



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG  
UNIT 29237  
APO AE 09102-9237

IMEU-BW-LGT

1 June 2009

TRANSPORTATION MOTOR POOL  
EXTERNAL STANDARD OPERATING PROCEDURES

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**CHAPTER 1**

**1 PURPOSE:** This Standing Operating Procedure (SOP) establishes responsibilities, policies and operating procedures for the use of the USAREUR Interagency Fleet Management System (IFMS) leased non-tactical vehicle (NTV) fleet and the interface between the USAREUR IFMS and the UNITED STATES ARMY GARRISON-BADEN WUERTEMBERG (USAG-BW), Directorate of Logistics (DOL), Transportation Motor Pool (TMP).

**1-1 GENERAL:** Effective 1 October 1997, United States Army Europe (USAREUR) Interagency Fleet Management Services (IFMS) assumed control and theater level management of the UNITED STATES ARMY GARRISON- HEIDELBERG (USAG-BW), Directorate of Logistics (DOL), Transportation Motor Pool (TMP), Non-tactical Vehicle (NTV) fleet. USAREUR IFMS provides vehicle support consistent with the USAG-BW, DOL, TMP mission requirements.

**1-2 APPLICABILITY:** This SOP is applicable to users (customers) of NTV's assigned to the USAG-BW, DOL, TMP.

**1-3 RESPONSIBILITIES:**

a. The USAG-BW, DOL, and TMP is responsible for:

(1) Establishing and defining procedures for the dispatch and operational control of assigned NTV assets. The coordinating of maintenance and service with the USAREUR IFMS, Fleet Management Center Mannheim and for the timely delivery of USAREUR IFMS leased NTV's for maintenance and service to USAREUR IFMS or as directed to the designated service providers (venders).

- (a) Notifying units/activities of scheduled services.
- (b) Being aware of the vehicle service cost level.
- (c) Promptly notifying customers for pick up of completed vehicles from service providers/venders.
- (d) Scheduling/arranging for customer delivery to and receipt from service provider/vender.
- (d) Notifying units/activities on adjustment to services.

(2) Maintaining accountability of assigned USAREUR IFMS leased NTV and remnant fleet vehicles.

- (a) Keeping the Transportation Motor Pool System-Redesign (TMPS-R) data up-to-date.
- (b) Keeping mileage budget database for the past three (3) fiscal years (Mileage Budget Concept).

(3) Keeping funding and billing control of the USAREUR IFMS leased NTV's and for other services as follows:

(a) Providing mileage usage to USAREUR IFMS monthly and keeping mileage use data of remnant fleet.

(b) Monthly reconciliation of billing submissions from USAREUR IFMS.



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(c) Submitting the USAREUR IFMS billing monthly to the appropriate USAG-BW Resource Management Cell for payment. Ensuring one (1) copy of each bill is forwarded to USAG-BW, S-4, Transportation Officer (TO) and one (1) copy is kept on file at TMP.

(4) Promptly investigate vehicle accidents and coordination of Financial Liability Investigation of Property Loss (FLIPL) or other actions on vehicles involved in accidents with USAREUR IFMS. Initiate FLIPL, claims or other actions. Ensuring copies of accident reports, etc., are provided by the units/activities to the TMP and USAREUR IFMS. Coordinate corrective actions with the unit/activity of the operator.

(5) Bringing all service problems to the attention of the USAREUR IFMS and the USAG-BW, S-4, TO for resolution.

(6) Monitoring vehicle dispatch and utilization for evaluation to justify changes to Table of Distribution & Allowances (TDA) authorizations.

(7) Conducting Winter Driving Training annually during October and November for initial issue licensees. Training will be annotated on the driver's OF 346 and DA Form 348 (Equipment Operator's Qualification Record) when performed.

b. USAREUR IFMS is responsible for:

(1) Arranging for maintenance and services for the USAREUR IFMS leased NTV fleet.

(a) Scheduled services, including necessary brake test.

    Unscheduled services, including necessary brake test.

(c) Vehicle recovery service.

(d) Car wash contract administration.

(2) Billing USAG-BW and all other customers monthly for rental rate, plus miles driven as specified in the applicable USAREUR IFMS rate bulletin.

(3) Annually ordering of replacement vehicles to meet mission requirements. Coordination with TMP personnel is required. Ensure that adequate USAREUR IFMS vehicles, meeting the necessary specifications and not exceeding the given prices, are delivered timely as requested by the TMP thru USAG-BW.

(4) Determine vehicles to be replaced, because of miles, conditions, or to meet USAREUR IFMS replacement criteria as coordinated with TMP personnel.

(5) Reimbursement to appropriate governmental organization (USAG-BW) for fuel, oil, and other POL products, etc. and for other required services provided by the USAG-BW, DOL, TMP.

(6) Providing lease vehicle requirements IAW TDA authorizations.

(7) Coordinating with the TMP manager, to assure compliance with US Army Administrative management of the USAREUR IFMS leased NTV fleet.



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**GOVERNMENT FUEL CARD ISSUE AND USE**

Government fuel cards are issued through AAFES Europe for use in Germany ONLY. The cards are for use at Esso fuel stations throughout Germany and only for the Government vehicle the card is issued for.

**A. Requesting temporary issue of Government Fuel Card**

1. Units requesting NTV support from the TMP will prepare a Request for NTV Dispatch and annotate on the request in the Description block, the request for temporary issue of Government Fuel Card and the reason and purpose for the request. Issue of the Government Fuel Card is not for convenience of the operator, but, for mission needs where the vehicle operation will be distant from military installations' official fuel points, or on military installations that do not have official fuel point services.

2. Upon approval of the NTV dispatch request and issue of the requested NTV, the operator will sign for receipt of the assigned vehicle's Government Fuel Card and Vehicle registration on DA Form 3161.

3. Upon completion of dispatch, the vehicle operator will return the completed dispatch form, the Government Fuel Card, the vehicle registration, and all receipts if the Government Fuel Card was utilized, to the TMP.

**B. Requesting permanent issue of Government Fuel Card**

1. Permanent issue of Government Fuel Cards for NTV will be strictly limited to:

a. NTV assigned to unit/section on recurring dispatch

b. NTVs that are required to support missions outside of normal TMP operating hours/days where requests to issue Government Fuel Card can not be honored. (ie: Critical Mission Essential NTV, Emergency Essential NTV, Geographically separated installation/sub-installation without official fuel points, NTV assigned to Commanders, and NTV assigned to units/sections whose mission requires normal operation outside of military installations (ex: Safety, PAO, PSD, ESD)).

c. Requests for permanent issue of Government Fuel Cards for assigned vehicles will be signed by the Unit Commander, or, Staff Director to: Commander, USAG Baden-Wuerttemberg, Attn: IMEU-BW-LGT, Unit 29237, APO AE 09102.

d. Unit Transportation Coordinator will receipt the Government Fuel Card on DD form 2063. Unit will request renewal of request annually in conjunction with the annual request for renewal of authorization of recurring NTV assignment.

d. USAG-BW S-4 is responsible for:

(1) Distribution of funding for BASOPS, OPTEMPO and reimbursable customers.

(2) Establishing BOACs with USAREUR IFMS for each customer designated to pay monthly USAREUR IFMS leased vehicle and NTV charges.

(3) Ensuring that upon receipt of IFMS monthly bill, the original is forward to the appropriate USAG-BW Resource Management Cell for immediate processing for payment.

(4) Paying the overall charges for the entire leased vehicle fleet.

(5) Compilation of data from USAG-BW, DOL, TMP on the mileage budget for input into the command operating budget, submitted to ODCSLOG (RM) annually.

(6) Compiling and submission of the USAG-BW, DOL, TMP annual leased vehicle requirements to USAREUR IFMS by type and category of vehicles.



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(7) Monitoring vehicle dispatch and utilization for evaluation to justify a decrease or increase in the TDA authorization.

(8) Monitoring funding utilized and make funding adjustments during the mid year review.

e. Unit Transportation Coordinator (UTC) is responsible for:

- (1) Serving as the unit POC for matters concerning NTV's usage and recurring-dispatch status and when the unit requires NTV's from the general-dispatch fleet.
- (2) Attend required training on the duties, responsibilities, and procedures for sound fleet-management practices.
- (3) Obtain and be familiar with the USAG-BW standing operating procedures (SOP).
- (4) Create and maintain an in-house scheduling system to ensure customers NTV requirements are recorded and met.
- (5) Consolidate and coordinate NTV requirements to ensure the maximum possible use of the NTV fleet.
- (6) "Right-size" the unit fleet to ensure that assigned vehicles meet utilization standards.
- (7) Provide guidance, assistance, and documentation to unit personnel when they must be referred to the TMP for general dispatch support.
- (8) Ensure all personnel using recurring dispatch vehicles are properly licensed, conduct preventive maintenance checks, and are familiar with NTV use and documentation requirements. They will also ensure that the users properly complete all NTV usage procedures.
- (9) Ensure dispatch sheets are properly completed and all NTV usage (miles driven and days used) is documented.
- (10) Conduct quarterly utilization reviews based on unit transportation requirements for recurring dispatch vehicles.
- (11) Serve as the TMP POC for the resolution and payment of traffic violations incurred by unit NTV user.
- (12) Serve as the TMP POC for requests for modification of assigned NTV's. Modification requests must meet USAG-BW and TMP guidelines for permissible work. The requesting unit will pay for the original modification and the restoration of the vehicle to its original configuration and design.
- (13) Comply with policy and instructions on reporting utilization data.
- (14) Coordinate the timely delivery of assigned NTV's to maintenance vendors for service repair as directed by the TMP. Local contractors will perform all maintenance, repairs, and warranty service on IFMS vehicles. The TMP will notify UTC's with instructions on the turn-in for the routine maintenance. UTC's will coordinate the delivery of the NTV, pickup and delivery of the driver, and later retrieval of the NTV.
- (15) Record maintenance downtime on the dispatch sheet and coordinate with the TMP to report when NTV's are placed in and returned from maintenance status.



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- (16) Serve as the unit POC for NTV breakdowns. This includes informing unit leaders and NTV users that the unit is responsible for coordinating and providing onward or return transportation to stranded users. Onward or return transportation of stranded NTV users is not the responsibility of a vehicle recovery contractor, the TMP staff, or IFMS.
- (17) Immediately notify the TMP if an NTV user reports a vehicle breakdown or accident. The TMP will require information to coordinate vehicle recovery.

**1-4 NTV Utilization Standards**

- a. The justification for establishing and maintaining an NTV will be based on the three measures of NTV utilization: monthly miles driven, percentage of days NTV is used, and criticality of use.
  - (1) DOD and DA require only a mileage utilization standard. In Europe, the combined mileage and daily-use criteria are based on traditional utilization considerations.
  - (2) The criterion for criticality of use was established to recognize the initial justification required of users to define their mission requirement and the effect of not being provided an NTV. Criticality of use justifications also recognizes the essential nature of the NTV assignment, which is similar but less than DOD and DA assignments of some vehicles as "continuous assignment."
- b. TMP will initially identify NTV's as properly utilized based on the monthly mileage and the NTV usage percentage. An indication of proper utilization does not necessarily confirm actual proper utilization; it is only a notice to fleet managers of potential utilization issues. Further analysis may be conducted by referring to past utilization records. By doing this, NTV managers will be able to-
  - (1) Analyze actual use patterns.
  - (2) Determine whether the actual use supports the initial or annual justification.
  - (3) Identify when NTV's might be underused.
  - (4) Determine the appropriate dispatch status (general, recurring, or critical-use dispatch).
- c. All IFMS NTV's assigned shall be subject to utilization criteria shown below.
  - (1) Mission requirement: A unit must have an essential and documented need for a vehicle to be dispatched on a recurring basis. Need must reflect that use of the General Dispatch fleet would be detrimental to the units BASOPS mission.
  - (2) Daily use requirement: Minimum of 80% vehicle availability, usage each month.
  - (3) Mileage use requirement: Minimum of 850 miles (1360 kilometers) per month.
  - (4) Criticality of use requirements: Vehicles exempt from utilization criteria, based on criticality of need, are as follows: Commanders of Battalion level units and larger, USAREUR Deputy Chiefs of Staff, Fire Department, Military Police, Emergency Medical Services, Physical Security, Protocol, and some DPW Craftsmen. All other assigned vehicles must meet requirements to remain on recurring dispatch.
- d. If reviews indicate that a vehicle is not meeting standards monthly (30 days), the vehicle(s) will be assigned to the General Dispatch (GD) fleet for daily use by the Community activities. After an additional 30 days, vehicle(s) returned to the GD fleet, which fail to meet established standards, will be permanently deleted from the appropriate



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USAG-BW TDA and returned to IFMS. If the NTV is excess to TMP requirements, the TMP will return it to the appropriate IFMS FMC. If the NTV is not an IFMS vehicle, the TMP will report it to the NTVT for possible transfer or disposal.

**1-5 MAINTENANCE**

**PROCEDURES:**

a. Maintenance and Services of USAREUR IFMS Leased NTV Fleet.

(1) Scheduled services and unscheduled repairs, including necessary brake test.

(a) A list of the USAREUR IFMS Fleet management inspection schedule intervals will be forwarded to the TMP to allow the TMP to strictly follow scheduled maintenance intervals, based on mileage or time, whichever comes first. These inspection schedule intervals are recorded in the Transportation Motor Pool System-Redesign (TMPS-R) so that TMP data and outputs are always IAW the USAREUR IFMS system. USAREUR IFMS maintains control on services and repairs and hands out a list with vehicle services due on a monthly basis to the TMP Dispatch Office by the 15th day of each month. A brake test will be administered during each service and brake repair. A list with new inspection schedule intervals will be forward to the TMP immediately, if changes occur.

(b) Vehicle operators of USAREUR IFMS Leased NTV's or unit/activity transportation coordinators will be notified during their weekly dispatch or telephonically by one of the TMP Motor Vehicle Dispatchers about scheduled services, based on the latest odometer reading. Vehicle operators will report to the TMP Dispatch Office with the Equipment Record Folder and the DA Form 2404. TMP Dispatcher will initiate a preprinted DA Form 2404 and mark overdue for service. Driver will add any deficiencies and shortcomings identified and will see the TMP Truck master, who will then check the vehicle for the entered defects and the cleanliness of the vehicle. If DA Form 2404 shows incorrect entries, correction will be made on the spot and annotated on the DA Form 2404. If vehicle is dirty, inside/outside, driver will clean it, before vehicle is turned over to USAREUR IFMS. DA Form 2404 will be annotated with a work order number and the name of the vendor it should be delivered to for repairs. Driver will go directly to the respective vendor, open a work order for USAREUR IFMS and sign it. Vendor will issue one copy of work order to operator dropping vehicle off. This copy will be required when picking vehicle up from vendor when repairs are completed. Vehicle operator or transportation coordinator will keep the work order until unit/activity will be notified by the TMP to pick up the vehicle. Vendor (service or repair provider) will notify the TMP by fax or phone, when vehicle repair or service is completed and vehicle is ready to be picked up. TMP Dispatcher will notify the assigned unit/activity that vehicle is ready for pickup. Equipment Control Record of the vehicle with the necessary documentation will be kept in the Dispatch Office until the driver has picked up the vehicle from the local vendor and reported to the TMP to receive trips tickets for the upcoming dispatch period with the Equipment Control Record. TMP requires the correct maintenance days of the vehicle to correctly review the USAREUR IFMS bills; either prior to or after completion of maintenance. If drivers report to USAREUR IFMS without first reporting to the TMP Dispatch Office, USAREUR IFMS will send them back to the TMP Dispatch Office for assistance. General Dispatch vehicles will be turned in for repair or service to the respective vendor by TMP drivers or other representatives, who will also pick up the vehicles IAW above-mentioned procedures. Transportation of vehicles from one local dealer to another due to price differences will need to be reimbursed the hourly rate for recovery service to the TMP. If an organization fails to return vehicles for scheduled services, dispatch privileges will be revoked and vehicle will be retained at the TMP or operator directed to deliver the vehicle to USAREUR IFMS with a DA Form 2404. If the unit/activity doesn't deliver vehicle, TMP will arrange to have vehicle picked up from the assigned organization. Cost of recovery will be billed to organization to which vehicle is assigned.

(2) Accident/Incident Damage Repairs:



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TMP customers involved in an accident/incident will have their license/dispatch privileges suspended until liability is determined. Customers determined to be at fault will only have their driving privileges returned by the TMP when the individual presents proof of completion of Remedial Drivers Training conducted by the Heidelberg Drivers Testing Station. Remedial Drivers Training will be conducted every 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month at the Drivers Testing Station from 0900 - 1000hrs. In case of an accident/incident the vehicle operator, the senior occupant of the vehicle, the unit/activity transportation coordinator or the respective supervisor must notify the Military Police and the TMP Dispatcher. TMP will notify USAREUR IFMS immediately. Driver will deliver Accident Report (SF91) and vehicle to the TMP Dispatch Office. TMP will review Accident Report and investigate the circumstances, etc. TMP will deliver a copy of the Accident Report to USAREUR IFMS and coordinate further actions. In case damage to the vehicle exceeds \$100.00 a Report of Survey or other supply actions will need to be initiated by the TMP and forwarded to the Property Book Officers for further processing. After Survey Officer has released the vehicle for repair or disposition, USAREUR IFMS will be notified per copy of the release to repair or dispose of vehicle. In case of a claim for or against the government, if POV's are involved, claim will be reported to the US Army Claims Office.

(3) **Vehicle Recovery Service:** Vehicle recovery service for the USAREUR IFMS leased NTV fleet is contracted by USAREUR IFMS. A recovery service is included in each Equipment Record Folder.

All required services will be performed by local Wrecker Service after duty hours/when out of local (USAG-BW) area or when directed by FMC. Operators of disabled vehicles located on US installations must contact the TMP or IFMS Fleet Management Office during normal duty hours (Mon thru Fri: 07:30-16:00 hrs) to obtain recovery/repair assistance. Or the following vendors should be used (note: these partners are familiar with the vendor network and are usually capable of a faster response time):

Heidelberg area – Buddensiek towing Service at 06221-26131

Kaiserslautern area - USAG-K, TMP at DSN 483-1800/8108, CIV 0631-411-1800/8108

(4) **Use of Automatic Car Wash Facility:**

IFMS has a contract with various vendors within the local area for contracted car washes. Check with TMP Dispatch for the nearest car wash facility. IFMS lease vehicles are authorized (2) car washes per month. A copy of the cost report is forwarded to FMC for reimbursement and customer usage.

(5) **Performing Brake Test by the TMP:** A brake test machine is available within the DPW area in Bldg No. 3981. The brake test machine will be used by the BASOPS Maintenance Center (BMC) Heidelberg, and will also be available for TMP personnel. The brake test on a reimbursable basis is \$10.00 per brake test. Hourly reimbursement rate will be subject to negotiation of the two (2) organizations, prior to the beginning of the new FY. USAREUR IFMS will fill out a locally initiated form and provide it to the TMP. Brake test will be performed by TMP personnel and monthly reimbursable cost will be reported to USAG-BW with an information copy to USAREUR IFMS.

(6) **Keeping Maintenance Control at TMP:**

a. How to keep the maintenance control in TMPS-R is explained in paragraph 1-4 a (1) (a).

b. **Financial and Billing Procedures:** Funding will be centralized, so customers will not have to pay their own USAREUR IFMS costs. Allocations to support the USAREUR IFMS NTV's will be based upon the authorized number of vehicles and mileage report.

(1) **Rental Rates:** Rental rates will be charged as specified in the application IFMS rate bulletin. USAREUR IFMS will develop and publish rental rates annually, or more often, if required. They include both, a monthly base rate and a mileage or km rate for each IFMS vehicle. The mileage rate offsets operating expenses. The appropriate monthly and mileage rate will be assessed to recover expenses incurred in providing basis services. Additional



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charges will be assessed for accessory equipment, as appropriate. Accident/incident damage will be separately billed to the USAG-BW. The USAREUR IFMS will provide monthly billing for these expenses.

(2) USAG-BW and all customers will be billed on a monthly basis for the rental and mileage rate. In case of accident/incident damage repairs of vehicles, respective unit/activity will be charged on the monthly basis by USAREUR IFMS with the repair cost if the vehicle has been repaired. If vehicle will be disposed of and not repaired, unit/activity will be charged with the current book value. Within 10 workdays of receipt the USAREUR IFMS will review and forward the data to the IFMS at Fort Worth, Texas and Kansas City, Missouri. IFMS in the States will input the cost data, prepare the monthly bill for each BOAC and mail the bills thru the TMP to each BOAC POC. If a USAREUR IFMS leased vehicle is in a maintenance shop for more than 15 days, payment of the monthly rate is not required.

(3) TMP Operations personnel will reconcile each bill within 14 working days. Errors will be identified for correction in future billing cycles. USAREUR IFMS will be notified of each error and correction is coordinated between USAREUR IFMS and TMP personnel.

(4) The ASG Resource Management Cell will then forward the bill to the FAD holder for payment. Each FAD holder will certify bill for payment and forward it to the USAREUR, Finance Center for payment within 5 working days. Then the USAREUR, Finance Center will process bill for payment and mail a check to IFMS, Kansas City within 5 working days.

c. Ordering of New Vehicles and Identification of Vehicles to be replaced. Annual ordering of new vehicles will be performed in close coordination with USAG-BW, DOL, S-4, Transportation Office and USAREUR IFMS for all USAG-BW TMPs. Price level of the rental and mileage rate of USAREUR IFMS leased vehicles will need to be reviewed, prior to the ordering of the new vehicle.

d. Dispensing Fuel and Issuing Fuel Coupons, Oil and other POL. At the end of each month, the USAG-BW compiles and forwards the monthly fuel bill to USAREUR IFMS for reimbursement. Fuel points not equipped with TRAC will need to send the monthly fuel consumption list to USAREUR IFMS for reimbursement. Fuel Coupons will be reported monthly to USAG-BW, S-4, POL and will be reimbursed by USAREUR IFMS. Engine oil or other POL products will be issued to the USAREUR IFMS leased vehicle fleet and reported to USAG-BW for reimbursement by USAREUR IFMS. If no oil or other POL is available at TMP, USAREUR IFMS will acquire it thru their own contracting channels.

## **CHAPTER 2**

### **STANDARDS OF CONDUCT**

#### **2-1 CONSUMPTION:**

a. No driver (Military or Civilian) will consume Alcoholic Beverages, Drugs, or any intoxicant in any amount while on duty.

b. Any driver reporting for dispatch exhibiting any degree of intoxication or any driver while on dispatch found consuming an intoxicant or any appearance of influence will be subject to loss of dispatch privileges and disciplinary action.

c. Offenders may be subjected to suspension of U.S. Government Motor Vehicle Operators Identification Card Drivers License (OF 346) and/or dismissal for cause. Military offenders will be dealt with in accordance with the Uniform Code of Military Justice (UCMJ).



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## 2-2 UNAUTHORIZED BEHAVIOR

a. Vehicle operators are not authorized to:

(1) Converse with microphones, car phone or cellular phone while operating an NTV, except when using a hand-free device to conduct official business.

(2) Dispatch or drive if a member of his/her family has a communicable disease unless he can present a medical certificate stating that he cannot transmit the disease to other people.

(3) Eat, drink, or smoke while driving.

b. In case of sickness which would disable the driver in carrying out his task as required, he is not authorized to drive until he is cured. Sickness of this nature will be reported immediately to the employer.

c. Use of NTV is prohibited for unofficial business. Drivers will be subject to loss of dispatch privileges and disciplinary action.

d. Do not exceed the maximum speed limit government owned vehicles, 120 KPH on the Autobahn and 50 KPH in the city unless lower limits are posted.

## 2-3 MISUSE OF VEHICLES

1. IAW Transportation Motor Pool SOP and USAREUR Reg 58-1, Supervisors and Operators need to be concerned with just some of the misuse and unsafe operations that have been observed with TMP vehicles. TMP operators must exercise sound judgment and observe safe practices when using TMP vehicles.

2. Most common types of misuse and unsafe acts observed include:

A. Exceeding the 75 mph /120 km speed limit limitation.

B. Vehicles taken into the housing areas picking up or discharging personnel, and/or vehicle parked and left overnight. Domicile to duty transportation is not authorized.

C. Parking in the PX, Commissary, Snack Bar and other Commercial locations. This suggests personal use of the vehicle.

D. TMP vehicles parked in unsecured areas overnight. Vehicles must be parked on a Post/Caserne, if available at a TMP parking area.

E. Smoking while driving. Smoking in a TMP vehicle is not allowed at all!

3. Commanders must ensure that their personnel are utilizing TMP vehicles for "Official Use Only" and that the appropriate guidance is disseminated to their subordinates.

4. Misuse and unsafe operations of TMP vehicles will not be condoned and operators will be recommended for punitive actions and the vehicle returned to the TMP Operations.

5. Removing seats from a passenger vehicle.



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It is forbidden to remove seats from a passenger vehicle. All repair cost for damages resulting from removed seats will be reimbursed from the using unit.

**CHAPTER 3**

**DISPATCHING PROCEDURES**

**3-1 MISSION:**

To provide required vehicle transportation for the US Military Community Activity Heidelberg, and all supported units and/or installations.

**3-2 GENERAL:** The Operation Section is responsible for:

- a. Dispatching vehicles on a seven-day basis, or with exception, 14 days schedule for ease of USAREUR IFMS billing.
- b. Controlling the Preventive Maintenance Checks & Service (PMCS) during there dispatch process.
- c. Daily operations of all vehicles assigned to include TMP and for providing safe, efficient and economical transportation for the command and supported units.

**3-3 VEHICLE REQUEST**

a. All vehicle requests will be properly filled out and signed by the Unit Transportation Coordinator or Officer in Charge.

b. Vehicle request will be received by the dispatch office at least three working days prior to date needed. Same day request will be supported if General Dispatch vehicles are available. If TMP cannot support request, a Statement of Non-availability will be issued to requesting unit.

c. Dispatch office will determine the quantity and type of vehicle required for each mission based on the justification of the request and what is available. Normally dispatches will not exceed 12 hours unless approved by the MTO or his/her representative in writing.

d. Based on non-availability of non-tactical vehicles by the TMP, units/organizations can request to lease vehicles on a short term or long term basis. Short term leases are used to satisfy surge requirements of a temporary nature and do not require a TDA authorization. Short term leases may not be renewed. A new lease request must be submitted. Long term leases require a TDA authorization after the first year of use. If a new mission requires a permanent vehicle a TDA authorization change request (DA Form 4610-R) should be submitted through the DOL to the USAG-BW, S-4. Leases to satisfy long term missions should only be used until such time as an IFMS vehicle can be provided.

**3-4 PERMISSIBLE OPERATING DISTANCES (POD)**

(1) The Transportation Motor Pool general dispatch fleet will not operate outside the DOD/DA permissible operational distance of 100 miles of the USAG-BW geographical boundaries without prior approval of the Motor Transport Manager.

(2) Criteria for dispatching non-tactical vehicle assigned to the general dispatch fleet are as follows:

a. Vehicle dispatches for mission within the POD are limited to a one-way distance of 100 miles and are to be returned at the close of the workday (1700).



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- b. Units/activities with missions exceeding the POD require approval by the Motor Transport Manager at time of request.
- c. Vehicle may be dispatched for missions that exceed the 100-mile POD, but will not exceed 12 hours of travel to conduct and complete the official business. Periods in excess of 12 hours constitutes the issuance of travel orders therefore is TDY, which limits the use of TMP assets and must be reviewed and approved by Motor Transport Manager prior to dispatch.
- d. The Transportation Motor Pool is requesting that funding (Funding Allocation Document or Military Interdepartmental Purchase Request) (FAD/MIPR) be provide for use of general dispatch vehicle(s) that exceed the programmed vehicle mileage. The FAD/MIPR should be provided in advance to cover transportation requirements using the general dispatch fleet. Therefore the using units/activities is required to provide funding for the entire cost of their approved mission i.e. IFMS vehicle daily rate, mileage and etc.

### **3-5 DISPATCHING**

- a. Dispatcher will check driver's licenses (OF 346) for expiration date, winter driving stamp (if applicable) and type of vehicle the driver is authorized to operate.
- b. Driver will receive trip ticket, Preventative Maintenance Checks and Services (PMCS) checklist and key(s).
- c. Driver will perform PMCS and record all deficiency on DA Form 2404 prior to operation of dispatched vehicle. All deficiencies will be reported to the dispatch office before and after vehicle operation.
- d. No seats will be taking out of passenger vehicles. By violation the cost of damage to the floor or lost seat will be charged from the using unit.

### **3-6 SAFEGUARDING VEHICLES**

- a. TMP vehicles will not be parked unattended except in an authorized parking lot. NTVs will be parked on a Military Installation during non-duty hours. If a Military Installation has a Motor Pool, the vehicle will be parked there.
- b. During hours of daylight, sedans or closed type vehicles may be left unattended if the ignition, doors, and windows are locked and secured.
- c. Personnel responsible for ordering a driver to violate these instructions will be reported to their immediate supervisor.

## **CHAPTER 4**

### **PRIVATELY OWNED VEHICLES**

#### **4-1 RESPONSIBILITIES**

- a. POVs will not be repaired in a U.S. Army shop. Army tools and equipment will not be used for the repair of POV's. These procedures will pertain to all military and civilian personnel.
- b. Personnel off-duty will not be allowed to loiter in the Motor Pool. Unless civilian personnel are coming on duty or are off duty, they have no business in the Motor Pool. In case of an "Official Visitor" such as an inspector,



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the Motor Transportation Officer will be contacted immediately. No one will be allowed to inspect or wonder about the Motor Pool unaccompanied.

**CHAPTER 5**

**SECURITY**

**5-1 VEHICLE SECURITY**

a. All vehicles not in operation, that is parked, will have the dispatch and keys removed and turned in to the Operation Section, Bldg # 157.

b. Duty Hours: 0715 - 1600    Lunch: 1200 - 1300

c. Vehicles are required to be secured at all times while parked unattended in the TMP parking area.

d. Non-Duty Hours and/or Hours of Darkness:

- (1) All vehicles will be secured.
- (2) Remove keys and dispatch.
- (3) Firmly lock hand or foot emergency brake.
- (4) Secure all windows.
- (5) Return keys and dispatch to the Operation office.

e. Supervisor will periodically inspect the motor park for adequacy of security.

f. Keys for these vehicles will be maintained in the dispatch office when not in use. Duty personnel will inventory vehicle keys to ensure that security measures are in effect.

**5-2 KEY CONTROL**

**5-3 PROCEDURES:** Key Control of all TMP keys is kept by the TMP Dispatcher and the Operations Supervisor of the TMP. Personnel receiving keys out of the TMP key boxes must sign the key control record and return keys by COB every day. Keys issued to key personnel of the TMP compound, such as USAREUR IFMS Mannheim will be controlled by temporary hand receipt which is to be signed (updated) quarterly.

(1) Vehicle keys are continuously assigned to the respective customer organizations (vehicle users). Vehicle keys of the TMP assigned and General Dispatch Vehicle fleet will be controlled by the TMP Dispatchers, including spare keys of the General Dispatch Fleet.

(2) One each fuel key of each vehicle has been issued by the USAREUR IFMS to the TMP, whose dispatchers issued the keys to the respective organizations.

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**CHAPTER 6**

**THE PROPER USE OF NON-TACTICAL VEHICLES (NTV's)**

Government owned Vehicles (GOVs) is meant to be used for official purpose only. NTV's present a tempting opportunity to divert for personal convenience as a result of their commercial design and widespread use. Accordingly, personnel must be frequently reminded that use of NTV's is restricted to official business.

Determination as to official use will be within the parameters of applicable laws and regulations. Commanders and drivers of NTV's are responsible for the correct use of assigned vehicle(s) while under their supervision/use. Unauthorized or willful misuse of a NTV will be cause for disciplinary action. Depending on the facts and circumstances the criminal sanctions of 18 U.S.C 641 may apply to the misuse of a government motor vehicle. The statute provides a fine up to \$10,000 and imprisonment up to 10 years.

Assessment of whether a specific use if for an official purposes must include consideration of all pertinent factors, including whether the use is:

- essential to successful completion of a DOD function, activity or operation.
- consistent with purpose for which the vehicle was acquired and dispatched.
- cost effective to the government.

Specific guidance includes the following: Army vehicles may not be provided or used for reasons of rank, prestige, or personal convenience.

In some cases there is a thin line between authorized and unauthorized use. The following explanations may help to shed some light into some of the gray areas and clarify whether the use of a NTV is authorized or not.

**DOMICILE TO DUTY TRANSPORTATION:** NTV's are not authorized for use in transporting individuals from domicile to duty. Exceptions will be made for Family Support Group activities during exercise and contingency deployments. With certain limited exemptions prescribed by statute, home to work transportation is not transportation for an official purpose and is prohibited. Normally, such transportation is a personal responsibility. Within the Department of the Army only Secretary of Defense can approve exemptions to policy.

A scheduled shuttle service to provide transportation between troop billets and work sites/dining facilities for unaccompanied enlisted soldiers is authorized. Individual trips/vehicle(s) may not be used.

**REQUIREMENT TO OBTAIN TRANSIT CLEARANCES WITH CROSSING INTERNATIONAL BORDERS:** It is imperative that units and activities are aware and understand the requirements of the Foreign Clearance Guide and the need to obtain border clearance when crossing international borders of most NATO and non-NATO countries in a US Government Owned Vehicle. Units and activities are advised that recent authorizations for specific commands to procure USAREUR plated license tags; versus US Army plated license tags, does not negate insurance or border crossing requirements. All users of IFMS and Army owned vehicles must obtain proper border clearances, and appropriate insurance, when required, prior to crossing international borders to preclude any international incidences from occurring.

Units and activities with requirements to cross into NATO and non-NATO countries because of mission must first obtain prior approval from the USAG-BW, Transportation Motor Pool for use of IFMS or Army owned vehicles. After obtaining approval, Commanders and Agency heads may contact the 1<sup>st</sup> TMCA TMCC for up-to-date



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information at DSN 483-6177, or commercial, in Germany, 0631-411-6177. Additionally, in most instances your local MCT/BMCT can assist you with details of processing your Diplomatic/transit Clearance request.

**OFFICE TO OFFICE TRANSPORTATION:** Transportation between place of work and official activities in the local area may be authorized under the above outlined conditions, but side trips for unofficial purposes are not allowed.

**CERMONIES:** Generally, transportation to retirement ceremonies or parades, change of command ceremonies or funerals are authorized only for those officials who are in the direct chain of command of the honoree, or who are actually participating in the event in their official capacity and not merely attending the event. When official travel is authorized for general attendance, the mode of transportation provided will normally be via mass transportation rather than individual vehicle(s).

It is permissible for officials merely attending these events to travel on a space available bases in GOV with an authorized user. However, no additional expense or time must be required to accommodate space available passengers. The size of the vehicle authorized must no larger than that required for the performance of official business.

**TEMORARY DUTY:** The most cost favorable mode of transportation should be used for TDY Trips. The voluntary use of privately owned vehicle(s) (POV's) is less expensive than the use of a GOV and often may be less costly than other available modes (for example, rail, air). In case a GOV is used for a TDY trip, because it turned out to be cost effective to the Government or another mode of transportation would be impractical. (Do not confuse impractical with inconvenient). Transportation is authorized between lodging and place of duty. Transportation to and from entertainment or recreational facilities is prohibited.

**TRANSPORTATION TO AND FROM MILITARY TERMINALS:** NTV Transportation to commercial airports is only authorized if terminal are located in areas where public bus or rail can not meet mission requirement in a responsive manner. In USAREUR in-processing soldiers are required to travel to the gaining community from the 64<sup>th</sup> Replacement Detachment on the sponsorship bus (S-Bus). The S-Bus program was implemented as a part of the sponsorship enhancement program, which eliminate the need for soldiers to travel to Frankfurt to meet incoming personal.

**SPOUSES:** Spouses of Army personnel may be transported only when traveling to an official function with the military or civilian member and the transportation of the spouse does not result in additional expense to the Army. Spouses are only permitted to travel in NTV's on a space available basis when they have an official role in the event.

**PETS:** Pet transport alone is not justification to use an NTV. Pets may be transported in an NTV when an incoming soldier, civilian, or family is being transported as authorized by the Commander.

**MEDICAL APPOINTMENTS:** Transportation of Army personnel from place of duty to medical appointments is authorized when other means of transport is inadequate or impractical. The personnel commander/supervisor is responsible for assigning a driver for the person with the medical appointment. A medical appointment is an appointed place of duty and NTV use to accomplish this duty is considered for official purposes.

**LIFE SUPPORT FACILITIES:** Soldiers, employees and family members assigned, employed, or residing in isolated areas are entitled scheduled transportation service to the life support facilities. Individual trips/vehicle(s) are not authorized.

**PRIVATE ORGANIZATIONS:** Transportation may be provided for special activities such as scouting programs, KONTACT Clubs, etc. and private organizations, that are sanctioned by the Government (for example the Red



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Cross). Such service shall be accomplished on a reimbursable basis covering all operational costs of providing the service.

**TACTICAL OPERATIONS:** NTVS are not acquired and are not designed to be used in a tactical environment, but may be used in support of a tactical operation if the TMP is reimbursed for the associated operational cost. Off-road operation is not authorized.

**MORALE, WELFARE AND RECREATION (MWR):** NTV's will not be used for MWR activities/events without the approval of the Commander, USAG-BW or his/her designee.

**CHAPTER 7**

**GOVERNMENT FUEL CARD ISSUE AND USE**

Government fuel cards are issued through AAFES Europe for use in Germany ONLY. The cards are for use at ESSO fuel stations throughout Germany and only for the Government vehicle the card is issued for.

**A. Requesting temporary issue of Government Fuel Card**

1. Units requesting NTV support from the TMP will prepare a Request for NTV Dispatch and annotate on the request in the Description block, the request for temporary issue of Government Fuel Card and the reason and purpose for the request. Issue of the Government Fuel Card is not for convenience of the operator, but, for mission needs where the vehicle operation will be distant from military installations' official fuel points, or on military installations that do not have official fuel point services.
2. Upon approval of the NTV dispatch request and issue of the requested NTV, the operator will sign for receipt of the assigned vehicle's Government Fuel Card and Vehicle registration on DA Form 3161.
3. Upon completion of dispatch, the vehicle operator will return the completed dispatch form, the Government Fuel Card, the vehicle registration, and all receipts if the Government Fuel Card was utilized, to the TMP vehicle.

**B. Requesting permanent issue of Government Fuel Card**

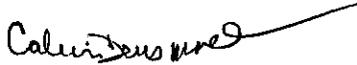
1. Permanent issue of Government Fuel Cards for NTV will be strictly limited to:
  - a. NTV assigned to unit/section on recurring dispatch
  - b. NTVs that are required to support missions outside of normal TMP operating hours/days where requests to issue Government Fuel Card can not be honored.  
(i.e.: Critical Mission Essential NTV, Emergency Essential NTV, Geographically separated installation/sub-installation without official fuel points, NTV assigned to Commanders, and NTV assigned to units/sections whose mission requires normal operation outside of military installations (ex: Safety, PAO, PSD, ESD).
- c. Requests for permanent issue of Government Fuel Cards for assigned vehicles will be signed by the Unit Commander, or, Staff Director to: Commander, USAG Baden-Wuerttemberg, Attn: IMEU-BW-LGT, Unit 29237, APO AE 09102.

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d. The unit's Transportation Coordinator will receipt the Government Fuel Card on DD form 2063. Unit will request renewal of request annually in conjunction with the annual request for renewal of authorization of recurring NTV assignment.

This SOP supersedes all previous SOPs, encompassing vehicle administrative and operational control.

Point of contact for the USAG-BW, Transportation Motor Pool is Mr. Schollenberger at DSN 373-1800/8646.

  
Calvin Densmore  
Chief, Transportation Division