

25 April 2007

Motor Transportation
Management, Acquisition, and Use of Nontactical Vehicles

***This regulation supersedes AE Regulation 58-1, 27 January 2003.**

For the Director:

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Summary. This regulation prescribes policy for managing nontactical vehicles (NTVs).

Summary of Change. This revision—

- Provides revised guidance on NTV utilization criteria (para 1-6).
- Provides revised guidance on official use of NTVs (para 1-8).
- Updates procedures for processing NTV authorization changes (para 2-3).
- Updates procedures for modifying Interagency Fleet Management System vehicles (para 2-11).
- Provides revised guidance for acquiring and managing sport utility vehicles (para 2-12).
- Incorporates Army in Europe guidance on unit reimbursement for damage to NTVs (para 2-13).
- Clarifies initiating responsibilities and processing responsibilities for financial liability investigations of NTV damage (para 2-14).
- Provides updated guidance for bus support of morale, welfare, and recreation activities (para 4-8).
- Provides revised guidance on license plates for newly acquired NTVs (para 5-5).
- Updates procedures for acquiring and managing nontactical security vehicles (chap 7).

Applicability. This regulation applies to—

- USAREUR major subordinate and specialized commands (AE Reg 10-5, app A) and IMCOM-Europe garrisons.
- Installations, activities, and organizations in Europe that receive NTV support from USAREUR or IMCOM-Europe garrisons and units that operate, maintain, or are accountable for Army-leased or -owned NTVs.

Supplementation. Organizations will not supplement this regulation without HQ IMCOM-Europe (IMEU-LOD) approval.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is HQ IMCOM-Europe (IMEU-LOD-T, DSN 370-7407/8865). Users may suggest improvements to this regulation by sending DA Form 2028 to HQ IMCOM-Europe (IMEU-LOD), Unit 29353, Box 200, APO AE 09014-0200.

Distribution. B (AEPUBS).

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CHAPTER 1

GENERAL

1-1. PURPOSE

This regulation—

- a. Prescribes responsibilities, policy guidance, and procedures for managing nontactical vehicles (NTVs).
- b. Provides direction for the acquisition, assignment, operation, maintenance, supply, inventory, monitoring, reporting, and disposal of NTVs.
- c. Applies to the fleet management of passenger-carrying, general purpose, and special purpose NTVs in Belgium, Germany, Italy, Luxembourg, and the Netherlands.
- d. Must be used with DOD 4500.36-R and AR 58-1. Specific parts of these publications are referenced when necessary.

1-2. REFERENCES

Appendix A lists references.

1-3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

1-4. EXCEPTIONS

Requests for exceptions to the guidance in this regulation must be submitted through command channels to HQ IMCOM-Europe (IMEU-LOD), Unit 29353, Box 200, APO AE 09014-0200. Requests must include a detailed explanation of—

- a. The savings and benefits to be gained by the exception.
- b. The costs and effects of not following the established policy.

1-5. RESPONSIBILITIES

- a. The Transportation Branch, Logistics Division, HQ IMCOM-Europe, will—

(1) Be the single POC for policy, guidance, execution, and procedures for NTV management, acquisition, and use.

(2) Serve as the United States Army garrison (USAG) representative and advocate for HQ IMCOM, senior mission commanders, and vehicle source providers on NTV-related issues.

(3) Serve as the primary management proponent for the heavy armored vehicle (HAV) and security-escort vehicle (SEV) fleets.

(4) Coordinate the fielding and expansion of the Interagency Fleet Management System (IFMS) NTV Program and establish policy guidance and procedures for the program in IMCOM-Europe.

(5) Acquire, manage, program, dispose of, and report to higher headquarters on the IMCOM-Europe Army-owned NTV fleet.

(6) Provide policy guidance on the lifecycle (acquisition, operation, supply, maintenance, inventory, reporting, and disposal) of NTVs in Federal Supply Class 2300 in the European region.

(7) Provide regional oversight of and support for the fielding of transportation motor pool (TMP) software.

(8) Consolidate and submit cost-performance data for DA-mandated reports.

(9) Provide oversight of NTV tables of distribution and allowances (TDAs).

(10) Provide policy guidance on standards for TDA adjustments, justifications, utilization requirements, and vehicle assignments.

b. USAG commanders will—

(1) Appoint personnel throughout their USAG to ensure IMCOM-Europe NTV programs are managed and executed to standard.

(2) Ensure all tenant organizations appoint a unit transportation coordinator (UTC).

(3) Ensure that activities responsible for managing, operating, and maintaining NTVs implement and follow the policy guidance and procedures in this regulation.

(4) Ensure NTVs are properly assigned on a recurring- or general-dispatch basis to meet validated customer requirements. USAG commanders will also—

(a) Conduct quarterly reviews of dispatch categories.

(b) Adjust user dispatch categories based on utilization criteria and command goals for the proper balance of recurring versus general-dispatch use.

(5) Manage, supervise, and develop procedures to implement DA policy, Army in Europe guidance, and technical instructions to ensure NTVs are used efficiently. Implementation includes conducting mandatory formal training for UTCs on fleet management procedures and ensuring that tenant unit users of NTVs follow IMCOM-Europe policy execution guidance and instructions.

(6) Establish and maintain records for inventory, authorization, distribution, operation, use, maintenance, and cost and performance reports on Army-owned NTVs and IFMS vehicles, as applicable.

(7) Determine when the official use of NTVs is necessary based on whether the transportation is—

- (a) Required to successfully complete an official military function, action, or operation.
- (b) Consistent with the purpose for which the vehicle was acquired.

(8) Ensure NTVs are not issued to tables of organization and equipment (TOE) units when this would duplicate authorized allowances of tactical vehicles. Army-owned or -controlled vehicles leased from the IFMS or commercial sources for base operations (BASOPS) support will not be transported from any installation or used by any unit to augment TOE equipment shortfalls for any deployment, field exercise, training exercise, or tactical operation. Installation TMP assets are procured or leased for the benefit of installation activities and agencies, not as a supplement to military equipment. These assets are intended to support missions in the IMCOM-Europe area of responsibility that are administrative in nature.

(9) Report excess Army-owned NTVs to the IMCOM-Europe Transportation Branch for redistribution or disposal. Excess NTV disposition requests must include two copies of DA Form 461-5. (The IMCOM-Europe Transportation Branch will keep one copy and return the other copy to the unit that stewards the vehicle.) Appendix B provides instructions for completing DA Form 461-5. Excess IFMS vehicles will be identified to the supporting IFMS fleet center. DA Form 4610-R should be prepared to show changes to USAG TDAs when applicable (para 2-3).

(10) Provide a secure motor-pool storage area for excess assets pending disposition instructions.

(11) Ensure NTVs are not transferred between USAGs and other commands without the approval of the IMCOM-Europe Transportation Branch and local IFMS fleet centers.

(12) Provide tenant units quarterly utilization data on request from the UTC or authorized unit representative.

c. Tenant unit commanders will—

(1) Develop and publish guidance for interviewing NTV driver candidates according to AR 600-55, appendix B.

(2) Ensure winter drivers training is conducted and documented annually. AE Regulation 385-55, appendix D, provides guidance on conducting this training.

(3) Ensure Soldiers who have had at-fault accidents, been convicted of driving under the influence of alcohol or drugs, or committed numerous traffic violations receive remedial training according to AR 600-55 and AE Regulation 600-55.

(4) Ensure that NTV license suspensions for speeding and seatbelt violations are enforced according to AE Regulation 190-1 and AE Regulation 600-55.

(5) Ensure reimbursement is made to the USAG for—

- (a) Damage to NTVs according to paragraph 2-13.

(b) Use of NTVs for other than BASOPS purposes.

(c) Use of NTVs outside the permissible operating distance (POD).

(6) Appoint a UTC.

d. UTCs will—

(1) Serve as the unit POC for all NTV issues, including NTVs in recurring-dispatch status and requests for NTVs 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 standing operating procedure (SOP). This SOP is available from the local TMP.

(4) Create and maintain an in-house scheduling system to ensure customer NTV requirements are recorded and met.

(5) Consolidate and coordinate NTV requirements to ensure the maximum possible use of the unit 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 are 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.

(9) Ensure dispatch sheets are properly completed and that all NTV use (miles driven and days used) is documented.

(10) Conduct quarterly utilization reviews based on total unit transportation requirements for recurring-dispatch vehicles, privately owned vehicle (POV) mileage, commercial bus and rail, and general-dispatch NTV use.

(11) Serve as the TMP POC for the resolution and payment of fines for traffic violations and reimbursement for accidents incurred by unit NTV users.

(12) Serve as the TMP POC for requests for modification of assigned NTVs. Modification requests must meet Army garrison 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 NTVs to maintenance vendors for service and repair as directed by the TMP. Local contractors will perform all maintenance, repairs, and warranty service on IFMS vehicles. The TMP will notify UTCs with instructions on the turn-in for routine maintenance and scheduled services. UTCs 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 NTVs are placed in and returned from maintenance status. UTCs will inform the TMP of all maintenance issues with local contractors.

(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. Units must coordinate with the TMP for the assignment of alternate NTVs or make alternate transportation arrangements to recover stranded NTV users. Onward and return transportation of stranded NTV users is not the responsibility of a vehicle-recovery contractor, the TMP staff, or the IFMS.

(17) Immediately notify the TMP if an NTV user reports a vehicle breakdown or accident. The TMP will require enough information to coordinate vehicle recovery.

1-6. NTV UTILIZATION STANDARDS

a. The justification for establishing and maintaining NTV authorizations will be based on the three measures of NTV utilization: monthly miles or kilometers driven, percentage of days in a month that the NTV is available and used, and criticality of use.

(1) DOD and DA mileage-utilization standards will be applied to NTV use in Europe to determine the effective use of passenger-carrying and general-purpose NTVs. DOD and DA require only a mileage-utilization standard. In the European region, the standard is both an examination of monthly miles driven and a utilization percentage based on days used.

(2) The daily utilization percentage in Europe is based on the following criteria:

(a) The number of days that the NTV is available for use. (This is based on the number of workdays each week, including holidays. Weekends and days that the vehicle is in maintenance are excluded.)

(b) The number of days used. (This is based on the number of days that the dispatch indicates the vehicle was driven.)

(c) The utilization percentage is calculated by dividing the number of days the vehicle is driven by the number of days the vehicle is available for use. The minimum monthly use percentage is 80 percent. All NTVs (including remnant fleet vehicles) that fall below this percentage for 3 consecutive months should be identified and analyzed for potential return to the general dispatch fleet, turn-in to the defense reutilization and marketing office (DRMO), or turn-in to the IFMS.

NOTE: If an underused IFMS vehicle is not eligible for replacement or turn-in, the TMP should cross-level IFMS assets to ensure that a turn-in to the IFMS occurs.

(3) The criterion for criticality of use was established to recognize mission-essential requirements. Under this criterion, users are permitted to justify failure to meet minimum utilization criteria based on the critical-mission shortfalls that would be caused by the loss of an assigned NTV. Criticality-of-use justifications also recognize the essential nature of the NTV assignment, which is similar but less critical than DOD and DA assignments of some vehicles as “continuous assignment.”

b. TMPs will initially identify NTVs as properly used based on utilization criteria. However, the utilization percentage does not necessarily confirm actual proper utilization; it is only a notice to fleet managers of potential utilization issues. When utilization data indicates underutilization, the garrison TMP manager will conduct further analysis to determine the appropriate dispatch status. Analysis should include the following:

(1) Actual use patterns for the last year. Seasonal requirements for some special-purpose and special-mission vehicles must be considered.

(2) Mission impact. How would the loss of the NTV affect the unit’s ability to accomplish its mission?

(3) The number of other vehicles assigned to the unit and their ability and availability to accomplish the mission.

(4) The number of vehicles in the general dispatch fleet and their ability and availability to accomplish the mission.

c. Fleet managers should continuously monitor NTV assets to ensure they are properly used. Yearly utilization reviews may be conducted by reviewing a designated percentage of vehicles each month. All unit vehicles must be reviewed each year. This method allows the workload to be distributed evenly throughout the year and provides more time to work with users and review their requirements and use patterns. The recommended approach is a series of monthly reviews that include at least the following:

(1) A review of the mileage and actual days each vehicle is used.

(2) Revalidation of recurring-dispatch assignments.

(3) Verification that on-hand assets are the minimum quantity and size required to support mission-essential requirements.

d. If a review indicates that a vehicle is not meeting utilization standards for 3 consecutive months and the criticality of use does not justify a recurring dispatch, the user’s requirements should be met through a daily dispatch or the general dispatch fleet. The previously assigned NTV should be considered for use by other activities with adequate criticality-of-use justification.

(1) If no activity can justify the use of the NTV, the vehicle should be considered excess and returned to the appropriate IFMS fleet center after coordination with the IMCOM-Europe Transportation Branch. If the NTV is not an IFMS vehicle, the TMP will report it to the IMCOM-Europe Transportation Branch for appropriate disposition.

(2) On turn-in or transfer of either an IFMS or remnant fleet vehicle, the TDA authorization will be deleted.

1-7. PERMISSIBLE OPERATING DISTANCES

HQDA prescribes that a one-way distance of 100 miles be used as a guide when establishing NTV PODs. USAG commanders may establish a larger POD based on geographic location and the needs of their customers.

a. USAG commanders will—

(1) Consider funding resource implications when authorizing the use of NTVs beyond the garrison-established POD. NTV fleet funds, funds for temporary duty (TDY) trips, and funds for permanent change of station (PCS) are allocated from separate sources. Unrestricted use of NTVs for TDY and PCS purposes places an unresourced burden on the IMCOM-Europe fleet management budget.

(2) Establish a POD that fits the needs of their geographic area.

(3) Establish procedures for processing requests from tenant units to make trips beyond the USAG-established POD.

b. Tenant unit commanders must conduct a risk assessment for trips beyond the USAG-established POD. Consideration should be given to driver experience, distance, weather, and traffic conditions. This is especially important for trips to be completed in less than 1 day.

1-8. OFFICIAL USE OF NTVs

The use of NTVs is restricted to official purposes. AR 58-1, paragraph 2-3, establishes guidance on official use. The following guidance also applies to community programs:

a. Inprocessing, Outprocessing, and Sponsorship Programs. AR 58-1 states that NTVs may be used for transportation to commercial and military terminals if other means of transportation are not available or cannot meet mission requirements. To meet the European requirements of sponsorship, retention, and quality of life, commanders may—

(1) Allow sponsors to use NTVs to pick up arriving Soldiers and civilians at commercial or military terminals when they arrive in country. Before authorizing the use of NTVs to pick up arriving personnel, commanders must consider the use of the Sponsorship Bus (S-bus) (f below) (or similar Government-managed service) and determine that the use of the S-bus does not meet mission requirements.

(2) Not authorize units to use NTVs to transport Soldiers and civilians departing on PCS from commercial or military terminals unless they have determined that the terminals are located where no other means of transportation is available or such transportation cannot meet mission requirements.

(3) Authorize NTV use for in- and outprocessing activities if DOD-scheduled transportation (for example, shuttlebuses) and public transportation cannot responsively meet mission requirements.

NOTE: Commanders will not base a decision to authorize the use of an NTV on the grade or position of the incoming Soldier or civilian, or that of the sponsor.

b. Family Readiness Groups (FRGs). FRG volunteers are authorized to use NTVs for family readiness activities as prescribed by AE Regulation 608-2. NTVs may be used by family readiness services when needed to transport family members to life-support facilities in emergencies and in situations where no other means of transportation is available. Before NTVs are used for non-emergency purposes, the USAG commander must determine that the use of the NTV is for official purposes and that failure to provide support will have an adverse effect on Soldier morale or family readiness.

c. Emergency Leave. When approved by the commander, AR 58-1 authorizes the use of NTVs to transport Soldiers and family members on emergency leave to the nearest commercial transportation site when required to arrive at the port of embarkation before the departure of the first reasonably available flight, bus, or train.

d. PCS and TDY Travel to Airports. AR 58-1 generally prohibits the use of NTVs to support PCS travel. However, commanders may authorize NTV transportation of Army personnel on official travel orders to commercial or military terminals if the terminals are located where other means of transportation are not available or cannot meet mission requirements.

e. Inadequate Commercial Transportation. AR 58-1 authorizes the use of NTVs when the commander has determined that commercial transportation cannot meet mission requirements. This guidance is interpreted to allow for NTV use for the reasons cited in subparagraphs a through d above.

f. S-Bus. The commercially contracted S-bus is the first option for incoming and departing personnel in a PCS status. Its use is not mandatory for personnel with pinpoint assignment orders; however, commanders must consider the use of the S-bus when it meets mission requirements before authorizing the use of an NTV.

g. In-and-Around Transportation. Transportation after arrival at the military duty location should follow the standard prescribed for community in-and-around transportation.

(1) Soldiers and civilians deployed in support of contingency operations are in a TDY status according to DA personnel policy guidance (PPG). The applicable PPG may allow personnel to be authorized the use of unit-assigned NTVs for transport to and from their quarters. The authority to provide NTVs for this use is contingent on the PPG relevant to the Soldier's deployment and the Soldier's orders, which must state that the Soldier is deployed in support of a contingency operation.

(2) Use of NTVs for reasons of health and comfort will be determined by the commander on a case-by-case basis.

(a) At the commander's discretion, Soldiers who are authorized to use NTVs for transportation to and from quarters according to (1) above may be authorized to use an NTV for transportation to and from the post exchange and morale, welfare, and recreation (MWR) facilities.

(b) If personnel use an NTV to travel to a dining establishment, the commander may authorize them to use additional free time for personal activities within the approved location. However, personnel are not authorized to drive an NTV to a separate location for personal, non-health or -comfort reasons.

(c) Authorization to use NTVs for reasons of health and comfort must be designated by the commander on a memorandum for record. This memorandum must be kept with the vehicle when it is used for these reasons.

(3) As an exception to policy, travel to attend the following after-hours or social functions may be approved by a unit commander:

(a) Dining-ins where the program provides a training benefit.

(b) International liaison functions (functions that further host-nation relations).

- (c) Attendance at official ceremonies (for example, change of command, funeral, retirement).
- (d) Dinners with members of Congress where military issues will be discussed.
- (e) Dinners with retired Army chiefs of staff where command issues will be discussed.
- (f) Official dinners that are part of a conference program and include a substantive speaker or professional discussion during a meal.

(4) Commanders may not authorize the use of NTVs for the following after-hours and social functions:

- (a) Hail-and-farewell dinners.
- (b) Private or personal social functions (for example, office parties, promotion parties).
- (c) Dining-outs and military balls.

(5) Government vehicles may not be used to transport personnel or supplies needed for conducting personal business or supporting unofficial functions.

h. Countries Other Than Germany. Modes of transportation for inbound and outbound personnel for air terminals in Belgium, Italy, and the Netherlands will be as prescribed and established by the appropriate USAG commander according to AR 58-1, paragraphs 2-3 and 4-6. In addition to any area or theater clearance that may be required, diplomatic or transit border clearances must be requested and obtained for U.S. Government vehicles before they enter or leave many NATO and non-NATO countries while traveling on official business. This applies to all Government-owned or -leased vehicles, regardless of the license plates on the vehicle (official U.S. Army registration plate, U.S. Forces POV plates, IFMS plates, or host-nation plates).

(1) A request for entry/transit by military ground vehicles must be completed and submitted to the local branch movement control team (BMCT) for processing. The BMCT will process the request through channels to obtain permission from the government of the countries that will be transited. U.S. Forces personnel may not proceed to transit until they have received confirmation that approval has been granted to cover their specific movement.

(2) More information about diplomatic and transit border clearances is available in DOD 4500.54-G at <https://www.fcg.pentagon.mil/fcg.cfm>.

(3) Whenever an IFMS vehicle is taken out of an area in which the IFMS provides service, the using unit is responsible for the cost of recovering the vehicle in case of a breakdown or accident and returning it to the IFMS area of operation. IFMS contracts do not cover the recovery of vehicles that break down during transit to Italy through Austria or Switzerland.

(4) Third-party insurance is not required when traveling in NATO and most Partnership for Peace countries. However, using units may need to purchase commercial liability insurance for travel in countries that do not provide an exemption under diplomatic clearance or a status of forces agreement.

(5) Soldiers transiting the new German States may be required to receive clearance under the provisions of the Treaty on the Final Settlement With Respect to Germany (commonly referred to as the Two-Plus-Four Treaty) that cover the military aspects of German reunification. The USAREUR Liaison Office in Berlin can provide more information (e-mail: lnoberlin@hq.hqusareur.army.mil).

i. NTV Use Involving 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 in a(1) through (3) above. When transferring a pet, the animal will be kept in an adequate transport container. Sponsors using NTVs for pet transport will clean the vehicle after use to prevent health problems by future users.

j. Legality of Use. Using unit commanders have final responsibility for ensuring that transportation requirements are met as authorized for official use and for military community programs. Commanders must also ensure compliance with the restrictions on the use of NTVs prescribed by AR 58-1, paragraph 2-4. When in doubt about the legality of NTV use, commanders should consult their local legal office before authorizing the use.

1-9. NTV SPEED LIMITS

Excessive speed is a major contributor to NTV accidents. Commanders must ensure that operators and senior occupants of NTVs are aware of and understand the maximum speed limits established for NTVs. NTVs must be operated in a safe manner and according to the driving speeds in table 1-1. These speed limits are the maximum speeds at which Government-owned or -controlled NTVs may be operated on highways throughout Europe. Speed limits will be observed unless a lower speed limit is posted or weather, traffic conditions, or other situations warrant a lower speed. All NTVs transiting the autobahn must have table 1-1 displayed inside the vehicle. Adhesive decals listing the speed limits for each type of NTV are also available (AE Miscellaneous Publications 58-1A, 58-1B, and 58-1C).

Table 1-1 NTV Speed Limits				
Vehicle Size	Vehicle Type	Limit (miles per hour/ kilometers per hour)		
		Town	Autobahn	Other Roads
NTVs under 7,000 pounds (lbs) gross vehicle weight (GVW)	Sedan, carryall, panel truck, minivan, and other vehicles of this size	31/50	74/120	60/100
	NTV pulling any type of trailer	31/50	50/80	50/80
Special-purpose NTVs over 7,000 lbs GVW	Wrecker; tank, refuse, and cargo trucks (including tractor-trailers)	31/50	50/80	37/60
Buses and NTVs designed to carry 12 or more passengers	With 12 or more passengers seated	31/50	50/80	50/80
	With 12 or more passengers standing	31/50	Not authorized	Not authorized

1-10. USING PRIVATELY OWNED VEHICLES FOR TEMPORARY DUTY

Supervisors, in coordination with the transportation officer, will determine the most cost-effective mode of transportation for TDY and local travel. Commanders and supervisors will fund all local and long-distance travel when they authorize personnel to use their POVs on a reimbursable basis for official travel.

CHAPTER 2 AUTHORIZATION AND ACQUISITION

SECTION I ARMY-OWNED VEHICLES

2-1. GENERAL

The policy in this chapter must be used with AR 58-1, chapter 3.

2-2. NTV PROCUREMENT

a. HQDA implemented an exception to policy in 1997 to decentralize the management of about 120 NTVs so that Operations and Maintenance, Army, funds may be used to purchase them if the purchase cost is less than the \$100,000 expense and investment threshold (Public Law 105-262, Title 8, section 8046) and purchasing is more cost-effective than leasing. Appendix C lists vehicles that are not centrally managed by nomenclature and line item number (LIN). This list is subject to change and will be updated as necessary. Passenger-carrying and most general-purpose NTVs were not included as noncentrally managed vehicles, even though their acquisition costs were less than \$100,000. These vehicles remain centrally managed due to congressional interest and limits and still require the use of Other Procurement, Army, funds to purchase them.

b. Approval must be obtained from the IMCOM-Europe Transportation Branch before procuring noncentrally managed vehicles and non-IFMS vehicles (for example, Army-owned). Requests for approval must include the following:

- (1) The name of the unit that needs the vehicle and the unit mission statement.
- (2) Vehicle nomenclature and LIN.
- (3) The cost or estimate cost of the NTV in U.S. dollars.
- (4) A brief statement justifying the need for and purpose of the vehicle.
- (5) A fund-certified DA Form 3953.

(6) The TDA number and TDA paragraph that identifies where the LIN is authorized on the TDA, and a statement that a shortage exists or an on-hand vehicle is no longer economically repairable.

2-3. NTV AUTHORIZATION

a. General. Commanders will submit requests for changes to NTV authorizations (increases, decreases, vehicle type, and assigned location) on TDAs through the garrison's servicing director of resource management (DRM) to the IMCOM-Europe Resource Manager using DA Form 4610-R according to AR 71-32. The successful processing of TDA actions does not guarantee the actual obligation of funds and receipt of additional vehicles. Vehicle authorizations may be added to a TDA but not filled until funding for acquisition or lease becomes available.

(1) Requests for increases in NTV authorizations must include a mission justification and a description of the LIN being requested. Documentation with the following information is required to determine if other NTVs in the unit could perform the mission. Failure to provide this information will result in the TDA change request being returned to the unit:

(a) Descriptions of all like-type vehicles in the requesting USAG.

(b) Utilization rates of all vehicles assigned to the unit for the previous 2 quarters, regardless of LIN.

(2) The IMCOM-Europe Transportation Branch will maintain a working version of the justification checklist for TDA change requests. This checklist will be used when USAGs are processing DA Form 4610-R documentation. A copy of the checklist must be included with all requests for additional NTVs.

(3) USAG commanders may disapprove requests for additional NTVs when a utilization review indicates that customer requirements can be met with the current fleet or less costly alternatives (such as commercial transportation, short-term leasing, outsourcing, or reimbursement for voluntary use of POVs).

b. Justification. The requesting unit or activity must provide a mission-need statement with the TDA change request. The statement must identify the vehicle requirement, explain how the mission is being performed, and explain the consequences if the request is not approved. If additional NTVs are being requested, the requesting unit must provide a copy of the new mission directive, tasker, or policy that is generating the requirement for additional NTVs. All parties to the request-and-review process will place special emphasis on the date of any new mission and the determination of whether or not the request is based on a self-imposed mission.

c. UTC Review. The statement of need to support recurring dispatches to individual units must identify the UTC and all vehicles under the direct management of the UTC or accessible to the UTC from within the unit or staff element. The intent of this requirement is to determine how well the UTC is working to meet the mission requirement through proper planning of on-hand NTV use. Poor NTV management practices must be identified and resolved by the USAG without forwarding TDA change requests.

d. Deployment Requirements. Initial deployment requirements that are met with leased NTVs must be reviewed as soon as operationally possible to convert to owned or contractor-provided NTVs when economically feasible. Contingency-operation funds must be carefully managed to provide the required NTV support at the lowest possible cost.

e. Utilization Rates. Vehicle utilization data from USAG TMPs must be submitted with TDA change requests when requesting an increase in NTV authorizations. Utilization data must—

(1) Include the most recent 6 months of use.

(2) Include the total miles driven each month and the percent of utilization based on the number of days driven compared to the number of days available.

(3) Be provided for all like-type vehicles in the fleet for which an increase is requested.

(4) Be provided for all vehicles on recurring dispatch to the requesting unit or activity, and all use generated through the unit using the general dispatch fleet.

f. Processing. Requests for TDA changes require endorsement by the DRM at the USAG level and review by the director of logistics (DOL). The DOL will make recommendations based on a review of the mission need, UTC management practices, and fleet utilization rates. On completion of the review at the USAG, the TDA change request must be forwarded to IMCOM-Europe Resource Management Division.

SECTION II HIRED MOTOR VEHICLES

2-4. LEASING

a. General. Requests for leased vehicles from a commercial source other than the IFMS will be processed as an exception to policy.

(1) A leased vehicle is an expensive alternative to the IFMS NTV program and should be used only if assigned NTVs are not available or TMP general dispatch vehicles cannot meet the requirement. Units should consider pooling requirements and using currently assigned vehicles from subordinate units before submitting a lease request. The vehicle to be leased should be the least expensive model in a class that will meet the requirement. Requests for larger vehicles will not be based on the grade of the person who will use the vehicle, prestige, or personal convenience and will be evaluated individually.

(2) Compact sedans, compact station wagons, and carryalls are the standard types of leased vehicles. Intermediate-size and large vehicles are not suitable for leasing. Requests for these vehicles should be examined closely and questioned before approval.

(3) Current NTV authorizations will not be the sole reason for leasing a particular type or class of vehicle. Authorizations are based on one type of vehicle to support many requirements, while leased vehicles usually support one specific mission. To minimize leasing costs, the most appropriate type of vehicle at the most cost-effective price will be used to support the temporary leasing requirement.

b. Leased NTVs in Deployed Locations. The use of leased NTVs in deployed locations should be limited to temporary and short-term situations where a sustainment-contract TMP system is not in place for vehicle support. Leasing NTVs for contingency locations is usually more costly than using sustainment contract support. IFMS NTVs are part of the garrison support system and will not be deployed to avoid using the sustainment contract TMP system or the costs of individual unit interim leasing.

c. Short-Term Leases. A short-term lease is a lease for 60 days or less. Direct-report garrison commanders are authorized to approve short-term leases. Short-term leases may be used to meet temporary requirements for more vehicles and do not require TDA authorization. Short-term leases will not be renewed. If a vehicle is needed for more than 60 days, justification for a long-term lease must be submitted. Leases will be used to meet the requirements of short-term missions only if an IFMS vehicle cannot be provided for the mission.

d. Long-Term Leases.

(1) A long-term lease is for more than 60 days but less than 1 year. Only HQ IMCOM-Europe (IMEU-LOD-T) may approve long-term leases. Long-term leases require TDA authorization for the vehicle after the first year of use. If a new mission requires a permanent vehicle, DA Form 4610-R must be submitted following the procedures in paragraph 2-3. Leases will be used to meet the requirements of long-term missions only until an IFMS vehicle can be provided for the mission.

(2) USAGs will report long-term leased vehicles (inventory-control reporting) in the same manner that Army-owned NTVs are reported. TMPs will assign each leased vehicle a LIN, complete the NTV change-of-inventory status form for long-term leased vehicles using the current TMP information management system, and send the form to the IMCOM-Europe Transportation Branch. The IMCOM-Europe Transportation Branch will add the vehicles to the master database as part of the applicable TMP fleet.

(3) Long-term leased vehicles will be dispatched and controlled for accountability of fuel and mileage. Leased-vehicle information is required by HQDA and will be included in the submission of mandatory HQDA reports.

2-5. LEASE REQUEST AND APPROVAL PROCEDURES

a. Information Required for Lease Requests. Requesting units must provide a memorandum justifying the lease requirement with the following information:

- (1) The name of the unit that needs the vehicles and the unit mission statement.
- (2) A statement of whether the lease is for a USAREUR or non-USAREUR unit.
- (3) The type and number of vehicles to be leased.
- (4) Lease period.
- (5) Cost or estimated cost of the lease in U.S. dollars.
- (6) Brief statement justifying the need for and purpose of the lease.
- (7) Brief statement as to the number of IFMS vehicles currently authorized and in use by the unit and why the current vehicle support is not adequate.
- (8) The previous lease-control number, if requesting a lease renewal.
- (9) A fund-certified DA Form 3953.

b. Submitting Requests. Units will send requests through their supporting TMP. The TMP will assess local garrison NTV assets and determine if the need can be met before the lease request is submitted to the direct-report garrison. The direct-report garrison must certify the indirect-report garrison statement that the mission cannot be met with general dispatch or other IFMS vehicles. Long-term lease requests must be—

- (1) Signed by the direct-report garrison commander, executive officer, or chief of staff.
- (2) Sent through garrison command channels to the IMCOM-Europe Transportation Branch. Inaccurate and incomplete requests will be returned to the direct-report garrison for further action.

c. Approving Leases.

(1) Short-Term Leases.

(a) Direct-report garrison commanders, deputy commanders, executive officers, and chiefs of staff may approve short-term leases and sign lease approvals for USAREUR units and IMCOM-Europe missions. Approvals of short-term leases for non-USAREUR units may be signed by the garrison DOL or S4 if authorized by the direct-report garrison commander.

(b) Short-term-lease approvals will include a reminder to users that all restrictions on the official use of Army-owned vehicles apply to Army-leased vehicles. Particular emphasis must be placed on domicile-to-duty travel restrictions and on the official use of leased vehicles during non-duty hours.

(c) To improve response time on emergency leases, garrison commanders may issue a lease-control number without complete documentation if the lease is for less than 10 days and the cost is less than \$2,500. Tenant unit commanders must receive a statement of nonavailability from the TMP before initiating the lease. Within 3 workdays the tenant unit must meet all normal documentation requirements for standard short-term leases.

(2) Long-Term Leases. Long-term leases for USAREUR and non-USAREUR units require the signature of the Chief, IMCOM-Europe Transportation Branch.

d. Control Numbers. Direct-report garrisons will assign local control numbers for each short-term lease approval and maintain an appropriate lease-control-log system. Control numbers should be standardized and include at least the following fields: garrison, fiscal year, month, and lease number. Standardized control numbers are required for subsequent compilation and evaluation by the IMCOM-Europe Transportation Branch.

2-6. MAINTAINING INFORMATION ON SHORT-TERM LEASES

Direct-report garrisons will maintain information on short-term leases for each month using the format shown in figure 2-1. Information will be included only on leases that began, expired, or were terminated during the month.

Garrison		Period					
Lease-Control Number	Unit	USAREUR or Non-USAREUR Unit	Reason for Lease (note 1)	Vehicle Type (note 2)	Length of Lease (in Days)	Number of Vehicles	Total Cost of Lease in Dollars (note 3)
NOTES:							
1. Enter single or combined letter codes as appropriate (for example, <i>S</i> for surge requirements, <i>E</i> for exercises, <i>SH</i> for leases against TDA shortages, <i>SC</i> for security requirement).							
2. Type of vehicle (for example, carryall, sedan).							
3. Enter the total (not monthly) cost of the lease, rounded to nearest U.S. dollar.							

Figure 2-1. Format for Monthly Short-Term Leasing Report on NTVs

**SECTION III
GOVERNMENT PURCHASE CARD**

2-7. OVERVIEW

The Government purchase card (GPC) may be used to purchase supplies and services when the total cost is under the micropurchase threshold established by Congress or as limited by HQDA or HQ IMCOM-Europe. TMPs are not authorized to exceed the value for a purchase of leased services unless the congressionally imposed limit is increased. All GPC purchases are limited to the restrictions placed on the cardholder.

2-8. USE OF GPC FOR NTV LEASES

a. Using GPCs to lease NTVs will not be authorized unless a lease-control number has been obtained. NTV lease-approval requirements in paragraphs 2-4 through 2-6 apply to leases obtained using a GPC.

b. Units are not required to submit DA Form 3953 when requesting short-term leases using GPCs. All other justification and documentation requirements, however, apply to submitting the lease-justification memorandum (para 2-5a).

c. A statement addressing the intended use of a GPC must be included in the justification memorandum. This statement must include the GPC number, the name and grade of the individual authorized to use the card, and the cardholder's unit telephone number.

SECTION IV IFMS VEHICLES

2-9. OVERVIEW

a. The IFMS is the primary provider of NTV services throughout IMCOM-Europe. IFMS vehicles are considered Army assets and will be accounted for according to AR 710-2.

b. Garrisons will coordinate with their servicing IFMS fleet center for NTV support. Requests for IFMS vehicles will not exceed the number or types of vehicles authorized on the garrison TDA, regardless of whether or not the cost of IFMS vehicles is reimbursable. Requests for additional vehicles that exceed the TDA ceiling will be submitted according to the procedures in paragraph 2-3. Particular attention must be given to the requirement for garrisons to develop a capitalization plan to support added authorizations and costs.

c. NTVs acquired through the IFMS NTV program will not exceed the size and configuration specifications of the authorized LIN for a particular class of vehicles.

d. Garrisons will project the funding of IFMS vehicles in direct-report garrison annual budget submissions based on TDA authorizations, modification costs, accident-repair costs, and other operating expenses associated with NTV operations.

2-10. GUIDANCE

The policy and procedures for operating IFMS vehicles are governed by the following:

a. Federal Property Management Regulations.

b. Statutory guidance.

c. Applicable DOD and DA publications.

d. Memorandums of understanding and interservice agreements between HQ IMCOM-Europe and the IFMS Program Office.

e. IMCOM-Europe Transportation Branch messages pertaining to IFMS vehicles.

f. SOPs developed by individual garrisons.

g. IFMS business rules as sanctioned by higher headquarters.

2-11. IFMS VEHICLE MODIFICATIONS

a. Painting, marking, and modifying IFMS NTVs are prohibited without the written approval of the servicing IFMS fleet center as endorsed by the IMCOM-Europe Transportation Branch. If approved, modifications will be at the expense of the requesting unit. The user is responsible for the modification procurement cost and the cost of labor for installation. When the vehicle is no longer needed or replaced, the user is responsible for the cost of returning the vehicle to its original condition. The servicing IFMS fleet center must be informed of all proposed modifications, regardless of the level or size. The proposed modification will not be made until written approval is received from the IFMS fleet center.

b. Units will submit requests for modification to the USAG DOL for processing. The USAG will submit requests to modify IFMS vehicles to the supporting IFMS fleet center for approval. Approval memorandums must include a complete description of the proposed work and a statement that the requesting unit will pay for modifying and restoring the NTV. Once the IFMS fleet center has approved the modification, the USAG DOL will submit the complete package to the IMCOM-Europe Transportation Branch for final approval.

c. The first choice for any modification is a manufacturer-approved modification package. Modifications that cannot be done using a manufacturer-approved modification package will be approved only as a last resort to meet critical operational needs. The USAG will contact the IFMS fleet center for assistance in identifying a manufacturer-approved modification package that meets the unit requirement. Manufacturer-approved modification packages include Mobile Office packages, Global Positioning Systems (GPSs), tinted windows, and the installation of hitches, radios, and sirens.

d. Authorization for the installation of Mobile Office packages for commanders is limited. These options are expensive and will not be granted to everyone.

(1) Brigade and equivalent commanders and above will receive priority for approval and installation. USAG commanders, HQ USAREUR/7A staff principals, corps staff principals, and battalion commanders may also request authorization to install command packages to meet operational requirements.

(2) If approved, modification requests for options such as GPSs, tinted windows, and Mobile Office packages must be funded by the requester.

(3) Once the manufacturer order has been placed for these options, the user must pay and accept the vehicle as desired. The garrison will not bear the cost of modification if the requester decides that the requirement no longer exists after the vehicle is ready and before subsequent delivery.

e. All vehicle modifications will be made according to host-nation safety standards (for example, *Technischer Überwachungsverein (TÜV)* (Technical Control Association) standards in Germany). A vehicle modification beyond a standard manufacturer-approved modification is an example of an alteration that requires TÜV certification. Certifications must be included in modification requests.

f. Modifications will not exempt vehicles from IFMS requirements for vehicle rotations according to the Code of Federal Regulations, Title 41, volume 2, chapter 101-39.304.

g. The cost of modifications (material and labor) will not be more than 10 percent of the original purchase price of the vehicle.

h. The user is responsible for the cost of acquisition, installation, maintenance, and removal of any modification. This cost includes restoring the vehicle to its original condition. Modified IFMS NTVs must be restored to their original condition before being returned to the IFMS fleet center. The IFMS fleet center may approve exceptions if keeping the modification will enhance the resale value of the vehicle.

i. Panel vans for directorates of public works (DPWs) must be requested with the appropriate inserts (for example, carpentry, electrical, plumbing) at the time of procurement. After-market procurements for DPW inserts are not authorized.

2-12. SPORT UTILITY VEHICLES

a. Sport utility vehicles (SUVs) will not be used exclusively as passenger-carrying vehicles when sedans, vans, carryalls, or POVs on a reimbursable basis would meet mission requirements. Both the Secretary of the Army travel and fuel-conservation policy limit the assignment of SUVs to the most-essential transportation requirements for their specific capability. Additionally, HQ IMCOM guidance limits SUV assignment where justified by mission requirements to low-end SUVs with less than 5,000 lbs GVW. High-end SUVs with 5,000 lbs GVW or more require approval by the Director, IMCOM-Europe.

b. SUVs may be authorized for police, fire, and range support and other off-road duties requiring physical capabilities exceeding those of a two-wheel-drive sedan or truck. Simply working in these subject areas does not automatically grant the use or requirement of an SUV. SUV costs are significantly higher and require close examination of the customer's proposed operational requirements. SUVs will not be authorized when other less costly vehicles, such as 4-by-4 pickup trucks, can meet mission requirements. For example, fire department SUVs not used directly for emergency response and operated primarily by fire inspectors should be replaced with smaller, sedan-type vehicles.

c. To request use of an SUV based on operational requirements, units and agencies must provide a written justification through their supporting garrison DOL. The DOL will make recommendations based on a review of the mission need, UTC management practices, and fleet utilization rates. The direct-report DOL will forward the request to the IMCOM-Europe Transportation Branch.

d. The IMCOM-Europe Transportation Branch will review the justification to ensure it meets regulatory standards for an exception to policy. The justification must include a clear explanation as to how the vehicle affects the unit's mission and how the mission might fail if an SUV is not provided. It should also include an estimate of the number of days it will be used annually, annual mileage, and intended destinations. Once the justification is validated, it will be forwarded to the IMCOM-Europe Command Group for final decision.

e. The IMCOM-Europe senior leadership is the final decision-making authority for exceptions to this policy. Once the decision is made, it will be forwarded to the requesting unit in a memorandum signed by the Director, IMCOM-Europe. Tenants must fund any IFMS-leased mission vehicles (SUVs) that are not authorized on a garrison TDA.

2-13. REIMBURSEMENT FOR DAMAGE TO NTVs

a. USAREUR units, activities, and staff elements will reimburse IMCOM-Europe for the loss of or billable damage to IFMS-leased NTVs when those vehicles are used for DOD missions, functions, activities, or operations.

(1) The using unit, activity, or staff element responsible for the NTV at the time of the accident or incident will bear full financial responsibility for the loss of or damage to the IFMS-leased vehicle.

(2) The unit, activity, or staff element will be billed for the total cost of damages beyond fair wear and tear, including but not limited to accident damage, windshield damage, damage related to neglect or abuse, use of the wrong designated fuel type, and towing fees from an accident scene to a repair shop.

(3) When an NTV is damaged beyond repair, the unit, activity, or staff element will be charged the fair market value of the vehicle. The salvageable value will be reimbursed to the unit after a salvageable sale.

(4) The using unit, activity, or staff element will not be held responsible for damages caused by—

(a) A negligent or willful act of a party other than the unit, activity, or staff element (or an employee of that unit, activity, or staff element) if the identity of the party can be reasonably established. For example, damage caused to an NTV when a driver swerves to avoid an animal on the road is the responsibility of the using unit; verifiable damage to an NTV caused by a third party, such as a non-DOD-employed German national, would not be the unit's responsibility.

(b) Mechanical failure of the vehicle if the using unit, activity, or staff element (or an employee) was not negligent. Proof of mechanical failure must be provided.

(c) Normal wear and tear that is expected in the operation of a similar vehicle.

b. The following procedures will be followed when a vehicle is lost or damaged:

(1) The using unit, activity, or staff element must send DD Form 448 to the servicing USAG within 30 workdays after receiving a bill from the IFMS. The applicable DOL will ensure that the using unit, activity, or staff element receives the IFMS bill within 5 workdays after receiving it from the fleet management billing office.

(2) If the unit, activity, or staff element does not send DD Form 448 within 30 days, the servicing TMP will send a memorandum to the head of the unit, activity, or staff element stating that the unit, activity, or staff element is not complying with AR 58-1 and Army in Europe policy. The memorandum will explain the following consequences of noncompliance:

(a) If DD Form 448 is not sent within 10 workdays after being informed in writing by the servicing TMP, the TMP will refuse to dispatch any recurring-dispatch vehicles.

(b) If DD Form 448 is not sent within 20 workdays after being informed in writing by the servicing TMP, the TMP will require all IFMS-leased vehicles to be returned to the TMP until the DD Form 448 is received.

(c) If a third party other than a member of the unit is found liable after DD Form 448 is submitted, the garrison must ensure procedures are in place to return the DD Form 448.

(3) This guidance does not relieve the commander of any unit or activity from completing investigations of financial liability in accordance with AR 735-5.

2-14. FINANCIAL LIABILITY INVESTIGATIONS FOR DAMAGED OR MISSING NTVs

a. Financial liability investigations for NTV damage will be processed according to AR 735-5.

b. Garrison commanders that have Army-owned or -leased vehicles on their unit TDA will ensure DD Form 200 is initiated within the timelines imposed by AR 735-5. The following must be done before the financial liability investigation is forwarded to the appointing authority:

(1) Damaged or destroyed items must be identified using the Army part of the Federal Logistics Record (FEDLOG) or corresponding IFMS catalog data.

(2) The date and circumstances of the accident must be determined.

(3) An investigation of the property loss must be initiated using DD Form 200.

(4) The narrative part of DD Form 200 must be completed (blocks 1 through 9 and 11; block 10 will be completed by the investigating chain of command).

(5) A document/voucher number must be assigned to the DD Form 200.

(6) The DD Form 200 must be sent to the appointing authority.

c. After sending DD Form 200 to the appointing authority, the garrison will track the progress of the investigation to ensure it is accomplished within required timelines.

d. According to AR 735-5, paragraph 13-5, the chain of command of the individual responsible for the property at the time of the incident (the person who dispatched or was driving the vehicle) will process financial liability investigations. This chain of command will appoint an investigating officer and process the financial liability investigation.

(1) Appointing authorities will ensure investigations are completed within the timelines in AR 735-5.

(2) When requested, tenant units responsible for processing investigations will inform the garrison of the investigation's progress.

(3) Approving authorities will forward a finalized copy of the investigation to the garrison property book officer for addition to property book records.

e. Formalized support agreements that specifically identify other procedures for processing financial liability between garrisons and tenant units will take precedence over this guidance.

f. Units that fail to follow this guidance may lose their recurring-dispatch privileges at the garrison commander's discretion.

2-15. IFMS BILL PAYMENT

a. Funds for monthly IFMS bills are consolidated at direct-report garrison level. Garrisons will ensure IFMS billing office address codes (BOACs) are reduced to the minimum needed to manage the fleet. This will ensure that the minimum number of bills are generated and ease the management workload associated with payment and audit.

b. IFMS bills must be paid promptly to meet IFMS requirements in the continental United States and to avoid late payments in the IFMS system. IFMS bills will be sent directly to the direct-report garrison for prompt payment. Garrisons will use the Army-authorized “pay and chase” system to ensure immediate payment to the IFMS, with subsequent audit and bill corrections. Monthly IFMS bills will be sent immediately to the Defense Finance and Accounting Service - Europe for payment without first being certified.

c. Errors and corrections noted in IFMS bills will be addressed to the supporting IFMS fleet center for resolution.

d. Problems between the supporting fleet center and the garrison that cannot be solved will be sent to the IMCOM-Europe Transportation Branch for further action.

CHAPTER 3 TRANSPORTATION BETWEEN DOMICILE AND PLACE OF DUTY

3-1. AUTHORITY

DOD 4500.36-R and AR 58-1 chapter 4, prescribe the authority for transportation between domicile and place of duty.

3-2. AUTHORIZED TRANSPORTATION

AR 58-1 prescribes authorized transportation and documentation requirements. Requests and documentation on authorized transportation must be submitted to the IMCOM-Europe Transportation Branch (HQ IMCOM-Europe (IMEU-LOD-T), Unit 29353, Box 200, APO AE 09014-0200) for review before submission to HQDA.

3-3. TRANSPORTATION OF OFFICIAL VISITORS

Official non-DOD persons invited to take part in DA functions may be provided transportation between home or transient sites and the location of the visit.

CHAPTER 4 BUS TRANSPORTATION SERVICES

4-1. PURPOSE

This chapter provides information on documenting bus-transportation requirements. Bus services may be provided with either Army NTVs (owned or leased) or by contracted assets. Bus service involves transportation requiring a passenger vehicle that holds 10 or more passengers.

4-2. GROUP-TRANSPORTATION BUS SERVICE

Group transportation is a fare-required, personal-business bus service established for domicile-to-duty travel by military and civilian Government employees residing on or off post. The IMCOM-Europe Transportation Branch may approve requests for group transportation that are based on the criteria and submission requirements in AR 58-1, paragraph 5-3.

a. Garrisons requesting group-transportation services must submit requests with supporting documentation through garrison command channels to the IMCOM-Europe Transportation Branch for decision (HQ IMCOM-Europe (IMEU-LOD), Unit 29353, Box 200, APO AE 09014-0200). Requests require the endorsement of the direct-report garrison commander.

b. According to AR 58-1, paragraph 5-3c(7), supporting documentation must include copies of written requests for bus service from public and private mass-transit operators servicing the local area. The request must include written responses from commercial host-nation transportation-system operators stating that the service cannot be provided within their existing or planned transportation networks.

4-3. SHUTTLEBUS SERVICE

Scheduled shuttlebus service is limited to official-business travel between offices and worksites only during normal duty hours, and to transport enlisted personnel residing in troop billets to and from their place of duty. Authorized family members may ride the shuttlebus on a space-available basis.

a. Shuttlebus service will be provided according to AR 58-1, paragraphs 5-1 and 5-2. The IMCOM-Europe Transportation Branch will issue guidance and maintain USAG certifications that shuttlebus services are being provided according to the criteria in these paragraphs. Total routing hours that are fully certified and approved by the IMCOM-Europe Transportation Branch will form the basis for bus-driver staffing according to the transportation quality-of-life standard or the IMCOM-Europe Resource Management Division manpower staffing template.

b. Copies of shuttlebus-service requests will be sent through command channels to the IMCOM-Europe Transportation Branch. Requests will identify stops by building number and location name (for example, building 4112, Equipment Support Center).

4-4. MASS TRANSIT

a. AR 58-1, paragraph 5-4, states the Secretary of the Army has authorized the use of mass-transit vehicles on any military installation or sub-installation when the use of these vehicles is determined to be efficient, practical, and in the best interests of the United States. The term *sub-installation* includes military housing areas, Army-leased family housing areas, and mission-oriented military facilities. Scheduled activity bus service routes will not include on-post housing, recreational, or shopping areas unless such areas cannot be reasonably avoided in serving the authorized locations.

b. In authorizing the establishment of mass-transit systems, the garrison commander must determine that—

(1) All requirements of AR 58-1, paragraph 5-4, are met.

(2) The number of personnel using this service, work schedules, traffic studies, and the potential for saving energy and reducing air pollution are considered.

(3) A reasonable effort has been made to have private operators provide the necessary mass transportation, but the effort was unsuccessful.

(4) The service to be provided will make proper use of transportation facilities and will supply the most-efficient transportation to the personnel concerned.

4-5. BUSROUTE APPROVAL

a. The intent of garrison bus service is to meet the needs of unaccompanied garrison Soldiers. First and foremost, garrison busroutes should be designed to meet those needs. In addition, garrisons will implement bus services to support established quality-of-life standards. Meeting quality-of-life standards with approved busroutes is a basis for determining adequate driver staffing. Direct-report garrisons will evaluate performance efficiencies and the effectiveness of bus services for scheduled activities, isolated sites, and mass transit. The baseline standard for bus services includes—

(1) **Accessibility.** Scheduled transportation will be centrally located within a 15-minute walking distance of passenger start and stop points. Necessary transfers will require no more than a 15-minute wait. Host-nation public transportation will be used where possible and when it requires no more than one transfer and is not more than 30 minutes longer than the direct Army bus.

(2) **Availability.** Transportation will be provided—

(a) Between offices and worksites for official travel.

(b) To enlisted Soldiers traveling between troop billets, places of duty, and dining facilities if the commander determines that the travel is incident to the performance of duty.

(c) To life-support facilities for Soldiers, employees, and family members assigned, employed, or residing in isolated areas.

4-6. TRANSPORTATION TO MEDICAL FACILITIES

a. Military personnel and their family members are authorized Government-transportation support for movement to hospitals for outpatient treatment. This transportation is a specialized form of scheduled-activity bus service that is local in nature.

b. DA civilian employees may be authorized Government-transportation support for movement to hospitals for outpatient treatment only when so ordered by garrison officials for work-related injuries, illnesses, or required physical examinations. DA civilian employees and their family members may travel when space is available on buses servicing military medical facilities.

4-7. EMERGENCY BUS SERVICE

AR 58-1, paragraph 5-6, provides criteria for using emergency bus service. Requests for approval of emergency bus service will be submitted to the IMCOM-Europe Transportation Branch according to AR 58-1, paragraph 5-3e.

4-8. MORALE, WELFARE, AND RECREATION BUS SERVICE

MWR bus service is appropriated-fund bus support for authorized MWR programs and activities that are defined as authorized to receive support under the provisions of AR 215-1. This service may be provided when the USAG commander determines that failure to provide the service would have an adverse effect on morale.

a. MWR bus service will not be provided at the expense of mission needs. MWR-support needs do not justify requirements for additional vehicles. Buses (10-passenger or larger passenger-carrying vehicles) will not be acquired with appropriated funds if justified either partially or wholly for group-travel to support of MWR activities.

b. Bus support for MWR activities must be provided according to AR 58-1, paragraphs 2-3e and 5-5; and AR 215-1 (primarily chap 4 and app C).

c. TMP support of MWR youth sports activities is authorized if the commander determines that failure to provide the service would have an adverse effect on the morale of Soldiers and DOD civilians and providing this support would not adversely affect the mission. One example of this type of support is providing bus transportation for youth sports teams to take part in tournaments in other communities. This bus service may be provided on a nonreimbursable basis for transportation of teams composed of personnel who are officially representing the installation in scheduled competitive events.

d. Under the provisions of the NATO Status of Forces Agreement, the Army will generally be held liable for civil damages caused by the ordinarily negligent acts of its agent, the driver, or other employee who causes or contributes to an accident. If a U.S. or local national employee is acting within the scope of his or her employment, liability for his or her acts will be covered by the Army. However, employees who commit acts of gross negligence or reckless or wrongful misconduct and thereby cause injuries or property damage will not be considered as acting within the scope of their employment and will be held individually liable.

CHAPTER 5 IDENTIFICATION AND MARKING OF ARMY-OWNED NONTACTICAL VEHICLES

5-1. GENERAL

a. The color distinctions for the Army-owned remnant (non-IFMS) fleet are as follows:

(1) Emergency Vehicles. These vehicles will be painted in accordance with applicable regulations.

(2) Roadway Service Vehicles Used To Conduct Missions on Roadways. These vehicles will remain the color they were painted by the manufacturer or as required by the IMCOM-Europe Engineer (Public Works) Division.

(3) Special-Purpose Vehicles (SPVs). SPVs will remain the color they were painted by the manufacturer or as required by the IMCOM-Europe Engineer (Public Works) Division.

b. There is no requirement to have any particular color coordination between a tractor and the trailer being towed.

c. IFMS vehicles are exempt from painting, identification, and marking requirements specified in this chapter.

5-2. IDENTIFICATION AND MARKINGS

Vehicles procured or owned by the U.S. Army will be identified according to Military Handbook 1223.

a. Generally, vehicle license plates will include only the U.S. Army registration number and *U.S. Army*. (AR 58-1, figure 9-1, provides an illustration.) Installation and activity markings are not required. If markings are used, they will include the abbreviated garrison name and a unique bumper number. In Italy, NTVs use Allied Forces Italy (AFI) official plates of the city or region where the NTV is stationed. Exceptions may be granted for force-protection requirements to install local civilian cover plates instead of official plates. U.S. Army- or IFMS-assigned registration number license plates removed from vehicles in order to use cover plates must be accounted for and remounted when the cover plates are no longer necessary.

b. The elimination of the requirement for the U.S. Army remnant fleet to have unique installation and activity markings does not authorize vehicles to be repainted or remarked. If repairs require a vehicle to be repainted or remarked, unique paint and markings may be changed if it is cost effective.

5-3. REGISTRATION

All NTVs procured for the Army will be assigned U.S. Army registration numbers according to DA Pamphlet 750-8 and will be accounted for according to AR 710-2.

5-4. LOST, STOLEN, OR DAMAGED LICENSE PLATES

In all cases, license plates will conform to the standards prescribed by AR 58-1, paragraph 9-6.

a. Lost, Stolen, or Damaged Plates. If license plates are lost, stolen, or damaged, USAG commanders or their appointed POCs will report the circumstances to the military police as soon as possible. Commanders or their appointed POCs will notify the IMCOM-Europe Transportation Branch by telephone (DSN 370-7407/8865 or civ 06221-57-7407/8865) that a replacement license plate will be manufactured by the garrison and follow up with written confirmation to the IMCOM-Europe Transportation Branch.

b. Damaged Plates. Commanders will report damaged license plates to the motor pool that dispatched the vehicle. Replacement plates will be manufactured or procured locally at the motor pool's expense. The supporting IFMS fleet center will issue replacement plates for IFMS vehicles.

5-5. LICENSE PLATES FOR NEWLY ACQUIRED NTVs

a. The IMCOM-Europe Transportation Branch will coordinate the issue of Logistics Support Activity (LOGSA) registration numbers for newly acquired Army-owned vehicles. USAGs are responsible for manufacturing plates for these vehicles using the LOGSA registration number as the plate number. All plates that are no longer applicable to a corresponding NTV will be destroyed. A memorandum for record noting the date of destruction and the plate number will be kept on file by the USAG. USAG representatives will send a copy of the memorandum to the IMCOM-Europe Transportation Branch.

b. The regional IFMS fleet center will issue license plates for IFMS vehicles.

c. License plates for IFMS vehicles will not be converted to host-nation plates or cover plates without prior approval of the IMCOM-Europe Transportation Branch.

CHAPTER 6 INVENTORY REPORTING

6-1. GENERAL

This chapter applies to inventory-reporting procedures for Army-owned NTVs and IFMS vehicles. This chapter will be used with AR 710-3, paragraph 5-2; and DA Pamphlet 750-8. If the information in this chapter conflicts with DA Pamphlet 750-8 concerning Army-owned NTVs, this chapter will take precedence.

6-2. REMNANT VEHICLES

- a. When a change in the Army-owned NTV fleet (gain or loss of an NTV) has occurred, the TMP will enter the appropriate data using existing TMP software. Additionally, TMPs will ensure on-hand inventory data in the web-based 1577 requirements system is adjusted as required for reportable vehicles.
- b. Commanders must have IMCOM-Europe Transportation Branch approval before transferring an Army-owned NTV between different TDA property books. These actions must be reported by submitting a DA Form 2408-9 indicating the transfer.
- c. TMPs will use DA Form 2408-9 to obtain registration numbers and license plates for Army-owned NTVs. The form must be sent to the IMCOM-Europe Transportation Branch for processing.

CHAPTER 7 NONTACTICAL SECURITY VEHICLES

SECTION I INTRODUCTION

7-1. PURPOSE

This section prescribes policy, responsibilities, and procedures for the acquisition, assignment, operation, maintenance, and disposal of NTVs used for security purposes.

7-2. APPLICABILITY

This section applies to—

- a. U.S. Army units in the European region that operate Army-owned or -leased security vehicles.
- b. Security vehicles owned by the U.S. Army and assigned to combined or unified commands or agencies.

7-3. POLICY

a. The Nontactical Security Vehicle (NTSV) Program is designed to increase transportation security for high-risk personnel (HRP). NTSVs provide added protection and a lower profile for transporting HRP and are an important part of the Personal Security Program. NTSVs will be used in an area-support concept to provide the greatest flexibility in protecting HRP. NTSV assignments will be based on threat and vulnerability assessments for officials who are potential targets for terrorists and criminals. Use of NTVs for personal prestige, convenience, and other unofficial purposes is prohibited.

(1) Category A NTSVs (HAVs) are used to provide increased security for HRP (including those assigned to NATO).

(a) HAVs are mission-related vehicles that, with certain exceptions, will be distributed geographically to protect assigned and visiting HRP. While HAVs will be routinely used by one high-risk individual in a geographic area, this does not negate the area-support concept policy.

(b) HAVs may frequently be tasked to support HRP visiting Europe.

(2) Category B NTSVs (SEVs) are passenger-carrying NTVs used to support protective-service operations. SEVs are normally operated by qualified protective-service agents; however, military police may use these vehicles to support protective-service operations.

b. Commanders should use NTSVs assigned to their commands to support HRP. If HRP require support and the command is unable to temporarily divert an NTSV to provide this support, the commander may request NTSV support from the Office of the Provost Marshal (OPM), HQ USAREUR/7A ((AEAPM-O-SO), Unit 29931, APO AE 09086-9931; or DSN 381-7338).

SECTION II RESPONSIBILITIES

7-4. CHIEF, LOGISTICS DIVISION, HQ IMCOM-EUROPE

The Chief, Logistics Division, HQ IMCOM-Europe, through the IMCOM-Europe Transportation Branch, will—

- a. Prepare NTSV policy, plans, and procedures. The IMCOM-Europe Transportation Branch will also direct the implementation of policy, plans, and procedures to support NTSV maintenance management.
- b. Supervise logistic management of NTSVs in the European region.
- c. Recommend the acquisition, maintenance, and disposal of NTSVs.
- d. Program for the procurement of NTSVs.
- e. Ensure that enough NTSVs are on hand to meet security requirements.
- f. Recommend and manage the distribution and redistribution of NTSVs in the European region.
- g. Coordinate new NTSV authorizations with the USAREUR G3, OPM, and HQDA, when required.
- h. Maintain current authorization information on the NTSV fleet.
- i. In coordination with security-vehicle subsystem managers, develop HAV subsystem specifications (including armament and electronic components).
- j. Coordinate the procurement of NTSVs with the United States Army Contracting Command, Europe (USACCE); the United States Army Tank - Automotive and Armaments Command (TACOM); manufacturers; HQ IMCOM; and HQDA.
- k. Coordinate the U.S. Army NTSV Driver Orientation Course when requested.
- l. Advise the OPM of the most suitable vehicle to perform required missions.
- m. Monitor use and maintenance information on NTSVs.
- n. Approve or disapprove requests for HAV long-term leases.

- o. Be the POC for NTSV maintenance management.
- p. Request domicile-to-duty authorization when required.
- q. When necessary, coordinate HAV actions with the Director, IMCOM-Europe, regarding the acquisition, allocation, maintenance, and disposal of HAVs in IMCOM-Europe.

7-5. PROVOST MARSHAL, USAREUR

The Provost Marshal, USAREUR, will—

- a. Evaluate requirements for NTSVs based on threat and vulnerability assessments.
- b. Recommend allocations, assignments, and additional NTSV authorizations to the Chief, Logistics Division, HQ IMCOM-Europe.
- c. Recommend required protection levels, performance standards, and security standards for various categories of NTSVs. Commercially designed NTSVs used to protect HRP must meet U.S. State Department and German *Bundeskriminalamt* ballistic armor and performance standards. For operations security and performance considerations, NTSVs should be of a European design and manufacturer.
- d. Recommend to the IMCOM-Europe Transportation Branch the redistribution of NTSVs to meet special missions and changing security requirements.
- e. Evaluate requests for domicile-to-duty transportation.
- f. Coordinate requests for domicile-to-duty transportation with the IMCOM-Europe Transportation Branch and other staff offices when appropriate.
- g. Validate requirements for leasing NTSVs.
- h. Serve as the security technical expert during the procurement and acquisition process for all NTSVs.

7-6. JUDGE ADVOCATE, USAREUR

The Judge Advocate, USAREUR, will ensure that all designated HRP who use NTSVs are advised of the legal constraints and the potential tax liability associated with the use of NTSVs for domicile-to-duty and unofficial travel.

7-7. COMMANDERS

Commanders who are responsible for NTSV operations will—

- a. Review and validate NTSV requirements in their commands before submitting the requirements to the OPM.
- b. Submit lease requirements for NTSVs through the OPM, HQ USAREUR/7A (AEAPM-O-SO), Unit 29931, APO AE 09086-9931, to HQ IMCOM-Europe (IMEU-LOD), Unit 29353, Box 200, APO AE 09014-0200.
- c. Monitor conditions that may require the redistribution of NTSVs.

- d. Program and budget BASOPS funds for—
 - (1) Short- and long-term NTSV leases.
 - (2) Operations and maintenance costs.
- e. Monitor the use of NTSVs to prohibit misuse or abuse and publish written guidance when necessary.
- f. Ensure maintenance is performed according to this regulation and applicable owners manuals.
- g. Maintain appropriate property-book, maintenance-cost, and fuel-consumption records.

SECTION III PROCEDURES

7-8. PROCUREMENT REQUIREMENTS

- a. NTSV procurement will be based on—
 - (1) TDA authorization shortages.
 - (2) The replacement of NTSVs eligible for retirement because of age and mileage or excessive repair cost.
- b. HAV procurement requires congressional on-line authority and fiscal-year funding as designated in the congressional appropriations bill for the fiscal year.

7-9. AUTHORIZATIONS

- a. Category A, B, and C NTSVs may be authorized in the USAG TDA for assignment and use in TDA or TOE units. NTVs will be documented in The Army Authorization Documents System (TAADS) according to AR 71-32.
- b. Requests for authorization of category A, B, and C NTSVs must be fully justified. Each request will be sent through command channels to the OPM. Requests will include the following information and documentation:
 - (1) The type of vehicle support required (category A, B, or C).
 - (2) The name, title, and position of the HRP for whom support is requested.
 - (3) A statement explaining why existing vehicle support is inadequate.
 - (4) A summary of threat and vulnerability conditions that make the service necessary.
 - (5) A current assessment of the threat to the HRP prepared by supporting military-intelligence elements.
 - (6) A personal security vulnerability assessment from the United States Army Criminal Investigation Command.

(7) The number of HRP supported with NTSVs during the past 12 months.

(8) Documents to establish the authorization for vehicle types according to AR 71-32.

7-10. PROCUREMENT PROCEDURES

The procedures for procuring NTSVs are the same as those for procuring other NTVs (para 2-2).

a. Procurement procedures will be initiated on receiving a request approved by the Chief, Logistics Division, HQ IMCOM-Europe.

b. The IMCOM-Europe Transportation Branch, in conjunction with USAREUR OPM, will—

(1) Determine vehicle armor-performance specifications that meet user requirements.

(2) Write procurement descriptions for procuring or leasing vehicles.

(3) Develop specifications for appropriate subsystems (including armament and electronic components) to meet established military requirements.

(4) Coordinate the procurement of security vehicles with the USACCE, TACOM, manufacturers, and HQDA; and coordinate deliveries to using activities.

(5) Identify and maintain contact with host-nation agencies, manufacturers, and other supply sources to provide a quick-response capability to meet unprogrammed requirements.

(6) Participate in analyses of the economic effects of alternate configurations and logistic-support methods.

(7) Determine vehicle quality-assurance acceptance procedures.

(8) Develop and implement procedures to transfer and receive NTSVs to the U.S. Army at the manufacturer plant.

7-11. NTSV LEASING

a. DOD NTV policy authorizes intermediate-size (class III) NTSVs for security-vehicle missions. Vehicle requirements above TDA authorizations may be commercially leased on a short-term basis (60 days or less) with no renewal or extension of the lease. USAG commanders may approve short-term leases. Long-term commercial leases are permitted only for NTSVs authorized on the TDA. Requests for long-term leases of NTSVs must be validated by the OPM (AEAPM-O-SO) and approved by the IMCOM-Europe Transportation Branch.

b. Long-term leases of vehicles for security purposes will be processed according to the following:

(1) Units and activities requiring leased vehicles must coordinate requirements with their supporting USAG transportation officer.

(2) Lease requests will be sent from the requesting user's command through the USAG to the OPM. The OPM will evaluate the request and forward a recommendation to the IMCOM-Europe Transportation Branch. Requests must be fully justified.

(3) Funds for long-term leases must be available at the requesting garrison, the direct-report garrison, or the appropriate supported command before the request is submitted to the IMCOM-Europe Transportation Branch.

(4) The IMCOM-Europe Transportation Branch will be provided the information in paragraph 2-5a. (Subparagraphs that do not apply will not be omitted; they will be annotated as *not applicable*.)

(5) Vehicles will be identified by type (for example, sedan compact, truck carryall) and category (A, B, or C).

(6) USAG commanders must certify that requirements cannot be met by redistributing assets.

(7) The OPM will review and evaluate each request from a security perspective to validate the requirement.

(8) The IMCOM-Europe Transportation Branch will review requests for completeness and the appropriateness of the type and category of the vehicle requested. Requests with incomplete information will be returned for completion.

7-12. DISTRIBUTION AND REDISTRIBUTION

a. The distribution and redistribution of category A vehicles will be made according to priorities recommended by the OPM and approved by the Chief, Logistics Division, HQ IMCOM-Europe.

b. Units will send copies of DA Form 2408-9 documenting the results of distribution or redistribution to the IMCOM-Europe Transportation Branch according to DA Pamphlet 750-8.

7-13. INVENTORY

NTSV inventory-control reporting procedures are the same as those for reporting an Army-owned remnant fleet (SF 82).

SECTION IV MAINTENANCE

7-14. WARRANTY

NTSVs will be covered by the manufacturer's standard commercial warranty. The terms of the warranty will be provided with the NTSV. Every person involved in the management, maintenance, and operation of NTSVs should be familiar with the provisions of the vehicle warranty and the significance of these provisions to reduce maintenance and operation costs. Garrisons will use manufacturer warranties to the maximum extent possible.

7-15. IDENTIFICATION AND MARKING OF SECURITY VEHICLES

a. NTVs used for personnel security, counterintelligence, and undercover-police missions are exempt from identification and marking requirements. License plates for IFMS vehicles will not be converted to host-nation plates or cover plates without prior approval of the IMCOM-Europe Transportation Branch.

b. Justification for repainting NTVs for security purposes must be based on a validated threat and vulnerability assessment. The request (with justification) will be sent through the OPM (AEAPM-SO), Unit 29931, APO AE 09086-9931, to HQ IMCOM-Europe (IMEU-LOD).

7-16. DISPOSAL

Category A vehicles will be disposed of as follows:

a. The garrison will send two copies of DA Form 461-5 to the IMCOM-Europe Transportation Branch when requesting disposition instructions.

b. HAVs must be demilitarized according to DOD 4160.21-M-1 before disposal to the DRMO or Defense Reutilization and Marketing Service.

c. Losing property book accountable officers will report completed transfer and disposal actions according to AR 710-2 and AR 710-3.

7-17. DRIVER TRAINING

a. Category A vehicles are heavier than standard models of the same design. Handling characteristics may vary from vehicle to vehicle. Commanders responsible for NTSV management will ensure that persons selected as drivers of category A vehicles receive driver training.

b. Specialized antiterrorism evasive driver training is available to drivers and assistant drivers of HRP. This training is designed to teach driving techniques and methods for evading a terrorist ambush while traveling by motor vehicle. Requests for training will be sent to the OPM, HQ USAREUR/7A (AEAPM-SO), Unit 29931, APO AE 09086-9931.

CHAPTER 8 MAINTENANCE POLICY AND RESPONSIBILITIES

8-1. GENERAL

a. USAREUR Regulation 750-10 provides policy and procedures for the maintenance support of Army-owned NTVs. USAREUR Regulation 750-10 must be used with AR 58-1, AR 750-1, DA Pamphlet 750-8, Technical Manual 38-600, this regulation, and the external SOPs of the General Support Center, Europe; the USAG Benelux Consolidated Maintenance Center; Installation Maintenance Management Activity, Italy; and the United States Army BASOPS Maintenance Center - Europe.

b. Special-purpose vehicles and equipment are exempt from retirement and replacement criteria and corresponding technical inspections (TIs) when these vehicles and equipment are maintained according to AR 58-1, chapter 11-2b, under the provisions of table 11-1. When exempt vehicles and equipment are turned in for maintenance, the requester will annotate on the maintenance request that no replacement vehicle is available. Maintenance facilities will not make a complete TI with DA Form 461-5 on exempt vehicles or equipment. The maintenance facility will make only the repairs necessary to keep the vehicle or equipment safe and operable.

c. Vehicles under the IFMS program will be maintained according to IFMS program directives. Vehicles leased from local commercial sources will be maintained according to the applicable lease agreement and references cited in this chapter.

APPENDIX A REFERENCES

SECTION I REFERENCES

United States Code, Title 10, Section 2632, Transportation To and From Certain Places of Employment and on Military Installations

United States Code, Title 20, Section 921, Defense Dependents' Education System

Federal Acquisition Regulation

Defense Federal Acquisition Regulation Supplement

DOD Directive 4500.9E, Transportation and Traffic Management

DOD Directive C-4500.51, (C) DOD Nontactical Armored Vehicle Policy (U)

DOD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles

DOD 4160.21-M-1, Defense Demilitarization Manual

DOD 4500.54-G, DOD Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 58-1, Management, Acquisition and Use of Motor Vehicles

AR 71-32, Force Development and Documentation - Consolidated Policies

AR 190-58, Personal Security

AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 710-2, Supply Policy Below the National Level

AR 710-3, Asset and Transaction Reporting System

AR 735-5, Policies and Procedures for Property Accountability

AR 750-1, Army Materiel Maintenance Policy

AR 750-10, Army Modification Program

DA Pamphlet 710-2-2, Supply Support Activity Supply System: Manual Procedures

DA Pamphlet 750-8, The Army Maintenance Management System (TAMMS) Users Manual

Supply Bulletin 700-20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items

Technical Manual 38-600, Management of Administrative Use Motor Vehicles

Military Handbook 1223, Nontactical Wheeled Vehicles Treatment, Painting, Identification Marking and Data Plate Standards

AE Regulation 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany

AE Regulation 385-55, Prevention of Motor-Vehicle Accidents

AE Regulation 600-55, Driver- and Operator-Standardization Program

AE Regulation 608-2, Family Readiness System

AE Regulation 612-1, Community Central In- and Outprocessing

AE Pamphlet 385-15, Leader's Operational Accident-Prevention Guide

USAREUR Regulation 750-10, USAREUR Base Operations Maintenance Policy

USAREUR Pamphlet 715-4, Manual for Ordering Officers

SECTION II FORMS

SF 82, Agency Report of Motor Vehicle

DD Form 200, Financial Liability Investigation of Property Loss

DD Form 448, Military Interdepartmental Purchase Request

DA Form 461-5, Vehicle Classification Inspection

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2408-9, Equipment Control Record

DA Form 3953, Purchase Request and Commitment

DA Form 4610-R, Equipment Changes in MTOE/TDA

APPENDIX B

PREPARING DA FORM 461-5 FOR NONTACTICAL VEHICLES (ARMY-OWNED)

B-1. GENERAL

This appendix provides instructions for completing DA Form 461-5 for nontactical vehicles (NTVs.)

B-2. RESPONSIBILITIES

Maintenance managers and supervisors at the Base Operations Maintenance Center or at the garrison level (Belgium and Italy) who are responsible for maintaining or coordinating repairs for Army-owned NTVs will prepare DA Form 461-5 according to this appendix.

B-3. FORM DISTRIBUTION AND DISPOSITION

a. The direct-report garrison will approve or disapprove DA Form 461-5 actions and give the Transportation Branch, Logistics Division, HQ IMCOM-Europe, the original and one copy of DA Form 461-5 when requesting disposition instructions (washout or disposal) or a repair waiver. The IMCOM-Europe Transportation Branch will keep the original and return the copy, with an original signature, to the originating office.

b. For disposal actions, a copy of the DA Form 461-5 will be sent with the NTV to the defense reutilization and marketing office (DRMO). The owning activity will keep the original-signature copy from the IMCOM-Europe Transportation Branch for 1 year after the NTV is turned in to the DRMO, after which the owning activity may destroy the copy.

c. For repair waiver actions, the original-signature copy will be placed in an active file by the owning activity for 1 year, after which the copy may be destroyed.

B-4. INSTRUCTIONS FOR COMPLETING DA FORM 461-5

DA Form 461-5 will be completed as follows:

a. Nomenclature. Enter the nomenclature as listed in Supply Bulletin 700-20. Do not use a manufacturer's nomenclature.

b. Registration No. Enter the U.S. Army registration number shown on the vehicle data plate.

c. Date of Delivery. Enter the date the vehicle was originally delivered to the Army (see data plate for this date).

d. Manufacturer. Enter the name of the vehicle manufacturer.

e. Model. Enter the manufacturer's commercial model name or number.

f. Serial No. Enter the manufacturer's vehicle serial number.

g. Age. Enter the vehicle age (subtract delivery date year from current year).

h. Mileage. Enter the odometer reading. Indicate whether the data is in miles or kilometers. Do not convert kilometers to miles.

i. Reason. Enter a short reason for preparing the form (for example, major repair, accident repair, disposal, excess vehicle). Other reasons may be used when needed.

j. Echelon of Rep. Leave blank. (There are no echelons of repair for NTVs.)

k. Inspection Standards. Enter either *S&S* or *Safe and Serviceable*.

l. Condition. Enter the appropriate word to describe the vehicle condition. If the vehicle was involved in an accident, enter the condition description before the accident.

m. Date of Unecon Rep. Enter the date the vehicle entered the condition (i above) requiring the preparation of the form.

n. Item. Mark out any portion of an item description that is not used.

o. Diagnosis. Describe what is wrong (for example, under item *paint*, entries may include faded or chipped).

p. Satisfactory, Repair, Replace. Place an *X* in the appropriate column to indicate what type of work (repair or replacement), if any, needs to be done. If no work is required, mark *Satisfactory*.

q. Man-hours Labor. Enter how many hours will be needed to do the work indicated.

r. Cost of Parts. Enter the cost of repair parts used. If an item is being repaired and requires material (for example, body repair), enter the cost.

s. Subtotals. At the bottom of each column, enter the subtotal of labor and parts costs.

t. Modifications. List items and the cost of each vehicle modification made. If parts are locally manufactured, list here.

u. Other Shortages. List items that are missing from the vehicle and their cost. This is especially important for vehicles marked for disposal (washout).

v. Remarks. Enter additional information about the event recorded on the form.

w. Total Repair Costs/Costs Due to Damage. Enter the total of each cost category indicated.

APPENDIX C**NONCENTRALLY MANAGED NONTACTICAL VEHICLE LIST (OCTOBER 2001/FISCAL YEAR 2002)**

NOTE: This list is subject to change. The Transportation Branch, Logistics Division, HQ IMCOM-Europe, should be contacted to ensure users have the latest list.

LINE ITEM NUMBER	NOMENCLATURE	STANDARD STUDY NUMBER
B81960	BLOWER TRUCK MOUNTED W/ADJ PITCH PROPELLER	D566
B85265	BODY REFUSE COLLECTION TRUCK CLOSED TOP 30 CU YD	D351
B85270	BODY REFUSE COLLECTION TRUCK CLOSED TOP 40 CU YD	D351
B85275	BODY REFUSE COLLECTION TRUCK COMPACTION LONG STROKE	D351
B85280	BODY REFUSE COLLECTION TRUCK COMPACTION SHORT STROKE	D351
B85290	BODY REFUSE COLLECTION TRUCK OPEN TOP 20 CU YD	D351
B85293	BODY REFUSE COLLECTION TRUCK OPEN TOP 30 CU YD	D351
B85296	BODY REFUSE COLLECTION TRUCK OPEN TOP 40 CY YD	D351
B85306	BODY REFUSE COLLECTION TRUCK SELF-LOADING AND COMPACTION	D351
B85318	BODY REFUSE COLLECTION TRUCK 43 CU YD F/STATIONARY PACKER	D351
C02572	BOOKMOBILE LIBRARY FACILITY TRUCK MOUNTED	D405
C89598	CAMPER TRUCK MOUNTING HUT TYPE 4-6 SLEEPER	D406
D13605	GOLF CART EED/GED 3 OR 4 WHL	D402
E61002	COMPACTING UNIT REFUSE-STATIONARY - 2 CU YD	D356
E61036	COMPACTING UNIT REFUSE-STATIONARY - 5 CU YD	D356
L90240	MACHINE BUCKET SEWER CLEANING 25 HP TRLR MTD	D359
M72933	MOTORCYCLE SOLO CHAIN OR CONVENTIONAL DRIVE	D550
R40689	RECMOBILE TRUCK MTD MOBILE RECREATION SERVICE CTR FACILITY	D405
R66077	REFUSE CONTAINER HOISTING UNIT TANK TYPE 750 GAL	D357
R66107	REFUSE CONTAINER HOISTING UNIT 10-12 CU YD CAPACITY	D357
R66175	REFUSE CONTAINER HOISTING UNIT 8-9 CU YD	D357
R99264	REFUSE CONTAINER HOISTING UNIT 5-7 CU YD	D357
S33224	SANITIZER BEACH TOWED 2 WHL	D406
S55256	SCOOTER MOTOR GASOLINE OR ELECTRIC ENGINE DRIVEN 2-3 WHL	D551
S55261	SCOOTER MOTOR GED 3-4 WHL 12-18 HP	D551
S55266	SCOOTER MOTOR GED 3 WHL W/CAB AND BODY	D551
S55334	SCOOTER MOTOR ELECTRIC OR GED 4 WHL	D551
S69705	SEMITRAILER COMPRESSED GAS CYLINDER 21T 4 WHL 38 CYL CAPACITY	D316
S69842	SEMITRAILER FLAT BED RAMP LOADING VEHICLE 60T	D316
S69909	SEMITRAILER FLAT BED TILT TYPE 22T	D316
S69959	SEMITRAILER LOW BED AMMUNITION 8-10T 4 WHL	D300
S69962	SEMITRAILER LOW BED CONTAINER HANDLING 26T 20 FT	D300
S69964	SEMITRAILER LOW BED FORESTRY EQUIP MOVER 15T	D300
S70006	SEMITRAILER LOW BED 7-9T 2 WHL ATTACH A/A	D300
S70096	SEMITRAILER LOW BED 12T 2 WHL	D300
S70380	SEMITRAILER LOW BED 15-25T 4 WHL	D300
S70526	SEMITRAILER LOW BED 25T 4 WHL 16 FT DECK	D300
S70534	SEMITRAILER LOW BED 35T 4 WHL LEVEL OR TILT DECK	D300
S70602	SEMITRAILER LOW BED 35T 4 WHL ATTACH A/A	D300
S70669	SEMITRAILER LOW BED HYDRAULIC LIFT PLTFM 12T 2 WHL	D302
S70759	SEMITRAILER LOW BED 50T 8 WHL	D304
S70825	SEMITRAILER LOW BED 60T 8 WHL LEVEL OR DROP DECK	D304
S71476	SEMITRAILER REFRIGERATOR 7-12T 2 WHL	D301
S71630	SEMITRAILER REFRIGERATOR 20T 4 WHL	D301
S71690	SEMITRAILER REFUSE COLLECTION COMP TYPE 75 CU YD	D358
S72161	SEMITRAILER STAKE 12T 2 WHL 26-30 FT BODY	D303
S72178	SEMITRAILER STAKE 20T 4 WHL	D305
S72183	SEMITRAILER STRADDLE CARRY 20T	D316

LINE ITEM NUMBER	NOMENCLATURE	STANDARD STUDY NUMBER
S73257	SEMITRAILER TANK POTABLE WATER 4000-5500 GAL 4 WHL FORCE DISCHARGE	D309
S73304	SEMITRAILER TANK WATER 5000 GAL FIRE FIGHTING BRUSH/FOREST FIRES	D309
S73942	SEMITRAILER VAN CARGO (OPEN OR CLOSED) 12T 2 WHL	D311
S74096	SEMITRAILER VAN CARGO 20T 4 WHL	D313
S74550	SEMITRAILER VAN HORSE TRANSPORTER 25 HORSE CAPACITY	D312
S74695	SEMITRAILER VAN MISSILE MAINTENANCE FACILITY 4 WHL	D312
S74728	SEMITRAILER VAN MOBILE LEARNING CENTER 12T	D312
S74975	SEMITRAILER VAN SHOP FACILITY 6T	D310
S75000	SEMITRAILER VAN SHOP FACILITY 12T	D310
S75185	SEMITRAILER VAN TV PRODUCTION FACILITY 2 WHL	D312
S80068	SERVICING PLATFORM TRUCK MTD 4X2 24,000 GVW	D450
S80108	SERVICING PLATFORM TRUCK MTD 24X24	D454
T41903	TRUCK CARRYALL CALIBRATION AND REPAIR 1 1/4T 4X2 8,500 GVW	D262
T45244	TRUCK FLAT BED DUMP 4-6T 4X2	D264
T53919	TRUCK MAINTENANCE VAN-TYPE 1/4T 4X2	D456
T87771	SNOWMOBILE GED LIGHT DUTY	D400
T87863	SNOWMOBILE GED HEAVY DUTY	D400
T98757	TRAILER TANK FUEL 250 GAL 2 WHL W/ACCESSORIES	D324
T99091	TRAILER VAN FIELD OFFICE 2-4 WHL	D325
T99260	TRAILER TRAVEL HOME TYPE 35-40 FT 4-6 WHL	D406
V47808	VEHICLE RECREATIONAL GED 6 WHL	D407
W92962	TRAILER W/SPECIAL ELEVATED RING F/TURRET ASSY	D333
W93693	TRAILER OIL FILTERING AND DRYING	D333
W94500	TRAILER BOAT 4 WHL	D406
W95273	TRAILER CAMPER CONVERTIBLE 2-4 WHL	D403
W95283	TRAILER CAMPER HOME TYPE 20 FT 2-4 WHL	D403
W95293	TRAILER CAMPER HUT TYPE 4-6 SLEEPER 2-4 WHL	D403
W95346	TRAILER CARGO UTILITIES MAINTENANCE ATTACH A/A	D333
W95801	TRAILER CARGO 1 1/2T W/HYDRAULIC ELEVATING BODY	D333
W96004	TRAILER CARGO 5T 4 WHL	D333
W96691	TRAILER FLAT BED TILT LOADING 1-3T 6 WHL	D329
W96711	TRAILER FLAT BED 6T 4 WHL	D329
W96721	TRAILER FLAT BED 9-12T 4-6 WHL	D329
W96917	TRAILER FLAT BED 15T 6 WHL	D329
W96982	TRAILER FLAT BED TILT DECK 20T 4 WHL	D329
W97010	TRAILER LIVING QUARTERS SELF-CONTAINED 2-4 WHL	D317
W97027	TRAILER LIVING QUARTERS 60 FT 4-6 WHL	D317
W97244	TRAILER LOW BED TILT DECK 1-3T 2 WHL	D319
W97276	TRAILER LOW BED TILT DECK 1-3T 4 WHL	D319
W97308	TRAILER LOW BED TILT DECK 3 1/2 - 6T 4 WHL	D319
W97318	TRAILER LOW BED TILT DECK 6-10T 2-4 WHL	D319
W97381	TRAILER LOW BED 3,000 LB CAPACITY 4 WHL	D327
W97445	TRAILER LOW BED 16,000 LB CAPACITY 4 DUAL WHL	D327
W97450	TRAILER LOW BED 4T 2 WHL	D327
W97452	TRAILER LOW BED 4-6T 4 WHL	D327
W97460	TRAILER LOW BED 9T 4 WHL	D327
W97465	TRAILER LOW BED 12T 4 WHL	D327
W97468	TRAILER LOW BED 19T W/HYDRAULIC RAMP	D327
W97470	TRAILER LOW BED 30T	D327
W97734	TRAILER MAINTENANCE TOOL STORAGE 2 WHL	D333
W97736	TRAILER MAINTENANCE TOOL STORAGE 4-6 WHL	D333
W97739	TRAILER MOBILE STAGE 4 WHL W/ACCESSORIES	D404
W97749	TRAILER MOBILE STAGE 6 WHL W/ACCESSORIES	D404
W97944	TRAILER PLATFORM WAREHOUSE 4 WHL	D557
W98688	TRAILER STAKE 2 1/2T 4 WHL	D321
W98689	TRAILER TANK FUEL 100 GAL F/FUEL FLOW CALIBRATION 2 WHL	D324

LINE ITEM NUMBER	NOMENCLATURE	STANDARD STUDY NUMBER
W98690	TRAILER TANK 200 GAL CAPACITY 2 WHL	D324
W98698	TRAILER TANK FUEL 500 GAL 4 WHL W/ACCESSORIES	D324
W98708	TRAILER TANK INDUSTRIAL WASTE/SEWAGE DISP 1,200 GAL	D361
W98758	TRAILER TANK OIL 400 GAL 2 WHL	D324
W98962	TRAILER TANK WATER 400 GAL 2 WHL	D323
W99012	TRAILER VAN 4 WHL	D331
W99016	TRAILER VAN AIR MONITORING LAB 4 WHL	D331
W99020	TRAILER VAN AMMUNITION 43 FT 4 WHL	D331
W99022	TRAILER VAN ELEC EQUIP AND SPARE PARTS 4 WHL	D331
W99023	TRAILER VAN EXPERIMENTATION CONTROL CENTER	D331
W99025	TRAILER VAN HORSE TRANSPORTER 2 HORSE CAPACITY	D331
W99026	TRAILER VAN HORSE TRANSPORTER 4 HORSE CAPACITY	D331
W99027	TRAILER VAN HORSE TRANSPORTER 6 HORSE CAPACITY	D331
W99030	TRAILER VAN HORSE TRANSPORTER 10 HORSE CAPACITY	D331
W99044	TRAILER VAN INFANTRY MUSEUM AND EXHIBIT	D406
W99058	TRAILER VAN OFFICE SELF-CONTAINED 2-4 WHL	D325
W99109	TRAILER VAN EXPANSIBLE ADP FACILITY	D331
W99306	TRAILER VAN RAILWAY CAR MAINTENANCE 6T 4 WHL	D331
W99378	TRAILER VAN RECRUITING EXHIBIT FACILITY 16 FT	D325
W99383	TRAILER VAN TOOL CRIB 4 WHL	D331
X43580	TRUCK DUMP REFUSE COLLECTION 4-6 CU YD CAPACITY 4X2	D353
X44733	TRUCK FIRE FIGHTING: ATTACK PUMPER BRUSH & STRUCTURAL 250 GPM	M260
X44737	TRUCK FIRE FIGHTING: BRUSH WATER 200 GPM	M231
X48799	TRUCK HOPPER COAL DELIVERY 6X4 39,500 GVW	D467
X53366	TRUCK MAINTENANCE LINE CONSTRUCTION 14,000-21,000 GVW 4X4	D461
X53430	TRUCK MAINTENANCE ROADS AND GROUNDS ATTACH A/A	D459
X53790	TRUCK MAINT TELEPHONE 4X4 5,000-9,000 GVW	D460
X53848	TRUCK MAINTENANCE UTILITY PANEL CONV 4X2 5,900-6,200 GVW	D456
X53851	TRUCK MAINTENANCE UTILITY 4X2 7,000-10,000 GVW	D457
X53856	TRUCK MAINTENANCE UTILITY 4X2 14,000-21,000 GVW	D458
X54175	TRUCK MAINTENANCE 1T 4X4 ATTACH A/A	D459
X54197	TRUCK MAINTENANCE 1T 4X4 W. CREW CAB ATTACH A/A	D459
X54200	TRUCK MAINTENANCE 1 - 1 1/2T 4X2 W. CREW CAB ATTACH A/A	D459
X54428	TRUCK MATERIALS HANDLING-CONT HOISTING 4X2 21,000 GVW	D355
X54433	TRUCK MATERIALS HANDLING-CONT HOISTING 4X2 24,000 GVW	D355
X54445	TRUCK MATERIALS HANDLING-CONT HOISTING 4X2 32,000 GVW	D355
X54453	TRUCK MOBILE STAGE 4X4 W/ACCESSORIES	D405
X54976	TRUCK PERSONNEL WAREHOUSE EED 4X2	D559
X55820	TRUCK REFUSE COLLECTION COMP W/REAR HOPPER 4X2 19,000 GVW	D352
X55832	TRUCK REFUSE COLLECTION COMP W/REAR HOPPER 4X2 24,000 GVW	D352
X55837	TRUCK REFUSE COLLECTION COMP W/REAR HOPPER 4X2 28,000 GVW	D352
X57261	TRUCK TANK ACID 1,100 GAL 4X2 29,900 GVW	D282
X58235	TRUCK TANK HYDROSEEDER 1,200 GAL	D282
X58240	TRUCK TANK LIQUID CHEMICAL 1,250 GAL 4X2 22,500 GVW	D282
X58641	TRUCK TANK WATER 1,000 GAL 4X4 POTABLE WATER 19,000 GVW	D283
X58778	TRUCK TANK WATER 1,000 GAL 4X2 16,000 - 19,000 GVW	D283

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AFI	Allied Forces Italy
BASOPS	base operations
BMCT	branch movement control team
BOAC	billing office address code
civ	civilian
DA	Department of the Army
DOD	Department of Defense
DOL	director of logistics
DPW	director of public works
DRM	director of resource management
DRMO	defense reutilization and marketing office
DSN	Defense Switched Network
FEDLOG	Federal Logistics Record
FRG	family readiness group
G3	Deputy Chief of Staff, G3, United States Army Europe
GPC	Government purchase card
GPS	Global Positioning System
GVW	gross vehicle weight
HAV	heavy armored vehicle
HQDA	Headquarters, Department of the Army
HQ IMCOM	Headquarters, United States Army Installation Management Command
HQ USAREUR/7A	Headquarters, United States Army Europe and Seventh Army
HRP	high-risk personnel
IFMS	Interagency Fleet Management System
IMCOM-Europe	United States Army Installation Management Command, Europe Region
lb	pound
LIN	line item number
LOGSA	Logistics Support Activity
MWR	morale, welfare, and recreation
NATO	North Atlantic Treaty Organization
NTSV	nontactical security vehicle
NTV	nontactical vehicle
OPM	Office of the Provost Marshal, Headquarters, United States Army Europe and Seventh Army
PCS	permanent change of station
POC	point of contact
POD	permissible operating distance
POV	privately owned vehicle
PPG	personnel policy guidance
S4	logistician
S-bus	Sponsorship Bus
SEV	security-escort vehicle
SF	standard form

SOP	standing operating procedure
SUV	sport utility vehicle
TAADS	The Army Authorization Documents System
TACOM	United States Army Tank - Automotive and Armaments Command
TDA	tables of distribution and allowances
TDY	temporary duty
TI	technical inspection
TMP	transportation motor pool
TOE	tables of organization and equipment
TÜV	<i>Technischer Überwachungsverein</i>
U.S.	United States
USACCE	United States Army Contracting Command, Europe
USAG	United States Army garrison
USAREUR	United States Army Europe
USEUCOM	United States European Command
UTC	unit transportation coordinator

SECTION II

TERMS

category A vehicle

A heavy armored vehicle or a light armored vehicle.

category B vehicle

A commercially designed, high-performance, demilitarized, nontactical vehicle, with or without add-on security enhancements, used for security escorts in support of category A vehicles (also called security-escort vehicle).

category C vehicle

Indigenous vehicle used for general security support when a low profile is required. Category C vehicles have no add-on security enhancements, are not armored, and are not high-performance vehicles.

commercial design vehicle

A vehicle designed to meet civilian needs and used without major modifications for the routine transportation of supplies, personnel, or equipment.

domicile

A place of residence, regardless of where it is located.

domicile-to-duty transportation

For this regulation, the authorized use of Government transportation to increase security during travel by high-risk personnel from their residence to their place of work and at other times as dictated by the threat.

general purpose vehicle

A vehicle, normally of commercial design, used to provide transportation service (for example, transportation of cargo or equipment). This category includes any motor vehicle designed for transportation service, even if modified locally as an expedient for meeting special needs.

gross vehicle weight

Curb weight plus the maximum payload.

heavy armored vehicle

A commercially designed and manufactured, fully armor-configured motor vehicle procured especially to provide security protection to certain key DOD officials or visiting dignitaries.

high-risk DOD personnel

Senior U.S. military officers, civilian equivalents, and visiting dignitaries (usually flag officer grade) who, by virtue of their grade, position, and other factors, are potential targets of terrorists, because of their symbolic relationship to terrorist themes.

installation or activity

Real property owned or leased by the United States and controlled by a DOD component. This includes military housing areas, Army-leased family housing areas, and mission-oriented military facilities.

long-term lease

The leasing of nontactical vehicles for more than 60 days.

maintenance

Functions associated with a repair facility that reveal, prevent, or correct physical damage or malfunctioning of motor vehicles required to restore them to a safe and serviceable condition.

mileage

For the purpose of this regulation, a distance (miles or kilometers) traveled.

motor vehicle

An item of equipment, mounted on wheels that is designed for highway or land operations and that derives power from a self-contained power unit or is designed to be towed by and used with such self-propelled equipment.

motor vehicle accident

An occurrence involving a motor vehicle resulting from collision with another moving, falling, flying, or stationary object, or involving fire, flood, lightning, earthquake, or similar incidents. Mechanical failures resulting from operator abuse or negligence are not considered accidents under this definition.

nontactical vehicle fleet

Motor vehicles used to support general-transportation services and facility-maintenance functions not directly connected with combat or tactical operations. The nontactical vehicle fleet includes passenger-carrying, general-purpose, and special-purpose vehicles. The nontactical vehicle fleet is primarily of commercial design.

official purpose

Any officially authorized DOD function, activity, or operation.

operations

Functions connected with the vehicle fleet management that administers, plans, directs, and controls assignment and movement of vehicles.

passenger-carrying vehicle

A vehicle, normally of commercial design, that is used for the transportation of people. This category includes sedans, station wagons, carryalls, buses, and ambulances.

short-term lease

The leasing of a nontactical vehicle for 60 days or less.

special-purpose vehicle

A vehicle, normally of commercial design, that incorporates a combined chassis and body design to meet a specialized requirement.

threat assessment

A detailed analysis of the local threat and the specific threat against persons for whom additional security transportation is required.

vulnerability assessment

A detailed analysis of vulnerabilities associated with a terrorist threat, especially during travel by motor vehicle.

washout

Direct disposal of a vehicle to the Defense Reutilization and Marketing Service.