

DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY RESERVE COMMAND  
3800 NORTH CAMP CREEK PARKWAY SW  
ATLANTA, GEORGIA 30331-5099  
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MOTOR TRANSPORTATION  
MANAGEMENT, ACQUISITION, AND USE OF NON-TACTICAL VEHICLES

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**History.** This publication was originally printed on 18 Sep 92.

**Summary.** This regulation contains policy and procedures for the management of non-tactical vehicles (NTVs).

**Applicability.** This regulation applies to all functional managers at all levels of the command to include all USAR installations who have NTV management responsibilities. This regulation impacts on unit readiness and mobilization.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from: Commander, USARC, ATTN: AFRC-LGT, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

**Interim Changes.** Interim changes to this regulation are not official unless authenticated by the Deputy Chief of Staff, Information Management (DCSIM). Users will destroy interim changes on their expiration date unless superseded or rescinded.

**DISTRIBUTION:** A

**Suggested Improvements.** The proponent of this regulation is the Deputy Chief of Staff, Logistics (DCSLOG). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-LGT-T, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

FOR THE COMMANDER:

OFFICIAL:

ZANNIE O. SMITH  
Brigadier General, USA  
Chief of Staff

*SIGNED*

CAROLYN E. RUSSELL  
Colonel, GS  
Deputy Chief of Staff,  
Information Management

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**Glossary**

## Chapter 1 General

### 1-1. Purpose

This regulation prescribes policy, assigns responsibilities, and outlines procedures for the management, acquisition and use of Army-owned and leased NTVs to commanders at all levels of the Command. This regulation authorizes direct coordination between this Headquarters, the Regional Support Commands and USAR Installations that are within the U.S. Army Reserve Command for the purposes of management, acquisition and use of NTVs. Any reference to Regional Support Commands (RSCs) also applies to Major Subordinate Commands (MSCs), Training Divisions, General Officer Commands (GOCOMs), and other direct reporting USAR Commands.

### 1-2. References

- a. Related publications are:
  - (1) DOD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles.
  - (2) AR 37-100-92, The Army Management Structure.
  - (3) AR 58-1, Motor Transportation Management, Acquisition, and Use of Non-Tactical Vehicles.
  - (4) AR 71-13, The Department of the Army Equipment Authorization and Usage Program.
  - (5) AR 310-49, The Army Authorization Documents Systems (TAADS).
  - (6) AR 600-55, The Army Driver and Operator Standardization Program (Selection, Testing, and Licensing).
  - (7) FORSCOM Suppl 1 to AR 58-1, Motor Transportation Management, Acquisition, and Use of Non-Tactical Vehicles.
  - (8) General Services Administration (GSA) Federal Property Management Regulation (FPMR) GSA Regional Bulletin.

### 1-3. Responsibilities

- a. All RSC, MSC and Installation Commanders will:
  - (1) Exercise control and supervision over all NTVs assigned to units and activities within their respective commands, to include activities assigned for logistical support.
  - (2) Ensure that the vehicles assigned are efficiently managed.
  - (3) Establish and maintain records for the inventory, authorization, distribution, operation, maintenance, cost and performance reports for NTVs.
  - (4) Include vehicle management in the five year management control plans.
  - (5) Appoint activity vehicle managers and alternates for each activity assigned NTVs, who will be the point of contact for managing the NTV program.
  - (6) The RSCs will participate in the Interagency Motor Equipment Advisory Committee (IMEAC)

program for their assigned region. Contact your regional GSA fleet coordinator for meeting schedules.

## Chapter 2 Operation and Resource Management

### 2-1. Non-tactical vehicle management

- a. The following elements of vehicle management are provided to ensure efficient operation and resource management:
  - (1) Identify NTV TDA requirements.
  - (2) Establish an SOP for vehicle assignment and use.
  - (3) Establish a plan for pooling of vehicles (maximize use for most cost savings to meet mission requirements).
  - (4) Establish RSC mileage guidelines.
  - (5) Maintain flexibility in meeting changing mission requirements.
  - (6) Determine the type of vehicle and length of time the vehicle is required for the mission.
  - (7) Manage and track budget allowances and actual monthly expenditures to ensure the fleet remains within the RSC programmed budget.
  - (8) Provide training to personnel on:
    - (a) Records management.
    - (b) Accident avoidance.
    - (c) Maintenance procedures.
  - (9) Ensure personnel adhere to all safety and security procedures while operating NTVs.
  - (10) Assign adequate vehicles by type as required by mission.

### 2-2. Official use of vehicles

- a. The use of non-tactical GSA vehicles is restricted to official purposes only in accordance with DOD Regulation 4500.36-R. The NTVs may be used in support of authorized Army functions, activities, and operations. The operator of the vehicle is responsible for the safety, proper use, servicing and protection of the vehicle while in his/hers custody and is responsible for reporting any accidents in which the vehicle is involved. The following guidelines will also be observed:
  - (1) Official purposes only are determined as essential to the successful completion of an Army function, activity, or operation.
  - (2) The NTV must be of the right type model consistent with the purpose of the intended use.
  - (3) The NTVs may be used in support of command sponsored ceremonies and events **when attendance is in an official capacity.**
  - (4) Transportation to or from Army **scheduled appointments** is authorized, e.g., records checks, physical, dental or hospital outpatient scheduled appointments are considered official use for Active Component/Active Guard Reserve (AC/AGR) personnel. If available, shuttle bus service or public mass transportation must be used before using NTVs. **NTVs will not be used for unscheduled sick call.**

b. The USARC Permissible Operating Distance (POD) policy is as follows:

(1) The use of Government NTVs is authorized from the point of origin to the greatest distance of the furthest unit or duty location, (i.e., installation, activity) not to exceed 100 miles.

(2) Exception to this policy may be granted by the RSC/Installation fleet manager and must be within the command budget allowances for travel.

(3) Prior to travel, all possible transportation costs should be analyzed to determine the most cost efficient mode of travel to meet the mission. Determine the mode of transportation by utilizing the following guidelines in sequence IAW 4500.36-R:

(a) Scheduled available Government transportation.

(b) Availability of public transportation.

(c) NTV availability.

(d) Voluntary use of privately owned vehicle (POV) on a reimbursable basis.

### **2-3. Restrictions**

a. The NTVs will not be used for transportation to private social functions, to conduct personal errands, e.g., trips to the commissary, the post exchange, bowling alleys, officer and non-commissioned officer clubs, or other non-appropriated fund activities, transportation of personal friends, or unauthorized persons or family members without accompanying official.

b. The NTVs will be driven only on improved roads, i.e., blacktop/cement. The only NTVs that can be driven off road are those equipped with four wheel drive, and should only be taken off road when absolutely necessary. Before taking a four wheel drive vehicle off road, drivers will be trained in the operation of the vehicle. GSA buses will not be driven off improved roadways (blacktop/cement) at any time.

c. Government vehicles may be used to transport personnel to training classes, workshops, and formations mandated by higher headquarters, and to pick-up repair parts, supplies, and official mail. When transporting personnel, priority for vehicle use will not be based on rank, prestige or personal convenience. Vehicles will not be used by units in the conduct of annual training. Vehicles will be used for administrative use only.

### **2-4. Utilization records and reports**

a. Each RSC/Installation is required to track NTV usage. Use one of the following forms in tracking NTV utilization:

(1) DD Form 1970 (Motor Vehicle Utilization Record).

(2) TRADOC/FORSCOM Form 573-R (Daily/Monthly Utilization Record).

(3) Computerized data systems, i.e., Fleet Management Information System (FMIS). The RSCs/Installations will establish procedures for implementing a tracking program. The FORSCOM

Form 573-R and DD Form 1970 are available through normal publications channels and can be used to satisfy this requirement.

b. Each RSC/Installation that has non-GSA vehicles on a commercial lease will submit this information on a Standard Form 82 (Agency Report of Motor Vehicle Data). This information should be reported to the USARC initially and annually, thereafter, on 31 August.

c. Utilization tracking reports will be monitored by USARC for program compliance.

## **Chapter 3**

### **Authorization, Acquisition, and Responsibilities**

#### **3-1. Requirements**

a. The allowance system for authorization of motor vehicles is IAW ARs 71-13 and 310-49. The number of NTVs for use by RSCs, MSCs and Installations is limited to those needed to provide essential transportation. For peak use periods and other unusual needs, i.e., heavy workloads, special circumstances; additional vehicles may be obtained as follows:

(1) Loan from other Government Agencies or DOD installations (Fuel costs may be incurred).

(2) Hire from GSA or commercial sources IAW AR 58-1, para 3-4(1)(2), DOD 4500.36-R para 3-6 (a)(b)(c).

(3) Use of privately-owned vehicles on a reimbursable basis.

#### **3-2. Table of Distribution and Allowances (TDA)**

a. The number of motor vehicles is based on authorization documents IAW AR 71-13 (Equipment Authorization and Usage Program) and AR 310-49 (The Army Authorization Documents System (TAADS)). Users will submit a DA FORM 4610-R (Equipment Changes in MTOE/TDA). Any changes to existing authorization documents must be submitted to the U.S. Army Reserve Command DCSFOR, Documents Division, ATTN: AFRC-FDD, 3800 N. Camp Creek Parkway SW, Atlanta, GA 30331-5099. Each RSC/Installation will be required to submit a quarterly NTV update to the USARC Fleet Manager. The report will be used to track the number of vehicles assigned to ensure that the USARC stays within the ceiling imposed by Department of the Army and FORSCOM.

#### **3-3. Short-term vehicle lease requirements**

a. When the availability of assigned NTVs is exhausted as a result of increased workloads, additional vehicles may be obtained on a temporary basis.

b. RSCs/Installations have the authority to lease NTVs for a short-term basis when:

(1) The lease is on a one time basis and will not exceed 60 days.

(2) The short term lease is the most effective method for the Government to support the requirement.

(3) Local laws preclude the use of Government-owned vehicles.

c. Under no circumstances will an RSC, MSC, or Installation execute back to back 60 day leases in order to circumvent the 60 day limitation on short term leases. If a surge requirement is expected to surpass the 60 day mark and the requirement remains valid, permission to extend the lease must be secured through the USARC Fleet Manager.

### 3-4. Long-term vehicle lease requirements

a. The RSCs/Installations that have received authorizations from USARC DCSFOR for a long term motor vehicle lease will be required to submit the following information prior to the assignment of a NTV to the GSA Fleet Management Center (FMC):

- (1) Authorization for the new or expanded program.
- (2) Whether the requested NTV has been denied by the U.S. Army Reserve Command.
- (3) Affirmation that any required headquarters and major command approvals have been obtained.
- (4) Name of requesting official.
- (5) Estimated length of time NTV is required.
- (6) Estimated miles of use per month.
- (7) Type of NTV needed.
- (8) Billing office address and Billed Office Address Code (BOAC) number (Requests for BOACs are submitted to GSA (FBF), Washington, DC 20406).
- (9) Custodian's address.
- (10) Point of contact and telephone number.

b. Upon assignment of the vehicle, the GSA FMC will prepare a GSA Form 1152 (Motor Vehicle Assignment Record) to be signed by an authorized representative from the requesting user. Vehicles assigned permanently may be retained by the user as long as the required authorization exists.

### 3-5. Issuance of substitute vehicles

a. The Interagency Fleet Management System (IFMS) will provide substitute vehicles if required by the using agency at no charge, when maintenance or repair time for an assigned passenger-carrying vehicle takes longer than 5 days. The IFMS substitute service will begin after 45 days in cases of accident damage repairs. If the vehicle is considered non-economical to repair, a permanent replacement vehicle will be provided when available. Substitute vehicle service is available in all cities with contractors listed in the GSA Travel Directory and GSA FMCs. The monthly charge for the IFMS assigned vehicle will be billed to the user, but there will be no fixed charge for the substitute vehicle rental. The user will be responsible for all variable costs, including fuel incurred during the rental period. Since GSA is not billing the user for mileage on the assigned vehicle during this time, there will be no increase in operating costs.

b. Substitute vehicle service will not be provided when:

(1) Maintenance or repair on the assigned vehicle is directly attributable to the customer's failure to have the required preventive maintenance performed.

(2) The assigned vehicle must undergo maintenance or repairs not considered "normal wear and tear".

(3) The assigned vehicle is lost, stolen, or destroyed by natural events or disasters. In these situations, a permanent replacement vehicle will be provided when available.

### 3-6. Operator responsibility

a. The use of Government-owned vehicles is restricted to official purposes IAW Federal law. The motor vehicle operator is responsible for the proper use, servicing and protection of the vehicle while in the operator's custody and is responsible for reporting any accidents in which the vehicle is involved.

b. Operators responsibilities:

(1) Always carry required operating permits to include a valid state drivers license. Each facility or fleet manager will visually check the operators license prior to issuing a NTV.

(2) Always operate NTVs in a safe and prudent manner, obeying all Federal, state, local traffic laws. Traffic violations are the operators responsibility to pay any fines, etc.

(3) Always safeguard the vehicle, the U.S. Government Credit Card (SF 149A), and the ignition keys against theft or misuse by:

(a) Removing the credit card and ignition keys and locking the vehicle when left unattended.

(b) Removing the vehicle credit card and carrying it with the operator when the vehicle is left at a commercial facility for service, inspection, or repair.

(c) Turning in the vehicle credit card and keys for the vehicle to the GSA FMC when the vehicle is returned to GSA.

(4) Always contact the GSA FMC prior to transferring a vehicle out of the GSA FMC's area of responsibility.

(5) Assure that a purchase order number is obtained from the GSA Maintenance Control Center prior to receipt of service or repair over \$50.00.

(6) Always fasten seat belts prior to putting the vehicle in motion and ensure that all passengers have their seat belts fastened.

(7) Always use regular unleaded fuel from self service pumps when available.

(8) **Ensure there is no smoking in the vehicle.**

### 3-7. Violation of state and local motor vehicle traffic laws

a. Operators will become familiar with and obey all motor vehicle traffic laws of the state(s) and local jurisdictions in which they operate.

b. Violation of state or local motor vehicle traffic laws can result in fines and/or imprisonment of the operator.

c. Fines imposed on a Government employee for an offense committed while in the performance of official duties are imposed on the operator personally. Payment of these fines is the personal responsibility of the operator.

### **3-8. Interstate highway speed limits**

Many states have raised their maximum speed limits from 55 mph to 70 mph for portions of the Interstate Highway System. In some states there is no maximum speed limit on the Interstate Highway System. Operators of GSA NTVs shall not exceed the posted speed limit or 70 mph which ever is slowest. Operators of Commercial Utility Cargo Vehicle (CUCV) NTVs (M1008, M1009, and M1028) shall not exceed 55 mph.

### **3-9. Use of safety belts**

Executive Order 12566 requires all Federal employees to use safety belts while occupying motor vehicles for official use.

### **3-10. Use of credit card**

When purchasing fuel from service stations, use the SF-149A (U.S. Government National Credit Card) furnished with the vehicle. Go to one of the of the contractors listed in the Defense Fuel Supply Center Handbook entitled, "Guide to Service Stations for Gasoline, Oil and Lubrication" (DFSCH 4280.1). The pamphlet will be retained in the glove box of each vehicle. Be sure to ask the attendant if they accept the Government credit card prior to fueling the vehicle. When available, self-service pumps should be used in order to save fuel costs.

### **3-11. Check service station sales receipts**

a. The operator is responsible for obtaining a copy of the sales receipt for each purchase made and verify that all pertinent information is recorded on the receipt prior to signing. The required information needed on the receipt is as follows:

- (1) Name and address of service station and date of purchase.
- (2) Verify written amount with imprinted amount to be sure they are the same.
- (3) License tag number of the vehicle.
- (4) Proper billing address and 10 digit account number as shown on the credit card.
- (5) Write the vehicle mileage on the ticket.
- (6) Sign the receipt.
- (7) Make sure credit card imprint is legible.
- (8) Purchase 87 Octane (regular) unleaded fuel only.

b. When the information is correct, the operator will sign for the fuel/services and forward a copy of the sales receipt to the RSC/Installation Fleet/Activity Manager. Service station sales receipts should not be included with

the monthly mileage report, GSA Form 494 or the GSA Form 3478.

### **3-12. Unauthorized Use of Credit Cards**

Storage, parking, major repairs, purchase of tires, tubes and batteries, or any other items or services not listed on the back of the credit card are not to be purchased with the SF 149A.

### **3-13. Interagency Fleet Management System (IFMS)**

GSA's computer system maintains the following:

- a. Sales and expense data.
- b. Monitoring preventive maintenance of vehicles in the IFMS.
- c. Complete and timely information on the fleet and customers. For billing information or questions specific to GSA billing, contact your Fleet Management System (FMS) coordinator.

### **3-14. Billing/budget instructions**

a. Under the FMS, a GSA Form 494 (Monthly Motor Vehicle Use Record) is produced each month for each using activity. The GSA Form 494 lists all vehicles assigned and will be sent to the customers by the 5th of the month. Complete and return the form in the self-addressed envelope to the Fleet Management Branch NLT the 20th of every month. The GSA Form 494 is a two part carbonized form. The customer copy should be retained as the RSC/Installation record copy. Detailed instructions for the use of this form are printed on the back of the customer's copy. All receipts for fuel should be sent to the appropriate FMC. Do not include these receipts in the envelope containing the GSA Form 494 since it is returned to the Fleet Management Branch. Any questions concerning billing discrepancies should be directed to the appropriate FMC.

b. Each RSC/installation will submit to the Commander, U.S. Army Reserve Command, ATTN: AFRC-LGT-T, 3800 N. Camp Creek Parkway SW, Atlanta, GA 30331-5099, a certified to be true and correct copy of the monthly GSA Form 789 (Statement, Voucher and Schedule of Credits) and GSA Form 2529 (Interagency Fleet Management System Detailed Billing Register). Forward a copy of these reports to the USARC when completed.

### **3-15. Maintenance Control Center (MCC)**

a. The MCC operates during normal duty hours and is staffed by Field Service Advisors that authorize all repairs and maintenance over \$50.00. The MCC will direct the user to qualified established vendors in the area for accomplishing repairs. The tune-ups, new tires, brake jobs, new batteries, wheel alignments, carburetor work, and shocks are to be authorized by the MCC regardless of cost. This center controls all vehicles located in the regional area.

b. Repair invoices should be prepared in accordance with the Maintenance Procedures card with each vehicle.

The invoice will include the vehicle license number, odometer reading, and authorization number provided by the MCC. Mail the completed invoice to the GSA Regional Maintenance Control Center.

c. The vehicle operator is responsible to assure that a purchase order number is obtained from the MCC prior to receipt of service or repairs over \$50.00.

d. The GSA Form 3478 (Motor Vehicle Service Authorization) is designed for scheduling preventive maintenance for vehicles. This form will be issued each time a vehicle requires preventive maintenance. The form will specify the mileage and or date by which the inspection must be completed in addition to the specific service procedures required. After the inspection is completed, the user will return the Fleet Management Branch copy, in the envelope provided, indicating the mileage and the date the inspection was performed. Invoices should be sent to the MCC for payment.

### 3-16. Federal Government Self-Insurance

Government employees who use Government-furnished vehicles or commercially rented vehicles in performing official business should be aware that the Government is essentially a self-insurer. Government employees are insured in the areas of loss or damage to Government property and the liability of Government employees for actions within the scope of their duties. Claims for the injury or death of third parties or damage to their property arising from Federal employee negligence in the operation of a Government-furnished vehicle are covered by the Federal Tort Claims Act (28 U.S.C. Sec. 2671 et seq.) as implemented by individual Federal agencies. Appropriated funds generally are not available for the purchase of insurance to cover loss or damage to Government property or liability of Government employees. Any questions should be directed to the appropriate FMC.

### 3-17. Vehicle Damage and Agency Liability

a. The Vehicle Operator's Manual and Accident Reporting Kit containing all required forms for reporting accident, are located inside the glove box of each vehicle. Instructions contained in this kit should be followed in the event you are involved in an accident. As prescribed by FPMR 101-39,406, (available from the GSA Regional office) GSA will charge the using activity for all costs resulting from damage (i.e., accidents, vandalism, theft,

acts of God - hail, flooding, etc.) to an IFMS vehicle which occurs during the period that the vehicle is assigned or issued to that activity or an employee of an activity, unless the damage was:

(1) A result of the negligent or willful act of an identifiable third party.

(2) A result of proven mechanical failure of the vehicle.

(3) A result of normal wear.

b. If damage is caused by the use of tobacco product, i.e., tobacco smell or cigarette burns in the upholstery or carpeting, the using unit/activity will be held liable for the repair and/or cleaning of that vehicle.

### 3-18. Grounds for GSA to Withdraw Vehicles

GSA may withdraw vehicles from further use by the user involved if it is determined that the using activity has not complied with the provisions of FPMR 101-39.3, (available from the GSA Regional office), or that the vehicle has been maintained or used improperly. Improper use includes, but is not limited to: credit card abuse and misuse, continued violation of traffic ordinances, at fault accidents, reckless driving, driving while intoxicated, and use of the vehicle for other than official purposes.

## Glossary

BOAC.....	Billing Office Address Code
CUCV.....	Commercial Utility Cargo Vehicle
FMC.....	Fleet Management Center
FMIS.....	Fleet Management Information System
FMS.....	Fleet Management System
FPMR.....	Federal Property Management Regulation
GSA.....	General Services Administration
IFMS.....	Interagency Fleet Management System
IMEAC.....	Interagency Motor Equipment Advisory ..... Committee
MCC.....	Maintenance Control Center
MSC.....	Major Subordinate Command
NTV.....	Non-tactical vehicle
RSC.....	Regional Support Command
TAADS.....	The Army Authorization Documents System
USARC.....	United States Army Reserve Command