



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
QUANTICO, VIRGINIA 22134-5001

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31 OCT 2005

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION ORDER P11240.1

From: Commanding General

To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE  
EQUIPMENT (GME)

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(i) SWO20-AF-ABK-101  
(j) MCO P8020.10A  
(k) MCBO 8020.1  
(l) JAGINST 5800  
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(o) DOD 4500.36-R  
(p) MCO 5100.19E  
(q) MCO 5110.1C  
(r) MCBO 5800.1

Encl: (1) LOCATOR SHEET

1. Purpose. This manual publishes policy and procedures for the administration, operation, maintenance, and use of GME within the Marine Corps Installations National Capital Region (MCINCR).

2. Cancellation. MCBO P11240.4, MCBO 11240.1A, and HqBnO 11240.1.

3. Summary of Revision. This manual encompasses a complete revision of the cancelled orders; it should be reviewed in its entirety.

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4. Recommendation. Recommendations concerning the SOP for GME are invited. Submit such recommendations to the CG MCINCR (B 21) via the appropriate chain of command.

5. Certification. Reviewed and approved this date.

  
J. W. LUKEMAN  
Chief of Staff

DISTRIBUTION: A

31 OCT 2005

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE  
EQUIPMENT (GME)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this manual.)

SOP FOR GME

RECORD OF CHANGES

Log completed change action as indicated.

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

SOP FOR GME

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CHAPTER 1

INTRODUCTION

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# SOP FOR GME

## CHAPTER 1

### INTRODUCTION

1000. DEFINITION. GME is commercially available Marine Corps-owned, commercially leased, or General Services Administration leased passenger vehicles, cargo vehicles, material handling equipment, and heavy equipment/engineer equipment. The Marine Corps Installations National Capital Region (MCINCR) GME fleet includes equipment assigned in support of Marine Corps Combat Development Command (MCCDC), Marine Corps Base (MCB), Quantico (to include its tenant activities), and Headquarters Battalion (located at Henderson Hall).

#### 1001. GENERAL INFORMATION

1. The MCINCR GME vehicle fleet is organized and managed to maximize responsiveness, efficiency, effectiveness, and economy of the MCINCR while fulfilling all valid transportation requirements.
2. The Head, Transportation Branch, G-4, MCB Quantico is designated as the GME fleet manager for MCCDC, MCINCR, and MCB Quantico and its tenant activities. Only the fleet manager may acquire GME for the MCINCR.
3. Except where modified by this manual, reference (a) provides instructions for completion and use of GME related forms.

#### 1002. RESOURCE MANAGEMENT

1. GME will be used for official government business and for government sponsored activities only when it is the most economical means available.
2. Though MCINCR retains the authority to provide such community service, potential liability resulting from personal injury, loss, or property damage will be considered prior to authorizing transportation for non-DOD activity community service.

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CHAPTER 2

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# SOP FOR GME

## CHAPTER 2

### OPERATIONS

#### 2000. POOLING

1. GME will be pooled to the maximum extent possible. Pooling eliminates duplication of effort, facilities, and services. In addition to the two central motor pools operated by MCB Quantico and Headquarters Battalion, Marine Corps Installations National Capital Region (MCINCR) (Henderson Hall), satellite motor pools may be authorized at the discretion of the fleet manager. Satellite motor pools must conduct dispatch responsibilities per this manual and maintain positive property control. Requests to establish satellite motor pools and obtain dispatch authority will be addressed to the fleet manager.

2. GME will be parked in motor pools whenever possible. GME will not be parked in quarters areas or at users' domiciles. When GME is parked off the installation to which it is assigned, it will be parked at other military installations or the closest local, state, or federal government activity. If such areas are not available, GME will be parked to ensure its safety and security.

#### 2001. "OFFICIAL USE" OF EQUIPMENT

1. "Official Use" of GME is restricted to that transportation or use essential to the timely and efficient performance of any official duty. "Official Use" explicitly prohibits use of GME to travel to and from places of domicile, work, commissaries, exchanges, clubs, messes, recreational areas, etc., unless the travel is directly related to actual performance of duty. This restriction further prohibits use of GME for personal use, to include private business or social engagements of members concerned, family members, or others.

2. MCB Quantico firefighters on duty may use GME to travel to messing facilities, and to gymnasiums and other physical fitness facilities in order to permit them to expeditiously react to emergencies during their hours of duty. Other personnel in emergency response status may request waivers to use GME for like requirements; all waivers must be requested in writing to Comdr MCB and will be reviewed on a case-by-case basis.

3. Use of equipment for other than "Official Use" may result in administrative/disciplinary action.

4. Official Travel. If authorized by official travel orders and approved by the fleet manager, GME may be used wholly or in part for personnel going to or returning from temporary duty. Public and commercial transportation will be used to the maximum possible extent prior to use of GME for official travel. If public and commercial transportation facilities are inadequate or nonexistent at the temporary duty site, GME may be used to transport personnel to lodging, messing, laundry, medical facilities, and barbershops. An individual's temporary duty status alone does not justify use. GME use is based on need, distance involved, and GME availability. Request authority to use GME for official travel from the fleet manager. See also paragraph 2008 regarding permissible operating distances.

5. Group Transportation. Group transportation may be provided for authorized activities (e.g., varsity/military athletics, and chaplains' programs) if failure to provide transportation would have an adverse effect on the morale of MCINCR personnel, and if transport can be provided without detriment to the MCINCR mission.

2002. MINIMUM WALKING DISTANCE. Minimum walking distance is that distance between points of travel for which use of GME is unreasonable or wasteful. Requests for personnel transport within the minimum walking distance will not normally receive favorable consideration.

1. Marine Corps Base, Quantico Walking Distance. The minimum walking distance is 1 mile.

2. Henderson Hall/Navy Annex Walking Distance. Within the confines of Henderson Hall, between Henderson Hall and the Navy Annex, and within the confines of the Navy Annex.

2003. DETERMINING PERSONNEL TRANSPORTATION METHOD. Mission essential transportation beyond the minimum walking distance is provided by the methods below, in order of precedence:

1. The MCINCR scheduled bus services/shuttle services, if provided.
2. Scheduled public transportation (Omniride, VRE, Commuteride, Metrorail, Metrobus, etc.), if available.
3. Marine Corps GME (i.e., van, sedan, bus, etc.).
4. Contracted commercial transportation via the Traffic Management Office.

5. Reimbursed voluntary use of a privately owned motor vehicle. The comdr or supervisor directing the use of the privately owned vehicle will fund the reimbursement.

2004. BUS SERVICE IN SUPPORT OF MARINE CORPS COMMUNITY SERVICES (MCCS) ACTIVITIES

1. Reimbursable bus service will be provided in support of MCCS activities when such support is available without negatively impacting other MCINCR transportation requirements.
2. Non-reimbursable bus support will be provided in support of recreational trips and tours when passengers will not be charged fees for participation and when such support is available without negatively impacting other MCINCR transportation requirements.
3. Refer to chapter 2 of reference (b) for more information and policy guidance.

2005. TRANSPORTATION IN SUPPORT OF SPECIAL ACTIVITIES AND PRIVATE ORGANIZATIONS

1. Reimbursable transportation for special activities such as scouting programs, young Marines, reunion groups, and private organizations may be provided if all of the following conditions are met:
  - a. Assets are available; transportation of MCINCR and tenant organizations takes precedence.
  - b. Support requested involves destinations/travel aboard MCB Quantico or Henderson Hall. Transportation support will not be provided outside the permissible operating distance (see paragraph 2008) or if the destination is not aboard MCB Quantico or Henderson Hall. The Comdr MCB and the CO HqBn (Henderson Hall) may waive this requirement on a case-by-case basis.
  - c. Such support does not unduly compete with commercial transportation sources, such as bus charter companies, and is in the best interest of the Government. Conscious consideration of potential competition with commercial transportation sources must be made before approval of this support.
  - d. Approved by the CG MCINCR.

2. Reimbursement must cover all operational, fuel, and maintenance costs of the service. Comdr MCB and CO HqBn (Henderson Hall) may waive this requirement on a tightly controlled case-by-case basis.
3. All personnel not affiliated with the DoD must complete a Waiver of Liability/Hold Harmless Agreement" before boarding a vehicle.
4. Reference (c) provides additional guidance regarding activities and organizations supported by HqBn MCINCR.
5. Send support requests to CG MCINCR (Attn: AC/S G-3 (Visit Coordinator), MCB Quantico), 3250 Catlin Ave, Quantico VA 22134.

2006. TRANSPORTATION TO THE NATIONAL NAVAL MEDICAL CENTER, BETHESDA

1. Marine Corps Base, Quantico Personnel. Each workday, shuttle service to the Naval Medical Center, Bethesda will depart Naval Medical Clinic, Quantico at 0630; passengers will check in at the information desk no later than 0615. The shuttle will depart the Naval Medical Center, Bethesda to return to Quantico at 1600, or later as determined by the Marine Liaison Office at the National Naval Medical Center; passengers will check in with the Marine Liaison Office no later than 1545. Military family members and military retirees will be transported on a space available basis.
2. Henderson Hall and Navy Annex Personnel. Request transportation via the HqBn dispatcher/S-4, DSN 224-1563/4961.

2007. TRANSPORTATION/EQUIPMENT REQUESTS

1. Henderson Hall/Navy Annex Activities. Request vehicle support via S-4, HqBn, DSN 224-1563/4961. Contact the HqBn dispatcher/S-4 for current vehicle request method.
2. Marine Corps Combat Development Command/Marine Corps Base, Quantico Activities and Tenants. Request vehicle support from the MCB Quantico Motor Transport Section, DSN 278-2254/3500. The Motor Transport Section will advise on the current request method.

### 3. Request Deadlines

a. Local Transportation. Request will be received 2 working days before the requirement.

b. Outside Permissible Operating Distance. Request will be received 4 working days before requirement. (See paragraph 2008).

4. Operators. Units requesting transportation support from either the MCB Quantico Motor Transport Section or the HqBn MCINCR motor pool will provide operators for all light vehicles, including sedans, pickup trucks, and vans up to 12 passenger capacity, except in unique cases subject to approval by the respective motor pool OIC. All operators must be licensed per requirements listed in paragraph 2010 of this manual. MCB Quantico Motor Transport Section or HqBn MCINCR motor pool will provide operators for all heavy and special use vehicles from those motor pools, to include 3-ton or larger cargo trucks, busses, and vans in excess of 12 passenger capacity.

### 2008. PERMISSIBLE OPERATING DISTANCE (POD)

1. The POD is the distance beyond which commercial transport may be more economical than GME and is a 100-mile radius from MCB Quantico, and Henderson Hall, respectively. See appendix A for a visual depiction of the POD. GME use beyond the POD is prohibited without prior approval from the fleet manager.

2. Per reference (d), fiscal constraint is not valid justification for GME travel beyond the POD.

3. Units, to include those with satellite motor pool, desiring to exceed the POD must submit written requests to the fleet manager no less than 4 working days before the requirement. The requests must include the following information:

- a. Destination,
- b. Date(s) of travel,
- c. Reason for travel,
- d. Justification for GME vice commercial transportation,
- e. Number of passengers/name of senior member, and

f. For overnight missions and if not providing own driver, method of paying for operator's per diem and billeting (MIPR, line of accounting, travel orders, etc.).

4. Vehicles used for missions beyond the POD must be inspected for safety/mechanical soundness by the MCB Quantico Motor Transport Officer, or designated representative, or the HqBn MCINCR Motor Pool Transport Officer, or designated representative.

5. Supported units must pay tolls incurred for all trips beyond the POD.

6. Trips beyond the POD require the use of a General Services Administration Fuel Card (Voyager Card).

#### 2009. GENERAL SERVICES ADMINISTRATION (GSA) FUEL CARD

1. GSA fuel cards are used outside the POD or when government fueling facilities are unavailable. GSA fuel cards are also used in event of mechanical failure or other events requiring roadside assistance for Marine Corps owned vehicles operating outside the POD (GSA roadside assistance for GSA leased vehicles is obtained by contacting the GSA Maintenance Control Office).

2. GSA fuel cards are issued by the Fuel and Records Section, MCB Quantico Motor Transport Section, Building 3040 (DSN 278-4016/3500) or by the Motor Transport Section, HqBn MCINCR, Henderson Hall (DSN 224-1332/1632) for individual missions requiring their use.

3. Purchase of premium/mid-grade gasoline, vehicle washing/waxing, food, beverage, or other items or services using the GSA fuel card is prohibited.

4. GSA fuel cards, with all receipts, must be turned in immediately upon completion of the mission requiring the card. If completion is on a holiday or weekend, the user will return the card on the next duty day. Receipts must be legibly annotated with the user's name, unit, contact phone number, and trip ticket number.

#### 2010. OPERATOR LICENSING

1. Organizations and Tenant Activities Abroad Marine Corps Base, Quantico. For most vehicles under 10,000 pounds gross vehicle weight (GVW), a valid state driver's license, Basic Motor Vehicle Operator

Card (BMVOC), and driver's improvement card (if the operator is under 26 years of age) are required. All operators permanently based aboard MCB Quantico, except those Marines with the MOS 3531 or 3533, must possess a BMVOC. Operators TAD to Quantico for less than 30 days are not required to possess a BMVOC, but must maintain their orders in their possession when operating GME. For more information, refer to references (e) and (f) respectively.

2. Headquarters Battalion, Marine Corps Installations National Capital Region and Supported Units. For most vehicles less than 10,000 pounds GVW, only a valid state driver's license, and driver's improvement card (if the operator is under 26 years of age) are required. For more information, refer to reference (e).

2011. OFFICER VEHICLE OPERATORS. Per references (b) and (e), officers will not operate government vehicles except under unique circumstances. Approval authority for officer vehicle operators is the installation Comdr. Quantico operators, refer to reference (f). Henderson Hall, Pentagon, and Navy Annex officers will request authority to operate GME via the S-4, HqBn MCINCR Henderson Hall (DSN 224-1563/4961).

## 2012. DISPATCHING

1. General Information. GME must be dispatched. Dispatching will be performed via the computer based Fleet Anywhere (FA) Fleet Management System or, where authorized by the fleet manager, manually and strictly per reference (a) and this manual. The fleet manager will install the FA software suite onto equipment provided by the dispatching activity and will provide training/technical assistance as necessary. The AC/S G-6 MCB Quantico retains responsibility for management of the Marine Corps network and connectivity. Failure to dispatch GME or to use FA, unless authorized otherwise by the fleet manager, may result in revocation of dispatching authority and therefore satellite motor pool operation.

2. Dispatching Authority. The fleet manager grants GME dispatching authority. When authorized, responsible individuals, unit commanders, OICs, and supervisors are responsible for dispatching of GME assigned to their units. Refer to chapter 3 of this manual for policy governing assignment of GME, and assignment/requirements of responsible individuals. Responsible individuals, unit commanders, OICs, and supervisors may assign multiple dispatchers, as necessary. All dispatchers must be appointed in writing and must have complete desktop procedures for dispatching.

3. Requests to establish dispatching authority and satellite motor pools will be addressed to the fleet manager.

4. Dispatcher Responsibilities

a. Prior to dispatching a vehicle and allowing it to depart the motor pool, dispatchers will:

(1) Validate that GME is required and authorized for the operator's stated mission.

(2) With the operator, ensure the tasked vehicle is serviceable, safe for operation, and appropriate to the assigned mission, and the operator has conducted before operations checks and services.

(3) Ensure that the operator is properly licensed, is in proper uniform or authorized to wear civilian attire, and has the following items in their possession:

(a) Armed Forces Identification card.

(b) Valid state driver's license or commercial drivers license, as appropriate.

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

(d) OF 346, Government Motor Vehicle Operator's Identification Card, when required.

(e) Medical certificates, when required.

(f) For Quantico operators, BMVOC or TAD orders for personnel assigned to the base for less than 30 days.

(g) For officer operators, a copy of the letter authorizing the officer to operate GME.

(h) Blank DD Form 518, Accident Identification Card; blank SF-91, Motor Vehicle Accident Report; and blank SF-94, Motor Vehicle Accident Witness Report.

(i) Safety equipment (e.g., fire extinguishers, etc.) appropriate for the type of vehicle.

(4) Properly dispatch the equipment, per FA procedures or reference (a).

b. Upon vehicle mission completion, dispatchers will:

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

(2) Close out the trip ticket, per FA procedures, or reference (a).

(3) Report maintenance discrepancies.

c. Dispatchers will maintain absolute control and accountability of equipment keys.

#### 4. Dispatching Forms

a. Automotive Equipment. FA vehicle dispatching record (trip ticket); for manual dispatching (when authorized), NAVMC 10627, Vehicle or Equipment Operational Record, or trip ticket or MCB 4641/2, Commercial Vehicle Operational Record, or trip ticket and NAVMC 10031, master log. NAVMC 10627 and NAVMC 10031 will be maintained per reference (a).

(1) Multiple Operators. Up to three operators may be assigned to a FA trip ticket, provided all are present at original dispatching (in order to present proper credentials). A dispatcher does not need to close out FA trip tickets before switching between the three authorized operators; any of the three authorized operators may operate the vehicle at anytime, provided the trip ticket is in his or her possession. Multiple operators may be assigned to manually produced trip tickets per reference (a). OIC/Supervisors of satellite motor pools may, at their discretion, curtail this authority.

(2) Off-Base. Off-base missions must be specially authorized. FA trip tickets must indicate "AUTHORIZED OFF-BASE," with the authorizing dispatcher's initials annotated in ink. Manual trip tickets must have "AUTHORIZED OFF-BASE" stamped/typed on top of the trip ticket; this annotation must be initialed in ink by the dispatcher.

(3) Trip Tickets. Trip tickets must clearly identify dispatching organization.

b. Material Handling and Engineer Equipment. FA trip ticket for manual dispatching, NAVMC 10523, Engineer Equipment Operation Record, or NAVMC 10524, Consolidated Engineer Equipment Operation Log and Service Record, as appropriate.

c. Trip tickets are valid for no more than 24 hours, unless authorized by the fleet manager. Trip tickets will be maintained on file for 30 days, after which time they may be destroyed. Trip tickets of equipment involved in accidents will be maintained on file until all investigation is complete.

5. Mileage/Hour Reporting. Dispatching activities will report, in the format designated by the fleet manager, monthly ending mileage/hour meter readings, based on physical inspections of the meters, to the fleet manager by the last work day of each month for all GME equipped with either an odometer or hour meter. Equipment utilization assessments, equipment assignment, lease charges and preventive maintenance requirements are based on these reports; accuracy is essential. Roadmasters will periodically visit dispatching activities to inspect meter readings and validate mileage reporting. Failure to report meter readings accurately and on time may result in impoundment or reassignment of equipment and/or revocation of dispatching authority.

2013. OPERATOR'S RESPONSIBILITIES. Operators of GME are responsible for safe operation of assigned equipment, for the safekeeping and maintenance of all equipment tools and accessories, and for safety of passengers and cargo. Operators of GME will:

1. Perform daily before/after operation preventive maintenance checks and services as indicated on the trip ticket.
2. Sound horn and use ground guides when backing.
3. If permanently assigned equipment, perform weekly preventive maintenance checks and services.
4. Upon mission completion, refuel and clean the equipment, and turn-in GSA fuel cards and receipts per paragraph 2009 of this manual.
5. Report all defects to the dispatcher.
6. Wear the prescribed uniform. Bus drivers may omit wearing the utility uniform cover in order to see high-mounted rear-view mirrors more easily.
7. Do not eat, smoke, chew tobacco, drink, read, or use mobile telephones or other electronic devices while operating GME and will prevent passengers from eating, smoking, chewing tobacco, or drinking.

8. Use government provided communications gear in GME when authorized and for official government purposes only.
9. Ensure all occupants use seat belts.

2014. AUTHORIZED ROUTES OF TRAVEL

1. Sedans, vans, and all other two-wheel drive automotive GME must remain on improved roads. Buses must remain on paved roads unless otherwise authorized in writing by the fleet manager. Four-wheel drive vehicles may operate on unimproved roads but may not travel on tank trails or in streambeds, except in emergencies. Military Police, Fire Department, Forestry Department, Range Control, Range Maintenance, Roadmasters, and Explosive Ordnance Disposal (EOD) may operate GME outside of these parameters, but only when absolutely unavoidable in the performance of their official duties.
2. Entry/Exit of Quantico Town using Potomac Avenue from or to Barnett Avenue, MCB Quantico is prohibited. GME operators must use the Martin Street underpass to access or egress Quantico Town, Hospital Point, and Marine Corps University. This prohibition is both a safety measure, due to the railroad crossing on Potomac Avenue, and a measure to reduce traffic volume in Quantico Town.

2015. SPEED LIMITS. Operators will not operate GME at unsafe speeds, regardless of the posted speed limits. Operators will consider traffic, weather, and road surfaces while operating GME.

1. Marine Corps Base, Quantico. Refer to reference (g).
2. Henderson Hall. Ten mph.
3. All Motor Pools. Five mph.

2016. MATERIAL HANDLING EQUIPMENT (MHE) OPERATIONS

1. MHE must slow at all cross-aisles/passageways. When entering or leaving buildings, MHE will come to a complete stop at the entrance, sound horn, and proceed only when the way is clear.
2. MHE will not transport passengers unless equipped with permanent passenger seats.
3. MHE operators are responsible for load safety.

4. MHE will not be equipped with steering knobs or extensions to gear-shifting levers, or otherwise mechanically altered without express authorization from the fleet manager.
5. Operators will face in the direction of travel and will ensure vision in direction of travel is unobstructed.
6. Operators will orient loads uphill when operating on an incline, and tip forks towards the power unit when transporting loads.
7. When not in operation, MHE forks will be completely lowered.
8. MHE will not push or tow other equipment unless specifically designed to do so.

2017. EMERGENCY VEHICLES. Emergency vehicles are defined as any law enforcement, fire fighting, ambulance, rescue, or lifesaving vehicle being used in the performance of public services, and authorized to travel in response to an emergency call. These vehicles are authorized to operate with emergency warning devices (code lights and/or sirens).

1. Emergency vehicles include only those motor vehicles equipped and operated by military police, Fire Department, Aircraft Fire and Rescue, and Naval Health Clinic.
2. EOD vehicles (amber/red lights and siren), Range Control vehicles (amber/red lights & siren), Motor Transport Wreckers (amber and red lights only), and Motor Transport Roadmasters (amber and red lights only), and area commander's vehicles are all considered non-emergency vehicles equipped with warning devices, and are subject to traffic regulations at all times.
3. The drivers of emergency vehicles are subject to all traffic regulations when not operating under actual emergency conditions. In actual emergencies, drivers of emergency vehicles may violate traffic regulations, signs, and signals, provided that decisions to violate are made with due regard for their safety and the safety of others. "Due regard" means that, given the same set of facts and circumstances surrounding an actual emergency, a reasonable person of ordinary intelligence would make the same decision. An "actual emergency" is defined as a situation in which there is a high probability of death or serious injury, destruction of valuable property, theft, damage or destruction of property that is of vital or significant importance to national security, where the violation of the traffic regulations would reduce the severity of the situation, or make a significant difference in the outcome without

jeopardizing the safety of others. Drivers are cautioned that in all cases they will be held accountable for their decisions concerning the safety of their vehicle and all other vehicles and persons they encounter.

4. All other drivers and vehicles will give way to emergency vehicles proceeding under code lights and siren.

2018. PASSENGER AND CARGO RESTRICTIONS

1. GME users must comply with passenger and cargo capacity limits set by manufacturers and/or regulations.

2. Cargo and passengers will be transported in the same vehicle compartment only when the cargo would pose little or no risk to passengers in the event of an accident.

3. Cargo vehicles used to transport personnel must have side rails, passenger seats/benches, and troop/personnel straps.

4. Passengers will not sit on tailgates or side rails.

5. Trailers will be towed only by appropriately equipped prime movers with adequate towing capacity.

6. Civilians, except Federal employees and DoD family members, will not travel in government vehicles unless authorized by the CG MCINCR, or designated representative. Non-DoD passengers must complete "Waivers of Liability/Hold Harmless Agreements."

2019. TRANSPORTATION OF HAZARDOUS MATERIALS. Transporting hazardous cargo by GME will be per instructions and procedures contained in references (h) through (k), and the Interstate Commerce Commission revised safety regulations as they apply.

2020. ALCOHOL, PRESCRIPTION MEDICATIONS, ILLEGAL/UNAUTHORIZED SUBSTANCES

1. No person may operate GME while under the influence of:

a. Alcohol. Operators may not consume alcohol less than 8 hours before operating GME. Operators may be subjected to pre-dispatching alcohol testing.

b. Illegal drugs.

c. Prescription medications impairing ability to safely operate machinery.

d. Any other substance hindering safe operation of GME.

2. GME will not be dispatched to operators who appear to be impaired when reporting for duty.

## 2021. ACCIDENTS

1. In event of an accident, GME operators will:

a. Stop and render assistance to injured people;

b. Not move any equipment unless directed to do so by police or roadmasters;

c. Place flares and other safety devices around the accident site to prevent another accident; and

d. Make notifications to the following:

(1) Marine Corps Base, Quantico. The Provost Marshal Accident Investigation Unit at DSN 278-2257, and the MCINCR Roadmaster at DSN 278-2429/4440, normally investigates accidents involving GME within 25 miles of MCB Quantico and accidents resulting in serious damage to GME and/or serious injury to personnel at further distances.

(2) Henderson Hall. Contact the S-4 Officer at DSN 224-1563/1632, and the MCINCR Roadmaster at DSN 278-2429/4440.

(3) Off-Base. Contact the nearest law enforcement agency and the MCINCR Roadmaster at DSN 278-2429/4440.

e. Complete the operator's portion of SF91, Accident Report. If the driver is injured, any military member or government employee present will complete the SF91. Ensure witnesses complete SF94, Witness Reports.

f. Note the accident on the trip ticket.

g. Complete DD Form 518, Accident Identification Card, and deliver it to the operators of other vehicles involved in the accident.

h. Do not give anyone at the accident site a statement regarding fault or give anyone at the accident site a cost estimate of vehicle damage.

i. Return completed SF91, SF94, and trip ticket to the dispatching activity, and return the vehicle to the dispatching activity or alternate location as directed by the MCINCR Roadmaster.

2. Personnel designated as responsible individuals for satellite motor pools will return the SF91, SF94, a copy of the trip ticket, and the vehicle to the fleet manager (if the vehicle was not already towed, driven, or otherwise transported under the direction of the MCINCR Roadmaster or police). Responsible individuals will retain a copy of the SF-91 until all related investigation is complete.

3. The MCINCR Chief Roadmaster will complete the "Investigating Officer" portion of the SF91.

4. Accidents involving injury, vehicle damage, or a potential claim against the U.S. Government are subject to JAG investigation per reference (l). References (l) and (m) provide guidance. The fleet manager will request an investigation from the CO of the unit operating/assigned the vehicle at the time of accident.

5. If the accident does not involve death or injury, damage over mandatory investigation threshold established in reference (l), or potential claim against the U.S. Government, the fleet manager may accept the completed SF91 in lieu of an investigation.

2022. MARINE CORPS BASE, QUANTICO BAND BUS. The MCB Quantico Band Bus is reserved for exclusive use by the MCB Quantico Band; other use will not normally be approved. Waiver authority rests with the Comdr MCB. Submit requests for use of this bus via the fleet manager.

SOP FOR GME

CHAPTER 3

GARRISON MOBILE EQUIPMENT ASSIGNMENT, ACCOUNTABILITY, AND UTILIZATION

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## SOP FOR GME

### CHAPTER 3

#### GARRISON MOBILE EQUIPMENT ASSIGNMENT, ACCOUNTABILITY, AND UTILIZATION

3000. GENERAL INFORMATION. The Marine Corps Installations National Capital Region (MCINCR) GME fleet is maintained at the minimum size necessary to provide economical essential transportation under routine conditions; whenever possible, vehicles will be pooled in the two primary motor pools (MCB Quantico Motor Transport Section and Headquarters Battalion (HqBn) MCINCR Motor Pool) and held in general support. The fleet manager may assign vehicles and grant dispatching authority when in the best interest of MCINCR. CMC (LFS-2) centrally procures GME.

#### 3001. GARRISON MOBILE EQUIPMENT ASSIGNMENT

1. Class A/General Officer Sedans. Passenger vehicles permanently assigned to individual billets based on the protocol inherent in the position and when the immediate availability of transportation is deemed necessary.

a. Class A Assignments. Class A assignments are made by the CMC (LFS-2), are limited, and are based on strict criteria.

b. Personnel Assigned to the Pentagon, Henderson Hall, and Navy Annex. Per reference (e), the only Marines assigned to Henderson Hall, Navy Annex, or the Pentagon entitled to class A vehicle assignment is the CMC. The ACMC and Deputy CG MCCDC have subsequently been authorized class A assignment. All other personnel, to include general officers and senior executive service personnel, must use the MCINCR DON Motor Pool.

c. Quantico Personnel. CMC (LFS-2) has authorized class A assignment of mid-sized "general officer" sedans for specific billets based at Quantico. The Deputy CG MCCDC is authorized class A assignment. Requests for class A assignments will be directed to CMC (LFS-2) via the fleet manager and include detailed justification. The lease of additional vehicles for class A assignments approved by CMC (LFS-2) will be procured but may not be funded by the fleet manager.

d. Class A. Class A assigned vehicles are not exempt from policy governing accountability and dispatching (see paragraphs 2012 and 3002).

2. Class B. Equipment permanently assigned to a specific unit to accomplish specific, recurring daily missions. Class B assignment is made by the fleet manager based on historical usage data, justification provided by supported unit CG/officers or supervisors, and equipment availability. Policy governing class B assignment and accountability is included in paragraph 3002. Dispatching authority often, though not always, accompanies class B assignment. Whenever practical, class B assigned vehicles will be held in direct support of the assigned unit by one of the general support motor pools (MCB Quantico Motor Transport Section and HqBn MCINCR Motor Pool); the vehicle will be dispatched by, accounted for, and maintenance coordinated by the general support motor pool.

3. Class C. Equipment held in general support of the entire command in either of the two primary motor pools (MCB Quantico Motor Transport Section and HqBn MCINCR Motor Pool) and includes all GME not designated class A or B assigned.

4. Nonappropriated Activities and Organizations. Nonappropriated MCINCR activities and tenant organizations may request class B equipment assignment on a reimbursable basis.

5. Equipment Redistribution. The fleet manager may redistribute equipment at any time, regardless of current class B or C assignments, if determined such redistribution is in the best interest of MCINCR as a whole or if newly emerging requirements warrant such redistribution.

3002. GARRISON MOBILE EQUIPMENT ACCOUNTABILITY. GME owned by the Marine Corps is maintained on plant property supply accounts, issued to using unit responsible officers on a sub-custody basis, and is accounted for per procedures established in references (n). Leased GME is not maintained on supply accounts, and is accounted for by the fleet manager. The following accountability procedures apply to all GME:

1. Assignment of Responsible Individuals. Unit commanders, OICs, and supervisors will designate in writing "responsible individuals" who will accept custody of and responsibility for leased GME assigned to their unit. Normally, only one responsible individual will be appointed for each unit, though occasions may arise when a unit may require more than one responsible individual; the fleet manager is the approving official when more than one responsible individual is required for a unit. The responsible individual is responsible for proper use of both Marine Corps owned and leased assigned to the unit, to include compliance with procedures established in the references, this manual, and other requirements established by the

GME fleet. Unit commanders, OICs, and supervisors will advise the fleet manager when responsible individuals are transferred or assigned to other duties, and will designate in writing new responsible individuals.

2. Procedures for Assignment, Issue, Transfer of Garrison Mobile Equipment. No individual or unit will acquire GME, regardless of duration and by any means unless expressly permitted to do so by the fleet manager. GME will not be transferred from control of one responsible individual to another without authorization of the fleet manager.

a. Leased Garrison Mobile Equipment. When leased GME assets are assigned, responsible individuals will receipt in writing for the assets. When leased GME assets are turned-in, replaced, reassigned, or otherwise recovered from responsible individuals, the fleet manager will issue written receipts reflecting the turn-ins/recovery. Semi-annually, normally in January and July, the fleet manager will consolidate all leased equipment assignment changes occurring during the previous 6 months into a single document; responsible individuals will review the current assignments and acknowledge within 15 working days in writing custody of the equipment.

b. Marine Corps Owned Garrison Mobile Equipment. When directed by the fleet manager, Marine Corps owned GME will be issued, transferred, or recovered per reference (n).

3003. GARRISON MOBILE EQUIPMENT COLLATERAL EQUIPMENT. Responsible individuals are responsible for serviceability and accountability of all GME collateral equipment issued with GME assets. Collateral equipment consists of spare tires, jacks, fire extinguishers, side racks, etc. Upon issue and recovery of GME to or from a responsible individual, an inventory of collateral equipment will be conducted. Missing items and damaged items beyond normal wear and tear must be replaced by the responsible individual's organization.

3004. SPORT UTILITY VEHICLES (SUV). SUVs will be procured only for missions requiring off-road/all weather capability. In almost all cases, a passenger van or sedan will meet mission requirements for which a SUV is requested. Due to high SUV procurement/operating costs, requests for class B assignment of SUVs will normally be disapproved unless the requestor has a genuine, recurring, and frequent off-road/all weather requirement. SUV assignment will not be made on the basis of billet, rank, or prestige. Two-wheel drive SUVs will not be procured. Requests for class B assignment of SUVs will be addressed to the fleet manager.

3005. FIFTEEN-PASSENGER VANS. Fifteen-passenger vans, when fully laden (over 10 passengers) and operated at higher speeds by less experienced operators, have proven susceptible to be in roll over accidents due to their large size and due to changes in their handling characteristics. Fifteen-passenger vans currently in the MCINCR fleet will not be replaced with 15-passenger vans at the end of their service lives. New 15-passenger vans will not be procured. The largest capacity passenger van that will be procured for the MCINCR fleet will be 12-passenger vehicles.

3006. USAGE STANDARDS/ANNUAL REVIEW

1. To maximize economy and optimize the shape of the GME fleet, the fleet manager must ensure productive use of all equipment in the fleet and has established usage standards, appendix B, for each type of equipment.
2. Usage of class B and C assigned equipment will be reviewed at least annually, normally in July. Vehicles not meeting minimum usage standards are subject to redistribution or disposal. The fleet manager may review equipment usage more frequently; if trends of under-utilization become apparent, the fleet manager may redistribute or dispose of equipment at any time.

SOP FOR GME

CHAPTER 4

TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN

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SOP FOR GME

CHAPTER 4

TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN

4000. TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN. Student transportation will be provided to dependent children in strict compliance with reference (b) and current Inter-Service Support Agreement between MCB Quantico and the New York-Virginia Defense Dependents Elementary and Secondary School System (VADESS).

4001. STUDENTS RESIDING ABOARD MCB QUANTICO. Transportation for dependent school children residing in family quarters aboard MCB Quantico will be provided to the following:

1. Schools of VADESS. Per reference (o), transportation to VADESS schools will not be provided to pre-kindergarten to 6th grade students residing within 1 mile of their assigned schools or 7th to 12th grade students residing within 1.5 miles of their assigned schools. Parents are responsible for transporting these students to and from their assigned schools if they decide not to walk.

2. Prince William County Public Schools. In unique situations when the Comdr MCB has determined that VADESS does not have the capability to provide specific education requirements, students residing aboard the base will be transported to Prince William County Public Schools.

3. Private Schools. Students residing aboard MCB Quantico will be transported to private schools within a reasonable distance when all of the following conditions are met:

a. Private school transportation, either with or without cost to the child, is not available.

b. The Comdr MCB has determined that neither VADESS nor public schools are able to provide adequate education and has approved the parent's written transportation request.

c. Vehicles transporting dependent school children to VADESS or public schools have space available and can convey private school students without significantly deviating from established routes.

4002. STUDENTS RESIDING OFF MCB QUANTICO. Transportation will be provided for dependent school children not residing aboard MCB Quantico when all of the following criteria are met:

1. The children are participating in a program covered by the Uniformed Services Health Benefits Program.
2. Transportation is already provided between MCB Quantico and the school concerned.
3. The children present themselves at a regular bus stop on MCB Quantico or an established stop on the route between the installation and the school concerned.

4003. TRANSPORTATION METHOD. The school bus is the normal method of transportation. Requirements for alternate means of transportation due to a student's physical limitations or due to other unusual circumstances must be identified to the fleet manager via the Superintendent, VADESS.

4004. VIDEO MONITORING/RECORDING. School bus passengers are subject to video monitoring and recording. Video monitoring and recording contributes to safety of passengers, operators, and equipment by recording and deterring misconduct aboard the buses. Recordings of student misconduct will be provided to the Superintendent, VADESS for further action. Parents may request, via the Superintendent, to view recordings of incidents involving their children; the Superintendent will decide whether to make the recordings available to parents.

4005. PARENT COMMENT/COMPLAINT. Parents with comments or complaints regarding student transportation services must contact the Superintendent, VADESS or the designated representative.

4006. STUDENT PASSENGER RESPONSIBILITIES. See appendix C.

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CHAPTER 5

ROADMASTERS

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SOP FOR GME

CHAPTER 5

ROADMASTERS

5000. GENERAL INFORMATION

1. The Marine Corps Installations National Capital Region (MCINCR) roadmasters are representatives of the fleet manager and enforce all regulations listed in this manual. Roadmaster vehicles are equipped with flashing amber/red lights, RADAR speed monitoring equipment, and video surveillance systems.
2. The Virginia Vehicle Code applies to all MCINCR GME operators, except as modified by the provisions of references (g), (p), (q), and by this manual.

5001. ROADMASTER RESPONSIBILITIES

1. Patrol Base Road Networks. Roadmasters patrol MCINCR installation road networks, to include training areas, to enforce Virginia Vehicle Code and Marine Corps traffic and safety regulations, to ensure GME/vehicle safety, and proper GME/vehicle use.
2. Conduct Electronic Vehicle Monitoring. Electronic vehicle monitoring policy and procedures are detailed in chapter 6 of this manual.
3. Establish Vehicle Checkpoints. Roadmasters may periodically establish vehicle checkpoints to assess the mechanical condition of GME/vehicles, to check operator compliance with current operational and maintenance requirements, and to validate seatbelt use. Roadmasters will use sound judgment while operating vehicle checkpoints so as not to unduly interfere with equipment or operator missions.
4. Conduct Assist Visits. Roadmasters will make routine visits to satellite motor pools and dispatching activities to provide assistance as required or upon request.
5. Conduct Inspections. Annually, roadmasters will conduct inspections of each satellite motor pool and dispatching activity. Additional or followup inspections may also be conducted as required. Information regarding the GME inspection program is detailed in chapter 7 of this manual.

6. Deadline and/or Impound GME. Roadmasters may deadline and/or impound GME anytime it is found to be unsafe for operation. Roadmasters may impound GME when the operator is found to be operating it in a dangerous or reckless manner, or when it is overloaded or improperly loaded.

7. Investigate Government Vehicle Accidents. In conjunction with the military police or civilian law enforcement agencies, roadmasters will investigate government vehicle accidents. The MCINCR Chief Roadmaster will complete the "Investigating Officer" portion of all SF-91, Accident Report, for accidents involving GME. These investigations are separate from any related law enforcement agency investigation or JAG investigation.

8. Investigate Equipment Misuse/Abuse. Investigate suspected equipment misuse/abuse.

5002. CITATIONS. Roadmasters may issue citations to both GME and tactical vehicle operators violating regulations. Roadmasters have no authority to issue citations to operators of privately owned or commercial vehicles.

1. Armed Forces Traffic Ticket. Roadmasters may issue DD Form 1408, Armed Forces Traffic Ticket, per reference (g) to operators of government owned vehicles that violate traffic regulations aboard MCB Quantico. Drivers issued a DD Form 1408 will have their cases adjudicated per reference (r) and must coordinate with MCB Quantico Traffic Court to resolve the citation.

2. Roadmaster Report. When a DD Form 1408 is not warranted, roadmasters may issue a MCB Form 4730/8, Roadmaster Report, in order to notify the operator's supervisor of unsafe vehicle conditions and violations of traffic regulations. Supervisors of operators issued a MCB Form 4730/8 must take appropriate corrective action and advise the fleet manager within 10 working days of the action taken. Failure to respond within 10 working days may result in revocation of dispatching authority or impoundment of vehicles.

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CHAPTER 6

ELECTRONIC VEHICLE MONITORING

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# SOP FOR GME

## CHAPTER 6

### ELECTRONIC VEHICLE MONITORING

#### 6000. VEHICLE DATA RECORDERS

1. Vehicle Data Recorders are used to deter and to identify unsafe operator habits for corrective action in order to promote vehicle safety and ensure proper use of government assets. Vehicle Data Recorders are devices that may be installed into GME to monitor, among many other data points, vehicle speeds, tachometer readings, and throttle positions and compare this data against preset parameters. Readings that exceed preset parameters are recorded and downloaded periodically. The readings may be used to monitor safe driving by operators and modify unsafe operators' driving habits through counseling, retraining, and, if necessary, punishment.
2. Repercussions are focused on retraining in the interest of preventing accidents and instances of misuse rather than punishment; however, punishment may be administered by the individual's chain of command or by the MCB Quantico Traffic Court.
3. Solely upon the discretion of the fleet manager Vehicle Data Recorders will arbitrarily be installed throughout the Marine Corps Installations National Capital Region (MCINCR) GME fleet in order to monitor GME use and may be installed into any vehicle in the MCINCR GME fleet at any time. Responsible individuals, unit commanders, OICs, and supervisors may or may not be notified of recorder installations.

#### 6001. PARAMETERS

##### 1. Non-Emergency Vehicles

Max Speed: 45 mph  
Max Throttle Position: 40%  
Tachometer Reading: 3500 RPM

2. Emergency Vehicles. Reference paragraph 2017 of this manual for definition of emergency vehicles.

Max Speed: 55 mph  
Max Throttle Position: 70%  
Tachometer Reading: 4500 RPM

6002. REPORTING/INVESTIGATION. The fleet manager will periodically download data recordings from each recorder and analyze the data. If the readings suggest unsafe driving or potential violations, the fleet manager, via the roadmasters and in conjunction with the officer/supervisor assigned the vehicle or operator, will initiate an investigation into the circumstances that led to the readings. Some circumstances may dictate that established parameters be exceeded.

6003. CITATIONS/REMEDIAL TRAINING. When an investigation of Vehicle Data Recorder reports warrant, the fleet manager will take the following action:

1. Issue a MCB Form 4730/8, Roadmaster Report, to the operator. The operator will be required to attend a remedial instruction course conducted by Drivers Training Section, Safety Division, MCB Quantico. The individual's authority to operate GME vehicles will be suspended until completion of remedial training.

2. Issue a DD Form 1408, Armed Forces Traffic Ticket, when reports or investigation indicate that an operator has exceeded the speed limit by 20 mph or more or when a reckless act such as an accident or an incident resulting in injuries has occurred in conjunction with readings in excess of the preset parameters. The issue of a DD Form 1408 is in addition to the suspension of driving privileges and retraining discussed above. Punishment awarded due to adjudication of the DD Form 1408 is independent of the remedial training requirement.

6004. DISABLING VEHICLE DATA RECORDER. Any individual who disables a Vehicle Data Recorder to avoid vehicle monitoring is subject to disciplinary action.

SOP FOR GME

CHAPTER 7

GARRISON MOBILE EQUIPMENT INSPECTION PROGRAM

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## SOP FOR GME

### CHAPTER 7

#### GARRISON MOBILE EQUIPMENT INSPECTION PROGRAM

7000. INFORMATION. Annually, the fleet manager will inspect each satellite motor pool and dispatching activity for compliance with this manual and the references in order to promote economy, equipment accountability and readiness, and safety. Additionally, inspections will be used to assess GME utilization in order to aid the fleet manager in managing fleet economy and GME life cycles.

7001. RESPONSIBILITY. The Marine Corps Installations National Capital Region (MCINCR) Chief Roadmaster is the fleet manager's representative for the GME Inspection Program.

7002. SCHEDULING. The GME Inspection Program is not a "no-notice" program; the inspection schedule will be published annually. The inspection schedule does not prohibit more frequent unannounced visits by the MCINCR roadmasters to spot check procedures, equipment readiness, etc.

#### 7003. INSPECTION AREAS

1. Dispatching. GME dispatching procedures will be inspected for compliance with procedures required by this manual and reference (a).

#### 2. Equipment Inspection

a. Validation of mechanical/safety condition, to include overall condition of equipment, completed weekly operator maintenance, completed scheduled maintenance, completed annual safety inspection, and completed load testing (as required); and inventory of SL-3 items (e.g., spare tires, jacks, etc).

b. Validation of odometer/hour meter readings to validate mileage reporting.

c. Validation of vehicle assignment and property records.

7004. INSPECTION CHECKLISTS. Contact the Chief Roadmaster for current inspection checklist or visit the Transportation Branch, G-4 MCB Quantico website.

7005. INSPECTION REPORTING. Inspection reports will be presented to the unit commander, division director, or supervisor of the unit with the satellite motor pool or dispatching authority. If corrective action is required by the report, a written response within 30 days of the date of the report is required, addressed to CG MCINCR (B 21).

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CHAPTER 8

MAINTENANCE

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# SOP FOR GME

## CHAPTER 8

### MAINTENANCE

#### 8000. GENERAL INFORMATION

1. The fleet manager will ensure that preventive and corrective maintenance is conducted in order to maintain safety, readiness and economy within the Marine Corps Installations National Capital Region (MCINCR) GME fleet. The fleet manager monitors and tracks maintenance by interfacing with maintenance activities and units assigned GME in order to ensure efficiency and quality of maintenance, and to ensure accuracy in maintenance records and reporting.

2. Units assigned GME are responsible for ensuring that all operator maintenance is conducted on their assets, and that maintenance discrepancies are identified, and GME is available for/delivered to appropriate maintenance activities for all scheduled and corrective maintenance. Unit designated responsible individuals will maintain maintenance records on their GME as directed.

3. Inspection services, scheduled maintenance, and corrective maintenance for Marine Corps owned GME are performed by Motor Transport Maintenance (MTM) or Construction Equipment Repair (CER) sections of Facilities and Logistics Services Section (FLSS), G-5 MCB Quantico. FLSS maintenance activities will use the computer based Fleet Anywhere Fleet Management System to manage, record and report maintenance to the fleet manager. Marine Corps owned equipment may be sent to commercial repair shops if the FLSS maintenance activity determines that it is required due to equipment type or scope of repairs, or if determined necessary by the fleet manager. When commercially provided maintenance is required, the responsible individual is, after coordinating with the production controller at either MTM or CER, responsible for delivery/recovery of the equipment from the commercial facility.

4. Equipment leased from the General Services Administration (GSA) will receive inspection services, scheduled maintenance, and corrective maintenance as directed by GSA. Responsible individuals must coordinate directly with GSA provision of maintenance services by contacting GSA Maintenance Control telephonically at 1-888-622-6344. Responsible individuals must deliver/recover the equipment to/from the maintenance facility designated by GSA.

8001. MAINTENANCE CATEGORIES

1. Operator Maintenance. Operator maintenance is performed to detect existing or potential malfunctions, and to ensure continued serviceability of the asset. Operator maintenance generally consists of basic cleaning, minor adjustment, fluid replenishment, function checks, etc., but may include minor or simple parts replacement and servicing determined by either the fleet manager or FLSS to be within the capability of the operator or unit assigned the asset. Operator maintenance requirements listed on MCB Form 4730/7, Operator's Weekly Preventive Maintenance Checks and Services, and/or NAVMC 10523, Engineer Equipment Operational Record, must be performed and recorded on the respective form at least weekly. Operator maintenance forms will be maintained on file for at least 30 days following completion. Defects beyond the operator's ability or authorization to correct must be reported immediately to the dispatching activity. Failure to perform operator maintenance may result in impoundment or reassignment of equipment and/or revocation of dispatching authority.

2. Safety Inspection. GME is subject to an annual safety inspection and may be inspected more frequently when required by the manufacturer or other regulations. Either the fleet manager or FLSS maintenance activity will ensure units assigned GME are aware of annual and additional inspection requirements. Equipment failing inspection is dead lined until corrective action is completed. Safety inspections do not satisfy requirements for load testing. Equipment not turned-in for inspection when due is subject to impoundment by the fleet manager.

3. Corrective Maintenance (CM). CM restores GME to a serviceable condition or declares it not repairable. Dispatching activities with unserviceable equipment will coordinate turn-in of the equipment for CM with the appropriate FLSS maintenance activity (Production Controller of either MTM or CER) or with GSA Maintenance Control. Units must deliver/retrieve their assigned GME to/from the maintenance activity when assets are determined to be capable of safe and legal operation.

4. Scheduled Maintenance (SM). SM includes mechanical inspection, cleaning, servicing, and lubrication and is conducted periodically, based on time or odometer/hour meter readings. SM identifies defects early, preventing costly and complex repairs. Either the fleet manager or production controller of MTM or CER will ensure units assigned GME are aware of SM schedules. SM is often referred to as preventive maintenance, or "PM." Equipment not turned-in for SM when due is subject to impoundment.

8002. MODIFICATIONS

1. Only CMC (LFS-2), via the fleet manager, may authorize modification of GME for Marine Corps owned GME. GSA must approve all modifications to GSA leased GME. Commercial leasing companies must approve modifications to commercially leased equipment. Examples include, but are not limited to, installation of auxiliary lights, mobile radios, trailer hitches and snow plow brackets. Request authority to modify GME via the fleet manager.

2. Units authorized to modify GME must fund the modification and must fund restoration of the equipment to its original configuration, if such restoration is necessary, when the modification or equipment is no longer required or when the equipment is recovered for disposal. The fleet manager will not fund modifications.

8003. MAINTENANCE OF PRIVATELY OWNED EQUIPMENT. Use of appropriated fund maintenance facilities to repair or service privately owned equipment is prohibited. Use of government owned vehicles, tools, parts, or motorized equipment to repair private property is unauthorized.

8004. MAINTENANCE/REPAIR OF NONAPPROPRIATED FUND VEHICLES.

Maintenance and repair of nonappropriated fund vehicles (e.g., Marine Corps Community Services Division) is fully reimbursable.

8005. INSPECTION, TESTING, AND CERTIFICATION OF LOAD LIFTING EQUIPMENT

1. The FLSS G-5 MCB Quantico is, in conjunction with the fleet manager, responsible for performing all inspections, testing, and certification of load lifting equipment for the MCINCR GME fleet.

2. The AC/S G-5 MCB Quantico, on behalf of the CG MCINCR, will appoint in writing a certifying official responsible for ensuring the safety and reliability of all load lifting equipment. The certifying official will normally be the supervisor of MTM and CER, FLSS.

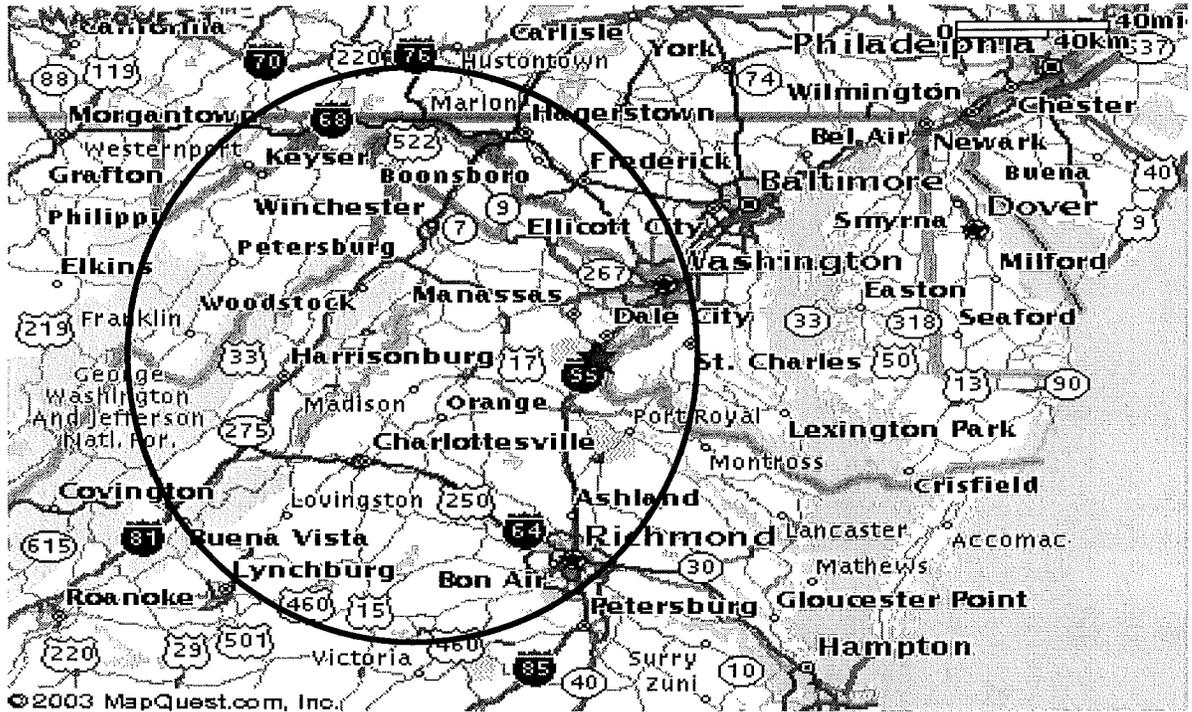
3. For detailed information, refer to chapter 9 of reference (b).

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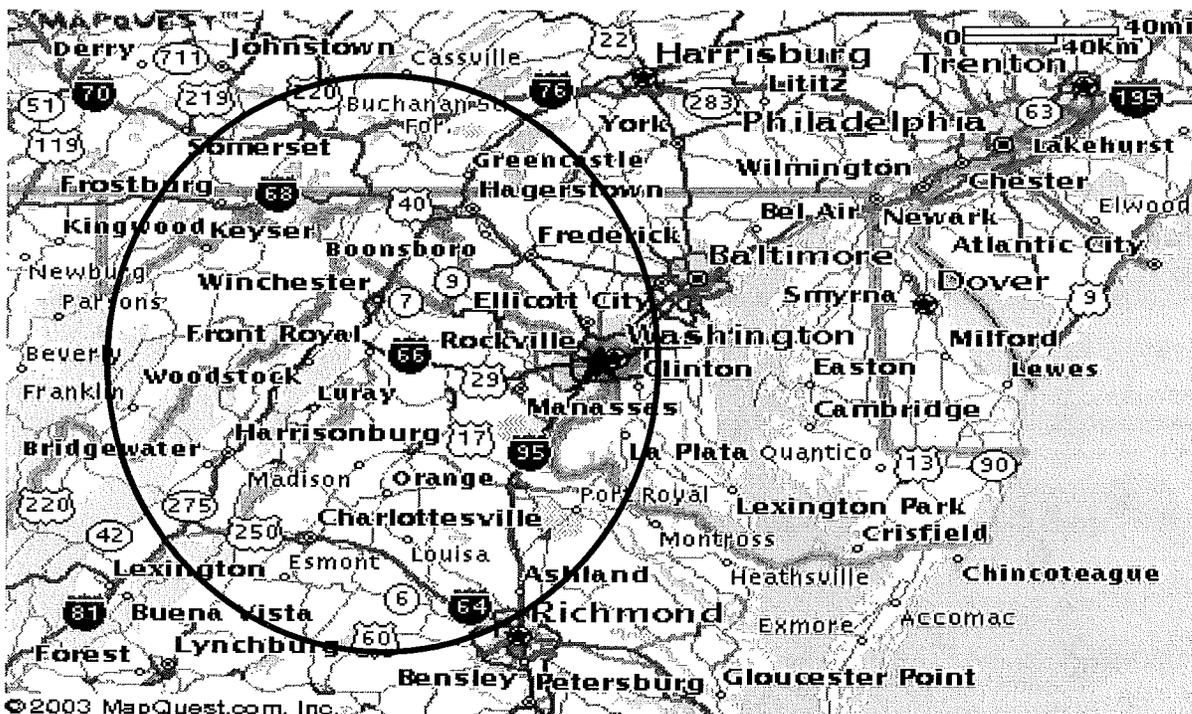
APPENDIX A

PERMISSIBLE OPERATING DISTANCE

1. MCB QUANTICO PERMISSIBLE OPERATING DISTANCE



2. HENDERSON HALL PERMISSIBLE OPERATING DISTANCE



SOP FOR GME

APPENDIX B

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION TARGET GARRISON  
MOBILE EQUIPMENT ANNUAL USAGE STANDARDS

Passenger carrying vehicles (sedans, vans, SUVs, buses, etc.) . . . . .	7,200 miles
Light trucks/general purpose vehicles under 12,500 lbs gross vehicle weight (GVW) . . . . .	6,000 miles
Trucks/general purpose vehicles 12,500-24,000 lbs GVW . . . . .	4,500 miles
Heavy trucks/general purpose vehicles over 24,000 lbs GVW . . . . .	4,500 miles
Truck tractors. . . . .	6,000 miles
Material handling/engineer equipment. . . . .	200 hours

SOP FOR GME

APPENDIX C

STUDENT PASSENGER RESPONSIBILITIES

1. Obey promptly the instructions and orders of the operator on the school bus.
2. Observe proper decorum while getting on the bus and ensure that proper conduct is utilized at all times.
3. Be at the designated place at the required time. Bus schedules are published at the beginning of each school year and will be posted at each school. No changes to bus routes will be made without the agreement of both the Superintendent of Schools and the Motor Transport Operations Officer, Marine Corps Base (MCB), Quantico.
4. Occupy seat assigned by the operator or the assigned individual who might be on the bus as the designated bus monitor.
5. Request that the driver stop the bus in case of an emergency. The driver should always make this clear when passengers board the bus for transportation.
6. Wait until the bus comes to a complete stop before getting on or off the bus.
7. Leave the bus when told to do so by the operator of the bus.
8. Enter or leave the bus only by the front door except in cases of emergency.
9. Keep head, hands, and feet inside the bus at all times.
10. Do not eat, drink, chew gum, or use tobacco products on the bus.
11. Cross the road in the following manner:
  - a. Make certain that the bus is stopped, the door is open, and the stop signal is extended.
  - b. Cross in front of the bus within sight and hearing of the driver, look both ways and stay out of the line of traffic until the path across the roadway is free from all danger.
  - c. Upon signal from the driver or from a personnel escort, proceed across the road.

SOP FOR GME

APPENDIX D

FORMS

1. MCB 4730/7, Operator's Weekly Preventive Maintenance Checks and Services.
2. MCB 4730/8, Roadmaster Report.
3. SF 91, Accident Report.
4. SF 94, Statement of Witness.
5. DD 518, Accident Identification Card.
6. DD 1408, Armed Forces Traffic Ticket. (Controlled, available in hard copy only)
7. NAVMC 10523, Engineer Equipment Operational Record. (Available in hard copy only)
8. NAVMC 10524, Consolidated Engineer Equipment Operation Log and Service Record.
9. NAVMC 10627, Vehicle and Equipment Operational Record.
10. MCB 4641/2, Commercial Vehicle Operational Record.

NOTE: All forms with the exception of DD 1408 and NAVMC 10523 are available on the FormFlow server.

SOP FOR GME

**OPERATOR'S WEEKLY PREVENTATIVE MAINTENANCE CHECKS AND SERVICES**

1. VEHICLE NO.:	2. TYPE:	3. MILEAGE:	4. DATE:
5. NAME: <i>(Last, First and MI)</i>		6. SECTION:	
Legend: (S) Satisfactory    (M) Missing    (X) Maintenance other than operator required    (NA) Not applicable to the above vehicle			
<b>7. VEHICLE EXTERIOR:</b>		<b>9. UPPER BODY:</b>	<b>11. VEHICLE INTERIOR:</b>
a. HEADLIGHTS, REVERSE LIGHTS, EMERGENCY FLASHER, SIDE MARKERS	a. FUEL LEAK	a. AIR CONDITIONER/AIR CONDITIONER CONTROLS	
b. DECALS/EXTERIOR MARKINGS	b. COOLANT LEAK	b. TURN SIGNAL SWITCH	
c. BODY DAMAGE	c. TRANSMISSION LEAK	c. HEATER/HEATER CONTROLS	
d. EXCESSIVE TIRE WEAR	d. ENGINE OIL LEAK	d. IGNITION SWITCH	
e. TIRE AIR PRESSURE <i>(Correct PSI)</i>	e. BRAKE FLUID LEAK	e. TRANSMISSION/GEAR SHIFT <i>(Move vehicle in each gear range)</i>	
f. WINDSHIELD, WINDOWS, MIRRORS AND WIPERS	f. DIFFERENTIAL LEAK	f. TRANSFER CASE SHIFT <i>(4x4 only, move vehicle in each gear range)</i>	
g. HUB CAPS	g. WHEEL SEAL LEAK	g. INTERIOR LIGHTS	
h. WASH VEHICLE EXTERIOR	h. POWER STEERING FLUID LEAK	h. DASH BOARD LIGHTS	
i. AUXILIARY LIGHTS	i. TRANSFER CASE LEAK	i. FUEL KEY	
j. PINTLE/TRAILER HITCH	j. MUFFLER AND EXHAUST LEAK	j. CARPETS/FLOOR MATS	
k. TRAILER ELECTRICAL CONNECTIONS	k. HYDRAULIC FLUID LEAK	k. SEATS	
l. AIRBRAKE GLAD HANDS, TRAILER CONNECTIONS	l. SHOCK ABSORBERS	l. SEAT BELTS	
m. TAILGATE/LIFT GATE <i>(Operate gate)</i>		m. DOOR/WINDOW HANDLES/LOCK	
n. SIDE RACKS/TROOP SEATS	<b>10. OTHER/MISCELLANEOUS:</b>	n. INTERIOR TRIM/PANELS	
o. OTHER AUXILIARY EQUIPMENT <i>(Snow plows, spreaders, etc.)</i>	a. CODE LIGHTS	o. WINDSHIELD WIPERS/WASHER	
<b>8. ENGINE COMPARTMENT:</b>	b. SPARE TIRE <i>(Check pressure)</i>	p. SUN VISORS	
a. OIL LEVEL <i>(Check when warm, add only when on or below "add mark")</i>	c. BUS EMERGENCY EXITS <i>(Window and doors)</i>	q. UNUSUAL ENGINE NOISES/OTHER UNUSUAL NOISES	
b. COOLANT LEVEL <i>(Add 50/50 mix)</i>	d. COMMUNICATION EQUIPMENT	r. PARKING BRAKE	
c. POWER STEERING FLUID	e. JACK WITH HANDLE/LUG WRENCH	s. BRAKES	
d. DRIVE BELT/FAN BELT TENSION	f. SCHOOL BUS SWING ARM, STOP SIGN, AND WARNING LIGHTS	t. STEERING	
e. BELTS <i>(Check for cracking, etc.)</i>		u. BELTS <i>(Check for cracking, etc.)</i>	
f. TRANSMISSION FLUID <i>(Check hot)</i>		v. TRANSMISSION FLUID <i>(Check hot)</i>	
g. LOOSE ELECTRICAL WIRING		w. LOOSE ELECTRICAL WIRING	
h. WINDSHIELD WASHER FLUID LEVEL		x. WINDSHIELD WASHER FLUID LEVEL	
i. ENGINE COMPARTMENT FLUID LEAKS		y. ENGINE COMPARTMENT FLUID LEAKS	
j. AIR CLEANER <i>(Clean filter)</i>		z. AIR CLEANER <i>(Clean filter)</i>	
k. BATTERY		aa. BATTERY	
12. REMARKS:			
13. OPERATOR'S SIGNATURE:		14. NCO/SUPERVISOR'S SIGNATURE:	

MCBQ Form 47307 (9/05) (EP)

PREVIOUS EDITIONS ARE OBSOLETE

Designed using Adobe Designer 5.0  
Adjutant Branch September 2005

SOP FOR GME

**ROADMASTER REPORT**

1. FROM: <i>(Roadmaster's Last Name, First and MI)</i>	2. TO: Head, Transportation Branch, MCB Quantico
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REPORT ON

3. DRIVER'S NAME: <i>(Last, First and MI)</i>	4. SSN:	5. RANK:	6. ORGANIZATION:
7. LOCATION:	8. VEHICLE NO.:	9. TYPE:	10. USING UNIT:

DISCREPANCIES

11. OPERATIONAL ITEMS:				12. MAINTENANCE ITEMS:			
a. UNAUTHORIZED USE	k. FOLLOWING TO CLOSE	a. OIL	k. TIRES	b. UNAUTHORIZED PARKING	l. RUNNING UNATTEND VEH	b. FUEL	l. AIR CLEANER
c. IMPROPER PARKING	m. OPR RESPONSIBILITY	c. WATER	m. ENGINE OPERATION	d. VEHICLE SECURITY	n. OTHER	d. LEAKS	n. HORN
e. PASSENGER AND CARGO		e. LIGHTS	o. EXHAUST SYSTEM	f. EXCESSIVE SPEED		f. BRAKES	p. BATTERY
g. RUNNING STOP SIGN		g. CLUTCH	q. OTHER	h. NO LICENSE		h. STEERING	
i. EXPIRED LICENSE		i. BODY		j. TRIP TICKET		j. GLASS	

13. REMARKS:

14. SIGNATURE: <i>(Roadmaster)</i>	15. TIME:	16. DATE:
------------------------------------	-----------	-----------

17. FROM: Head, Transportation Branch, MCB Quantico	18. TO:
--	---------

19. FORWARD:     FOR INFORMATION     FOR CORRECTIVE ACTION     A REPORT OF ACTION TAKEN IS REQUESTED

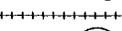
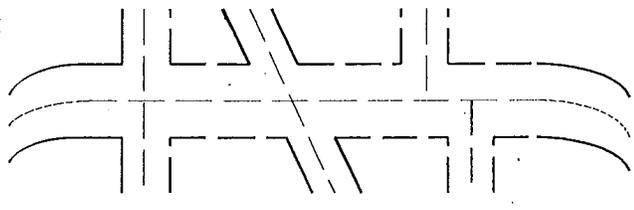
20. COMMENTS:

21. SIGNATURE:	22. DATE:
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SOP FOR GME

<b>MOTOR VEHICLE ACCIDENT REPORT</b>	Please read the Privacy Act Statement on Page 3.	INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections 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		3. 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. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS				14b. WORK TELEPHONE NUMBER ( )	
15a. DRIVER'S HOME ADDRESS				15b. HOME TELEPHONE NUMBER ( )	
16. DESCRIBE VEHICLE DAMAGE				17. ESTIMATED REPAIR COST \$	
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS				22b. POLICY NUMBER	
				22c. TELEPHONE NUMBER ( )	
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		24a. OWNER'S NAME(S) (Last, first, middle)		24b. TELEPHONE NUMBER ( )	
25. OWNER'S ADDRESS(ES)					
<b>SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)</b>					
26. NAME (Last, first, middle)				27. SEX	28. DATE OF BIRTH
29. ADDRESS					
A 30. 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		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY	
34. TRANSPORTED BY		35. TRANSPORTED TO			
36. NAME (Last, first, middle)				37. SEX	38. DATE OF BIRTH
39. ADDRESS					
B 40. 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		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY	
44. TRANSPORTED BY		45. TRANSPORTED TO			
46. Pedestrian			a. NAME OF STREET OR HIGHWAY		
			b. DIRECTION OF PEDESTRIAN (SW corner to NE 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.)		

SOP FOR GME

SECTION IV - ACCIDENT TIME AND LOCATION <i>(Use Section VIII if additional space is needed.)</i>	
47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT <i>(Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (Industrial, business, residential, open country, etc.); Road description).</i>
49. TIME OF ACCIDENT AM PM	
50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED <i>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</i>	
<p>a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.</p> <p>Example: </p> <p>b. Use solid line to show path before accident and broken line after the accident </p> <p>c. Show pedestrian by </p> <p>d. Show railroad by ++++++ </p> <p>e. Place arrow in this circle to indicate NORTH </p>	
51. POINT OF IMPACT <i>(Check one for each vehicle)</i>	
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
52. DESCRIBE WHAT HAPPENED <i>(Refer to vehicles "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the 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 U-turn, passing, stopped in traffic, etc.).</i>	

SECTION V - WITNESS/PASSENGER <i>(Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)</i>		
A	53. NAME <i>(Last, first, middle)</i>	54. WORK TELEPHONE NUMBER ( )
	56. BUSINESS ADDRESS	55. HOME TELEPHONE NUMBER ( )
	57. HOME ADDRESS	
B	58. NAME <i>(Last, first, middle)</i>	59. WORK TELEPHONE NUMBER ( )
	61. BUSINESS ADDRESS	60. HOME TELEPHONE NUMBER ( )
	62. HOME ADDRESS	
SECTION VI - PROPERTY DAMAGE <i>(Use Section VIII if additional space is needed.)</i>		
63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ( )	63c. HOME TELEPHONE NUMBER ( )
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ( )	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$
SECTION VII - POLICE INFORMATION		
68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ( )
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

# SOP FOR GME

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## SECTION VIII - EXTRA DETAILS

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

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## SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

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

71a. NAME AND TITLE OF DRIVER	71b. DRIVER'S SIGNATURE AND DATE
-------------------------------	----------------------------------

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

72. ORIGIN	73. DESTINATION
------------	-----------------

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME (Circle one) a.m. p.m.
----------------	------	-----------------------------------	-----------------------	------	-----------------------------------

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	---

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	80. 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)
--	--

81. 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
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82a. NAME AND TITLE OF SUPERVISOR	82b. SUPERVISOR'S SIGNATURE AND DATE	82c. TELEPHONE NUMBER (    )
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SOP FOR GME

**SECTION XI - ACCIDENT INVESTIGATION DATA**

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION.  YES  NO (If "Yes", explain below.)

**84. PERSONS INTERVIEWED**

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

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

**SECTION XII - ATTACHMENTS**

LIST ALL ATTACHMENTS TO THIS REPORT

**SECTION XIII - COMMENTS/APPROVALS**

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR		88. ACCIDENT REVIEWING OFFICIAL	
a. SIGNATURE AND DATE		a. SIGNATURE AND DATE	
b. NAME (First, middle, last)		b. NAME (First, middle, last)	
c. TITLE		c. TITLE	
d. OFFICE		d. OFFICE	
e. OFFICE TELEPHONE NUMBER ( )		e. OFFICE TELEPHONE NUMBER ( )	

STANDARD FORM 91 PAGE 4 (REV. 2-93)  
USAPPC V1.00

SOP FOR GME

<b>STATEMENT OF WITNESS</b> <i>(Attach additional sheets if necessary)</i>	<b>1. DID YOU SEE THE ACCIDENT?</b>	<b>2. WHEN DID THE ACCIDENT HAPPEN?</b>		<b>FORM APPROVED</b> <b>O.M.B. NUMBER</b> <b>3090-0118</b>
		a. TIME	a.m. p.m.	
3. WHERE DID THE ACCIDENT HAPPEN? <i>(Give street location and city)</i>				
4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED				
5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?				
6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?				
7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY				
8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY				9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF: a. GOVERNMENT VEHICLE <i>Miles per hr.</i> b. OTHER VEHICLE <i>Miles per hr.</i>
10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT <i>(If known)</i>				
a. NAMES			b. ADDRESSES <i>(Include ZIP Code)</i>	
<b>WITNESS COM- PLETING THIS FORM</b>	11. HOME ADDRESS <i>(Include ZIP Code)</i>		12. WITNESS (Print Name)	
			<i>Sign here</i> →	
	13. BUSINESS ADDRESS <i>(Include ZIP Code)</i>		a. HOME TELEPHONE NO.	
		b. TODAY'S DATE		
		TELEPHONE NO.		
14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:				
1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (Example: → <span style="border: 1px solid black; padding: 2px;">1</span> → <span style="border: 1px solid black; padding: 2px;">2</span> ← ) 2. Use solid lines to show path before accident Broken line after accident → <span style="border: 1px solid black; padding: 2px;">2</span> →				
3. Show pedestrian by → ○ 4. Show railroad by ++++++ 5. Give names or numbers of streets or highways 6. Indicate north by arrow in this circle ○				

SOP FOR GME

FILE REFERENCE:

This office has been notified that you witnessed an accident which occurred

It will be helpful if you will answer, as fully as possible, the questions on the other side of this letter. Please read the Privacy Act Statement below.

Your courtesy in complying with this request will be appreciated. An addressed envelope, which requires no postage, is enclosed for your convenience in replying.

Sincerely

Enclosure

Use by the public is voluntary. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident, and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.

SOP FOR GME

<b>ACCIDENT - IDENTIFICATION CARD</b>	
<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	GRADE
ORGANIZATION	

DD Form 518, OCT 78 (EG) PREVIOUS EDITION IS OBSOLETE. FF99/1.0

<b>PRIVACY ACT STATEMENT</b>
<b>AUTHORITY:</b> Sec 638a, Title 31, USC and EO 9397.
<b>PRINCIPAL PURPOSE:</b> 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.
<b>ROUTINE USES:</b> 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.
<b>DISCLOSURE IS VOLUNTARY:</b> No disciplinary action is taken in cases where the SSN is not provided.

DD Form 518 Reverse, OCT 78



DAILY PREVENTIVE MAINTENANCE SERVICES

Legend for marking  
 S - Service  
 X - Adjustment/Repair Required  
 O - Defect Corrected  
 V - Verify  
 / - Not applicable

ITEM NO.	COVERAGE	OPERATION		8 HOUR	10 HOUR	ITEM	COVERAGE AND PROCEDURE
		BEFORE	DURING				
1	DAMAGE, PILFERAGE, LOSS	C				12	UNUSUAL NOISES. Note for signs of metal grinding, squealing, or thumping. Observe for signs of excessive backlash and worn sheave bushings or gears.
2	LEAKS, GENERAL	C				13	LIGHTS AND REFLECTORS. Test for adequacy of performance and serviceability. Broken or cracked lenses and reflectors are to be replaced.
3	FUEL, OIL, WATER	V				14	AIR TANKS. Drain to prevent accumulation of condensation or freezing.
4	ENGINE, WARMUP	C				15	DRIVE BELTS. Verify adjustments and condition. Belts having oil and grease on them are to be cleaned as soon as possible.
5	INSTRUMENTS	C				16	BATTERY LEVEL. Electrolyte level to be specified by the TM. Report any excessive water consumption to the equipment chief. Terminals to be clean and tight.
6	SAFETY DEVICES	C				17	ANTIFREEZE. Degree of protection to be verified with a hydrometer. Do not add water in a protected cooling system without consulting the equipment chief.
7	TOOLS AND EQUIPMENT	C				18	SERVICE BRAKES. Verify proper adjustment and check operation immediately upon moving equipment.
8	PUBLICATIONS	V				19	TRANSMISSION. Check fluid level in accordance with TM. Check for overheating during operation.
9	CLUTCH	V				20	AIR FILTERS. Verify that air filter element is clean and (if required) oil level correct. Service after each day of operation or more often if required.
10	STEERING	C				21	FUEL FILTERS. Drain to prevent accumulation of condensation.
11	ENGINE OPERATION	C				22	TIRES/TRACKS. Tires to be inflated to recommended pressure and free from major cuts and bruises. Tracks to be properly adjusted for tension and rollers correctly serviced.
12	UNUSUAL NOISES	C					
13	LIGHTS AND REFLECTORS	C					
14	AIR TANKS	S					
15	DRIVE BELTS	C					
16	BATTERY ELEC. LEVEL	C					
17	ANTIFREEZE TEST TO	V					
18	SERVICE BRAKES	V					
19	TRANSMISSION	C					
20	AIR FILTER	V					
21	FUEL FILTER	S					
22	TIRES/TRACK	C					
23							
24							
25							

NOTES:

1. Add other coverages and procedures designated by the appropriate technical manual.
2. 8 & 10 hour PMCS's are considered as daily PMCS's.
3. If repairs are required, notify the equipment chief.

REMARKS

NAVMC 10624 (Rev. 12-93) (E) (Reverse)

SOP FOR GME

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

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

S = SATISFACTORY

NA = NOT APPLICABLE

X = DEFECTIVE

NAVMC 10627 (REV.11-94) (EF) (PREVIOUS EDITION WILL BE USED.)  
SN: 0109-LF-063-9900

Designed using FormFlow 2.2, HQMC/ARAE, Apr 99

SOP FOR GME

DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO. PASSENGERS 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

SOP FOR GME

1. DATE:	2. TYPE:	3. REGISTRATION NO.:	4. ORGANIZATION:	5. FUEL:	6. OIL:	
<b>COMMERCIAL VEHICLE OPERATIONAL RECORD</b>	7. ADMIN NO.:	8. OPERATOR'S NAME:	12. TIME:	13. MILEAGE:	14. OPERATION CHECK:	
	9. OPERATOR'S SIGNATURE:	10. DISPATCHER'S NAME:	a. IN:	a. STOP:	a. DAMAGE ( <i>Exterior or interior</i> )	
			b. OUT:	b. START:	b. LEAKS ( <i>Oil, gas, water, etc.</i> )	
		11. REPORT TO:	15. REMARKS:	c. TOTAL:	c. TOTAL:	c. FUEL, OIL, WATER ( <i>Antifreeze</i> )
						d. LIGHTS, REFLECTORS, MIRRORS, TURN SIGNALS
				e. INSTRUMENTS ( <i>Oil, air, temp, etc.</i> )	f. WINDSHIELD WIPER	
				g. SAFETY DEVICES ( <i>Horn, seat belts, etc.</i> )	h. BRAKES ( <i>Drain air tank when equipped</i> )	
				i. OTHER ( <i>Specify in remarks</i> )	<b>CLEAN VEHICLE AFTER USE</b>	
				<b>OPERATION CHECK LEGEND:</b>		
				OK ( <i>Use a checkmark</i> )		
			DEFECTIVE ( <i>Use an "X"</i> )			

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PREVIOUS EDITIONS ARE OBSOLETE

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Adjutant Branch October 2005