management Policy Manual
MCO 4570.24A	Department of Defense Hazardous Material/Hazardous Waste Disposal Guidance
MCO 4710.8F	Uniform Criteria for Repair Cost Estimates used in determination of Economical Repair
MCO 4733.1A	Marine Corps Test, Measurement and Diagnostic Equipment Calibration and Maintenance Program
MCO P4790.2B	MIMMS Field Procedures Manual
MCO 4855.2D	Marine Corps Quality Assurance Program
MCO 4855.10A	Quality Deficiency Reporting
MCO 5100.8E	Marine Corps Ground Occupational Safety and Health (OSH) Program
MCO 5100.19C	Marine Corps Traffic Safety Program (DRIVESAFE)
MCO 5101.SD	Marine Corps Ground Mishap Reporting
MCO P5215.17B	Marine Corps Technical Publications System
MCO P5600.31F	Marine Corps Publications and Printing Regulations
MCO P7100.8	Field Budget Guidance Manual
MCO 11240.66B	Standing Licensing Procedures for Operators of Military Motor Vehicles
MCO P11240.106A	Garrison Mobile Equipment
MCO 11262.2	Inspection and Load Testing of Marine Corps Owned Commercial and Tactical Load Lifting Equipment

SOP FOR GME OPERATIONS

StaO P4790.8	Standing Operating Procedures (SOP) for Maintenance Management (MAINTMAN SOP)
StaO P5560.3A	Motor Vehicle and Traffic Regulations
NAVMC 1071	Table of Authorized Material (TAM)
NAVSEAOP 2165	Navy Transport Safety Handbook
NAVSEAOP 2239	Explosive Handling Material
OPNAVINST 5100.16	Safety
TI-4733-35/4	Calibration Checklist, Test, Measurement and Diagnostic Equipment
TI-4733-35/5	Calibration Equipment Recommendations, Marine Corps Calibration Program
TI-4733-35/6	Test, Measurement and Diagnostic Equipment, Calibration and Maintenance Program
TM-4700-15/1	Equipment Record Procedure
TM-11240-15/3	Motor Vehicle License Examiner's Manual Changes 1 and 2
TM-11240-15/4	Engineering Licensing Manual

SOP FOR GME OPERATIONS

APPENDIX B

VEHICLE AND EQUIPMENT OPERATIONAL RECORD (DD FORM 1970)

VEHICLE AND EQUIPMENT OPERATIONAL RECORD (ADMINISTRATIVE AND TACTICAL MOTOR VEHICLES) (11240)												
DATE		TYPE		REGISTRATION NO.			ADMINISTRATION NO.					
							1 2 3					
DISPATCHING ORGANIZATION				ACTION	TIME	MILES	TOTAL (Fuel gallons)			TOTAL (Oil quarts)		
							1	2	3	1	2	3
1ST OPERATOR				IN			REPORT TO					
OPERATOR'S SIGNATURE				OUT			DISPATCHER'S SIGNATURE					
2D OPERATOR				IN			REPORT TO					
OPERATOR'S SIGNATURE				OUT			DISPATCHER'S SIGNATURE					
3D OPERATOR				IN			REPORT TO					
OPERATOR'S SIGNATURE				OUT			DISPATCHER'S SIGNATURE					
DESTINATION		TIME		ARRIVAL MILEAGE	CARGO CUBE OR WEIGHT	NO. PASSENGERS	USER SIGNATURE					
		ARRIVE	DEPART									
FROM		a	b	c	d	e	f	g				
TO 1.												
TO 2.												
TO 3.												
TO 4.												
TO 5.												
TO 6.												
TO 7.												
TO 8.												
TO 9.												

DATE		TYPE		REGISTRATION NO.			ADMINISTRATION NO.										
							1 2 3										
1. BEFORE OPERATION			OPERATOR			2. DURING OPERATION			OPERATOR			AFTER OPERATION			OPERATOR		
			1st	2d	3d				1st	2d	3d				1st	2d	3d
DAMAGE, PILFERAGE						PARKING BRAKES						LIGHTS AND REFLECTORS					
LEAKS, GENERAL						SERVICE BRAKES						SAFETY DEVICES					
FUEL, OIL, WATER						CLUTCH						BRAKES					
ENGINE, WARM-UP						STEERING						AIR TANKS (DRAIN)					
INSTRUMENTS						ENGINE OPERATION						FUEL, OIL, WATER (Refill)					
SAFETY DEVICES						UNUSUAL NOISES						CLEAN (AS REQUIRED)					
TOOLS AND EQUIPMENT																	

LEGEND- X -OK

X-DEFECTIVE

NAVMC 10627 (REV. 9-93) (EF) (PREVIOUS EDITION WILL BE USED.)
SN: 0000-00-006-1534 U/I: PD (100 SHEETS PER PAD)

SOP FOR GME OPERATIONS

DESTINATION <small>a</small>	TIME		ARRIVAL MILEAGE <small>d</small>	CARGO CUBE OR WEIGHT <small>e</small>	NO. PASSEN- GERS <small>f</small>	USER SIGNATURE <small>g</small>
	ARRIVE <small>b</small>	DEPART <small>c</small>				
TO 10						
TO 11						
TO 12						
TO 13						
TO 14						
TO 15						
TO 16						
TO 17						
TO 18						
TO 19						
TO 20						
TO 21						
TO 22						
TO 23						
TO 24						
TO 25						
TO 26						
TO 27						
TOTALS						
1ST OPERATOR				2D OPERATOR		
3D OPERATOR						

NOTE: Signatures of the dispatcher, operator and user indicate that vehicle was dispatched and used for Official Government Business **ONLY**. Operator's signature also indicates that daily before and after operator preventive maintenance service was accomplished.

REMARKS

SOP FOR GME OPERATIONS

APPENDIX C

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT
(NAVFAC 9-11240/13)

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	
	1. DAMAGE (Exterior/Interior/Missing Components)
	2. LEAKS (Oil, Gas, Water)
	3. TIRES (Check inflation, abnormal wear)
	4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
	5. BATTERY (Check water level, cables, etc.)
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (Seat belts, flares, etc.)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (Drain air tank when equipped)
	16. OTHER (Specify in "Remarks")
DATE	OPERATOR'S SIGNATURE
REMARKS	

NAVFAC 9-11240/13 (12-69)
Supersedes DD Form 1358
S/N -0105-004-1195

SOP FOR GME OPERATIONS

APPENDIX D

GARRISON MOBILE EQUIPMENT/MATERIAL
HANDLING EQUIPMENT REQUEST

11240

From: (REQUESTING UNIT)
To: Station Motor Transportation Operations Chief
Subj: GARRISON MOBILE EQUIPMENT/MATERIAL HANDLING EQUIPMENT REQUEST
Requesting Unit: _____ Phone #: _____
(Department)
Requestor's Name: _____ Rank: _____
(Print) (Signature)
Type of Equipment Requested: _____
Operator's Name: _____ Rank: _____
Report To: _____ Date/Time to Report: _____
Location: _____ To Transport: _____
(Location/Phone)
Destination: _____ Expected Return Date/Time: _____

REQUESTING UNIT WILL PROVIDE OWN DRIVERS FOR EQUIPMENT UNDER 10,000
LBS

FOR MOTOR TRANSPORT USE ONLY: DATE/TIME RECEIVED: _____
COMMITMENT NUMBER: _____ APPROVED/DISAPPROVED: _____
OPERATION'S CHIEF: _____
(Print) (Signature)
FINAL DISPOSITION: _____ DATE: _____

SOP FOR GME OPERATIONS

APPENDIX E

HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

I, _____, hereby (hold harmless) (Grant my child), _____, age _____, permission to _____ for the period beginning on _____ and ending on _____.

I, _____, in consideration of the mutual advantages accruing to the Parties hereby agree for myself, successors and assigns, by operation of law or otherwise to hold harmless the Government and to assume full responsibility for and to defend, pay or otherwise settle any and all claims, demands, actions or causes of action of every nature and character whatsoever in law or equity for loss, damage or injury to any and all persons or property arising out of _____. I further agree to release and discharge the United States (including any department or agency thereof) its agents and any all military, civilian and contract personnel, their heirs, successors, executors, administrators or assigns from any and all liabilities, claims, demands, actions or cause of action, of every nature whatsoever arising out of said permission and to indemnify and hold harmless the United States (including any department or agency thereof) its agents and any and all military, civilian and contract personnel, their heirs successors, executirs, administratirs or assigns form loss, damage or injury by reason of such permission.

IN WITNESS WHEREOF, this agreement is executed on this _____ day of _____.

NAME

ADDRESS

WITNESS:

NAME

ADDRESS

SOP FOR GME OPERATIONS

APPENDIX F

LIMITED TECHNICAL INSPECTION - MOTOR TRANSPORTATION (4730)
NAVMC 10284 (REV. 9-93) (EF) SN: 0000-00-003-1906 U/I: PAD (100 SHEETS PER PAD)
 (PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED)

TYPE OF VEHICLE				UNIT ASSIGNED				SIZE		DRIVE					
MANUFACTURER				MODEL		CHASSIS SERIAL NO.		YEAR OF MANUFACTURE		REGISTRATION NO.					
CONDITION CODE										MILEAGE					
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Y <input type="checkbox"/> Z <input type="checkbox"/> 2															
GROUP	PART	SATISFACTORY	REPAIR	REPLACE	MISSING	COST	GROUP	PART	SATISFACTORY	REPAIR	REPLACE	MISSING	COST	MI/TI TO BE MADE	
01	ENGINE						13	TIRES						OTHER SHORTAGES	
02	CLUTCH						13	TRACKS							
03	CARBURETOR						13	WHEELS							
03	FUEL PUMP						14	STEERING GEAR							
03	FUEL TANK						14	HYDRAULIC SYSTEM							
03	DISC L / MULTIFUEL FUEL						15	FRAME							
	(a) INJECTORS						15	TOWING CONNECTION							
	(b) METER, PUMP						16	SHOCK ABSORBERS							
	(c) TURBO CHARGER						16	SPRINGS							
	(d) FLAME HEATER						17	FENDERS							
04	MUFFLER & TAIL PIPE						17	HOOD						MAJOR DAMAGE OBVIOUSLY DUE TO OTHER THAN FAIR WEAR AND TEAR	
05	FAN & WATER PUMP						18	BODY							
06	RADIATOR						18	CAB							
06	BATTERY						18	FLOOR							
06	DISTRIBUTOR						18	GLASS							
06	GENERATOR						18	INTERIOR TRIM							
06	LIGHTS						18	SEAT & UPHOLSTER							
06	STARTER						20	WINCH							
06	REGULATOR						21	BRUSH GUARD GRILL							
06	WIRING						21	BUMPERS							
07	TRANSMISSION						22	VEHICLE ACCESSORIES						LETTER OF UNSERVICEABLE PROPERTY REFERENCE:	
08	TRANSFER						22	CANVAS							
09	DRIVE SHAFT						22	INSTRUMENTS							
10	FRONT AXLE						27	ARMNMENT							
11	INTERMEDIATE AXLE						28	PAINT							
11	REAR AXLE						28	FIFTH WHEEL							
12	PARKING BRAKE SYSTEM						30	DUMP HOIST							
12	SERVICE BRAKE SYSTEM						31	WRECKER BOOM							
													TOTAL COST OF THESE REPAIRS		\$
													INDIVIDUAL REPAIR EXPENDITURE LIMIT		\$

REMARKS

DATE		MECHANIC SIGNATURE	
ACTIVITY		DATE	SIGNATURE OF MAINTENANCE OFFICER

SOP FOR GME OPERATIONS

APPENDIX G

QUARTERLY UTILIZATION STANDARDS FOR GME/MHE
CLASS "B" ASSIGNED EQUIPMENT

<u>GME: EQUIPMENT CLASSIFICATION</u>	<u>QUARTERLY MILE- AGE STANDARDS</u>
Sedan	2000
Station Wagon	2000
Bus, Body on Chassis	2000
Bus, Integral	2000
Truck, Cargo Pick-up (under 5000 lbs-4X2)	3000
Truck, Cargo/Multi purpose (under 10000 lbs-4X4)	3500
Excluding Pick-ups (under 10000 lbs-4X2)	3000
Truck, Cargo/Multi purpose (10,000 - 23,000 lbs)	2300
Truck, Cargo/Multi purpose (over 23,000 lbs)	1700
Truck, Carry all	2250
Truck, Tractor (under 25,000 lbs)	1750
Truck, Tractor (25,000 - 46,000 lbs 4X2)	1750
Truck, Tractor (25,000 - 46,000 lbs 4X4)	1500
Truck, Tractor (25,000 - 46,000 lbs 6X6)	1260
Truck, Tractor (over 46,000 lbs 6X4)	1500
Truck, Tractor (over 46,000 lbs 6X6)	1260
Scooter, 3 wheel	300
<u>MHE: EQUIPMENT CLASSIFICATION</u>	<u>QUARTERLY HOUR STANDARDS</u>
Forklift, Diesel/Gas (4,000 lbs)	90
Forklift, Electric (4,000 lbs)	90
Forklift, Diesel/Gas (6,000 lbs)	90
Forklift, Diesel/Gas (10,000 lbs)	90
Forklift, Diesel/Gas (15,000 lbs)	90
Crane, Warehouse (10,000 lbs)	90
Crane (20 - 30 ton)	90
Tractor, Industrial	90

SOP FOR GME OPERATIONS

APPENDIX I

PHYSICAL EXAMINATION REQUEST

MEMORANDUM

Date:

From: Station Motor Transportation Officer
To: Base Medical Officer

Subj: PHYSICAL EXAMINATION FOR _____

Ref: (a) MCO 11240.66B

Encl: (1) Physical Fitness Inquiry (SF-47)
(2) Physical Examination for Motor Vehicle Operators
(NAVMC 10969)

1. Subject individual has applied for a Government Motor Vehicle Operator's Permit to drive the following vehicle(s):

a.

b.

2. Reference (a) requires a Medical Officer to certify the individual's fitness to drive. Please note your recommendation on the memo below and have the applicant return it with enclosures (1) and (2) to this office.

(MTO Signature)

FIRST ENDORSEMENT

DATE:

From: Base Medical Officer
To: Station Motor Transportation Officer

1. The subject individual has been found fit unfit for licensing.

(Medical Examiner)

SOP FOR GME OPERATIONS

APPENDIX J

APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT OF-346

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No.	Restrictions
Name of Operator <i>(Not Transferable)</i>		Sex	Signature of Operator <i>(Not valid until signed)</i>		QUALIFIED TO OPERATE
					Type Vehicle and/or Equipment
					Capacity
					Qualifying Official
Date of Birth	Social Security No.		Name and Location of Issuing Unit		
Height	Weight	Hair Color	Eye Color		
				Signature and Title of Issuing Official	OTHER RECORDS <i>(Optional)</i>
Date Issued	Date Expires				
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					NSN 7540-00-634-3999
					50346-101

SOP FOR GME OPERATIONS

APPENDIX K.

NOTIFICATION OF LICENSING ACTION

MEMORANDUM

DATE:

From: Station Motor Transportation Officer
To:

Subj: NAME: _____ SSN: _____

1. MCO 11240.66 requires that this office advise you of the following driver licensing situation concerning the subject individual.
2. Traffic Court Revocation Roster/National Driver Register reports that SNM's driving privileges have been withdrawn or denied for cause on _____. His/Her government driving permit, SF-46/OF-346 is to be revoked and returned to this licensing office. Retesting is required prior to reissue of SF-46/OF-346. In all cases of suspension or revocation, an entry should be made on page 11 of SNM's SRB/OQR. The entry should give the date of revocation or suspension, the date when SNM will again become eligible to hold OF-346 ("indefinite if no eligible date is set") and a summary of the reasons why the action was taken. Revocation requires complete retesting of the individual when he/she becomes eligible to hold the OF-346 again.
3. SNM qualifies to hold SF-46, but his/her driving record indicates poor driving habits in the past. SNM may benefit from additional training with a qualified motor vehicle operator.
4. SNM's state licensing agency is being requested to clarify the withdraw and/or adverse report(s). Clarification may show license withdraw was not adverse to SNM's military driving duties or that he/she is currently eligible to hold a valid license. If so, you will be notified that the SNM's SF-46 may be reinstated at your request without retesting.
5. Revocation of SF-46 driving permit was erroneous due to incomplete initial reporting by state licensing agency. SF-46 may be reinstated without retesting, upon your request. The following note should be inserted on page 11 of the SNM's service record: "Eligible for SF-46. Revocation was erroneous."
6. Previous notice regarding SNM's past driving record was erroneous. This incorrect report was due to incomplete initial reporting by state licensing agency. SNM's driving history and past driving habits are considered satisfactory.
7. Period of SF-46 revocation must be extended to _____ due to receipt of additional license suspension information. Revocation note entered on page 11 of SNM's SRB/OQR should be corrected to show the new eligibility date.
8. SNM's state licensing agency has suspended or revoked his/her state drivers license until _____. Since SNM becomes eligible for a state license again within 60 days, revocation of his SF-46 is not required. However, you should confiscate and hold SNM's SF-46 until the state suspension period ends. This SF-46 suspension and the reason therefore should be entered on page 11 of SNM's WRB/OQR. At the end of the suspension period you may return the SF-46 to the subject individual. No SF-46 retesting is required unless you so direct by completing and signing an Application for Government Operator's Permit, SF-46 (NAVMC 10964), part 1

SOP FOR GME OPERATIONS

6. PERSONS INJURED	NAMES	HOME ADDRESSES	
7. OCCUPANTS IN YOUR VEHICLE			
8. OCCUPANTS IN OTHER VEHICLE(S)			
9. WITNESSES AND POLICE			
	POLICE OFFICER	BADGE NUMBER PRECINCT OR HEADQUARTERS	
10. ACCIDENT CONDITIONS	INDICATE:	FEDERAL VEHICLE <i>(Includes privately owned Federally operated)</i>	OTHER VEHICLE (2)
	DIRECTION OF TRAVEL		
	SIDE OF STREET OR HIGHWAY		
	APPROXIMATE SPEED	MILES PER HOUR	MILES PER HOUR
	CONDITION OF ROADWAY <i>(Wet or dry, icy, etc.)</i>	WEATHER <i>(Clear, foggy, rain, snow, etc.)</i>	TYPE OF ROADWAY <i>(concrete, macadam, etc.)</i>
OTHER INFORMATION <i>(Explain stop signs, traffic signals, obstructions, etc.)</i>			

STANDARD FORM 91 PAGE 2 (REV. 11-76)

11. EVENTS AFTER ACCIDENT	STATE WHO GAVE MEDICAL AID, IF ANY WAS GIVEN	WHERE WAS INJURED TAKEN	
	CONDITION OF OTHER DRIVER		
	If other driver or persons injured made statements as to cause of accident and extent of personal or property damage, relate conversation, also, give names and addresses of others hearing such statements.		
12. OTHER VEHICLE OR PROPERTY INVOLVED <small>CONTINUATION — more than one vehicle involved</small>	MAKE	TYPE	YEAR
	OPERATOR'S STATE PERMIT NUMBER		VEHICLE LICENSE NUMBER AND STATE
	OPERATED BY	NAME	
		HOME ADDRESS <i>(Number, street, city, State, ZIP code)</i>	
	OWNED BY	NAME	
ADDRESS <i>(Number, street, city, State, ZIP code)</i>			
PARTS OF VEHICLE DAMAGED <i>(Describe)</i>			OPERATOR'S ESTIMATED AMOUNT OF DAMAGE
OTHER PROPERTY DAMAGED <i>(Explain)</i>			\$
13. DIAGRAM WHAT HAPPENED BY USING THESE SYMBOLS, BELOW	<small>1. Number Federal vehicle as 1, other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow. (Example: → 1 2 3)</small>		
	<small>2. Use solid line to show path before accident. Break line after accident. →</small>		

STANDARD FORM 91 PAGE 3 (REV. 11-76)

SOP FOR GME OPERATIONS

APPENDIX M

ACCIDENT-IDENTIFICATION CARD
(DD FORM 518)

S/N 0102-LF-000-5180

ACCIDENT-IDENTIFICATION CARD	
<i>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974- SEE REVERSE)</i>	
Any correspondence regarding accident should be addressed to:	
MAKE REFERENCE TO	
DATE OF ACCIDENT	
MAKE AND TYPE OF VEHICLE	
REGISTRATION NO.	
DRIVER <i>(Last name - first name - initial)</i>	
SSN	GRADE
ORGANIZATION	

DD FORM 518 PREVIOUS EDITION
(10-78) IS OBSOLETE.

SOP FOR GME OPERATIONS

APPENDIX N

ACCIDENT INVESTIGATION, FORMAT

MEMORANDUM

Date:

From: Investigating Officer
To: Motor Transport Officer

Subj: ACCIDENT INVESTIGATION; CASE OF

1. USMC # _____ is hereby released from investigation for repair.

Investigating Officer: _____ Date: _____

Rank: _____ Work Section: _____ Extension: _____

SOP FOR GME OPERATIONS

APPENDIX O

REQUEST FOR ACCIDENT INVESTIGATION

5830
3EA1
DATE

MEMORANDUM

From: Station Motor Transportation Officer
To:

Subj: VEHICLE ACCIDENT INVOLVING USMC VEHICLE # _____

Ref: (a) JAFINST 5800.7B
(b) MCO P4400.19B

Encl: (1) SF-91, Motor Vehicle Accident
(2) DD 1970, Trip Ticket
(3) NAVMC 10284, LTI

1. Subject vehicle was assigned to _____ and
was damaged on or about _____.

2. There was no damage to USMC Vehicle # _____.

3. Per the references it is requested that an investigation be
conducted into the circumstances surrounding an accident involving
USMC vehicle # _____ operated by _____ on
_____ and a civilian vehicle operated by _____.
The vehicle was on Class "B" assignment to _____.
No damage was done to this vehicle.

Signature

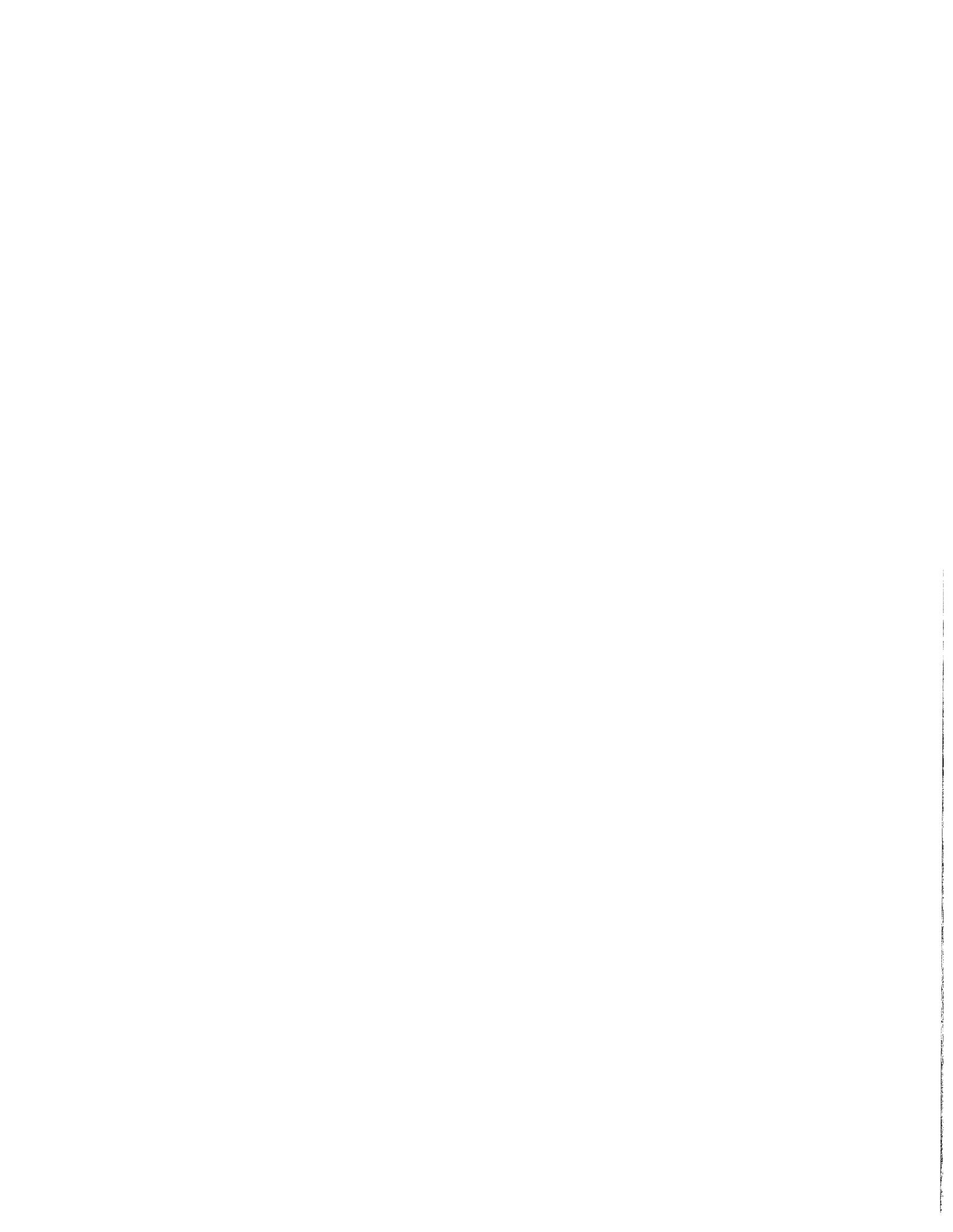
Copy to:
Squadron Officer

SOP FOR GME OPERATIONS

APPENDIX P

REPORTABLE MISHAP

1. In the event of an accident the incidents list below requires a safety mishap message:
 - a. Mishaps resulting in a fatality, military or civilian.
 - b. Mishaps resulting in lost duty time on one day (or one shift) or longer subsequent to the day of injury.
 - c. Mishaps resulting in over \$2,000.00 property damage for which the government is liable.
2. The definitions of a mishap are found in the current edition of MCO 5101.8.



SOP FOR GME OPERATIONS

APPENDIX Q

CERTIFICATION OF PRACTICE DRIVING TIME

I, _____, certify that _____ has
(CO/Supervisor) (Student)
completed _____ hours of practice driving time for the following
vehicle _____. As of _____, the student is
ready to take the written skill test and road test.

(CO/Supervisor Signature)

Recommend driving time:

Forklifts	20 hours
Bus	20 hours
Tractor/Trailer	40 hours
Silver Eage Bus	40 hours
Kenworth Tractor/Trailer	100 hours

SOP FOR GME OPERATIONS

APPENDIX R

ROADMASTER CITATION/INSPECTION

aaal		ROADMASTER CITATION/INSPECTION		NAME (Last, First, M.I.)
INSPECTION	CITATION	WARNING		
1. NAME OF DRIVER (Last, First, M.I.)				TICKET NO. 397
2. RANK	3. DATE OF BIRTH	4. SOCIAL SECURITY NO.		
5. ORGANIZATION				
6. DRIVERS LICENSE NO.		7. VEHICLE NO./TYPE		
8. DATE (Day, Month, Year)	9. TIME	10. LOCATION		
11. VIOLATIONS				
NO DRIVERS IMPROVEMENT CARD		EATING/DRINKING IN A GOV		
VEHICLE IMPROPERLY LOADED		VEHICLE UNSAFE TO OPERATE		
NO DRIVERS LICENSE (Sta./Mil.)		DRIVER OUT OF UNIFORM		
NO TRIP TICKET		NO SAFETY STRAP		
IMPROPER TRIP TICKET		OTHER VIOLATIONS		
UNAUTHORIZED USE OF GOV		VEHICLE EXHAUST SYSTEM		
12. DRIVERS MAINTENANCE				
VEHICLE OUT OF FUEL		TOOL SAFETY EQUIPMENT		
OIL LEVEL		BATTERY BOX CLEAN		
RADIATOR WATER LEVEL		BATTERY TERMINALS		
AIR CLEANER		BATTERY WATER LEVEL		
ENGINE CLEANLINESS		LUG NUTS (Tight)		
BRAKE FLUID LEVEL		TIRE PRESSURE		
OIL CAN POINTS		TIRE WEAR		
AIR TANKS		VEHICLE CLEANLINESS		
OTHER (Specify In Remarks)				
13. REMARKS				
14. NAME OF PERSON ISSUING TICKET				
15. ORGANIZATION AND INSTALLATION			16. RANK	

SOP FOR GME OPERATIONS

<p>This citation/inspection will be processed in accordance with MCO 11240.106, StaO P11240.1H, StaO P11240.37B and StaO 5560.3</p>	
	<p>Inform your Commanding Officer, supervisor, or sponsor of this violation. The original copy of this traffic ticket will be filed in accordance with established procedures.</p>
	<p>You may obtain further information concerning the traffic ticket from the Station Motor Transport Roadmaster, MTC, or MTO.</p>
	<p>SPECIAL INSTRUCTIONS</p>
<p>Privacy Act Statement</p>	
<p>AUTHORITY:</p>	<p>Title 10 USC Section 301 (g); Title 5 USC Section 2951; E.O. 9397 dated November 22, 1943 (SSN)</p>
<p>PRINCIPAL PURPOSE:</p>	<p>The Social Security Number (SSN) is used for Law Enforcement purposes as an additional means of identification of subjects, witnesses or complaints.</p>
<p>ROUTINE USES:</p>	<p>The SSN provides an interface with the standard Installation/Division System and is a major item used in processing machine record and output sequence for Military Police Management Information Systems. Also, provides the unit command, provost marshal, and the individual with a copy of notices of traffic violations committed on an installation (information is extracted from this form and recorded on Driver Record/Vehicle Registration). It is used for recording action taken by unit commander or an offender.</p>
<p>DISCLOSURE:</p>	<p>Voluntary.</p>

SOP FOR GME OPERATIONS

REQUEST FOR REPORT OF ACTION TAKEN ON TRAFFIC VIOLATION		19. DATE
<i>When returning Report of Action Taken, cross through this request.</i>		
20. TO		21. FROM
22. NAME OF VIOLATOR		23. ORGANIZATION
The individual named above was issued this traffic ticket for the violation indicated on the reverse. Records indicate that previous traffic violations have been charged against this person.		
For this violation, _____ traffic points are assessable. There is a total of _____ points previously recorded against this person's driving record.		
The report of action taken (<i>below</i>) will be completed and returned by:		
<i>(fold)</i>		<i>(fold)</i>
REPORT OF ACTION TAKEN ON TRAFFIC VIOLATION		24. DATE
<i>The circumstances relating to the violation charged on the reverse have been reviewed and the action shown below has been taken.</i>		
25. NAME OF VIOLATOR		26. ORGANIZATION
NO ACTION TAKEN	NONJUDICIAL ART 15 UCMJ	PENDING
ADMIN	JUDICIAL	COMPLETED
27. REMARKS		
28. SIGNATURE		29. RANK / GRADE
<i>When report is completed, fold as indicated with names of addressees facing out.</i>		
<i>(fold)</i>		<i>(fold)</i>
30. THROUGH		31. FROM
32. TO		

DD Form 1408, Copy 1 Reverse, DEC 87

SOP FOR GME OPERATIONS

APPENDIX S

ARMED FORCES TRAFFIC TICKET

ARMED FORCES TRAFFIC TICKET				<input type="checkbox"/> WARNING (See Remarks below)	NAME (Last, First, Middle Initial)
The person named below committed traffic violation set forth at the time and location, and on date shown, and was issued this traffic ticket.					
1. NAME (Last, First, Middle Initial)					
2. RANK/GRADE		3. DATE OF BIRTH		4. SOCIAL SECURITY NO.	
5. ORGANIZATION OR ADDRESS					
6. DRIVER LICENSE NUMBER			7. ISSUING AUTHORITY (State or Military)		
8. MAKE OR TYPE OF VEHICLE		9. STATE LICENSE OR REGIS NO.		10. INSTL TAG NO.	
11. DATE (Day-month-year)		12. TIME		13. LOCATION	
VIOLATION	<input checked="" type="checkbox"/> SPEED OVER LIMIT (mph in a mph zone)	<input checked="" type="checkbox"/> 5 - 10 MPH	<input checked="" type="checkbox"/> 11 - 15 MPH	<input checked="" type="checkbox"/> OVER 15 MPH	
	IMPROPER LEFT TURN →	NO SIGNAL	CUT CORNER	FROM WRONG LANE	
	IMPROPER RIGHT TURN →	NO SIGNAL	INTO WRONG LANE	FROM WRONG LANE	
	DISOBEYED TFC SIGNAL (When light turned red) →	PAST MIDDLE INTERSECTION	MIDDLE OF INTERSECTION	HAD NOT REACHED INTERSECTION	
	DISOBEYED STOP SIGN →	STOPPED WRONG PLACE	FAILED TO STOP	ROLLED / SPED THROUGH	
	IMPROPER PASSING AND LANE USAGE →	AT INTERSECTION	CUT IN	WRONG SIDE OF PAVEMENT	
		BETWEEN TFC	ON RIGHT	ON HILL	
	FOL TOO CLOSELY FAILURE TO YIELD	LANE STRADDLING	WRONG LANE	ON CURVE	
		OTHER VIOLATIONS (Describe)			
	PARKING		OVERTIME	DOUBLE PARKING	
		PROHIBITED AREA	OTHER (Describe in Remarks)		
CONDITIONS THAT INCREASED SERIOUSNESS OF VIOLATION	SLIPPERY PAVEMENT	RAIN	AREA	TRAFFIC ACCIDENT	TICKET NUMBER N 10565112
		SNOW	BUSINESS	TYPE OF ACCIDENT:	
		ICE	INDUSTRIAL	PD PI	
	DARKNESS	NIGHT	RURAL	FATAL	
		FOG	SCHOOL	PEDESTRIAN	
		SNOW	RESIDENTIAL	VEHICLE	
	OTHER TRAFFIC PRESENT	CROSS	HIGHWAY TYPE	HIT FIXED OBJ	
		ONCOMING		RIGHT ANGLE	
		PEDESTRIAN	2 - LANE	SIDESWIPE	
		SAME DIRECTION	3 - LANE	REAR END	
CAUSED PERSON TO DODGE	PEDESTRIAN	4 - LANE	INTERSECTION		
	DRIVER	4 - LANE DIVIDED	HEAD ON		
	JUST MISSED ACDT		RAN OFF ROAD		
15. REMARKS					
16. NAME OF PERSON ISSUING TRAFFIC TICKET					
17. ORGANIZATION AND INSTALLATION				18. RANK/GRADE	

DD Form 1408, DEC 87

Previous edition is obsolete.

CO of violator or appropriate civil agency

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