DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT
1060 GAFFNEY ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

REPLY TO
ATTENTION OF:

IMPC-FWA-LT

10 NOV 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Tactical Vehicle (NTV) Usage (Garrison Policy #41)

1. References:

a. AR 58-1, Management Acquisition and Use of Motor Vehicles, 10 Aug 04.

b. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

c. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 18 Jun 07.

d. AR 385-10, The Army Safety Program, 07 Nov 08.

e. Department of Defense (DoD) Directive 4500.36-R, Management Acquisition and Use of Motor Vehicles, 16 Mar 07.

f. CFR 41 Part 101-39.

2. Purpose: Establish responsibilities and procedures for supporting units/activities (customers) of Fort Wainwright, Alaska. These procedures are established to obtain maximum non-tactical vehicle support with minimum expenditure of resources. The Fleet Management Office (FMO) of the Directorate of Logistics (DOL) will publish a Standard Operating Procedure (SOP) consistent with this policy for the customer's use.

3. Applicability: This policy applies to all military, DoD Civilians, contractors, and authorized agents requiring vehicle support on Fort Wainwright.

4. Vehicle Utilization:

a. FMO hours are Monday-Friday, 0730-1600.

b. All drivers must possess and present a valid operator driver's license in accordance with AR 600-55. DoD contractor-employed civilians (except firefighters) must have a Commercial Driver License (CDL) to operate vehicles with a gross combination weight rating of 26,001 pounds (as outlined in AR 600-55 paragraph 2-2.a.- e.).

c. All Class B dispatched vehicles will be returned to the TMP between the 5th and 20th of each month for physical inspection and re-dispatch.

d. All Class C or Pooled Vehicle Fleet Reservation requests must be received at Fleet Manager's office NLT 72 hours prior to start of mission in order to give adequate time to schedule vehicles or notify requestor if vehicles are unavailable. Open Fleet vehicles will be dispatched for a period determined by the FMO. For walk-in requests, vehicles will be dispatched based on availability and mission requirement. Failure to return vehicle(s) after the dispatched period could result in the loss of future vehicle support and/or Uniform Code of Military Justice (UCMJ) or legal processing for misappropriation of a Government vehicle.

e. When light duty vehicles are scheduled for services, the official user is responsible for ensuring the service is completed in a timely manner. When medium/heavy duty vehicles are scheduled for

service, they must be returned to the FMO within 48 hours of notification. Any vehicle requiring non-routine maintenance must be returned to the FMO as soon as practical. Official users must ensure compliance with standard. Failure to comply may result in loss of vehicle assignment.

f. The FMO will provide vehicle utilization reports to General Services Administration (GSA) Fleet Management Agency on a monthly basis.

g. When non-reported damage is found at the time of dispatch, the vehicle will remain at the FMO until a completed accident report (SF 91) is submitted.

5. Driver responsibilities:

a. All drivers are required to perform a PMCS on the dispatched vehicle(s) on a daily basis using the Daily Vehicle Inspection Report (DVIR).

b. Drivers will maintain cleanliness of vehicles during operations and before returning vehicle to TMP.

c. All drivers will operate vehicles in a safe and efficient manner and will wear seat belts at all times while vehicle is in motion.

d. Smoking is prohibited in government owned, leased, or controlled vehicles.

e. No vehicle is to be taken outside the permissible operating distance (POD) without prior written consent from the FMO.

6. Official user responsibilities:

a. Ensure vehicle(s) are properly dispatched.

b. Ensure Class B dispatched vehicles are justified annually.

c. Ensure only licensed, qualified drivers operate non-tactical vehicles (NTVs).

d. Ensure NTVs receive timely services and maintenance.

e. Ensure damages to vehicles are properly reported and a SF 91 is submitted to the FMO within 48 hours of an accident or discovery of damages and that a Financial Liability Investigation of Property Loss (FLIPL) is completed.

f. Ensure compliance with the NTV Fleet Management External SOP.

7. This policy supersedes Garrison Policy #34, SAB, dated 8 Sep 09.

8. Point of contact is Tobyn A. Read, DOL NTV Fleet Manager, at 353-1134.

RONALD M. JOHNSON
COL, SF
Commanding

DISTRIBUTION:
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