



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE VIRGINIA 23801-2102

ATCL-CG (100)

CASCOM POLICY 21-18  
9 September 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command Policy Letter -  
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.

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

d. AR 735-5, Property Accountability Policies.

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 adherence to LRC-LEE External SOP and CASCOM TMP procedures.

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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5. This policy will remain in effect until superseded or rescinded.

6. Point of contact for this policy is Roger Martin, (804)765-7974,  
roger.l.martin4.civ@mail.mil.

Encl  
LRC-LEE TMP External SOP

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Major General, U.S. Army  
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