



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
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ATCL- CG

CASCOM POLICY 17-15
27 OCTOBER 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command Policy for Transportation Motor Pool General Services Administration Fleet Usage

1. References:

a. Logistics Readiness Center (LRC) Fort Lee Transportation Motor Pool (TMP) (LRC-LEE TMP) External Standard Operating Procedures (SOP), 14 March 2016.

b. Army Regulation (AR) 58-1, Management, Acquisition, and Use of Motor Vehicles, 12 June 2014.

c. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.

2. Purpose: This policy establishes processes and procedures for U.S. Army Combined Arms Support Command (CASCOM) units/organizations related to the use of TMP General Services Administration (GSA) vehicles and services provided by LRC-LEE TMP. It is applicable to all CASCOM schools and activities dispatching Class "B" or "C" GSA vehicles. This policy does not supersede the LRC-LEE TMP External SOP, but provides additional guidance for CASCOM subordinates.

3. Applicability: This policy applies to all CASCOM subordinate units/organizations located at Fort Lee, VA.

4. Responsibility:

a. CASCOM units/organizations will exercise management measures over all GSA vehicles under their purview.

b. Commanders, Directors, and Supervisors at all levels are expected to enforce this policy.

(1) Exercise control and supervision over Class "B" and "C" vehicles assigned to and/or dispatched to their subordinates.

(2) Appoint in writing, no more than four (4) primary and alternate Unit Transportation Coordinators (UTCs) to serve as liaison with the LRC-LEE TMP Office.

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(3) Provide justification to Commanding General (CG) CASCOM on all assigned vehicles that do not meet the Department of Defense (DOD) criteria for the annual Vehicle Allocation Methodology (VAM)/Vehicle Utilization Review Board (VURB) requirement.

(4) Ensure the LRC-LEE External SOP and CASCOM TMP procedures are adhered to.

c. CASCOM G-1/4:

(1) Exercise oversight of all vehicles assigned to or dispatched to CASCOM, subordinate units, and organizations.

(2) Consolidate and package the criteria and justification for presentation to the CASCOM CG for the CASCOM internal VAM/VURB.

d. UTCs and alternates:

(1) Act as liaison between the unit/organization and the LRC-LEE TMP.

(2) Be appointed in writing and maintain a DA Form 1687, Notice of Delegation of Authority, on file with the LRC-LEE TMP. Update documentation as necessary.

(3) Attend the LRC-LEE TMP Training.

(4) Coordinate all unit/activity requirements and requests for TMP Class "B" vehicle support (this includes accidents, maintenance requirements, etc.)

(5) Review, validate, and submit all Class "C" support requests to LRC-LEE TMP office.

(6) Review and submit unit Permissible Operating Distance (POD) waivers and risk analysis (as applicable) to the LRC-LEE TMP office.

(7) Ensure all assigned vehicles are maintained, dispatched and serviced IAW the LRC-LEE TMP external SOP.

(8) Serve as the primary point of contact for all matters related to the GSA Fleet to include out-of-tolerance vehicles assigned, dissemination of LRC-LEE TMP information, and identify and investigate incidents of possible misuse, abuse, and/or damage to assigned vehicles.

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(9) Attend and support the LRC-LEE TMP scheduled UTC Meetings.

(10) Adhere to the LRC-LEE TMP External SOP or additional guidance provided.

e. User:

(1) Coordinate Class "B" and "C" requirements for vehicle support with the UTC.

(2) Possess a valid driver's license and Army Accident Avoidance Course Certificate at time of dispatch.

(3) Conduct vehicle PMCS prior to, during and after each use.

(4) Fuel and clean vehicle prior to returning to TMP.

(5) Adhere to the LRC-LEE TMP External SOP.

5. Policy:

a. The use of Army-owned or controlled Non-Tactical Vehicles (NTV), including Class "B" and "C" GSA vehicles is restricted to official purposes only. Units/organizations are to refrain from utilizing these vehicles to conduct personal business and from allowing unauthorized personnel to drive or use these vehicles. Using these vehicles for transportation to and from personal dwellings and MWR events is strictly regulated in accordance with (IAW) AR 58-1.

b. Class "B" Vehicle Use: Class "B" refers to a recurring dispatch. This category includes unit-assigned NTVs used on a daily recurring basis for conducting official business.

(1) Obtaining a Class "B" Vehicle: Vehicles are assigned based on sufficient justification outlining and validating mission requirements. Justifications are submitted to the LRC-LEE TMP and are valid until annual VURB. At that time, determination will be made whether the need for assigned vehicles are sufficient for extension or withdrawn for lack of sufficient use. NTVs are not assigned for convenience nor to avoid the use of pool vehicles (Class "C" assignment).

(2) At a minimum, Class "B" vehicles are to be centrally managed at the Brigade level or above. This will enable usage visibility to ensure maximum utilization of assigned vehicles to meet mission needs.

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(3) Requirements for Class "B" vehicles are based on true impact to the mission. If the mission cannot be met by cross-utilization of vehicles assigned throughout CASCOM and subordinate units, then alternative methods should be considered, i.e. leveraging the LRC-LEE TMP Class "C" fleet.

(4) Service Redundancy: Units/organizations are not to use assigned vehicles to conduct missions or perform services duplicative of those already provided by the LRC-LEE TMP. Exceptions should be on a case-by-case basis and coordinated with the LRC-LEE TMP Officer.

(5) Permissible Operating Distance (POD) Waivers. Missions requiring travel to a destination outside the 100-mile allowable distance (one-way) require a waiver submitted to the LRC-LEE TMP for approval. Waivers are to be in memorandum format and submitted through the UTC. For areas other than Ft. Bragg and Washington, DC, a risk analysis is also required.

(6) Risk Assessment: Travel using GSA NTV to a destination outside of 200 miles from Fort Lee will require a completed DD Form 2977, Risk Assessment, submitted to LRC-LEE TMP.

(7) Class "B" Maintenance and Care: Units/organizations are responsible for the upkeep of vehicles. This includes monthly re-dispatching IAW the LRC-LEE TMP timeline, vehicle cleanliness, operator inspections, discrepancy reporting, scheduled maintenance, etc. Failure to maintain the vehicles to the LRC-LEE TMP standards may result in confiscation of assigned vehicles.

c. Utilizing Class "C" Vehicles: Class "C" vehicles are the LRC-LEE TMP pooled fleet providing transportation support on a "by need" basis.

(1) These vehicles are only utilized for mission support when assigned Class "B" vehicles are not sufficient to meet mission requirements. Every opportunity to leverage assigned vehicles should be exhausted prior to submitting a request for Class "C" vehicles.

(2) Unit/organization UTCs are to forward all Class "C" Requests (with or without drivers) to the LRC-LEE TMP Office. All requests are to be submitted in sufficient time to meet the 72-hour LRC-LEE TMP standard requirement.

d. GSA Vehicle Charges: On a case-by-case basis, units/organizations are responsible for any charges assessed by the LRC-LEE TMP. Vehicle damages beyond fair wear and tear may be handled under Army Regulation (AR) 735-5 (Property Accountability Policies), para 14-32(b), which requires initiation of a financial liability

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investigation of property loss or other administrative adjustment when a GSA vehicle is involved in an accident or has sustained damages through vandalism, theft, or parking lot damage. Other charges may include, but are not limited to, misuse of GSA Fleet Card, use of premium fuel, bus driver overtime, and cancellations for "no shows" when driver support is requested. Unit/organization POCs will be required to reconcile these charges prior to submitting payment.

e. Use of the on-post, no-cost taxi services are encouraged to be utilized, when feasible, to alleviate the dependency on Class "B" vehicles and assisting with reduction of traffic congestion. Services are provided by the LRC-LEE TMP by calling 765-TAXI.

6. Point of contact for this policy is the CASCOM G-1/4 at (804) 765-7305.



PAUL C. HURLEY, JR.
Major General, U.S. Army
Commanding

Encl
LRC-LEE TMP External SOP

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