



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
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CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11240.1  
G-4/MTD  
15 DEC 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 11240.1

From: Commanding General  
To: Distribution List

Subj: CAMP LEJEUNE/NEW RIVER COMPLEX STANDING OPERATING  
PROCEDURES (SOP) FOR THE USE OF NON-TACTICAL VEHICLES

Ref: (a) DoDM 4500.36, "Acquisition, Management, and Use of  
DOD Non-Tactical Vehicles," of 7 July 2012  
(b) MCO P11240.106B  
(c) MCIEAST-MCB CAMLEJO 5560.2 Ch 2  
(d) TM 11240.15/3F  
(e) BO 8020.1C  
(f) MCO 11262.2B  
(g) MCO 5100.19F  
(h) 41 CFR 101-39  
(i) MCO 4400.150

Encl: (1) Standing Operating Procedures for the Use of Non-  
Tactical Vehicles

1. Situation. This Order promulgates policies and procedures for the accountability and usage of all Non-Tactical Vehicles (NTVs) furnished by the installation.

2. Cancellation. BO P4400.5F; Commanding General (CG) Policy Letter 004-09; CG Policy Letter 13-14; and MCIEAST-MCB CAMLEJBul 4500 of 14 Aug 14.

3. Mission. Provide policy, guidance, and standards for allocating, operating, and maintaining NTVs aboard the Camp Lejeune/New River Complex. All NTVs will be operated, inspected, and maintained in compliance with this Order.

4. Execution

a. Commander's Intent. This Order establishes procedures to ensure the Camp Lejeune/New River Complex staff, organizations, subordinate elements, and tenant commands maintain a viable and safe NTV program.

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distribution is unlimited.

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b. Concept of Operations. In accordance with the references, this Order will be adhered to by all MCIEAST-MCB CAMLEJ General and Special Staff Departments, subordinate, and tenant commands utilizing NTVs provided by MCIEAST-MCB CAMLEJ.

5. Administration and Logistics. This Order will serve as the primary source for NTV policies aboard the Camp Lejeune/New River Complex. Recommendations concerning the contents of this Order are invited. Such recommendations may be forwarded to the CG's MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-4, via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and Marine Corps Air Station (MCAS) New River, their subordinate and tenant commands, and all personnel who operate MCB CAMLEJ NTVs.

b. Signal. This Order is effective the date signed.

  
Y. P. ESCALANTE  
Deputy Commander

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

Introduction

1. Mission. The mission of the Motor Transport Division (MTD) is to provide efficient, economical, and safe NTV services to installation and tenant organizations operating aboard the Camp Lejeune/New River Complex.

2. Organization

a. The Fleet Manager is assigned responsibilities for the administration, operation, allocation, and maintenance of all NTVs assigned to the Camp Lejeune/New River Complex. In support of the MCIEAST regional command role, the Fleet Manager provides direction and guidance regarding NTV operational and maintenance support issues. The term NTV covers commercially available owned, leased, or otherwise controlled passenger and cargo vehicles, low-speed electric vehicles, trailers, material handling equipment, engineer equipment, and railway rolling stock. The term passenger carrying includes sedans, ambulances, buses, sport utility vehicles, pick-ups, and passenger vans.

b. The Fleet Manager will continually review the quantities and types of NTVs and personnel required to provide essential transportation support. The Fleet Manager will ensure that all NTVs are operated in the most efficient and cost effective manner, within the guidelines prescribed by the Department of Defense (DoD) and Headquarters, U.S. Marine Corps (HQMC), and will make timely and appropriate recommendations to the CG MCIEAST-MCB CAMLEJ AC/S, G-4.

3. Resource Management. The CG MCIEAST-MCB CAMLEJ AC/S, G-4, retains the authority in determining the appropriate use of equipment resources. NTVs will be used for official government purposes only. Community services requests (i.e., civic groups, religious organizations, scout activities, etc.) are evaluated against current DoD and Marine Corps Orders, and the possible liability incurred as a result of personal injury, loss, or damage of property.

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## Chapter 2

Operations

1. Vehicle Classifications. Subsequent to the pooling of NTVs, resources are screened against mission requirements. Types of assignments are:

a. "Class A" assigned NTVs are continually assigned to a section based on responsibility inherent to a position where immediate availability is deemed necessary. Class A NTVs are approved by HQMC.

b. "Class B" assigned NTVs are for recurring dispatch for activities and functions which by their nature require the use of the same equipment on a regular and reoccurring daily basis. NTVs assigned in this category will not be assigned for purposes of convenience, to a specific billet, or to avoid the use of pooled NTVs ("Class C" assignment). Class B assignments will only be considered when requirements cannot otherwise be met through the use of Class C NTVs, other means of transportation, or if it is determined to be the most cost effective.

c. "Class C" assigned NTVs are for performance of service on an "on-call" basis and to provide equipment for operation of certain scheduled services. On-call dispatches provide services through a single short term dispatch of equipment, usually not longer than a duty day.

2. Pooling

a. NTVs will be operated from motor pools established by the Fleet Manager, except for those NTVs assigned as Class A or B. Class B NTVs are assets assigned to a unit or activity on a recurring basis for the use of official business. Class B NTVs will be dispatched by the unit or section to which assigned. Operators assume direct responsibility for NTVs assigned or dispatched to them. This responsibility includes safe operation, proper use, performance of such periodic maintenance as may be prescribed, and collection of operational data as may be required.

b. Commanding officers (COs) and supervisors of sections having Class B assigned NTVs will ensure economical utilization of such NTVs. Centralized motor pools will be established in order to ensure proper dispatching, record-keeping, expenditure of funds, safety, and maximum utilization of this equipment.

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The Fleet Manager is available to provide assistance upon request. Class B assigned NTVs will be made available to the Fleet Manager, upon request, to accomplish an assigned mission.

### 3. Official Use

a. Military, civilian, and contract employees may only use NTVs for official purposes. "Official purpose" involves using a NTV to perform the Marine Corps' mission. Guidance on use of NTVs is contained in reference (a) and is non-negotiable. NTV policies for the Marine Corps are outlined in reference (b). Supervisors should familiarize themselves with these references. Personnel may only use NTVs when performing official government functions or when traveling in the performance of official duties. NTVs are not authorized for personal use or unofficial purposes. Supervisors must make decisions regarding use and assignment of NTVs based on legitimate official requirements and not solely on the basis of rank, prestige, or personal convenience. NTVs are not authorized in support of private business or personal social engagements of military, civilian, contract employees, family members, or others. Questions with regards to the official nature of an event will be vetted through the CG MCIEAST-MCB CAMLEJ (Staff Judge Advocate (SJA)).

b. Examples of personal business that do not justify the use of NTVs include, but are not limited to, the following:

(1) Traveling to and from eating establishments, either on or off station, to include, but not limited to: a mess hall, Officer/Staff Non-commissioned Officer (SNCO) Club, base cafeteria, or a MCCS or commercial eating facility (e.g., Food Court) unless specifically required as part of your duties, such as a commander inspecting a mess hall or a military law enforcement officer (while in a patrol status) eating in a mess hall.

(2) Traveling to and from, or stopping at, any MCCS facility (e.g., Marine Corps Exchange, Seven-Day Store, Food Mart Gas Station, or any club) to conduct personal business or for personal recreational purpose.

(3) Traveling to and from, or stopping at, base recreational facilities, such as a fitness center, bowling alley, or a base theater to conduct personal business or for personal recreational purpose.

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(4) Traveling to and from, or stopping at, a personal residence or parking NTVs at a personal residence or off-base location.

(5) Travel to and from airports for official travel. Special circumstances may be addressed and considered on a case-by-case basis.

c. Any member or employee who directs, authorizes, or utilizes NTVs for other than official purposes may be subject to administrative or disciplinary action.

d. Ambulances, tank trucks, wreckers, fire trucks, dump trucks, and other special purpose NTVs will be used exclusively for the purpose intended.

4. Release from Liability. Except for active duty military personnel and civil service employees on official business, a Hold Harmless Agreement and Release from Liability (Figure 2-1) form is required to release the United States Government, including all its subdivisions, officers, military personnel, employees and agents, from all liability for passenger injuries or deaths that may result from transportation in a NTV, whether caused by negligence or otherwise. The passengers also understand that the United States Government is not acting as a common carrier for hire and does not bear the liabilities attached to that status (passengers accept such transportation voluntarily).

5. Transportation Support Request (TSR)

a. Very Important Persons (VIP) Transportation

(1) Requests for VIP transportation services will be made through the requesting unit's or host command's S-4/G-4 and forwarded to the CG MCIEAST-MCB CAMLEJ AC/S, G-4, Operations Division. Requests will be in writing or e-mail and must be submitted at least two working days in advance.

(2) Requests must include points of contact, date, and time vehicle is to report, to whom, and destination of the vehicle, number and status of personnel to be transported, time and date of return, and any special requirements/instructions.

(3) If request is approved by the CG MCIEAST-MCB CAMLEJ AC/S, G-4, Operations Division), the MTD will provide the requested assets (as available); however, the requesting unit must provide operators for all passenger NTVs.



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b. Routine Transportation

(1) Requests for transportation services within the confines of Camp Lejeune/New River Complex will be submitted to the MTD Operations Manager via the requesting unit's appropriate chain of command. An e-mail TSR (Figure 2-2) must be completed and submitted to: `Vehicle_Requests@usmc.mil` at least two working days in advance of the support. When requesting transportation, include the following information:

(a) Number of personnel and/or amount and type of cargo to be transported;

(b) Date and time of NTV pick-up;

(c) Destination of NTV;

(d) Whether or not operator is requested; and

(e) Date and time NTV is to return;

(2) For II Marine Expeditionary Force (MEF) units, TSRs will be submitted through the Marine Air-Ground Task Force Movement Control Center (MMCC) for screening and forwarding to the MTD Operations Manager.

(3) NTVs will be dispatched in the quantity and capacity required to meet the requirement. Determination of the quantity and capacity of NTVs required rests solely with the MTD Operations Manager or designated representative, consistent with vehicle availability, economy, and efficiency. Other methods of transportation may be more efficient, safe, and economical and as such directed for use. These include:

(a) Tactical wheeled vehicles.

(b) Privately owned vehicle on a reimbursable basis.

(c) Public, commercial, or contracted transportation (e.g., taxi, rental car, leased vehicle).

(4) Units utilizing NTV buses will appoint a unit leader to ensure proper conduct and safety is maintained. Equipment and weapons will be properly stored to preclude damage. Opening the emergency doors is prohibited except when required to leave the bus as a result of fire, accident, or other similar emergency.

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(5) The movement of heavy equipment (e.g., tanks, Amphibious Assault Vehicles) requires a minimum of 10 working days lead time for obtaining road permits.

c. Cancellation of TSRs

(1) When it becomes necessary to cancel a TSR, such cancellation will be made as soon as possible, via the appropriate chain of command (II MEF units via the MMCC), by telephone or e-mail (Vehicle\_Requests@usmc.mil) to the MTD Operations Manager.

(2) In the event NTV support is not available from the MTD, the TSR will be returned to the requesting unit stating such. This return correspondence allows the requesting unit to pursue alternate means of vehicle support (i.e., commercial/contract vehicles).

6. Minimum Walking Distance. A minimum walking distance is the one way distance between two points that by virtue of being in the same general area makes it unreasonable to provide transportation. Minimum one way walking distance ruling will be applied when it is determined that government transportation is not feasible or cost effective. For the purpose of NTVs, the minimum walking distance is established as one and one half miles.

7. Permissible Operating Distance/Off-Base Trips

a. The permissible operating distance (POD) established for NTVs to support administrative requirements around the Camp Lejeune/New River Complex is set at 150 miles (one-way) unless otherwise authorized.

b. Requests to exceed the POD and authorization to use the GSA Fleet Card for fuel purchases will be supported by emergency, regulatory, or statutory requirements and submitted by e-mail attachment (Request for Non-Tactical Vehicle Operation and GSA Fleet Card Use Beyond Permissible Operating Distance, Figure 2-3) to the MTD Transportation Manager (via appropriate chain of command) for approval at least three working days prior to the departure date. All requests for transportation must be mission essential. Limitation of NTV assets excludes the use of NTVs for Temporary Additional Duty (TAD) assignments outside the POD. For TAD assignments outside the POD, sponsoring unit orders will include transportation funding for commercial rental vehicles.



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c. All POD requests from II MEF units will be routed through the MMCC for screening. The MMCC will forward requests to the MTD Transportation Manager for appropriate support actions.

d. Prior to dispatching NTVs off-base for trips outside the POD, units will ensure all safety checks, maintenance, and services - including a full fuel tank - are completed as well as authorization granted for use of the GSA Fleet Card as stated in in paragraph 7b above. Under no circumstances will the GSA Fleet Card be used to purchase food, lodging, or personal items.

8. Dispatched to Residences. NTVs will not be dispatched to, nor travel in the proximity of, the domicile of any person for the purpose of transporting personnel to or from their home and place of employment/duty. This includes public quarters (hotels), bachelor officer's quarters, and transient duty quarters.

9. MCCS. The CG MCIEAST-MCB CAMLEJ AC/S, G-4 may authorize NTV bus service in support of authorized MCCS programs when such transportation can be provided without detriment to the mission of the installation. However, these services may require funding reimbursement.

10. Emergency Vehicles

a. "Emergency NTVs" are defined as any law enforcement, firefighting, ambulance, crash and rescue, explosive ordnance disposal, or other response/patrol vehicles equipped with lights and sirens, to respond to emergency situations in an emergency mode. Range control, flight line, and wrecker NTVs may also possess warning devices but are not considered emergency NTVs and are subject to traffic regulations at all times.

b. Operators of emergency NTVs are subject to all traffic regulations when not operating under emergency conditions. Emergency NTV operators will not operate their NTVs at any time at a speed that is not reasonable for weather, visibility, traffic, or roadway conditions. Per reference (c), all emergency NTV operators will practice due regard for others and only respond in the emergency mode to true emergencies. Personnel are not allowed to "hang on" or remain in a standing position while aboard emergency NTVs. Operators are responsible for any negligent or reckless operation regardless of the circumstances.

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## 11. Licensing

### a. Civilians

(1) Operators of NTVs under 10,000 pounds gross vehicle weight rating (GVWR) must have a valid state driver's license.

(2) Prior to operation of any 4X4 NTV, operators must have a valid state driver's license and an OF-346, U.S. Government Motor Vehicle Operator's Identification Card (Figure 2-4). Operators must thoroughly familiarize themselves with the designated vehicle's owner's manual. Upon demonstrating a clear understanding of the vehicle's operational capabilities, the MTD Licensing Examiner will administer a 10 question test and endorse the operators' OF-346.

(3) Operators of NTVs 12,000-26,000 pounds GVWR must have an OF-346 and a valid state driver's license. A valid medical certificate is also required.

(4) Operators of NTV buses (must be at least 21 years of age), special purpose vehicles (e.g., emergency vehicles, boom/bucket trucks, garbage/sweeper trucks, dump trucks, communication/walk-in vans), and trucks over 26,000 pounds GVWR, must have a valid state Commercial Driver's License (CDL) with appropriate endorsement or an OF-346 with CDL equivalent certification, and a valid state driver's license. A valid medical certificate is also required.

(5) Operators of NTVs transporting hazardous material (HAZMAT) must be at least 21 years of age to travel on state and Federal highways (less than 21 years of age operators are restricted to military/Federal installations and will have an "ON BASE ONLY" stamped OF-346), have an OF-346 with equipment certification, a CDL, or an OF-346 with CDL equivalent certification with HAZMAT endorsement. A valid state driver's license and medical certificate are also required.

b. Military Personnel. In addition to requirements identified below, all military personnel under the age of 26 must possess documented evidence of successful completion of the Marine Corps Safety Division approved Traffic Safety Course.

(1) Operators of NTVs under 10,000 pounds GVWR must have a valid state driver's license.

(2) Prior to operation of any 4X4 NTV, operators must have a valid state driver's license and an OF-346. Operators

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must thoroughly familiarize themselves with the designated vehicle's owner's manual. Upon the operator demonstrating a clear understanding of the vehicle's operational capabilities, the MTD Licensing Examiner will administer a ten question test and endorse the OF-346.

(3) Operators of NTVs 12,000-26,000 pounds GVWR must have a valid state driver's license and an OF 346 with proper equipment notations. A valid medical certificate is also required.

(4) Operators of NTV buses, special purpose vehicles (e.g., emergency vehicles, boom/bucket trucks, garbage/sweeper trucks, dump trucks, communication/walk-in vans), and trucks over 26,000 pounds GVWR, must have a valid state driver's license and an OF-346 with CDL equivalent certification. A valid medical certificate is also required.

(5) Operators of NTVs transporting HAZMAT must be at least 21 years of age to travel on state and Federal highways (less than 21 years of age operators are restricted to military/Federal installations and will have an "ON BASE ONLY" stamped OF-346) and have an OF-346 with equipment and HAZMAT certifications. A valid state driver's license and medical certificate are also required.

c. Contractors (with authority written in their respective contracts)

(1) Operators must have a valid state driver's license to operate NTVs up to 26,000 pounds GVWR.

(2) Prior to operation of any 4X4 NTV, operators must have a valid state driver's license. Operators must thoroughly familiarize themselves with the designated vehicle's owner's manual. Upon the operator demonstrating a clear understanding of the vehicle's operational capabilities, the MTD Licensing Examiner will administer a ten question test and issue a Certificate of Completion. Proof of training certification must be submitted with the TSR when requesting a 4X4 NTV.

(3) Operators of NTV buses, special purpose vehicles (e.g., NTV emergency vehicles, boom/bucket trucks, garbage/sweeper trucks, dump trucks, communication/walk-in vans), and trucks over 26,000 pounds GVWR must have a CDL with endorsement for such vehicles. A valid medical certificate is also required.

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(4) Operators of NTVs transporting HAZMAT must be at least 21 years of age to travel on state and Federal highways (includes government installations), and have a CDL or applicable certification with HAZMAT endorsement. A valid state driver's license and medical certificate are also required.

d. Specific Information

(1) Bus Operators. Operators of NTV buses will be at least 21 years of age, have a current medical certificate, and have successfully completed a bus operator's course. All buses are divided into three categories: school bus, standard bus, or coach bus. Bus operators must have an OF-346 with appropriate endorsements for each type bus (weight and capacity).

(2) Emergency NTV Operator Training. In addition to the driver selection and training requirements in reference (a), and prior to driver assignment of an emergency vehicle, the following is required:

(a) All training will occur during on-duty time and at no cost or expense to the service member or civilian employee, to include annual leave.

(b) Before being assigned to operate police, ambulance, fire, crash and rescue, or other response/patrol NTVs equipped with lights and sirens (to respond to emergency situations in an emergency mode), operators successfully complete emergency NTV training. The NTV Emergency Vehicle Operator Training Course (EVOC) must be conducted by the unit's certified instructor. All emergency NTV operators will complete refresher training every three years.

(c) NTV EVOC training will include instruction in applicable laws and regulations (Federal, state/local, and installation); safe operating practices under normal and emergency conditions (include hands-on, behind the wheel practice/training in collision avoidance and evasive techniques); and emergency NTV inspection and primary preventive maintenance (PM).

(3) For ammunition and explosives (A&E) material endorsement, refer to references (d) and (e).

(4) Personnel that require a license to operate material handling equipment (MHE), refer to chapter 6.

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(5) Personnel that require a license to operate engineer, weight handling, and construction equipment refer to chapter 7.

(6) For HAZMAT endorsement, military personnel must attend the Environmental Management Division (EMD) course EM103, "HAZMAT Transportation for Drivers". Civilians and contractors must receive endorsement per state requirement to travel on public roads.

(7) Drug Abuse Testing. CDL operators in designated positions under provisions of employment are subject to the substance and alcohol testing rules. Active duty military personnel are exempt from the testing rules.

(8) Supervisors must conduct sight checks and semi-annual reviews to ensure personnel operating NTVs possess valid licenses and medical certificates (if applicable). Questions regarding licensing may be directed to the MTD Licensing Examiner.

e. Issuance of Optional Form (OF-346) U.S. Government Motor Vehicle Operator's Identification Card

(1) Applicants will be screened based on driving record, attitude, and aptitude. Commanders will conduct applicant interviews to determine qualifications based on past driving record, physical, and mental capacity. Applicants must be trained and qualified in the operation of the NTV for which a license is being requested. An Application for Government Vehicle Operator's Permit, NAVMC 10964 (Figure 2-5), is the official document to initiate licensing action and must be submitted with blocks 1 through 17 completed, and 2 weeks prior to the initial exam or expiration if the OF-346 is to be renewed or upgraded. For license upgrades, renewals, and issuance of duplicate licenses refer to reference (d).

(2) Applicants under 26 years of age must possess documented evidence of successful completion of the Marine Corps Safety Division approved Traffic Safety Course prior to applying for a government license. Civilians and military personnel must first possess a valid state driver's license.

(3) Personnel undergoing NTV driver training will be under the direct supervision of a qualified government licensed operator at all times. NTVs utilized for driver training will display a "STUDENT DRIVER" sign on the front and rear of the NTV.



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(4) A medical certificate (military personnel obtain at unit's aid station; civilian personnel obtain at Building 65 or personal physician) is required when operating NTV buses, special purpose equipment (e.g. NTV emergency vehicles, personnel aerial devices/bucket trucks, sweeper trucks, communication/walk-in vans, dump trucks, rubbish collection vehicles, HAZMAT vehicles, or wreckers), material handling equipment, weight handling equipment, engineering and construction equipment. Additionally, a medical certificate is required for all personnel to operate any vehicle over 12,000 pounds GVWR, and must be renewed every three years. For HAZMAT and A&E operators, a medical certificate is required and must be renewed every two years.

(5) Testing is administered on a tightly regulated schedule; therefore, it is imperative that personnel be on time and fully prepared. If an applicant is unable to attend, units are requested to notify the MTD Licensing Examiner at least one day prior for rescheduling. Exams rescheduled within two weeks will not require a new application. Personnel who fail to report for a scheduled appointment will be reported to their command.

(6) Upon successful completion, the MTD Licensing Examiner will provide a copy of NAVMC 10964 and OF-346 to the operator. Alteration of an OF-346 will void the license.

(7) Results of all examinations will be provided to the operator for appropriate record actions with their command. Personnel who fail to qualify may submit for retesting within eight weeks without submitting a new application.

(8) An OF-346 for material handling equipment (MHE) and emergency NTVs is valid for three years. All other NTV licenses are valid for four years or up to the expiration date of a civilian operator's state driver's license. For military personnel, eight years from date of issue, unless revoked, suspended, or separated from service. Endorsement of "EXPLOSIVES DRIVER" and "HAZMAT" on the OF-346 is valid for two years. An OF-346 is void upon separation from the military; civilian employees must turn-in their OF-346 to the MTD Licensing Examiner when ending employment aboard the Camp Lejeune/New River Complex.

(9) An OF-346 will be issued to operators who successfully complete the EVOC training. The EVOC endorsement ensures the operator has met the requirements of the course and

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fully understands the responsibilities of operating an emergency NTV in the emergency mode. The endorsement of "EVOC Qualified" on the license should not be confused with NTV specific training. Initial EVOC training and renewal training will be conducted with a squad car. For emergency NTVs larger than a standard squad car, a NTV specific endorsement will be recorded on the OF-346 (e.g., ambulances, rescue trucks, fire apparatus, and all emergency NTVs over 10,000 pounds GVWR).

f. Loss of Driving Privileges. Violations of installation regulations and traffic laws may result in revocation or suspension from operating NTVs. Commands will notify the MTD Operations Manager in the event an operator's driving privileges or license is revoked or suspended.

## 12. Dispatching

a. General. NTVs must be dispatched. Automated or manual systems may be used. If a manual system is used, a Vehicle and Equipment Operational Record (Figure 2-6) and a Daily Dispatching Record of Vehicles (Figure 2-7) log will be completed and retained in accordance with reference (b). Records or daily checklists for load lifting equipment will be completed and retained in accordance with reference (f). All dispatchers must be appointed in writing by the appropriate command and possess desktop procedures for dispatching. Dispatchers will maintain absolute control and accountability of NTVs, to include fuel keys.

b. Dispatching Procedures. Prior to dispatching a NTV and allowing it to depart the motor pool, dispatchers will:

(1) Ensure the operator is properly licensed, rested, is in the proper uniform or civilian attire, and has the following items in their possession:

(a) Armed Forces Identification Card or contractor's identification card (as applicable).

(b) Valid state driver's license, CDL, and medical certificate (as applicable). Operators with out-of-state license must read and understand state and local driving regulations including the Motor Transport SOP of the dispatching unit.

(c) Driver's improvement card (for operators under 26 years of age).

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(d) OF-346, Government Motor Vehicle Operator's Identification Card, as required, with proper equipment endorsements.

(e) Accident - Identification Card (Figure 2-8), Motor Vehicle Accident Report (Figure 2-9), and Statement of Witness (Figure 2-10) form.

(f) Safety equipment (e.g., fire extinguisher, etc.) appropriate for the type of NTV load.

(2) Validate that a NTV is required and authorized for the stated mission. With the operator, ensure the NTV is serviceable, safe for operation, and appropriate for the assigned mission.

c. NTV Turn-in Procedures. Upon completion of vehicle use, dispatchers will:

(1) Before releasing the operator, ensure all post operations checks and services are complete, equipment is clean inside and out, and the NTV is refueled.

(2) Close out the Vehicle and Equipment Operational Record (Figure 2-6).

(3) Report maintenance discrepancies to the Responsible Officer (RO).



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### HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY

I, \_\_\_\_\_, on my own behalf, in consideration  
(Poolee/Applicants printed full name)

and for the purpose of \_\_\_\_\_  
(Name of Event)

release liability to the United States Marine Corps, and all personnel, agents, or employees, therein, acting officially or otherwise; from any and all injuries incurred enroute, during, or returning from this activity. I acknowledge that this agreement is limited solely for the purpose of the aforementioned activity and binds the United States in no manner whatsoever. Furthermore, I attest that this agreement is entered into voluntarily and that I understand that participation in the aforementioned activity is also voluntary. I acknowledge that I have been provided the opportunity to ask questions as to any of the risks foreseeable in connection with the aforementioned activity and transportation connected to/from this activity, which will be on

\_\_\_\_\_  
(Date of Event)

This agreement has been explained as to the above terms, provisions, and statements and I hereby accept all the said terms, provisions, and statements listed above as my own unconditionally and voluntarily.

\_\_\_\_\_  
(Signature of Poolee/Applicant)

\_\_\_\_\_  
(Date)

-----  
**PARENTS OR GUARDIANS AGREEMENT**

To be used when poolee/applicant is a minor under 18 years of age. I/We hereby execute and subscribe to the above waiver as the parents or guardian of the named minor and consent to his/her being on the property, or using the indicated facilities on the stated military activity. I/We jointly and severally, for ourselves, our heirs, executors and administrators, agree to hold harmless the United States Marine Corps, its officers, personnel, agents and employees, acting officially or otherwise, against all suits, actions, claims, costs or demands, whether arising from sole or concurrent negligence or otherwise (including those resulting from death, personal injury and property damage) to which the United States, its officers, personnel, agents and employees may be subject by reason of being on the property or using the indicated facilities of the stated military activity for the activity described above.

\_\_\_\_\_  
(Printed Name of Minor)

\_\_\_\_\_  
Signature of (Parent or Guardian)

\_\_\_\_\_  
(Date)

-----  
**EMERGENCY DATA INFORMATION**

Notify	Address	Telephone
--------	---------	-----------

Figure 2-1.--HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY

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### Motor Transport Division TRANSPORTATION SUPPORT REQUEST (TSR)

(MINIMUM 48 HRS ADVANCE NOTIFICATION REQUIRED)  
"EXCEPT"

HEAVY EQUIPMENT REQUESTS (IE: TANKS AND AAV'S) WHICH REQUIRE A MINIMUM OF 10 WORKING DAYS ADVANCE NOTIFICATION TO OBTAIN ROAD PERMITS

1. REQUESTING UNIT: \_\_\_\_\_
2. REQUESTOR (GS-5/E-6 OR ABOVE): \_\_\_\_\_
3. POC (GS-5/E-6 OR ABOVE): \_\_\_\_\_
4. POC PHONE#: \_\_\_\_\_
5. MAJOR COMMAND/HOME UNIT POC: \_\_\_\_\_
6. MAJOR COMMAND/HOME UNIT PHONE: \_\_\_\_\_
7. BILLING POC & PHONE#: \_\_\_\_\_
8. TYPE OF VEHICLE: \_\_\_\_\_
9. NUMBER OF VEHICLES: \_\_\_\_\_
10. REPORT TO LOCATION: \_\_\_\_\_
11. DESTINATION: \_\_\_\_\_
12. REPORT TIME: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_
13. RETURN TIME: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_
14. IS DRIVER NEEDED: \_\_\_\_\_
15. TYPE OF CARGO: \_\_\_\_\_
16. NUMBER OF PAX: \_\_\_\_\_
17. MISSION OF THE VEHICLE: \_\_\_\_\_
18. REMARKS: \_\_\_\_\_

\*\*\*\*\*  
\*BILLING INFORMATION REQUIREMENT: IF A NON RESIDENT UNIT OF THE CAMP LEJEUNE/NEW RIVER COMPLEX, BILLING INFORMATION MUST BE PROVIDED TO THE COMPTROLLERS OFFICE (910-451-5059) PRIOR TO CHECKING OUT VEHICLES.

\*PERMISSABLE OPERATING DISTANCE (POD) REQUIREMENTS: IF TRAVELING OUTSIDE THE POD (150 MILES FROM THE CAMP LEJEUNE/NEW RIVER COMPLEX), A POD REQUEST MUST ACCOMPANY THIS TSR AND BE FORWARDED TO [sheila.jones@usmc.mil](mailto:sheila.jones@usmc.mil) FOR ASSESSMENT. (IF MEF UNIT REQUESTS ARE TO BE ROUTED VIA [llmf\\_mmcc@usmc.mil](mailto:llmf_mmcc@usmc.mil) ONCE APPROVED, REQUESTORS WILL BE NOTIFIED AND PROVIDED VEHICLE RESERVATION CONFIRMATION.

\*USE OF GME: I HAVE READ AND UNDERSTAND THAT USE OF GME MUST BE IN COMPLIANCE WITH CG, MCIEAST-MCB CAMLEJ POLICY LETTER 004-09, AUTHORIZED USE OF GME.

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

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

Request Approved

RESERVATION NO: \_\_\_\_\_

VEHICLE NO: \_\_\_\_\_

Request Disapproved If this Unit Plans to request a short term lease for this vehicle(s), this form along with the Base Motor Transport e-mail, should be forwarded to Marine Corps Base, Camp Lejeune Contracting.

PROCESSING OFFICIAL: \_\_\_\_\_

MCIEAST-MCB CAMLEJ/G-4/BMT/1

(9/13)

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Figure 2-2.--TRANSPORTATION SUPPORT REQUEST (TSR)

1 5 DEC 2015



UNITED STATES MARINE CORPS  
OFFICIAL LETTER HEAD OF THE UNIT REQUESTING THE POD  
CAMP LEJEUNE NC 28542-9127

IN REPLY REFER TO  
11240  
REF  
DATE

From: Commanding Officer or Officer in Charge  
To: Commanding General, Marine Corps Installations East - Camp Lejeune  
(Attn: Motor Transport Division Operations Officer)  
Via: Unit Non-Tactical Vehicle RO (if using unit's assigned vehicle)  
  
Subj: REQUEST FOR NON-TACTICAL VEHICLE OPERATION AND GSA FLEET CARD USE  
BEYOND PERMISSIBLE OPERATING DISTANCE

1. The following information is provided:
  - a. Purpose of trip: (Be specific)
  - b. Destination address: (Base, City and State)
  - c. Distance: (Number of road miles)
  - d. Departure Date: (self-explanatory)
  - e. Time of Departure: (self-explanatory)
  - f. Planned return Date: (self-explanatory)
  - g. Planned time of return: (self-explanatory)
  - h. Driver's name and rank: (self-explanatory)
  - i. A/Driver's name and rank: (self-explanatory see note 1)
  - j. Route: (Exact route of travel by road name/number)
  - k. Numbers of passengers: (self-explanatory)
  - l. Vehicle number and unit assigned to: (entire vehicle number)
  - m. Refueling will be accomplished with vehicle specific GSA fleet card.  
(See note 2)
  - n. Mission commander/OIC for movement: (Name and phone number)
  - o. Justification: (See note 3)
  
2. Point of contact concerning this matter is \_\_\_\_\_ at (910)451-XXXX.

SIGNATURE

- 
- NOTE 1** - Licensed "A" drivers are required for movements outside the POD.
  - NOTE 2** - If the POD is approved the driver will need to take the GSA Fleet Card to MTD for activation as instructed in approval.
  - NOTE 3** - Why use of non-tactical vehicle is required for this mission.
  - NOTE 4** - Document must be signed and scanned into PDF format.

Figure 2-3.--REQUEST FOR NON-TACTICAL VEHICLE OPERATION AND GSA FLEET CARD USE BEYOND PERMISSIBLE OPERATING DISTANCE

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OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No.	Restrictions
Name of Operator (Not Transferable)		Sex	Signature of Operator (Not valid until signed)		
			QUALIFIED TO OPERATE		
			Type Vehicle and/or Equipment	Capacity	Qualifying Official
Date of Birth	Social Security No (LAST FOUR)		Name and Location of Issuing Unit		
Height	Weight	Hair Color	Eye Color	Signature and Title of Issuing Official	
Date Issued	Date Expires		OTHER RECORDS (Optional)		
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		50345-101

Figure 2-4.--U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

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**APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT (11240)**  
 NAVMC 10964 (REV. 2-96) (EF) (Previous editions are obsolete)  
 (Supersedes NAVFAC FORM 9-11240/10 FOR USMC use.)

PART I APPLICATION									
1. NAME (Last, First, Middle)			2. RANK	3. SSN (LAST FOUR)		4. ORGANIZATION			
5. SEX	6. HEIGHT	7. WEIGHT	8. EYE COLOR	9. HAIR COLOR	10. PLACE OF BIRTH			11. DOB	
PAST DRIVING RECORD									
12. STATE OF ISSUE		13. LICENSE NUMBER		14. ISSUE DATE		15. EXP. DATE		16. CLASS OF VEHICLE	
17. COMMANDING OFFICER'S SIGNATURE									
I RECOMMEND THAT THIS INDIVIDUAL BE EXAMINED FOR QUALIFICATION TO HOLD THE OF 346									
(Signature)						(Date)			
PART II EXAMINATION									
18. QUALIFICATION TESTS (CHECK)									
TEST	SAT	UNSAT	TEST	SAT	UNSAT	TEST	SAT	UNSAT	
PHYSICAL			HEARING			VISION			
WRITTEN			REACTION TIME			SKILL			
ROAD			DIRT/CROSS COUNTRY			SPECIAL QUALIFICATION			
19. RESTRICTIONS: (List) CHECK HERE IF NONE <input type="checkbox"/>									
PART III LICENSE ACTION									
20. CATEGORY (Check One)					21. CLASS OF LICENSE (Check all that apply)				
NEW <input type="checkbox"/> RENEW <input type="checkbox"/> UPGRADE <input type="checkbox"/> DUPLICATE <input type="checkbox"/>					COMMERCIAL <input type="checkbox"/> TACTICAL <input type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/>				
22. CLASSES OF VEHICLES (Check all that apply)									
SEDANS/STATION WAGONS <input type="checkbox"/> TRUCKS TO ___ TON <input type="checkbox"/> TRUCK-TRACTOR TO ___ TON <input type="checkbox"/> BUSES TO ___ PASS <input type="checkbox"/>									
23. SPECIAL QUALIFICATIONS:									
EMERGENCY VEHICLE <input type="checkbox"/> TRUCK WITH FULL TRAILER <input type="checkbox"/>									
SEMITRAILER REFUELER <input type="checkbox"/> RECOVERY VEHICLE <input type="checkbox"/> HAZARDOUS MATERIALS <input type="checkbox"/> OTHER (SPECIFY)									
24. VEHICLE/EQUIPMENT CLASSES QUALIFIED TO OPERATE LIST:									
25. SIGNATURE OF LICENSING EXAMINER									
I CERTIFY THAT THIS INDIVIDUAL IS QUALIFIED TO OPERATE THE ABOVE LISTED EQUIPMENT.									
(Signature)						(Date)			
26. LICENSE # ISSUED			27. DATE ISSUED			28. EXPIRATION DATE			
29. SIGNATURE OF LICENSING OFFICER						DATE			
PART IV RECORDING ACTION									
30. RECORDING OFFICER'S SIGNATURE					SIGNATURE			DATE	
I CERTIFY THAT ALL THE INFORMATION IN BLOCKS 19, 20, 23, 24, 26, 27, AND 28 HAVE BEEN ENTERED ON PAGE 11 OF THE INDIVIDUAL'S SRB/OOR									

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Figure 2-5.--APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT



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DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO PASSEN -GERS f	USER SIGNATURE g
	ARRIVE b	DEPART c				
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.						
<b>TOTALS</b>						
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 daily BEFORE, DURING, and AFTER operator preventive maintenance checks and services were accomplished.

REMARKS

Figure 2-6.--VEHICLE AND EQUIPMENT OPERATIONAL RECORD-  
CONTINUED





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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 - middle initial)</i>	
SSN (LAST FOUR)	GRADE
ORGANIZATION	

DD Form 518, OCT 78

PREVIOUS EDITION  
IS OBSOLETE.  
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PRIVACY ACT STATEMENT
<b>AUTHORITY:</b> <i>Sec 638a, Title 31, USC and EO 9397.</i>
<b>PRINCIPAL PURPOSE:</b> <i>To provide persons involved in an accident with a DoD owned/leased vehicle the identity of the person with the authority to act on the matter.</i>
<b>ROUTINE USES:</b> <i>Placed in each vehicle for purpose stated above. When a DoD vehicle is involved in an accident, the driver provides the other party(s) with a properly executed DD Form 518. The SSN is requested because of similarity of names, to further identify the driver of the DoD vehicle.</i>
<b>DISCLOSURE IS VOLUNTARY:</b> <i>No disciplinary action is taken in cases where the SSN is not provided.</i>

DD Form 518 Reverse, OCT 78

Figure 2-8.--ACCIDENT - IDENTIFICATION CARD

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<b>MOTOR VEHICLE ACCIDENT REPORT</b>		Please read the Privacy Act Statement on Page 3		INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled on by the operator's supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.			
<b>SECTION I - FEDERAL VEHICLE DATA</b>							
1. DRIVER'S NAME (Last, first, middle)			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		DATE OF ACCIDENT		
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER			
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DESCRIBE VEHICLE DAMAGE							
<b>SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)</b>							
12. DRIVER'S NAME (Last, first, middle)			13. SOCIAL SECURITY NO./TAX IDENTIFICATION NO. (LAST FOUR)		14. DRIVER'S LICENSE NO./STATE/LIMITATIONS		
15. a. DRIVER'S WORK ADDRESS				15b. WORK TELEPHONE NUMBER			
16a. DRIVER'S HOME ADDRESS				16b. HOME TELEPHONE NUMBER			
17. DESCRIPTION OF VEHICLE DAMAGE				18. ESTIMATED REPAIR COST \$			
19. YEAR OF VEHICLE		20. MAKE OF VEHICLE		21. MODEL OF VEHICLE		22. TAG NUMBER AND STATE	
23a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS				23b. POLICY NUMBER			
				23c. TELEPHONE NUMBER			
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED			25a. OWNER'S NAME(S) (Last, first, middle)			25b. TELEPHONE NUMBER	
26. OWNER'S ADDRESS(ES)							
<b>SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)</b>							
27. NAME (last, first, middle)				28. SEX		29. DATE OF BIRTH	
30. ADDRESS							
A	31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		32. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	33. LOCATION IN VEHICLE		34. FIRST AID GIVEN BY	
	35. TRANSPORTED BY		36. TRANSPORTED TO				
37. NAME (last, first, middle)				38. SEX		39. DATE OF BIRTH	
40. ADDRESS							
B	41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		42. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	43. LOCATION IN VEHICLE		44. FIRST AID GIVEN BY	
	45. TRANSPORTED BY		46. TRANSPORTED TO				
47. Pedestrian	a. NAME OF STREET OR HIGHWAY			b. DIRECTION OF PEDESTRIAN (SW corner to NW corner, etc.)			
				FROM		TO	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (crossing intersection with signal, against signal, diagonally, in roadway playing, walking, hitchhiking, etc.)						

NSN 7548-00-634-4041  
Previous edition not usable

STANDARD FORM 91 (2/2004)  
Prescribed by GSA-FMR 102-34.295

Figure 2-9.--MOTOR VEHICLE ACCIDENT REPORT

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**SECTION IV - ACCIDENT TIME AND LOCATION (Use section VII if additional space is needed.)**

48. DATE OF ACCIDENT


49. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).

50. TIME OF ACCIDENT  
 AM  
 PM


51. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.


a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

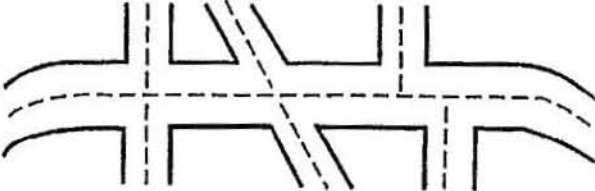
Example: 

b. Use solid line to show path before accident and broken line after the accident.

c. Show pedestrian by 

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH 



52. POINT OF IMPACT (Check one for each vehicle)

FED	2	AREA
		a. Front
		b. R. Front
		c. L. Front
		d. Rear
		e. R. Rear
		f. L. Rear
		g. R. Side
		h. L. Side

53. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.), condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making a U-turn, passing, stopped in traffic, etc.)

**SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)**

A

54. NAME (Last, first, middle)

55. WORK TELEPHONE NUMBER

56. HOME TELEPHONE NUMBER

57. WORK ADDRESS

58. HOME ADDRESS

B

59. NAME (Last, first, middle)

60. WORK TELEPHONE NUMBER

61. HOME TELEPHONE NUMBER

62. WORK ADDRESS

63. HOME ADDRESS

**SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)**

64a. NAME OF OWNER (Last, first, middle)

64b. WORK TELEPHONE NUMBER

64c. HOME TELEPHONE NUMBER

64d. WORK ADDRESS

64e. HOME ADDRESS

65a. NAME OF INSURANCE COMPANY

65b. TELEPHONE NUMBER

65c. POLICY NUMBER

66. ITEM DAMAGED

67. LOCATION OF DAMAGED ITEM

68. ESTIMATED COST

**SECTION VII - POLICE INFORMATION**

69a. NAME OF POLICE OFFICER

69b. BADGE NUMBER

69c. TELEPHONE NUMBER

70. PRECINCT OR HEADQUARTERS

71a. PERSON CHARGED WITH ACCIDENT

71b. VIOLATION(S)

Figure 2-9.--MOTOR VEHICLE ACCIDENT REPORT-CONTINUED

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**SECTION VIII - EXTRA DETAILS**

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

**PRIVACY ACT STATEMENT**

The information on this form is subject to the Privacy Act of 1974 (5 U.S.C. section 552a). Authority to collect the information is Title 40 U.S.C. Section 491 and the title 31 U.S.C. Section 7701. The formation is required by federal Government agencies to administer motor vehicle programs, including maintaining records on accidents involving privately owned and Federal fleet vehicles, and collecting accident claims resulting from accidents. Federal employees, and employees under contract, will use the information only in the performance of their official duties. Routine uses of the collected information may include disclosures to: appropriate Federal, State, or local agencies or contractors when relevant to civil, criminal, or regulatory investigations or prosecutions; the Office of personnel Management and the General Accounting Office for program evaluation purposes; a Member of Congress or staff in response to a request for assistance by the individual of record; another Federal agency, including the Department of Treasury and Justice, or a court under judicial proceedings; agency Inspectors General in conducting audits; private insurance and the collection agencies (including agencies under contract to Treasury to collect debt), and to other agency finance offices for federal management and debt collection. Furnishing the requested information is mandatory, including the Social security Number or Taxpayer's Identification Number(TIN) for use as a unique identifier to ensure accurate identification for individuals or firms in the system.

**SECTION IX - FEDERAL DRIVER CERTIFICATION**

I certify that the information on this form (Sections I thru VII) is correct to the best of my knowledge and belief.

72a. NAME AND TITLE OF DRIVER	72b. DRIVER'S SIGNATURE AND DATE
-------------------------------	----------------------------------

**SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED**

73. ORIGIN	74. DESTINATION
------------	-----------------

75. EXACT PURPOSE OF TRIP

76. TRIP BEGAN	DATE	TIME (Include AM or PM)	77. ACCIDENT OCCURRED	DATE	TIME (Include AM or PM)
----------------	------	-------------------------	-----------------------	------	-------------------------

76. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	79. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	--

80. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	81. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	--

82. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO b. COMMENTS
--------------------------------------	---

83a. NAME AND TITLE OF SUPERVISOR	83b. SUPERVISOR'S SIGNATURE AND DATE	83c. TELEPHONE NUMBER
-----------------------------------	--------------------------------------	-----------------------

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Figure 2-9.--MOTOR VEHICLE ACCIDENT REPORT--CONTINUED

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**SECTION XI - ACCIDENT INVESTIGATION DATA**

84. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION.  NO  YES (If checked, explain below.)

**85. PERSONS INTERVIEWED**

NAME		DATE	NAME		DATE
a.			c.		
b.			d.		

86. ADDITIONAL COMMENTS (Indicate section and item number of each comment).

**SECTION XII - ATTACHMENTS**

87. LIST ALL ATTACHMENTS TO THIS REPORT

**SECTION XIII - COMMENTS/APPROVALS**

88. REVIEWING OFFICIAL'S COMMENTS

**89. ACCIDENT INVESTIGATOR**

**90. ACCIDENT REVIEWING OFFICIAL**

a. SIGNATURE		b. DATE	a. SIGNATURE		b. DATE
c. NAME (First, middle, last)			c. NAME (First, middle, last)		
d. TITLE			d. TITLE		
e. OFFICE			e. OFFICE		
f. OFFICE TELEPHONE NUMBER			f. OFFICE TELEPHONE NUMBER		
AREA CODE	NUMBER	EXTENSION	AREA CODE	NUMBER	EXTENSION

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Figure 2-9.--MOTOR VEHICLE ACCIDENT REPORT-CONTINUED



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## Chapter 3

Safety1. Operator Responsibilities

a. General. Operators of NTVs will comply with all local, state, and Federal traffic regulations, as well as those directed by military authorities. Per reference (c), the senior member riding in a NTV, whether driver or passenger, is deemed to be in charge of that vehicle and is responsible at all times for its lawful operation. The operator of the NTV is responsible for the safekeeping and maintenance of all tools and accessories that are associated with the equipment. Missing or unserviceable tools and accessories must be brought to the attention of the RO.

b. Driving Duration

(1) Operators will be provided with at least eight consecutive hours of rest (off-duty) during a 24-hour period. Unit commanders will ensure that preceding a known prolonged work or sleep-loss period, off-duty time will be kept as free of work related requirements as possible and, ideally, should be spent at rest or asleep.

(2) Per reference (g), operators of NTVs will not drive more than 10 hours in a duty period (including rest and meal breaks) or when fatigued, ill, or under the influence of drugs or alcohol. Operators will take rest breaks (at least 15 minutes) every two hours of driving or every 100 miles, whichever occurs first. These breaks are in addition to regular meal breaks. Unit commanders in support of NTV operators in mission essential billets requiring shifts in excess of 10 hours (e.g. security patrols, severe weather operations, training support, snow removal), will develop specific written procedures to minimize the hazards of increased mission-required driving time and rest-recovery guidance.

c. Eating, Drinking, and Cellular Phone Use. Eating, drinking, or the use of tobacco products is prohibited while operating a NTV. With the exception of personnel noted in reference (c), the use of cellular phones or other similar electronic devices is prohibited while operating a NTV.

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d. Vehicle Checks. Operators will check the NTV for safety and service before operation, during operation, and after operation. At minimum, operators will:

(1) Check for presence of damage and pilferage of equipment.

(2) Check for fire extinguishers (if applicable).

(3) Check the instrument panel, brakes, clutch, steering mechanism, all lights, reflectors, and drain air tanks (if applicable).

(4) Check engine oil, fuel (to include diesel exhaust fluid as applicable), transmission fluid, brake fluid, windshield washer fluid, power steering fluid and coolant/anti-freeze. Check for leaks, unusual noises, engine operation, and condition of belts and hoses. For U.S. Marine Corps (USMC) owned NTVs, operators may stop by Building 1502 or Building AS118 for fluids top off. Units possessing General Services Administration (GSA) NTVs may purchase fluids by taking the vehicle and respective GSA Fleet Card to an approved vendor.

(5) Check tires for damage, wear, and proper inflation. Remove and replace defective, unserviceable or flat tires and replace with the spare. USMC owned NTVs with defective tires will be brought to either Building 1502 or Building AS118 in order to have the tires repaired or replaced. GSA NTVs will be taken to an authorized vendor. Tires should be replaced whenever the tread is less than 2/32" (except Fire Apparatus Equipment which is defined at less than 4/32") in order to salvage tires suitable for recapping.

(6) Check all wheel lugs for tightness. The operator of a loaded truck equipped with dual wheels that has been dispatched beyond 50 miles will stop at least once to inspect the NTV load and check for distressed tires.

(7) Prior to connecting a tractor to a semi-trailer, operators will inspect the king pin and fifth wheel plate for damage or deformity. In the event damage is identified, equipment will be inducted into maintenance.

(8) Clean inside of NTVs daily, to include the cab and bed of trucks and scooters. Keep the outside of vehicles clean and wash weekly.



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(9) Report any discrepancies in the remarks section of the Vehicle and Equipment Operational Record, NAVMC 10627 (Figure 2-6) and notify the appropriate dispatcher and supervisor.

e. Speed Limits. Operators will comply with posted speed limits. No person will drive a NTV at an excessive speed than is reasonable and prudent with due regard for traffic, road surfaces, weather conditions, and width of the roadway. The maximum speed in reverse is 3 miles per hour. The maximum speed limit on unimproved roads or cleared trails is 15 miles per hour where authorized.

f. Backing. No operator will back a NTV until such a maneuver can be made safely. Operators will physically check the surrounding area and sound the horn prior to backing. When it is determined that the NTV cannot be backed safely, the operator will not move the NTV until assistance can be obtained.

g. Safe Driving. All personnel must wear safety belts when the NTV is in motion and are subject to state occupant restraint laws. Operators will not follow another vehicle so closely to preclude stopping safely and easily (apply the 3 second rule). Operators of NTVs will always drive in the right hand lane except when making left turns on a dual highway or when passing a slower moving vehicle or obstruction.

h. Parking. When parking on a grade, operators should place the NTV in park/low gear, set the parking brake, and turn the front wheels towards the curb. Operators will remove the keys and lock any NTV prior to leaving it unattended.

i. Alcohol, Narcotics, and Other Dangerous Substances. No person who is under the influence of alcohol, narcotics, or any other debilitating substances will be allowed to operate a NTV. The operator should consult a physician prior to driving when taking medication (also inform appropriate supervisor). No person will consume alcohol within eight hours prior to operating a NTV.

j. Attire. All personnel traveling in NTVs will be properly attired. Service members will either be in uniform or in proper civilian attire. Civilians will be dressed in clothing that meets the standards of safety, decency, neatness and cleanliness. Clothing which is torn, ragged, excessively dirty, revealing, or contains messages inconsistent with Marine

Corps policies (e.g., drugs or illegal activities) will not be worn.

k. Vehicle Idling. Operators will not leave NTVs idling more than 5 consecutive minutes in any 60-minute period, except as required by maintenance and emergency NTVs. Fuel costs, health and air quality concerns, and common sense make it appropriate to limit NTV idling.

l. Accidents/Incidents. Applicable government NTV motor vehicle command and operator responsibilities are contained in references (a) through (c) and (e) through (h), which include the immediate reporting of accidents or incidents occurring while having custody of, or when operating a NTV. Evidence of NTV accidents or incidents, not the result of normal wear and tear or defective workmanship, will be investigated by the using unit and a written report forwarded to the Fleet Manager. Upon validation of the report, the NTV may be reclaimed and not returned to the using unit, and the operator may be subject to unit disciplinary actions. The using unit will be charged for all costs incurred from accident or incident damages.

2. Routes of Travel. Except under special approved circumstances through the CG, MCIEAST-MCB CAMLEJ AC/S, G-4 or emergency substantiated situations, utilization of NTVs will be limited to improved roads (i.e., asphalt, concrete, packed gravel) that can be traversed without injury to the occupants and damage to the NTV. NTVs will not be used for cross country or transit through water above the vehicle axle. The following roadways will not be utilized by NTV operators:

- a. Piney Green Road.
- b. Bear Creek/Queens Creek Road from Highway 172 to Highway 24.
- c. Cutoff roads between Highway 24 and Route 70 to MCAS Cherry Point; Highway 1756 (Nine Mile Road) and Catfish Lake Road.

3. Public Highways. The only public highways authorized for the movement of semi-trailers are: Highways 17, 24, I-40, 70, I-95, 172, and 210. Public highways not listed herein will not be utilized without prior approval of the CG MCIEAST-MCB CAMLEJ (Director of Safety).

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#### 4. Fueling

- a. NTVs will not be fueled in a closed building.
- b. Operators will turn off engine and lights while taking on fuel.
- c. Smoking and/or the use of lighters/matches is prohibited within 50 feet of the fueling point.
- d. Use of electronic devices while fueling is prohibited.
- e. Fuel will be replenished at the installation fuel station using the NTV assigned fuel key. For trips exceeding the NTV tank capacity, units (via the appropriate chain of command) will request a GSA Fleet Card from the MTD Transportation Manager three days prior to the departure date. Under no circumstances will the GSA Fleet Card be used to purchase food, lodging, or personal items.
- f. NTV operators making extended trips beyond the normal operating radius (75 miles) from the Camp Lejeune/New River Complex will submit a GSA Fleet Card Request by e-mail at least three days prior to departure to the MTD Transportation Manager.
- g. It is prohibited to use the fuel key or GSA Fleet Card for any vehicle other than the assigned NTV.

#### 5. Passenger and Cargo Restrictions

- a. No person will be permitted to ride on a tailgate, running board, side, or on any exposed part of a NTV. No part of a person's body, equipment, or weapon will protrude beyond the exterior of the NTVs cab.
- b. NTVs will not exceed the passenger capacity designated by the manufacturer. Transporting personnel in the bed of a truck or cargo area is strictly prohibited (to include covered beds and cargo areas).
- c. NTV operators will adhere to applicable Federal and State directives and the NTVs owner's manual for proper loading procedures. Care will be taken to not exceed the NTVs load limit. All cargo will be secured using appropriate straps/tie-down devices.

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d. NTVs will not be utilized to load or unload cargo directly from shipside. Such cargo must be staged and then loaded. NTVs will not be loaded aboard any type vessel or rail car. NTVs are not deployable.

e. NTVs will not be operated on warehouse loading ramps, with the exception of certain MHE and scooters.

#### 6. Loading and Speed Limits of Overloaded, Oversized, and Overweight NTVs

a. NTVs may be weighed at G-4, Distribution Management Division's Lot 201.

b. When NTVs exceeding the legal weight limitations and dimensions are required to operate on state highways, the MTD will obtain the necessary NC State Department of Transportation (NCDOT) Highway Division approval. A copy of the NCDOT Permit will be provided to the operator and will be carried in the NTV at all times.

c. Speed limits for overloaded/oversized/overweight vehicles are prescribed in the Motor Vehicle Laws of North Carolina and/or road posted.

#### 7. Transportation of Explosives and Dangerous Materials

a. On-Base Transportation Movement. Reference (e) outlines the regulations and requirements for operations involving inspection, loading, unloading, and transportation of ammunition and explosives aboard the Camp Lejeune/New River Complex. Commanders at all echelons must ensure compliance with applicable directives before, during, and after movement of ammunition and explosives material.

b. Off-Base Transportation. Reference (e) prescribes the regulations and requirements for operations involving loading, unloading, and transportation of ammunition and explosives off the Camp Lejeune/New River Complex. Commanders at all echelons will ensure compliance with applicable directives before, during and after movement with ammunition and explosives material.

#### 8. Safety Precautions

a. Operators of NTVs are responsible for the safe operation of vehicles, passengers, and cargo. Commanders of units entrusted with NTVs have an inherent responsibility in the

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enforcement of safe and proper operational use. Effective measures must be practiced to prevent the unnecessary loss of resources caused by unsafe driving practices and disregard of regulations. When an emergency stop must be made, the following actions will be immediately taken:

(1) Every reasonable effort will be made to remove the NTV from traffic lanes and on to the shoulder of the road.

(2) Emergency reflectors, if equipped, should be employed. Place the reflectors at a point between the disabled NTV and oncoming traffic. If near a curve or other area of limited line of sight, place the reflectors in a spot/direction that affords others ample warning. Emergency flashers will also be employed as long as the NTV is disabled.

(3) When a convoy must stop under the conditions outlined above, the convoy commander is responsible for ensuring that adequate guards or emergency warning devices are utilized.

b. Towed trailers will be connected to the towing NTVs by means of two safety chains or cables, in addition to the tongue. Rear lights/reflectors will be utilized. Towing any trailer weighing in excess of the NTVs rated tow capability is prohibited.

#### 9. Accident Reporting Requirements

a. Prior to operation of NTVs, operators will ensure that SF-91 (Operators' Report of Motor Vehicle Accident), SF-94 (Witness Statement) and DD518 (Accident Identification Card) are available and carried in the vehicle. For GSA leased NTVs, a copy of "A Guide to Your GSA Fleet Vehicle" will also be available. GSA NTV accidents will be investigated as instructed in the pamphlet.

b. NTV operators involved in accidents will:

(1) Stop immediately and assess the situation.

(2) Render any possible assistance to the injured. Avoid moving any seriously injured persons unless essential for their protection.

(3) Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, use vehicle hazard lights.



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(4) Notify local and military police authorities immediately after taking above action.

(5) Complete the SF-91. If the operator is unable to complete the SF-91 due to injury or death, the next senior person directly responsible for equipment operations will complete the report.

(6) Provide SF-94 to available witnesses. If impractical or unable due to operator injury or death, the next senior person directly responsible for equipment operations will attempt to obtain witnesses point of contact information for follow-up contact by investigating authorities.

(7) Comply with state and local laws governing the reporting of equipment accidents.

(8) Remain at the accident scene until authorized to leave by proper authority.

(9) Refrain from expressing opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval.

(10) Refer requests for accident reports to the installation SJA Office. Operators will not make official accident investigation reports available to a claimant, or to any individual or representative of any non-Marine Corps organization other than civil law enforcement authority while at the scene of the accident. Any correspondence regarding an accident which involves a Privately Owned Vehicle (POV) or public property should be addressed to the SJA Office.

(11) Complete DD Form 518, Accident/Identification Card, at the scene of the accident or as promptly as possible thereafter and provide copies to persons directly concerned with the accident. DD Form 518 provides any person involved in an accident with all of the information they require of the equipment operator. Do not disclose Social Security Numbers when filling out the DD Form 518.

(12) Complete all accident reporting forms and deliver the forms within 24 hours, or the next business day, to the Fleet Manager. Per references (b) and (g), commanders of NTV using units may request an operator drug and/or alcohol test within two-six hours of any accident involving NTVs and equipment.

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c. The Fleet Manager may elect to recall NTVs from commands that have operators who fail to report NTV or equipment accidents. Per reference (h), the using unit will be charged for all costs resulting from accident or incident damages.

#### 10. Disabled/Roadside Assistance

a. USMC Owned NTVs. In the event of a breakdown, services may be obtained during normal working hours by calling the MTD Maintenance Section at (910)451-5167. After working hours, weekends and holidays, services may be obtained by calling the MCIEAST-MCB CAMLEJ Command Duty Officer (CDO) at (910)451-2414/3031. This does not include USMC owned engineer equipment maintained by the Public Works Division (PWD) contractor.

b. GSA Leased NTVs. In the event of a breakdown, services may be obtained by calling the GSA Fleet Vehicle Assistance Center (866)400-0411.

#### 11. Wrecker Service

a. USMC Owned NTVs. Wrecker service may be obtained during normal working hours by calling the MTD Maintenance Section At (910)451-5167. After working hours, weekends and holidays, emergency wrecker service may be obtained by calling the MCIEAST-MCB CAMLEJ CDO at (910)451-2414/3031. This does not include USMC owned engineer equipment maintained by the PWD contractor.

b. GSA Leased NTVs. Wrecker service may be obtained by calling the RO of the respective unit for an approved vendor. Outside the POD, call the GSA Fleet Vehicle Assistance Center at (866)400-0411.

c. Wrecker Service, when requested by the PMO via the Fleet Manager, may be dispatched to move POVs which are to be impounded or retained by PMO. In this case, MTD or the government contractor will not be held liable for any damages.

12. Gas Chamber Transportation. With the exception of Emergency Medical Services, the use of NTVs to transport personnel which have been subjected to chlorobenzalmalononitrile (CS) aerosol or other noxious gas is strictly prohibited.



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13. Reporting of Missing License Plates

a. NTV operators and ROs must report the loss or theft of license plates immediately to the reporting agencies (i.e., Provost Marshal Office (PMO) and MTD). The agencies will take appropriate actions to notify the proper security authorities.

b. A statement identifying the circumstances of the loss or theft of the license plate must be verbally shared with the reporting agency at the time reported. On the first working day following the reported theft or loss, a written statement must be submitted by the unit.

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## Chapter 4

Assignment, Accountability, and Utilization

1. General. The primary objective of the NTV program is to achieve optimum relationship between equipment investment costs and productive use of mission essential equipment. Thus, the NTV fleet is maintained at the smallest size required to provide official transportation under routine conditions. The total number of vehicles in use in the Camp Lejeune/New River Complex must not exceed the allowance approved by HQMC.

2. Assignments (Permanent/Temporary)

a. Requests for temporary loan NTVs will be sent via appropriate chain of command (II MEF units via the MMCC), by e-mail at least two days in advance (Vehicle\_requests@usmc.mil).

b. A minimum number of NTVs will be assigned as Class B vehicles (NTVs assigned to a specific unit for a specific continuous purpose). Requests for Class B NTVs may be addressed to the Fleet Manager and will contain detailed justification (i.e., type vehicle required, job to be assigned, estimated miles per month). At a minimum, annual reviews will be conducted to ensure Class B NTVs are being used efficiently.

c. The DoD requires all commercial NTVs to be the minimum body size and maximum fuel efficiency necessary. NTV 4X4s whether owned or leased, must be fully justified in writing to the Fleet Manager. Occasional inclement weather or field use is not sufficient justification.

d. No individual or unit will acquire a NTV by any means unless expressly permitted to do so by the Fleet Manager. NTVs will not be transferred from one RO to another RO without the approval of the Fleet Manager.

e. The Fleet Manager may redistribute assets at any time, regardless of current assignments, when it has been determined that such redistributions are in the best interests of the command, or, if newly emerging requirements warrant.

f. Contracted Commercial Leased Vehicles. NTVs obtained through a commercial short or long term lease require monthly reporting of mileage and fuel usage. This data is required to be reported to the MTD Production Control Section by the 25th of each month.

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### 3. Accountability

#### a. ROs

(1) Per reference (i), ROs for NTVs will be appointed in writing by the unit commander. A copy of the appointment letter will be forwarded to the MTD Supply Section. All ROs will be officers, SNCOs, or GS-5 and above civilian equivalents. This requirement may be waived, via written request to the MTD Supply Section, on a case-by-case basis.

(2) Within 15 days of assignment, the RO will inventory (physically sight) all assets and collateral equipment (i.e., spare tire, jack, jack handle, lug wrench). Once the assets and collateral equipment are inventoried, the RO will sign the Consolidated Memorandum Receipt (CMR) maintained by the MTD Supply Section. This indicates that all NTVs and collateral equipment are accounted for.

(3) A CMR and Collateral Equipment Inventory reconciliation will be conducted quarterly. The RO must complete and return the signed documents within 15 days to the MTD Supply Section.

(4) In the event of the RO being absent in excess of 60 days (TAD, leave, etc.), appointment of a new RO and a joint inventory is required. Prior to departure, the RO is responsible for coordinating with the MTD Supply Section for the proper disposition (turn in or realignment) of all assigned NTVs.

(5) ROs are responsible for the serviceability and accountability of all NTV assets to include NTV collateral equipment (e.g., spare tires, jacks, jack handles, lug-wrenches, fire extinguishers, side racks, etc.) issued with a vehicle. During issue and turn-in of a NTV, an inventory of the collateral equipment will be conducted. Missing gear or items damaged beyond normal wear and tear must be replaced by the RO's unit.

(6) ROs are responsible for turning in all warranty, recall, and GSA maintenance receipts to the MTD Production Control Section within three days of performed services.

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b. Issue/Turn-in

(1) Prior to assigning a Class B NTV to a unit, the MTD Production Control Section will inspect the NTV and note any discrepancies on the Vehicle Assignment/Termination Form (Figure 4-1). This will also serve as a temporary receipt for the fuel key and GSA Fleet Card (if applicable) until the asset can be added to the unit's CMR.

(2) When turning in a NTV, the RO will:

(a) Conduct an inventory of all collateral equipment and replace missing accessories, if required, prior to turn-in.

(b) Ensure the NTV is clean (inside/outside) and have all repairs, body work, and required PM/emission inspections completed prior to turn-in. Deliver the NTV, fuel key, and GSA Fleet Card (if applicable) to the MTD Production Control Section.

(c) Ensure modifications are removed and the NTV is repaired/restored to its original condition, less fair wear and tear.

c. Spare Key Procedures. Any NTV operator may obtain a spare key from the MTD with prior approval from the unit RO. The unit RO may either call or e-mail for authorization. The authorized person must complete a NTV Spare Key Request (Figure 4-2) form. The spare key must be returned to the MTD no later than close of business the day after it was issued.

d. Lost Key Procedures. The unit RO must submit a Lost NTV Fuel/Ignition Key (Figure 4-3) form for a vehicle ignition or fuel key to the MTD. A replacement ignition key will be obtained and procured at the expense of the unit; the GSA Fleet Card will not be used to purchase a replacement ignition key. A replacement fuel key will be provided by the MTD.

4. Procurement/Replacement. All new or replacement NTVs will be facilitated through MTD. Annual data call e-mails will be sent to the ROs indicating submission instructions. NTV replacement is based on four factors: budget resources, allowances, on-hand inventory, and projected vehicle retirement year.

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5. Utilization

a. The Fleet Manager will review the utilization of all NTVs at least annually. Units possessing Class B NTVs that do not meet established utilization rates will be required to fully justify the continued assignment of these NTVs. Insufficient or untimely submission of justifications may result in the NTVs being returned to the MTD. In all cases, the continuation of Class B NTV assignments can only be authorized by the Fleet Manager.

b. Target utilization rates are determined by averaging the total miles/hours of all equipment in each type/class. Any NTV not attaining a minimum utilization (i.e., 75 percent of target) will be assessed for turn-in, reassignment, exchange, or remain assigned based on unit-written justification.

c. NTV usage data is required to be reported to the MTD Production Control Section by the 25th of each month. A mileage/hour template format will be provided to each RO.

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VEHICLE ASSIGNMENT / TERMINATION			
G4 - MOTOR TRANSPORT DIVISION			
MARINE CORPS BASE, CAMP LEJEUNE, NC			
VEHICLE CODE:		VEHICLE #:	
VEHICLE TYPE:			
FROM (CODE):		TO (CODE):	
APPROVED BY:			DATE:
VEHICLE CHECK	YES	NO	REMARKS
SPARE TIRE			SIZE:
JACK & LUG WRENCH			
MAINTENANCE CARD			
GAS KEY			
ODOMETER READING:			
COMMENTS:			
OLD VEHICLE#/TYPE CODE:		NEW VEHICLE#/TYPE CODE:	
FROM R/O SIGNATURE:			DATE:
TO R/O SIGNATURE:			DATE:
<b>ANY MODIFICATIONS TO GSA VEHICLES REQUIRE PRIOR APPROVAL FROM MOTOR TRANSPORT DIVISION FLEET MANAGER</b>			
<small>MCBCL/5456BPO/BMT/4 (4/11) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0</small>			

Figure 4-1.--VEHICLE ASSIGNMENT/TERMINATION FORM

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**NON-TACTICAL VEHICLE (NTV) SPARE KEY REQUEST**

To obtain a NTV spare key, the unit must provide the Motor Transport Division (MTD) with the following information:

1. Vehicle Number:
  
2. Name & Rank or Pay Grade:
  
3. Copy of Picture I.D.:
  
4. Unit or Section:
  
5. Phone Number:
  
6. Supervisor Name & Rank or Pay Grade:
  
7. Phone Number:

**MTD USE ONLY**

Date Key Signed Out:

Date Key Returned:

Employee Initial:

Figure 4-2.--NON-TACTICAL VEHICLE (NTV) SPARE KEY REQUEST



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UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

1000  
G-4/MTD

\_\_\_\_\_  
LAST NAME                      FIRST NAME                      M.I.                      GRADE/RANK                      UNIT

VEHICLE NUMBER: \_\_\_\_\_

LOST NON-TACTICAL VEHICLE (NTV) FUEL/IGNITION KEY (CIRCLE ONE)

I certify that the U.S. Government Motor Vehicle Fuel/Ignition Key issued to \_\_\_\_\_  
was lost on or about \_\_\_\_\_ under the following circumstances:

Who lost the key:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where (if known) was the key lost:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What efforts were made to locate this key:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What corrective action has been taken to avoid the loss keys in the future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify that if recovered, the fuel or ignition key will be  
surrendered to the Motor Transport Division.

\_\_\_\_\_  
Signature/Date

Figure 4-3.--LOST NON-TACTICAL VEHICLE (NTV) FUEL/IGNITION KEY

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## Chapter 5

Inspection and Maintenance

1. General. The Fleet Manager is responsible for the maintenance, inspection, and required upgrade/modification of all NTVs aboard the Camp Lejeune/New River Complex. This is accomplished in concert with the units who are entrusted with the daily use, storage, and upkeep of the NTVs. Similar to efficient use and safe driving, diligent inspections and PM can extend NTV life and ensure adequate assets are available.

2. Responsibilities

a. The Fleet Manager is responsible for funding NTV preventative and corrective maintenance costs, except in those cases of NTV accidents or incidents. Per reference (h), using units will be charged for damages assessed for accidents or incidents in accordance with applicable laws, regulations, policies and procedures.

b. Whenever NTVs are assigned to a unit, the unit is responsible for operator checks and maintenance. All operator level maintenance will be performed prior to delivering the NTV to the repair shop for maintenance.

3. Maintenance Categories

a. Operator Maintenance. Operator maintenance is performed to detect existing or potential malfunctions, and to ensure continued serviceability of the NTV. Operator maintenance generally consists of basic cleaning, fluid replenishment, and function checks as listed in the safety section of this order and the owners/operators manual. Failure to perform routine operator maintenance may result in reclamation of the NTV. Defects must be reported immediately to the unit dispatcher and RO. Personnel will not attempt to repair NTVs.

b. Corrective Maintenance (CM). CM restores a NTV to a serviceable condition or determines it is not repairable. Units with USMC owned NTVs requiring repair will coordinate with the MTD Maintenance Section. Units with GSA leased NTVs will deliver the NTV to an approved GSA vendor (contact the RO for an approved vendor list). Units will deliver/retrieve the NTVs to/from the maintenance activity as safe operation permits. Personnel will not attempt to repair NTVs.

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c. Preventive Maintenance (PM). PM includes mechanical inspections, cleaning, servicing, and lubrication based on either time or odometer/hour meter readings. PM identifies defects early, curtailing costly repairs. The MTD Production Control Section will schedule and notify the ROs via a monthly PM list. GSA NTVs will be taken by the unit to an approved GSA vendor (contact the RO for an approved vendor list). MHE may be picked up/returned by the MTD Maintenance Section, depending on the location. Compliance with the monthly PM schedule must be adhered to by all units in order to minimize potentially unsafe operations.

#### 4. Modifications

a. Units desiring NTV modifications must submit a written request with full justification and specifications to the Fleet Manager for approval. Under no circumstances will a unit make unauthorized modifications or changes to NTVs. Examples include, but are not limited to, installation of auxiliary lights, mobile radios and antennas, trailer hitches, and snow plows. Installation of auxiliary lights, mobile radios and antennas or other electrical equipment will be performed by the MCIEAST-MCB CAMLEJ AC/S, G-6 Department.

b. Units authorized to modify NTVs must fund the modification, incur any maintenance expenses caused by the modification, and restore the NTV to its original configuration upon turn-in.

c. Permanent markings will not be placed on any NTV asset. Temporary marking of NTVs assigned to the Camp Lejeune/New River Complex will be in accordance with reference (b) and only completed with authorization from the Fleet Manager.

#### 5. Inspections

a. NTVs are subject to annual safety and emission inspections, and may be inspected more frequently as required by law or the manufacturer. The Fleet Manager will ensure units are aware of the inspection requirements as part of their monthly PM notification.

b. Annual load testing and Annual Condition Inspections (ACIs) will also be arranged by the MTD Production Control Section. NTVs that fail either test or are allowed to lapse beyond the required inspection date (usually 12 months), will

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not be operated until the equipment is repaired and/or passes re-inspection/re-load test.

c. Annual inspections will be conducted on all GSA NTVs in compliance with the GSA Vehicle Lease Program. Early identification of problem areas and readiness concerns will lend to implementation of corrective actions and cost avoidances.

6. Maintenance Records. The MTD Maintenance Section will maintain vehicle record jackets, PM and repair records, and other forms in accordance with reference (b).

7. Privately Owned Vehicle (POV). POVs, parts, or accessories will not be parked, stored, serviced, repaired, or manufactured in any MTD facility. Government owned tools, equipment, parts, or supplies will not be used to service or repair POVs and privately owned property.

8. Accidents/Incidents

a. Evidence of a NTV accident or incident which is not the result of normal wear and tear or defective workmanship, will be investigated by the using unit and a written report forwarded to the Fleet Manager. Upon validation of the report, the NTV may be reclaimed and not returned to the using unit, and the operator may be subject to unit disciplinary actions. Per reference (h), the using unit will be charged for all repair costs resulting from accident or incident damages.

b. The most common causes of accidents/incidents are:

(1) Excessive speed.

(2) Use in unauthorized areas.

(3) Improper use of controls.

(4) Racing or overloading engine prior to the engine reaching the normal operating temperature.

(5) Load exceeding rated capacity, improperly placed, or not properly secured.

(6) Lack of lubrication or use of improper lubricants.

(7) Failure to perform scheduled PM inspections.

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(8) Deferring maintenance and inspections.

(9) Inadequate driver training.

(10) Continued operation of a malfunctioning NTV, which may result in serious damage.

(11) Pushing or pulling by another vehicle.

(12) Exchange of unauthorized components (i.e., batteries, battery brackets, etc.).

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## Chapter 6

Material Handling Equipment (MHE)

1. General. The Fleet Manager is responsible for the administration, operation, and maintenance of all NTV material handling equipment (MHE) assigned to organizations in the Camp Lejeune/New River Complex. This is accomplished in concert with the units entrusted with the daily use, storage, and upkeep of MHE. Similar to efficient use and safe operating, diligent inspections and PM can extend MHE life and ensure adequate assets are available.

2. Requests, Pooling, and Control

a. Request for assignment of MHE may be submitted to the Fleet Manager with a complete justification (i.e., type equipment required, job to be assigned, estimated hours per month). At a minimum, annual reviews will be conducted to ensure MHE is being used efficiently.

b. When a unit possesses MHE, the equipment will be pooled in order to ensure efficient, economical, and safe usage.

c. All MHE assigned to the Camp Lejeune/New River Complex will be made available upon request to the Fleet Manager when required to accomplish a higher priority mission.

3. Operations

a. Dispatching. Dispatching of MHE is not required. MHE is not considered over the road equipment.

b. Licensing/Operation. Per reference (g), all MHE operators (military and civilian) must be examined, trained and licensed (OF-346). All operators (military and civilian) must have a valid MHE license (OF-346) in their possession while operating the MHE, and a valid medical certificate. The license must delineate the specific type and safe working load of the MHE the operator is qualified to operate. Per reference (b), contractors with authority written in their respective contracts to operate MHE must have applicable commercial certification and a valid medical certificate.

(1) Operators must thoroughly familiarize themselves with the designated MHE owner's manual. Upon demonstrating a clear understanding of the MHE's operational capabilities, the

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MTD Licensing Examiner will administer training and, upon successful completion, provide the applicable documentation (i.e., OF-346 issuance/endorsement or Certificate of Completion) necessary to operate the MHE.

(2) All MHE operators will wear appropriate personal protection equipment whenever operating or within close proximity of working MHE. Appropriate MHE personal protective equipment is defined as hard hat, steel toe shoes, and gloves. Eye protection and ear protection may be required depending on working conditions.

c. Speed Limit. Operators will comply with all traffic regulations set forth in current regulations and/or as posted. The maximum speed limit for MHE under-load is seven miles per hour. Additionally, forklifts and warehouse-tractors will slow down at all cross aisles and other passageways. When entering or leaving buildings/facilities, the operator will come to a complete stop, sound the horn, and proceed only when safe.

d. Direction of Travel. Operators will always face in the direction of travel. All loads will be carried in such a manner that the operator's vision is unobstructed.

e. Cargo and Passengers. The operator is responsible for all cargo being moved, inspecting and securing all questionable loads, and right of refusal to transport unsafe or unlawful loads. Forklifts transporting cargo up ramps will be operated with the load upgrade; carrying cargo downgrade will be done by backing downgrade with the load upgrade. All forklift loads being transported will be carried with the channel tipped back. MHE will never be used for personal transportation. No personnel other than the operator will ride on any load-lifting MHE.

f. MHE Not in Use. Whenever forklifts are not in operation, the forks will be lowered and rested flat on the deck. Operators will never leave MHE unattended while the motor is running.

g. Safety. Forklifts will not be used for pushing, pulling, or towing other vehicles; nor be pulled by another vehicle. When equipment has an overhead safety guard, it will be free of any material that may obstruct vision. Specific exceptions in the interest of safety may be made in writing to the Fleet Manager. Warehouse tractors will not be used for



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pushing, pulling, or towing other vehicles/equipment not designed for; nor be pulled by another vehicle.

h. Fueling MHE

(1) MHE will be turned off while taking on fuel; indoor fueling is prohibited.

(2) Smoking and/or the use of lighters/matches is prohibited within 50 feet of the fueling point.

(3) Use of electronic devices while fueling is prohibited.

(4) For fuel replenishment, contact the Base Fuel Farm at Camp Lejeune or New River.

4. Maintenance

a. Operator Maintenance. Operator maintenance is performed to detect existing or potential malfunctions, and to ensure continued serviceability of the equipment. Operator maintenance generally consists of cleaning, fluid replenishment, and basic function checks as listed in the owner/operator manual. Failure to perform routine operator maintenance may result in reclamation of the MHE allowance. Defects must be reported immediately to the unit supervisor/RO. Forklift operators will conduct, complete, report, and retain daily inspections as required per reference (f); the Forklift Operator's Daily Checklist (Figure 6-1) will be used. Personnel will not attempt to repair MHE.

b. Corrective Maintenance. All MHE requiring repairs will be reported or delivered to the MTD Maintenance Section, either at Building 1502 or Building AS118 during operating hours. In the event repairs are of a minor nature, as determined by the MTD Maintenance Section, roadside assistance may be performed. Prior to any MHE being delivered to the MTD maintenance facilities as a result of breakdown, the roadside mechanic may be dispatched to determine if repairs can be performed on-site. Dependent upon the location, the size, and the mobility of the MHE, the MHE may require vehicle escorts to/from the maintenance facility. Personnel will not attempt to repair MHE. Units that have electric forklifts with standalone battery chargers, contact MTD Quality Assurance personnel for assistance.

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c. Preventive Maintenance (PM) and Annual Condition Inspection (ACI). PM includes mechanical inspections, cleaning, servicing, and lubrication based on either time or odometer/hour meter readings. PM identifies defects early, curtailing costly repairs. The MTD Production Control Section will schedule and notify the ROs, via a monthly PM list, of the forklifts which are due for an ACI. Compliance with the monthly PM schedule must be adhered to by all units in order to minimize potentially unsafe operations. MHE may be picked up/returned by the MTD Maintenance Section, dependent upon the location, size, and mobility of the MHE. In addition, the MHE may require vehicle escorts to and/or from the maintenance facility.

d. Load Test. Load tests will be performed annually on all forklifts that are used to lift ammunition. Date tested/date due will be affixed on the equipment.

e. Modifications and Markings. Marking and painting of MHE will be in accordance with reference (b). MHE will have the load capacity and the gross weight of the vehicle stenciled or labeled at a place on the vehicle that is visible. These capacities will not be exceeded at any time. No other symbols, markings, accessories, or modifications are authorized unless approved by the Fleet Manager.

### FORKLIFT OPERATOR'S DAILY CHECKLIST

Check each item before the shift starts. Put a check in the box if item is OK.		
Explain and unchecked items at bottom and report them to your supervisor.		
Depending upon type forklift used, some items may be N/A.		
<b>DO NOT USE AN UNSAFE FORKLIFT!</b>		
<b>Section:</b>		
<b>Forklift serial number:</b>		
<b>Hour meter reading:</b>		
<b>Date:</b>	<b>Time:</b>	
<b>Operator name (print):</b>		
<b>CHECKS</b>		<b>MARK</b>
<b>TIRES</b> are inflated, free of excessive wear or damage. Lug nuts are tight.		
<b>FORKS AND MAST</b> are not bent, worn or cracked.		
<b>LOAD BACK REST EXTENSION</b> is in place and not bent, cracked or loose.		
<b>ATTACHMENTS</b> (if equipped) operate okay and are not damaged.		
<b>FORKLIFT BODY</b> is free of excessive lint, grease or oil.		
<b>ENGINE OIL</b> is full and free of leaks.		
<b>HYDRAULIC OIL</b> is full and free of leaks.		
<b>RADIATOR</b> is full and free of leaks.		
<b>FUEL LEVEL</b> is okay and free of leaks.		
<b>BATTERY CONNECTIONS</b> are tight.		
<b>BATTERY ELECTROLYTE</b> is full.		
<b>BATTERY CHARGE</b> level is okay while holding full forward tilt.		
<b>COVERS</b> over battery and other hazardous parts are in place and secure.		
<b>LOAD RATING PLATE</b> is present and readable.		
<b>WARNING DECALS</b> and operators' manual are present and readable.		
<b>SEAT BELT</b> or restraint is accessible and not damaged, oily or dirty.		
<b>ENGINE</b> runs smooth and quiet without leaks or sparks from the exhaust.		
<b>MOTOR</b> runs smooth without sudden acceleration		
<b>HORN</b> is working.		
<b>TURN SIGNAL</b> (if equipped) operates smoothly.		
<b>LIGHTS</b> (head, tail and warning) work and are aimed correctly.		
<b>GAUGES</b> and instruments are working.		
<b>LIFT AND LOWER</b> operates smoothly without excess drift.		
<b>TILT</b> functions smoothly forward and back.		
<b>CONTROL LEVERS</b> are labelled, not loose or binding, and freely return to neutral.		
<b>STEERING</b> is smooth and responsive, free of excessive play.		
<b>BRAKES</b> work and function smoothly without grabbing; no fluid leaks.		
<b>PARKING BRAKE</b> will hold the forklift on an incline.		
<b>BACKUP ALARM</b> (if equipped) is working.		
<b>LPG COMPLIANCE PLATE</b> is present and readable.		

Figure 6-1.--FORKLIFT OPERATOR'S DAILY CHECKLIST

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## Chapter 7

Engineer Equipment

1. General. The Fleet Manager is responsible for the administration of all engineer equipment assigned to organizations in the Camp Lejeune/New River Complex. This is accomplished in concert with the units who are entrusted with the daily use, storage, and upkeep of engineer equipment. Similar to efficient use and safe operating, diligent inspections and PM can extend engineer equipment life and ensure adequate assets are available.

2. Requests and Pooling

a. Request for assignment of engineer equipment may be submitted to the Fleet Manager with a complete justification (i.e., type equipment required, job to be assigned, estimated hours per month).

b. When a unit possesses over the road engineer equipment, the equipment will be pooled and dispatched in order to ensure efficient, economical, and safe usage.

3. Operations

a. Dispatching. Automated or manual systems may be used. If a manual system, a Vehicle and Equipment Operational Record (Figure 2-6) and a Daily Dispatching Record of Vehicles (Figure 2-7) log will be completed and retained in accordance with reference (b) for over the road engineer equipment (e.g., truck tank, oil distributor; truck cleaner, catch basin).

b. Licensing. Supervisors of military, civilian, and contractor personnel operating engineer equipment must validate, via letter to the Fleet Manager, that the operator has the requisite skills to safely and effectively operate the engineer equipment. Contractors (with authority written in their respective contracts to operate engineer equipment) must have applicable commercial certification and a valid medical certificate.

c. Safety. Engineer equipment will not be used for pushing, pulling, or towing other equipment/vehicles; nor be pulled by another engineer equipment/vehicle (unless authorized excavating techniques allow a road scraper to be pushed by a bulldozer).

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d. Fueling Engineer Equipment

(1) Equipment will be turned off while taking on fuel; indoor fueling is prohibited.

(2) Smoking and/or the use of lighters/matches is prohibited within 50 feet of the fueling point.

(3) Use of electronic devices while fueling is prohibited.

(4) For fuel replenishment, contact the Base Fuel Farm at Camp Lejeune or New River Complex.

4. Utilization. NTV usage data is required to be reported to the Heavy Equipment supervisor by the 25th of each month. A mileage/hour template format will be provided to each RO.

5. Maintenance

a. Operator Maintenance. Operator maintenance is performed to detect existing or potential malfunctions, and to ensure continued serviceability of the vehicle. Operator maintenance generally consists of cleaning, fluid replenishment, and basic function checks as listed in the owners/operators manual. Failure to perform routine operator maintenance may result in reclamation of the engineer equipment allowance. Defects must be reported immediately to the unit supervisor/RO. Personnel will not attempt to repair engineer equipment. Operators of cranes will complete and retain a daily crane operator's daily checklist inspection prior to operating in accordance with reference (f).

b. Corrective Maintenance. All engineer equipment requiring repairs will be reported or delivered to the Heavy Equipment Section, at Building 902, during operating hours. In the event repairs are of a minor nature, as determined by the Heavy Equipment Section, roadside assistance may be performed. Prior to any engineer equipment being delivered to the maintenance facilities as a result of breakdown, the roadside mechanic may be dispatched to determine if repairs can be performed on-site. Dependent upon the location, the size, and the mobility of the engineer equipment, the equipment may require vehicle escorts to/from the maintenance facility. Personnel will not attempt to repair engineer equipment.

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c. Preventive Maintenance (PM). PM includes mechanical inspections, cleaning, servicing, and lubrication based on either time or odometer/hour meter readings. PM identifies defects early, curtailing costly repairs. The Heavy Equipment Section will schedule and notify the ROs via a monthly PM list. Compliance with the monthly PM schedule must be adhered to by all units in order to minimize potentially unsafe operations. Engineer equipment may be picked up/returned by the Heavy Equipment Section, dependent upon the location, size, and mobility of the equipment. In addition, the engineer equipment may require vehicle escorts to and/or from the maintenance facility.

d. Modifications and Markings. Marking and painting of engineer equipment will be in accordance with reference (b). Cranes will have the load capacity and the gross weight of the vehicle stenciled or labeled at a place on the vehicle that is visible. These capacities will not be exceeded at any time. No other symbols, markings, accessories, or modifications are authorized unless approved by the Fleet Manager.

e. Inspection, Testing, and Certification. Cranes and winches will be conducted in accordance with reference (f).

f. Accidents/Incidents. This is discussed in chapter 5, paragraph 8 of this Order.

6. Maintenance Records. The Heavy Equipment Section will maintain vehicle record jackets, PM and repair records, and other forms in accordance with reference (b).

7. Disabled Engineer Equipment. Contact the Heavy Equipment Section, Public Works Division, for support. This includes over the road type engineer equipment.