



CASCOM POLICY 21-04

ATCL-CG (100)

22-Mar-2021

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

a. Logistics Readiness Center (LRC) Fort Lee Transportation Motor Pool (TMP) (LRC-LEE TMP) External Standard Operating Procedures (SOP), 30 July 2019.

b. Army Regulation (AR) 58-1, Management, Acquisition, and Use of Motor Vehicles, 23 March 2020.

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

d. Army Regulation (AR) 735-5 (Property Accountability Policies), 9 November 2016.

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

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

4. Responsibility:

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

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

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

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(2) Appoint, in writing, no more than four (4) primary and alternate Unit Transportation Coordinators (UTCs) to serve as liaison with the LRC-LEE TMP Office. Notify TMP when any UTC departs or is no longer serving in the capacity of UTC.

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

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

c. CASCOM G-1/4:

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

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

d. UTCs and alternates:

(1) Act as liaison between the unit/organization, the LRC-LEE TMP, and the CASCOM G4.

(2) Be appointed in writing and maintain a UTC appointment letter on file with the LRC-LEE TMP. Update documentation as necessary.

(3) Attend the LRC-LEE TMP Training.

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

(5) Manage the B-fleet for their organization. Provide vehicles for Casualty Assistance, Funeral Detail, U-Drive- It and additional unit use.

(6) Manage Fort Lee 580E forms from their units.

(7) Administer and track the inspection of vehicles prior to releasing them for use and again upon return.

(8) Maintain a log and receipt for all vehicles.

(9) Review and submit unit Permissible Operating Distance (POD) waivers

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and risk analysis (as applicable) to the LRC-LEE TMP office.

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

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

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

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

e. User: (as in units/organizations)

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

(2) Ensure operations possess a valid driver's license and Common Access Card (CAC) at the time of dispatch.

(3) Document the request for vehicle support by submitting Fort Lee Form 580E to the UTC.

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

(5) Fuel and clean vehicle prior to returning to the owning unit.

(6) Adhere to the LRC-LEE TMP External SOP and unit's internal SOP.

5. Policy:

a. The use of Army-owned or controlled Non-Tactical Vehicles (NTV), including Class "B" GSA vehicles, is restricted to official purposes only. The GSA Fleet Service Card is for official use only. All maintenance and products over \$100 require authorization from the GSA Maintenance Control Center prior to purchase. The purchase of plus or premium unleaded fuel is unauthorized. Units/organizations are to refrain from utilizing these vehicles to conduct personal business and from allowing unauthorized personnel to drive or use these vehicles. Using these vehicles for transportation to and from personal dwellings and MWR events is strictly regulated in accordance with (IAW) AR 58-1.

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

(1) Obtaining a Class "B" Vehicle: Vehicles are assigned based on sufficient justification outlining and validating mission requirements. Justifications are submitted to the LRC-LEE TMP and are not valid until the annual VURB. At that time, determination will be made whether the need for assigned vehicles is required.

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

(3) Requirements for Class "B" vehicles are based on true impact to the mission. If the mission cannot be met by vehicles assigned to the brigade, cross-utilization is the next option and coordination with the CASCOM G4 is recommended.

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

II. Permissible Operating Distance (POD) Waivers. Missions requiring travel to a destination outside the 100-mile allowable distance (one-way) require a waiver submitted to the LRC-LEE TMP for approval. Waivers are to be in memorandum format and submitted through the UTC.

III. Risk Assessment and Class "B" Maintenance and Care: Travel using GSA NTV to a destination outside of 200 miles from Fort Lee will require a completed DD Form 2977, Risk Assessment, submitted to LRC-LEE TMP. Units/organizations are responsible for the upkeep of vehicles. This includes monthly re-dispatching IAW the LRC-LEE TMP timeline, vehicle cleanliness, operator inspections, discrepancy reporting, scheduled maintenance, etc. Failure to maintain the vehicles to the LRC-LEE TMP standards may result in confiscation of assigned vehicles.

c. GSA Vehicle Charges: On a case-by-case basis, units/organizations are responsible for any charges assessed by the LRC-LEE TMP. Vehicle damages beyond fair wear and tear may be handled under Army Regulation (AR) 735-5 (Property

Accountability Policies), para 14-32(b), which requires initiation of a financial liability

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

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

6. Casualty Assistance, Funeral Detail, and U-Drive It

a. All units are responsible for using their own B Fleet vehicles to support these duties, unless specifically stated in the order. These vehicles must be identified at least 24 hours prior to the start of the tasking.

b. The Brigade will be notified upon a task order from the CASCOM G3. It is the Brigade's responsibility to ensure the tasking is completed, whether they choose to identify a specific Battalion or not.

c. If, due to extraordinary circumstances, a unit is unable to provide or obtain the required vehicles for the tasking, they will notify the CASCOM G3 immediately in order to ensure a replacement vehicle is designated to support the mission. If the CASCOM G3 cannot provide assistance, they should notify the CASCOM G4 to identify available assets across the command to fulfill the request.

7. This policy is in effect until superseded or rescinded.

8. Point of contact for this policy is CASCOM G1/4 at (804) 765-7974.

Encl
LRC-LEE TMP External SOP

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U.S. Army Logistics University

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544th Military Police Working Dog Detachment

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U.S. Army Garrison Commander

LRC-LEE Director