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DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY SUSTAINMENT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND IL 61299-6500

12 July 2018

AMSAS-CG

MEMORANDUM FOR All U.S. Army Sustainment Command (ASC) Organizations

SUBJECT: Non-Tactical Vehicle (NTV) and Non-Standard Equipment (N-SE)
Dispatching/Utilization Management Policy - ASC Policy #58-1

1. References:

- a. DODM 4500.36 (Acquisition, Management, and Use of DOD Non-Tactical Vehicles), 7 July 2015.
- b. DODI 6055.04 (DOD Traffic Safety Program), 10 October 2017.
- c. AR 58-1 (Management, Acquisition, and Use of Motor Vehicles), 12 June 2014.
- d. AR 190-13 (The Army Physical Security Program), 25 February 2011.
- e. AR 385-10 (The Army Safety Program), 24 February 2017.
- f. AR 600-55 (The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 1 May 2017.
- g. AR 750-1 (Army Materiel Maintenance Policy), 3 August 2017.
- h. DA PAM 750-8 (The Army Maintenance Management System (TAMMS) User Manual), 22 August 2005.

2. Purpose. To inform ASC organizations who use and/or manage NTVs and N-SE the requirements and procedures for dispatching and utilization tracking.

3. Applicability. This policy applies to all ASC organizations who use and/or manage NTVs and N-SE.

4. General Provisions.

a. Commanders shall ensure all NTVs and N-SE used and/or managed by ASC requiring accountability, maintenance reporting, and safety oversight are properly dispatched to a qualified, licensed operator. For installations supported by a Logistics Readiness Center (LRC), the LRC Transportation Motor Pool (TMP) shall perform all dispatching functions.

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b. A Non-Tactical Vehicle (NTV) is defined as a motor vehicle or trailer of commercial design used for providing administrative, mission, or operational support to an organization and requires a license plate for use on roads and federal highways. The NTVs may be Army-owned, GSA-leased, or commercial leased.

c. Non-Standard Equipment (N-SE), is defined as vehicles not licensable for use on roads and Federal highways (for example, Base Commercial Equipment (BCE), tractors, mowers, forklifts, plows, etc.).

d. Commanders/Directors of all customer organizations will be provided a copy of this policy and acknowledge receipt in writing, using Enclosure 1. A copy of the signed acknowledgement will be maintained on file at the dispatch location.

e. All ASC and customer organization Commanders/Directors are responsible to ensure that controls are in place to ensure that assigned NTVs and/or equipment are used only for official business, properly dispatched, and NTVs and/or equipment (includes log book, fuel key or fleet credit card) are properly secured when not in use.

f. Vehicles assigned to a LRC-managed Class C (U Drive It), fleet will be funded by the LRC and provided to installation tenant organizations in support of their administrative requirements. By exception, LRCs will fund non-LRC vehicles on Class B (recurring), dispatch when specifically directed by Army regulation, ACOM/ACOM MOA, or other ASC guidance. LRC are reminded that NTVs will not be provided to organizations that are not tenants of their installation and this includes support to non-mobilizing USAR and ARNG units/organizations.

g. Customer organizations that are provided NTVs from an ASC-managed fleet are responsible to provide funding for the following:

(1) All GSA charges related to lease of the vehicle (for organizations not specifically directed by AR 58-1, ACOM/ACOM MOA, or other ASC guidance to provide funding for vehicles on Class B (recurring) dispatch).

(2) Toll road charges to include any fees/fines assessed by a toll agency.

(3) Repair damages above fair wear/tear.

(4) GSA charges related to excessive usage of GSA-leased NTVs.

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- (5) Charges related to incorrect/unauthorized fuel.
- (6) Unauthorized use of a GSA credit card.
- (7) Unauthorized vehicle washings charged to the GSA credit card.

h. All customer organizations will provide a Memorandum for Record (MFR), signed by the Organization Commander or Director, which acknowledges funding responsibilities and maintain a funded Line of Accounting (LOA) prior to having a NTV dispatched to their organization.

5. Policy.

a. The Defense Property Accountability System (DPAS), will be used to dispatch and manage NTVs as the only Army-approved Logistics Information System (LIS), for NTV fleet management. Locally procured or developed fleet management systems are not authorized once DPAS has been implemented at the organization.

b. Global Combat Support System – Army (GCSS-A), is the system of record for property accountability of all NTVs, N-SE, and for the management of equipment maintenance, repair operations, and repair part management for all equipment. The GCSS-A will be the dispatching system for all N-SE.

c. The Director of each ASC organization that manages NTV and/or N-SE will appoint a Fleet Manager (FM) and Dispatcher(s) in writing and maintain a record of this appointment on file at the Dispatcher's location. The FM, at a minimum, will have the following assigned roles, duties, and responsibilities:

(1) Ensure operations are in compliance with DOD, Army, AMC/ASC regulations and policy, as well as compliant with local, State, Federal and host nation rules/regulations.

(2) Request alternative-fueled vehicles (AFVs) when acquiring replacements or additions to the fleet to the fullest extent possible.

(3) Ensure registration is maintained and accurately managed in the Federal Motor Vehicle Registration System (FMVRS).

(4) Oversee scheduled and unscheduled maintenance requirements.

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(5) Monitor and track fuel purchases for all NTVs and equipment; report any unauthorized usage to chain of command.

(6) Develop and maintain a Fleet Management Plan, updated at least annually.

(7) Maintain and control spare vehicle keys for all vehicles in accordance with applicable key control directives.

(8) Maximize shuttle bus, other mass transportation methods, and tactical vehicles assigned to requesting organization in lieu of recurring dispatches.

(9) Ensuring the fleet is in compliance with all directives related to the use of alternative fuels.

(10) Manage and track all vehicle recall notices.

(11) Ensure all Law enforcement, Emergency, and Emergency Responder vehicles are properly identified in GSA Drive Thru.

(12) Develop and publish an external SOP, updated annually.

d. The NTVs and/or equipment will only be dispatched to a qualified operator prior to use and logged in/out using the appropriate automated dispatching system. If automated dispatching system is not authorized or available, the DA Form 2401 (Organization Control Record for Equipment), will be used IAW the instructions contained in DA PAM 750-8. Automated dispatch control logs and/or DA Form 2401 will be maintained for one year from the date of last entry.

e. All NTVs, including non-appropriated fund and Government-owned/Contractor-operated, are required to pass a safety inspection at least annually IAW DODI 6055.04 and AR 58-1. This inspection is in addition to pre/post-dispatch inspections. A record of this inspection will be maintained until the next completed annual inspection.

f. Any NTVs assigned to a LRC-managed Class C (U Drive It) fleet will not be provided to personnel for individual TDY travel. The LRC will provide a statement of non-availability to the requesting individual. Vehicle requests for group TDY travel must be IAW guidelines set within AR 58-1 paragraph 2-3.j and approved by the Army Field Support Battalion (AFSBn) Commander or LRC Director.

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g. Electronic Toll Pass (ETP) transponders are only to be provided for NTVs on a Class B (recurring) dispatch to ASC organizations conducting official business and for NTVs assigned to a LRC-managed Class C (U Drive It) fleet. Organizations assigned NTVs on a Class B (recurring) dispatch will procure their own ETP transponders.

h. Customer organizations will semi-annually provide the LRC TMP a memorandum signed by the organization's Commander or Director identifying who is authorized to approve a dispatch request, a listing of all licensed operators, the NTVs and/or equipment each operator is authorized to dispatch, and a copy of each operator's DA Form 348. The LRC TMP will maintain the memorandum and copy of each operator's DA Form 348 at the Dispatcher's location.

i. Individuals requesting a dispatch will present the following to the Dispatcher:

(1) Common Access Card (CAC); individuals without a CAC are not authorized to dispatch or operate NTVs.

(2) Qualifications to operate vehicle being dispatched IAW AR 600-55.

(3) Any additional local or host nation licensing requirements.

(4) Approval to dispatch NTV and/or equipment signed by person on file as an authorized dispatch approver for the organization.

j. Class B (recurring) dispatches for NTVs will not exceed 30 days. All NTVs must be returned to the Dispatcher's location to be inspected, have mileage and fuel usage recorded, and dispatch re-approved every 30 days. Equipment on Class B dispatch is exempt from returning to the Dispatcher's location, but dispatch period will not exceed 30 days.

k. Dispatches for NTVs assigned to a Class C (U Drive It) fleet will not exceed 24-hours unless approved for TDY IAW paragraph f.

(1) Organizations may request exception by providing written justification to the LRC Director prior to NTV being dispatched.

(2) Approved exceptions will be maintained on file at the Dispatcher's location for one year.

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(3) Organizations who have not been granted an exception to this requirement are subject to losing their dispatching privileges if NTVs are not turned-in within the 24-hour period.

I. All NTVs and/or equipment will be provided with an Equipment Record Folder (Log Book), at the time of dispatch. The Equipment Record Folder will remain with the NTV for the duration of the dispatch period. At a minimum, the Equipment Record Folder will contain:

(1) Vehicle Dispatch Form generated by DPAS.

(2) U.S. Government Motor Vehicle registration from the Federal Motor Vehicle Registration System (FMVRS).

(3) DA Form 5823, Equipment Identification Card.

(4) Standard Form 91, Motor Vehicle Accident Report.

(5) DD Form 518, Accident Identification Card.

(6) GSA Roadside assistance information (GSA-leased vehicles only).

(7) Dispatching Office points of contact.

(8) Additional registration that is associated to the license plate affixed on vehicle if it is registered with a local jurisdiction.

(9) Current DA Form 5988-E or DA Form 2404 and DA Form 2408-14, when there is a fault or repair deferred or if parts are on order for the vehicle (Army-owned NTVs only).

(10) Copy of last annual safety inspection results.

(11) A before, during, and after operations checklist that, at a minimum, contains the following required checks:

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(a) The function/operation of all lights (headlights, tail lights, brake lights, etc.), turn/warning signals, steering, windshield wipers, horn, side and/or rear view mirrors (if equipped), occupant restraint devices along with other required and/or installed safety devices.

(b) The condition of windshield, windows, mirrors, lights, reflectors, and any required and/or installed safety devices. Glass will not have posters, placards, stickers, or nontransparent materials that impair the operator's vision or create a hazard.

(c) Defective, inoperable, or out-of-adjustment service or parking brakes.

(d) Fluid leaks.

(e) Tires that are excessively worn, deeply cut, or have exposed cords.

(f) Any vehicle condition likely to cause injury to personnel or failure of a component.

(g) Properly secured loads.

(h) Load weight within manufacturers recommended load limit.

(i) Road conditions that would result in the unsafe transport of personnel and/or equipment.

(j) All required safety equipment is present, current, and functional according to the standards outlined in the appropriate operator's manual.

m. When a trailer is going to be used, it must be listed in the remarks block of the prime mover dispatch. If the trailer will be towed by more than one vehicle, or not returning with the prime mover, it must have its own dispatch.

n. All NTV operators will be advised, in writing, of the following:

(1) Seat belt use is mandatory for all occupants, regardless of location within vehicle. Personnel performing emergency medical care are exempt from this requirement.

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- (2) Use of all tobacco products or electronic substitutes is prohibited.
- (3) Cell phones or other electronic devices designed to send/receive phone calls and/or text messages will not be used or operated except when stopped or in an emergency situation (call 911). This includes hands-free devices.
- (4) Sound deterring ear muffs of any type, ear buds, or a communication device that would distract them from the safe operation of the vehicle will not be used while driving.
- (5) A hands-free navigation device can be operated in the Government vehicle; all adjustments to the device will be accomplished only when the vehicle is parked. These restrictions do not apply to Fire and Emergency Services (F&ES) personnel, Military Police (MP), Special Operations Forces, or security forces in the performance of their duties.
- (6) Only the lowest priced fuel, appropriate for the vehicle, will be used. At no time will the operator dispense premium fuel into the vehicle.
- (7) GSA Fleet Card will only be used for purchase of fuel, immediately consumable items for the vehicle (oil, washer fluid, etc.), windshield wipers, fuses, and gas caps.
- (8) Any additional operators must be authorized to operate NTV, approved by operator's supervisor, and annotated on the Vehicle Dispatch Form contained within the Equipment Record Folder (Log Book).
- (9) All NTVs and associated Equipment Record Folder (Log Book) will be secured when not in use or when left unattended.
- (10) Before, during, and after operation safety checks, in addition to any required preventive maintenance checks and services, are the responsibility of the operator. Operators are responsible for bringing any deficiency to the Dispatcher's attention.
- (11) Unauthorized or willful misuse of a NTV may result in disciplinary action IAW AR 58-1 paragraph 1-6.
 - o. At the completion of the dispatch period the NTV operator will:

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- (1) Turn-in the Equipment Record Folder (Log Book) with all forms provided.
 - (2) Ensure all faults noted when conducting the before, during, and after vehicle operation checks are annotated on the inspection checklist.
 - (3) Ensure the vehicle exterior/interior is clean.
 - (4) Ensure the fuel tank level is full.
 - (5) Ensure the dispatch form is properly annotated to reflect the current odometer mileage and the total quantity of fuel dispensed into the vehicle during dispatch period.
 - (6) Conduct a joint inspection of the vehicle with Dispatcher.
- p. At the completion of the dispatch period the Dispatcher will:
- (1) Check Equipment Record Folder (Log Book) to ensure all forms are present.
 - (2) Checks forms for any new faults and update in DPAS.
 - (3) Record actual vehicle mileage and total fuel dispensed in DPAS.
 - (4) Conduct a joint inspection of the vehicle with operator.
 - (5) Coordinate with GSA for any services or repairs required; notifies Maintenance Division for Army-owned NTVs.
 - (6) Notify RM of any known charges to the organization.
 - (7) If NTV is on a Class B (recurring) dispatch, re-dispatch to organization if no services or maintenance actions are required.
- q. Mileage for all GSA-leased NTVs will be verified in GSA Drive Thru NLT than the 7th of each month and corrected as necessary by the Fleet Manager.
6. Implementation. Effective upon release. This policy supersedes all ASC NTV dispatching directives, policies, memos, instructions, and guidance.

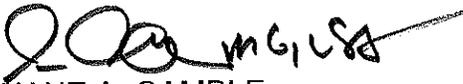
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7. The Installation Logistics Directorate (ILD) is the proponent for this policy. The ILD POCs are Messrs. Patrick Kelley, Commercial (309) 782-8530, DSN 793-8530, E-mail: patrick.l.kelley.civ@mail.mil, and Mark Spolarich, Commercial (309) 782-6906, DSN 793-6906, E-mail: mark.w.spolarich.civ@mail.mil.

Encl
Memorandum of
Understanding


DUANE A. GAMBLE
Major General, USA
Commanding

CF:
Director, G4, U.S. Army Installation Management Command



DEPARTMENT OF THE ARMY
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MEMORANDUM OF UNDERSTANDING
BETWEEN
LRC _____
AND
(CUSTOMER ORGANIZATION)

SUBJECT: ASC Non-Tactical Vehicle (NTV) and Non-Standard Equipment (N-SE)
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1. This Memorandum of Understanding serves as an acknowledgement and verifies that the organization was provided a copy of the ASC Dispatching/Utilization Management Policy.
2. All vehicles assigned to your organization from the LRC Transportation Motor Pool (TMP) are subject to the provisions of the ASC policy and must be redispached upon notification.
3. Prior to redispaching assigned vehicles the organization will:
 - (a) Provide a funded Line of Accounting (LOA).
 - (b) Establish controls to ensure that assigned NTVs and/or equipment are used only for official business, properly dispatched, and NTVs and/or equipment (includes log book, fuel key or fleet credit card) are properly secured when not in use.
 - (c) Provide LRC TMP a memorandum signed by the organization's Commander identifying who is authorized to approve a dispatch request, a listing of licensed operators and the NTVs/NS-E they are authorized to dispatch, and a copy of each operator's DA Form 348.
4. Failure to comply with the requirements outlined in the ASC policy may result in your organization losing dispatching privileges and immediate revocation of all assigned vehicles.

Signature Block

(Date)

Signature Block

(Date)

Encl