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DC I&L (LF)
10 MAR 2019

MARINE CORPS ORDER 11240.106C

From: Commandant of the Marine Corps
To: Distribution List

Subj: NON-TACTICAL VEHICLE AND EQUIPMENT MANAGEMENT

Ref: See Enclosure (1)

Encl: (1) References
(2) Non-Tactical Vehicle and Equipment Management Manual

1. Situation. To provide policy and procedures issued by the Commandant of the Marine Corps (CMC) for the management of non-tactical vehicles (NTV) and other wheeled equipment and rolling stock, hereafter referred to collectively as NTV. This Order provides administrative and technical instructions, policies, and procedures for all personnel involved in the management of procurement, operation, and maintenance of NTVs in accordance with (IAW) references (a) through (bl).

2. Cancellation. MCO P11240.106B.

3. Mission. This Order issues policy for the management, acquisition, and use of NTVs in the United States Marine Corps (USMC), IAW reference (d). All Marine Corps orders and directives relating to garrison mobile equipment or NTVs shall be in compliance with this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Deputy Commandant, Installations and Logistics (DC I&L), under the direction of CMC, has managerial responsibility for the functional area of NTVs.

(b) DC I&L, via the Facilities Division (LF), exercises responsibility through central inventory management including planning and programming, guidance, budgeting, initial acquisition and replacement of equipment, approving and monitoring equipment allowances, and accounting for the total inventory.

(2) Concept of Operations. Current standard operating procedures (SOP) should be updated to comply with this Order.

(a) Commanders, including installation and activity commanders, commanding officers (CO), inspector-instructors (I-I), or district commanders are responsible for all NTVs assigned to them. In addition to NTV accountability, commanders have direct responsibility for operation and maintenance planning and budgeting under the guidance and support of DC I&L.

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(b) Commanders shall assign a single fleet manager for the management, operation, and maintenance of NTVs under their command, whether a regional command, an installation, or geographically separated USMC activity. The fleet manager is the only person authorized to request the acquisition of NTVs for the installation or activity. It is incumbent upon all personnel exercising supervisory responsibility to prevent abuse or misuse of equipment as well as to promote its safe operation, proper care, and productive use.

(c) Non-appropriated fund (NAF) vehicles are subject to additional NAF-related regulations and must comply with reference (i) and this Order, however the commander may leave the direct management and economic control of NAF vehicles to the non-appropriated fund instrumentality (NAFI).

(d) Operators assume direct responsibility for equipment assigned or dispatched to them. This responsibility includes safe operation, proper use, performance of such periodic maintenance as may be prescribed, and collection of operational data as may be required.

b. Subordinate Element Missions

(1) Inspector General of the Marine Corps

(a) Coordinate with commanders, including installation and activity commanders, COs, I-Is, or district commanders regarding the integration of the provisions of this Order.

(b) Review implementation of this Order during installation or command inspections.

(2) Commanders. Comply with the intent of the references and the content of this Order.

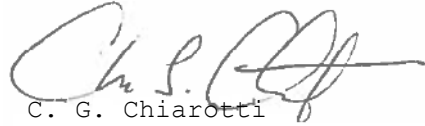
5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to DC I&L (LF), via the appropriate chain of command.

a. Privacy Act. Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be IAW references (a) and (b).

b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium. Refer to reference (bd) for Marine Corps records management policy and procedures.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.



C. G. Chiarotti
Deputy Commandant for
Installations and Logistics

Distribution: PCN 10211764600

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- Ref: (a) 5 U.S.C. 552a
(b) SECNAVINST 5211.5E
(c) SECNAV M-5210.2
(d) DOD Manual 4500.36, "Acquisition, Management, and Use of DOD Non Tactical Vehicles," July 7, 2015
(e) TM 4700-15/1 Ground Equipment Records Procedures Manual
(f) Federal Management Regulation B-15, "Requirements for Management Information Systems in Federal Vehicle Fleets," September 21, 2007
(g) 41 CFR § 102-34
(h) 41 CFR § 101-39
(i) DOD 7000.14-R, DOD Financial Management Regulation
(j) 41 CFR § 102-34, § 200
(k) 31 U.S.C. § 1344
(l) 31 U.S.C. § 1349
(m) Federal Management Regulation B-30, "Motor Vehicle Management"
(n) 49 CFR § 40
(o) 49 CFR § 382
(p) 49 CFR § 383
(q) 5 CFR § 930,
(r) MCO 11240.118
(s) MCO 5110.1D
(t) TM 11240-15/3G, "Tactical Motor Transport Licensing Official's Manual"
(u) MCO 5100.19F
(v) SECNAVINST 11240.20
(w) Energy Independence and Security Act of 2007, Public Law 110-140
(x) Executive Order 13834, "Efficient Federal Regulations"
(y) Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance"
(z) Presidential Memorandum, "Federal Fleet Performance"
(aa) MCO 7010.20
(ab) 31 U.S.C. § 1341
(ac) MCO P1700.27B W/CH 1
(ad) MCO 7010.19 W/CH 1
(ae) Navy Marine Corps Acquisition Regulation Supplement 5201.601-90
(af) MCO P5102.1B W/CH 1-2
(ag) MCO 5100.29B
(ah) Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving"
(ai) MCO 4400.150
(aj) 41 CFR § 101-25.405
(ak) MCO 4790.2
(al) MCO 4733.1C
(am) 49 CFR § 393.75
(an) MCO 11262.2 w/Admin Change
(ao) DOD Instruction 5000.64, "Accountability and Management of DOD Equipment and Other Accountable Property," April, 27, 2017
(ap) NAVSUPINST 4200.98A, "Department of Navy Policies and Procedures for the Operation and Management of the Fleet Card Program," April 16, 2014
(aq) 5 CFR § 2635
(ar) DOD Instruction 7041.3, "Economic Analysis for Decision-Making," September 9, 2015
(as) Executive Order 13149, "Greening the Government through Federal Fleet and Transportation Efficiency"
(at) 49 U.S.C. § 32917

- (au) Executive Order 11912, "Delegation of Authorities Relating to Energy Policy and Conservation"
- (av) 42 U.S.C. § 6374
- (aw) 42 U.S.C. § 13212
- (ax) Energy Independence and Security Act of 2007, § 141
- (ay) Defense Authorization Act FY2002, Public Law 107-107, § 318
- (az) Energy Policy Act of 2005, Public Law 109-58
- (ba) Energy Independence and Security Act of 2007, § 246
- (bb) Energy Conservation and Reauthorization Act of 1998, Public Law 105-388
- (bc) SECNAV Notice 5210
- (bd) MCO 5210.11F
- (be) SECNAV INSTR 12752.1A W/CH 1
- (bf) 41 CFR § 101-26.800
- (bg) DLAI 4155.2
- (bh) MCO 4855.10C
- (bi) SECNAVINST 4855.3B
- (bj) Fixing America's Surface Transportation Act of 2105, Public Law 114-94
- (bk) Federal Management Regulation B-43, "Vehicle Allocation Methodology for Agency Fleets"
- (bl) 41 CFR § 109-38.5103

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Chapter 1

Introduction

1. Definition. The term NTV covers commercially available owned, leased, or otherwise controlled passenger and cargo vehicles, low-speed electric vehicles, trailers, material handling equipment (MHE), engineer equipment, and railway rolling stock. The term passenger carrying includes sedans, ambulances, buses, sport utility vehicles, pick-ups, and passenger vans. Fleet managers operate NTV fleets in support of transportation and maintenance requirements aboard Marine Corps activities. Fleet managers shall not use NTV fleets for tactical purposes, nor shall they deploy NTV assets or allow units, commands, or operators to deploy NTVs.

2. General Information

a. Effective control over the operation and use of NTVs require close attention to the organization and management of resources. The goal of fleet managers is to provide optimum efficiency, responsiveness, effectiveness, and supportability of military missions, while maintaining an economy of resources.

b. Fleet managers shall use NTV fleet assets to the fullest extent possible to meet general administrative support requirements for the following reasons:

(1) Reduce the cost of administrative transportation.

(2) Reduce the usage and preserve the readiness of tactical equipment.

c. The basic policy governing operational management of NTVs is to provide maximum mission-essential service with minimum fleet expense. Fleet managers shall meet this objective by adhering to the equipment operational requirements as outlined in this Order, continually evaluating their equipment assignment methods including equipment-to-task suitability, and analyzing actual equipment use. COs shall support the fleet manager's efforts to ensure that only the minimum essential vehicles are maintained and assigned to all customers, including tenant commands.

d. Reference (e) contains instructions for completion and use of NTV related forms. Fleet managers should coordinate the use of electronic forms and reports with the DC I&L (LF) prior to use or submission.

3. Resources Management

a. The single most important factor in the effective administration of the NTV Program is the combined involvement of the installation or activity commander and the fleet manager in the management of NTV resources and operations.

(1) After considering factors of mission, geographic layout, location of the command and its facilities, types of equipment assigned, and the requirements of this Order, installation and activity commanders shall establish a local SOP for their NTV fleet.

(2) The SOP should address issues unique to the activity's location; for example, walking distances and permissible operating distances (POD) may be different at each location.

b. The following are some of the essential procedures for effective operation and resource management:

(1) Provide maximum pooling of all NTVs, when consistent with mission application.

(2) Establish procedures for assignment and use of equipment.

(3) Establish central dispatch points for control.

(4) Maintain flexibility to meet changing requirements.

(5) Provide for the most economical use of manpower and equipment.

(6) Establish driver selection, training, and licensing IAW reference (d).

(7) Ensure the safety, security, and proper use of equipment.

(8) Institute a rotation or exchange, where practical, to ensure each vehicle achieves its programmed life usage. Rotation shall be considered for vehicles for which utilization consistently falls below the average or the requirements established in the annual Vehicle Allocation Methodology (VAM) IAW reference (m).

(9) Provide for the collection of operational and cost data as a basis for inventory and allowance actions, and performance or cost evaluation and reporting.

(10) Maintain focus on proper operator's maintenance.

(11) Maintain allowances and sub-allowances.

(12) Ensure prompt performance of scheduled and corrective maintenance.

(13) Designate a single installation or activity fleet manager and ensure training in fleet management and employment of the tools available in the Fleet Management Information System (FMIS).

(14) Implement and fully utilize FMIS IAW reference (f).

c. In determining the appropriate use of equipment resources, fleet managers shall also consider the following:

(1) Alternative forms of transportation that are reasonably available. Each person is responsible for exercising fiscal responsibility in the expenditure of public resources. Where other means of service support are available, management discretion should preclude furnishing government-owned equipment for services that are not essential.

(2) Per reference (d), The Marine Corps will assume no liability for personal injury or property damage caused by the NTV.

Chapter 2

Operations

1. Pooling

a. General Information. The physical and administrative pooling of equipment to the maximum extent possible will eliminate duplication of effort, facilities, and services. However, mission, distance, economy, effectiveness, emergency functions, or other factors may indicate sub-pools to be the most practical method of operation. All equipment sub-pools shall remain under the control of the single installation or activity fleet manager.

b. Pooling resources. Pooling resources and the establishment of administrative controls are under dispatching authority. Fleet managers shall evaluate mission requirements against equipment resources. Normally, such evaluation will indicate that short-term dispatching of equipment (including "taxi" vehicles or equipment operated by users) will meet the majority of the installation or activity's requirements. Justifiable requirements and the categories described in the following paragraphs will assist in determining proper assignment for all types of equipment.

2. Assignment Classifications. Fleet managers shall maximize the use of automotive equipment on a pooled basis to help ensure the highest effective level of utilization based on the definition of Classes A, B, and C.

a. Class A. This class applies to automotive equipment falling under two types of authorized continuing assignment. Personnel authorized Class A assigned vehicles shall use such vehicles for official duties only, and shall not reassign such vehicles to others not entitled to Class A assignments.

(1) The two types of Class A assignments are as follows:

(a) Continuing assignment of passenger carrying vehicles to those command positions authorized full-time assignment by regulation and as approved by the Secretary of Defense. This assignment is authorized by reference (d) and is only authorized for use by CMC.

(b) Continuing assignment of passenger carrying vehicles on the basis of billet and the need for immediate availability of transportation. This assignment shall only be authorized by DC I&L (LF).

(2) As required, DC I&L (LF) will annually publish the Class A Assignment Message via the Automated Message Handling System. This Message will authorize Class A assignments for specified command billets. Class A assigned vehicles will be limited to sedans, of a size and specification outlined in the Message, leased from Government Services Administration (GSA) unless otherwise approved by DC I&L (LF).

(3) Authorization for Class A assignment neither provides for nor changes vehicle allowance.

(4) Authorization for Class A assignment does not infer authorization for domicile-to-duty transportation regardless of residency status (i.e., quarters location in relation

to the installation) of the billet incumbent. A change in billet incumbent will not require new authorization. Class A authorizations will remain valid until rescinded by DC I&L (LF).

b. Class B. Class B assignment applies to all types of vehicles and equipment. The definition of Class B assignment is the authorization of a recurring dispatch of the same equipment for activities and functions which, by nature, require the use of the same equipment on a regular basis. Vehicles assigned in this category shall not be assigned for purposes of convenience or to avoid the use of pool vehicles (Class C assignment). Class B assignment should be limited primarily to special purpose vehicles, such as vehicles equipped with permanently affixed, specialized tools and/or equipment required to perform a specific, specialized mission.

(1) Class B assignments should only be considered when requirements cannot otherwise be met through the use of Class C (pooled) vehicles, other means of transportation, or if it is determined to be the most cost effective.

(2) In all cases, installation and activity commanders shall authorize Class B assignments in writing and shall specify the unit or tenant activity to which assigned. An installation or activity commander may delegate authority to the single installation or activity fleet manager to authorize Class B assignments. Records of Class B justifications shall be documented on Class B justification records which, at a minimum, fully explain the proposed use of the vehicles and address the following elements:

- (a) Number of personnel assigned to operate pooled vehicles.
- (b) Current mix of vehicles.
- (c) Required mix of vehicles.
- (d) Expected utilization in terms of miles, hours, passengers, supplies, and materials.
- (e) Expected number of daily trips on and off base.
- (f) Whether vehicle(s) is needed for administrative, supply, work oriented, or mission essential purposes.
- (g) Rationale for why other modes of transportation will not suffice (shuttle bus, taxi service, U-drive, privately owned vehicle (POV), or scooter).
- (h) Mission impact statement if vehicle request(s) is denied.
- (i) Reference of directive, project, or publication generating request, where applicable.

(3) Vehicle and equipment utilization (miles/hours) shall be reported to the fleet manager every 30 days.

c. Class C. Fleet managers shall pool all NTVs not assigned under Class A or Class B authorization for performance of service on an "on-call" basis and to provide equipment for operation of certain scheduled services. On-call dispatches provide services through a single short-term dispatch of

equipment, usually not longer than one duty day. This includes the dispatch of a pool "taxi vehicle" or providing user operated equipment. This portion of the NTV fleet normally handles the bulk of the installation or activity transportation requirements.

d. Annual Review of Assignments

(1) Installations and activity commands shall conduct annual reviews of all vehicle assignments to ensure that the assignment criteria for each class is met. See Paragraph 12 on utilization.

(2) In addition, for reimbursable customers, fleet managers shall review charge back rates (commonly referred to as rental rates) IAW reference (i). GSA leased vehicle rental rates shall be based on the monthly lease rate in addition to any fuel or mileage charges incurred by the Marine Corps so that customers are properly billed for services.

(3) A letter sent to Class B customers, requesting validation of Class B assignments is not considered a valid Class B review. An engaging face-to-face interaction with each customer is preferable and may require multiple discussions on a regular basis to justify vehicle assignments adequately.

(4) In cases where customers are unable to justify retention of Class B assignments, fleet managers shall reassign the vehicle to another customer, return it to the GSA where applicable, or consolidate the vehicle to the Class C pool.

(5) If a vehicle has reached or exceeded its life expectancy and no requirement exists, it should be disposed of.

3. Dispatching and Operators

a. The FMIS, approved by DC I&L (LF), is the directed method of data collection for installations. Any system chosen for the dispatch of NTVs shall contain certain required data elements as detailed in reference (e).

b. Users/operators shall not park or garage NTVs outside the confines of the installation or activity where it is assigned and shall not park in quarters areas or at the domicile of the user. Responsible officers are accountable for the security of assigned vehicles. In instances where fleet managers authorize the parking or garaging of vehicles in areas away from the parent command, vehicle operators shall make every effort to use parking facilities of other military facilities or the nearest state or local government property where practical. Where such facilities are not available, fleet managers may authorize operators to use commercial parking facilities that provide for the safety and security of the equipment.

c. The user/operator is responsible for the security of the vehicle while on temporary duty/temporary additional duty (TDY/TAD) and outside a secured location.

d. Active duty personnel shall wear appropriate military uniform while operating government vehicles. Under unusual circumstances, installation or activity commanders may authorize the wearing of appropriate civilian attire, if such attire is better suited to the mission.

e. Volunteers in Marine Corps Community Services (MCCS) and other programs, specifically non-government employees, shall not operate NTVs but are authorized transportation as passengers when in the execution of volunteer duties.

4. Official Use of Equipment

a. General Information. All NTVs are for official government purposes only, i.e. to perform the mission of the Department of Defense (DOD). When questions arise concerning the official use of equipment, resolve the issue in favor of strict compliance with the statutory restrictions and the policies of this Order.

(1) The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation:

(a) Is essential to the successful completion of a DOD function, activity, or operation.

(b) Is consistent with the purpose for which the motor vehicle was acquired.

(2) Additional information can be found in references (j), (k), and (l).

b. Official Use Guidance

(1) Military and civilian personnel, by which this Order means federal civilian employees, while in an official travel status, TDY/TAD, may operate government owned, leased, or commercial rental vehicles for official business, provided they possess a valid state driver's license for the type and class of vehicle they are to operate and travel orders that authorize the use of a government vehicle.

(a) When an NTV (to include a rental vehicle) is used by civilian and military personnel for official travel, its use shall be limited to official purposes which includes the following:

1. Transportation between places where the employee's presence is required for official business.

2. Transportation between temporary lodging when public transportation is unavailable or its use is impractical.

3. Transportation to places necessary to obtain suitable meals, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the sustenance, comfort, or health of the employee.

(b) The TDY/TAD status of an individual does not justify the furnishing of transportation by NTV. Need, distance involved, and other conditions will determine the use of NTV.

(c) The single installation or activity fleet manager may deny the use of an NTV for TDY/TAD on the grounds of availability of transportation assets or the cost effectiveness of using a government vehicle in place of a commercial rental.

(d) If public or commercial facilities are inadequate or nonexistent, official orders may authorize transportation between lodging and duty station for personnel on TDY/TAD. However, TDY/TAD personnel shall make maximum use of public services prior to requesting a vehicle from the motor pool. When a DOD, public, or commercial transportation system is available that meets the requirements, the use of any NTV or commercial rental car is prohibited.

(2) Installation or activity commanders may authorize group transportation support for authorized activities within the POD such as: athletics, welfare, recreation, morale, and chaplain programs, if failure to provide such services would have an adverse impact on the morale of service members and such transportation is available without detriment to the installation or activity's mission.

(3) Fleet managers may provide transportation for military and civilian personnel officially participating in public ceremonies; official, social, or civil functions; parades; and military field demonstrations.

(4) Individuals, such as non-DOD civilians, shall be transported only IAW reference (d).

(5) Prospective military recruits may receive transportation in connection with interviewing, processing, and orientation.

(6) Fleet managers shall not authorize transportation by government vehicle for unofficial purposes or cases based solely on reasons of rank, prestige, or personal convenience.

(7) Fleet managers shall not allow the use of NTVs, whether authorized on a full-time or trip basis, in support of private business or personal social engagements of the official concerned, family members, or others.

(8) Military law enforcement personnel may, at the discretion of the installation commander, use a government vehicle while in the performance of official duties (i.e. on patrol), to move to and from mess halls for meals/subsistence.

5. Domicile-To-Duty. The term "official purpose" shall not include transportation, in whole or in part, of military or civilian personnel between their domiciles and places of employment except in the following cases:

a. CMC.

b. Selected Marine Recruiters. Assignment to recruiting duty does not automatically entitle the individual to receive daily domicile-to-duty transportation.

(1) When authorized by the CO, domicile-to-duty transportation may be provided only on days when the individual performs field work. Typically,

such field work will include Marine recruiters who proceed directly from their domicile to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first drive to the office location where the government vehicle is normally garaged.

(2) Marine recruiting stations shall maintain local logs or other records per reference (c) to document the official purpose of all domicile-to-duty transportation.

(a) The logs or records shall be easily accessible for audit.

(b) The logs or records shall contain the following:

1. Name and rank of recruiter using vehicle.
2. Name and rank of authorizing official.
3. Passenger carrier identification or registration number.
4. Date government vehicle authorized for use.
5. Location of use.
6. Duration (hours/mileage).
7. Justification for use of government vehicle from domicile-to-duty.

(c) All logs shall be maintained IAW reference (c).

c. Billets Authorized in Writing by DC I&L (LF).

6. Group Transportation Service

a. For all group transportation, installations and activities shall adhere to reference (d).

b. Fleet managers shall submit requests for authority to establish scheduled group transportation services to DC I&L (LF). Requests will contain the following information:

- (1) Name, mission, and location of the activity.
- (2) The number of current military and civilian personnel.
- (3) A description of existing alternatives, including the use of POVs, car pools, and group riding arrangements.
- (4) Points that require service and the distance between the installation and each point.
- (5) A statement describing the previous efforts to make existing facilities (public or private) adequate.

(6) The type of service proposed, plus information concerning all necessary arrangements, such as rentals, charters, rates, routes, schedules,

type, source, number, seating capacity of the requested equipment, proposed fees, and a map or sketch of the area enclosed.

(7) If government-owned vehicles will provide the proposed service, requests shall indicate that the local commercial carriers have no desire or capacity to provide the service.

(8) A statement as to the availability of appropriated funds (APF) to operate the service.

(9) The desired begin date of service.

c. The following considerations will determine the basis for approval of such services:

(1) Installation is not adequately situated with respect to the source of manpower, thereby creating the need for some form of government assistance to ensure adequate transportation is provided for assigned personnel.

(2) In overseas commands where, due to the absence of adequate public or private transportation, local political situations, security, personal safety, or the geographic location of the duty station, such transportation is essential to the effective conduct of government business.

7. Installation or Activity Bus Service

a. General Information. The capability to transport groups of individuals on official business between offices or between installations is a recognized requirement and is essential to mission support. The effective use of buses reduces the requirement for smaller types of passenger carrying equipment at installation motor pools. The size of the conveyance should be no larger than what is needed to accommodate "duty" passengers.

b. Scheduled Activity Bus Service

(1) When required to support the defense mission, scheduled bus services may operate within or between installations for transportation of the following categories of personnel:

(a) Military personnel between troop billeting and work areas.

(b) Military and civilian personnel between offices and other work areas on the installation or activity during normal duty hours.

(c) Dependents of military personnel on existing scheduled activity routes on a space available basis only, at no cost or inconvenience to the government. However, fleet managers shall not establish scheduled activity bus service solely or primarily for dependents to the exclusion of mission requirements, nor may such transportation of dependents generate requirements for additional buses.

(2) Scheduled activity bus service is normally provided with NTV support. Where local conditions permit, and it is more economical to do so, fleet managers may request commercial contract service. Installations and activities shall use APFs to pay all expenses for the operation of scheduled activity bus services.

(3) Scheduled activity bus service requires careful planning of both routes and schedules. Considerations include the density of population authorized to use such service and activity work schedules. Thorough traffic studies and the working hours of the installation will usually determine the requirement for scheduled activity bus service. Installation commanders shall validate the need for bus services, and review and approve schedules, at a minimum, on an annual basis.

(4) Fleet managers shall not employ scheduled activity bus service from quarters to work areas for officers residing in assigned quarters or for enlisted personnel residing with their families in family type quarters or other quarters converted for this purpose.

c. Military Community Activities. Fleet managers may provide bus service in support of authorized MCCA programs, Family Service Center Programs, or private organizations when such mass transportation is available without detriment to the installation or activity's mission. This service includes full support of Category A and B activities and support of Category C activities from Table 2-1 only in the performance of executive control and essential command supervision. Installations and activities shall not use APFs for either the acquisition or lease of group travel vehicles solely or partially to support MCCA activities, nor shall any reimbursable expenses chargeable for the use of the equipment include any portion of the acquisition cost of the vehicle. Installation commanders may grant approval for this transportation service after considering the potential competition with commercial transportation sources during the decision process. Additionally, this service is subject to the following restrictions:

(1) Transportation provided to the following categories on a non-reimbursable basis:

(a) In support of Chaplain Programs.

(b) MCCA functional staffs engaged in routine direct administrative support of Category A, B, or C activities. See Table 2-1, Categories of MCCA Activities.

(c) Teams composed of personnel officially representing the installation in scheduled competitive events.

(d) DOD personnel or dependent spectators attending local events in which a command or installation-sponsored team is participating.

(e) Entertainers, guests, supplies, and/or equipment essential to MCCA Programs.

(f) Civilian groups transported to DOD installations in the interest of community relations when invited by the installation commander or other competent authority.

(g) Category A, B, and C sponsored activities, including recreational tours and trips, when fees are not levied upon the passengers (except fees made to cover the cost of the driver when required) and when approved by the installation commander only after mission requirements have been met.

(2) Special activities such as scouting programs and private organizations may receive transportation on a reimbursable basis covering all operations and maintenance costs of providing the service.

8. Transportation of Dependent School Children

a. This section addresses providing transportation services in support of the education of dependents of DOD personnel, other children eligible to attend DOD operated schools, and dependents of DOD personnel residing on military installations within the United States who attend local or nearby public schools.

b. Marine Corps transportation assets may be utilized to transport dependent school children only as specified in reference (d). The preferred equipment is a bus.

c. Fleet managers may provide transportation for dependent school children to:

(1) DOD Schools.

(2) Local public schools when the schools are not accessible or serviced by local school bus transportation.

(3) Nearby public schools other than local public schools, under the following conditions:

(a) The nearby public school is not accessible.

(b) Installations may provide transportation to other public schools (to include public schools for the handicapped) within the local educational agency district of residence if determined that local public schools that would normally enroll the children are unable to provide adequately for their education.

(4) Transportation to private schools may be provided within the below guidelines:

(a) The private school is not accessible and private school transportation, either with or without cost to the child, is not available.

(b) The parent of the child submits a written request and justification for transportation.

(c) The installation commander determines that either:

1. The local or nearby public schools, if any, are unable to provide adequately for the education of the child concerned.

2. The vehicles authorized for transporting dependent school children to public schools have extra space and transportation can be provided to those attending private school without materially deviating from the established route to the public school.

d. Fleet managers may provide transportation to dependent school children that do not reside on a Marine Corps installation, on a space-

available basis between schools and military installations, only if the situation meets all of the following criteria:

(1) The child is participating in a program covered by and implemented in the Uniform Services Health Benefits Program.

(2) Transportation is currently provided between the military installation and the school concerned.

(3) The child is present at a regular bus stop on the Marine Corps installation or an established location along the regular route between the military installation and the school.

e. Children may receive only one trip to and one trip from the school per school day.

f. When conditions involve more than one Marine Corps installation, fleet managers shall coordinate transportation arrangements to the maximum extent possible.

g. Pay reimbursable costs to the applicable financial appropriation or fund, or to miscellaneous receipts of the U.S. Treasury, as appropriate. Costs will consist of costs incident to operation, maintenance, and depreciation of equipment, including, but not limited to: fuel, oil, and other consumable supplies used, as well as the compensation of drivers (military or civilian) directly engaged in providing the transportation.

(1) Compute the compensation rate of civilian drivers on the basis of their gross payroll compensation, plus a factor of 29 percent of gross payroll compensation for fringe benefits.

(2) Compute the compensation rate of military drivers on the basis of the reimbursement rates for military personnel.

h. Dependent school children may use available regularly scheduled Marine Corps transportation, within and between installations, when traveling to and from school to make connections with regular means of transportation. Similarly, installation commanders may authorize special transportation within the installation where doing so would make schools accessible by regular means of transportation.

i. The installation commander may authorize exceptions to the commuting or walking area criteria.

9. POD

a. The POD is a guide for determining when it is more economical to use commercial transportation. It is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the installation or activity. Therefore, the DOD has established a one-way distance of 100 miles as a guide to base PODs for motor vehicles. Fleet managers shall make every effort to use commercial transportation outside the POD and NTV inside the POD. Use of NTVs outside the POD requires approval by the installation commander.

b. When a POD beyond a one-way distance of 100 miles is required, each activity shall establish the required POD in writing and include it in its

NTV SOP. The POD established for an activity should be sufficient to support normal motor vehicle transportation requirements; however, the POD should not normally exceed the distance identified above. A copy of the written approval for POD extension shall be provided to DC I&L (LF).

10. Maximum Walking Distance

a. A maximum walking distance describes the distance between points of travel beyond which it is reasonable to provide an NTV for transportation.

b. Each activity's NTV SOP shall include its maximum walking distance, normally one mile.

11. Determining the Method of Transportation for Personnel. When motor vehicle transportation is essential to the performance of official business and falls outside the maximum walking distance, the following transportation methods are preferred in the order shown, to the extent that they are available and capable of meeting mission requirements:

- a. Marine Corps scheduled bus service.
- b. Scheduled public transportation.
- c. Government Vehicle.
- d. Use of a POV on a reimbursable basis.
- e. Taxicab or other commercial transportation on a reimbursable basis.

12. Utilization

a. Utilization goals established in reference (bl) are management indicators to compare to the annual utilization for a particular motor vehicle on an installation or within an activity. Fleet managers shall maintain continuous management and oversight of NTV utilization.

b. Annually, each installation and activity command shall evaluate vehicle utilization and criticality to meet VAM requirements established in references (z) and (bk).

c. Each installation and activity command shall submit results to DC I&L (LF) as indicated in Table 10-1, Schedule of Reports. Fleet managers shall complete and submit annual VAM reports to Headquarters Marine Corps (HQMC) authorized FMIS IAW references (d) and (i). This data will include:

(1) Data validation, surveys, and disposition recommendations.

(2) Out-year inventory acquisitions and disposals via the Federal Automotive Statistical Tool (FAST) to show planned changes in overall fleet inventory over the next three years.

d. Refer to Utilization Goals, listed under Table 2-2, for annual utilization guidelines by NTV classification type.

e. Fleet managers shall identify the individual NTV within each type/class that falls below the mileage threshold during the fiscal year (FY). Each identified NTV shall be reported as "under-utilized" and

evaluated for possible dispositions, to include one of the following: disposal/turn-in, reassignment, replacement/downsizing, or retention with proper justification.

f. Fleet managers shall report all under-utilized NTVs to the installation or activity commander with recommended disposition and report final action regarding the under-utilized NTVs to DC I&L (LF) using the approved HQMC authorized FMIS.

g. The installation or activity commander shall ensure the NTV fleet represents the minimum number and size of vehicles and equipment required to support the mission. Equipment that does not meet minimum utilization and is not justified via the VAM will be subject to reduction.

13. Licensing

a. Licensing Programs and Management. Each installation and activity shall establish a licensing program to meet federal, state, local, and host nation regulations through the development and implementation of vehicle specific training for all Marine Corps NTVs and equipment operated on the installation or by the activity.

(1) References (r) and (t) are listed for development of local SOPs as well as guidance and direction on establishing a licensing program, as these references are intended for tactical motor transport licensing. Issues, recommendations, or concerns to this Order regarding licensing should be addressed to the command's safety office for clarification and response.

(2) Command licensing programs shall include a provision requiring holders of out-of-state licenses to read and understand state and local driving regulations including the Motor Transport SOP of the dispatching unit.

(3) Installation and activity commands shall ensure SOPs address the requirements for the commercial driver's license (CDL), as well as alcohol and drug abuse testing for designated positions, such as Class B CDL drivers, IAW references (n) and (o).

(4) Each installation and activity shall ensure that its licensing program for military and civilian operators meets or exceeds the minimum federal requirements issued by the Secretary of Transportation in order to maintain compliance with reference (p).

(5) Authorization to operate an NTV may be suspended or revoked for cause at any time by the installation or activity commander or a designated representative.

(6) Installations and activities shall establish programs, IAW references (r) and (bc) to take adverse, disciplinary, or other appropriate action against drivers who fail to operate NTVs IAW applicable laws and regulations. Such programs shall include provisions for the assignment of points for duty-related traffic violations, referral to the installation provost marshal, and revocation and suspension of the authority to operate NTVs.

(7) Installation and activity commands shall review each operator's authorization to operate NTVs IAW references (d) and (q).

(8) Installation and activity commanders shall require, as necessary, more stringent licensing procedures to meet local rules or requirements.

b. CDLs. Driving certain commercial motor vehicles (CMVs) requires special skills and knowledge beyond those required for a state motor vehicle license. Prior to operating vehicles that have a passenger capacity of 16 or greater (including the driver) and/or have a gross vehicle weight rating (GVWR) greater than 26,000 pounds the following criteria must be met:

(1) Military personnel shall receive appropriate CDL-equivalent training. Successful completion of the training shall be documented on the OF-346.

(2) Civilian and contractor personnel shall obtain an appropriate CDL for the vehicle being dispatched, along with vehicle-specific and hazardous materials (HAZMAT) endorsements, as necessary.

c. OF-346. Installation and activity commands, via designated licensing officials, shall issue OF-346s to military (enlisted and officer) and civilian personnel for NTVs listed in paragraph 13h, IAW references (r), (s), and (t).

(1) Licensing officials shall annotate on the OF-346:

(a) Type and capacity of NTV for which the operator is qualified.

(b) Operator restrictions, such as corrective lenses or mechanical aid, if any.

(c) A record of violations and suspensions.

(2) Commands shall perform medical screenings of all personnel holding certifications from the Emergency Vehicle Operator's Course or OF-346s for NTVs listed in paragraph 13h, with the exception of 4x4 vehicles, IAW references (t) and (u).

(3) Commands shall make an inquiry into the driving record, through the Department of Transportation's National Driver Register, of each individual prior to issuing an OF-346, IAW references (q) and (t).

d. Minimum License and Document Requirements for Dispatch. See Table 2-3, License Requirements by Personnel and Vehicle Type, for quick reference to what license(s) are required for all vehicle and equipment categories and for the three types of personnel authorized for dispatch of government vehicles and equipment.

(1) For 4x2 vehicles under 10,000 lbs. GVWR, military and civilian personnel shall present a valid state-issued motor vehicle operator's license and a DOD-issued identification document in order to obtain access to any NTV.

(2) Before dispatching a vehicle to military, DOD civilian, or DOD contractor personnel, the dispatcher shall verify that the operator has current possession of a common access card (CAC) and the license or certification required to operate the vehicle or equipment, as described in this section and enclosure (1).

(3) All documents shall be in the driver's possession at all times while operating the NTV.

(4) For dispatch of buses, operators shall be at least 21 years of age and have successfully completed a bus operator's course, IAW reference (u).

(5) For dispatch of vehicles and equipment listed in paragraph 13h below, with the exception of (1) 4x4 vehicles of any type and (2) vehicles with passenger capacity of 12 through 15, operators shall have a valid Medical Examiner's Certificate, IAW reference (u).

e. Dispatching to Military Personnel. To dispatch an NTV to military personnel, the following is required:

(1) Valid state driver's license.

(2) CAC.

(3) Driver's Improvement Course Certificate for personnel under the age of 26.

(4) An OF-346 with endorsement(s) specific to the NTV, if the NTV dispatched is listed under paragraph 13h.

(5) Valid Medical Examiner's Certificate, if the NTV dispatched is listed under paragraph 13h, with the exceptions of (1) 4x4 vehicles of any type and (2) vehicles with passenger capacity of 12 through 15.

f. Dispatching to Civilian Personnel. To dispatch an NTV to civilian personnel, the following is required:

(1) Valid state driver's license.

(2) CAC.

(3) CDL (or commercial certification for equipment) and OF-346 with endorsement(s) specific to the NTV, if the NTV dispatched is listed under paragraph 13h. Licensing officials issuing OF-346s to civilian personnel shall ensure that the expiration date coincides with the civilian's state driver's license expiration date, with the exception of licenses for MHE qualifications which will expire three years from the date of issue.

(4) Valid Medical Examiner's Certificate, if the NTV dispatched is listed under paragraph 13h, with the exceptions of (1) 4X4 vehicles of any type and (2) vehicles with passenger capacity of 12 through 15.

g. Dispatching to Contractor Personnel. To dispatch an NTV to contractor personnel, the following is required:

(1) Valid state driver's license.

(2) CDL with applicable endorsements, if the NTV dispatched is listed under paragraphs 13h(4) through 13h(12).

(3) Written authority to operate a government NTV. Written authority to operate NTV shall be written into the contract under which the contracted

operator is employed. The contract shall state, in addition, that such vehicles are for official use only and shall be operated and maintained IAW this Order and reference (d).

h. Special Equipment and Vehicles. All operators require an OF-346, which shall reflect the class, type, and capacity of equipment that the individual is authorized to operate, in order to be dispatched the following vehicles:

- (1) 4x4 vehicles of any type (Medical Examiner's Certificate not required).
- (2) Vehicles with passenger capacity of 12 through 15 (Medical Examiner's Certificate not required).
- (3) Vehicles over 10,000 lbs. and up to 26,000 lbs. GVWR.
- (4) Vehicles with passenger capacity greater than 16.
- (5) Vehicles over 26,000 lbs. GVWR.
- (6) Emergency vehicles.
- (7) Special purpose vehicles (boom, garbage, dump trucks, etc.).
- (8) Engineering equipment.
- (9) MHE.
- (10) Weight handling equipment (WHE).
- (11) Construction equipment.
- (12) Any vehicle or equipment used for HAZMAT purposes.

14. Training. Installations and activities shall program and budget for specialized training needed to operate and maintain NTVs. Training shall be conducted IAW reference (d).

15. Marine Corps Anti-Idling Policy

a. In order to reduce air and noise pollution, promote energy (fossil fuel) conservation, and reduce wear and maintenance costs, operators shall shut off vehicles and equipment whenever idling time is expected to exceed five minutes. See references (w) through (z) for additional information on the requirements to reduce fossil fuel consumption and greenhouse gas emissions in federal fleets.

(1) "Idling" is defined as continuing to operate the engine while the vehicle or equipment is stationary. "Vehicle" means any on-road, self-propelled vehicle that is required by DC I&L (LF) to be registered and have license plates. "Equipment" means any self-powered/person operated equipment used in support of installation or activity operations and services.

(2) CMV and equipment shall never be left idling unless it is specifically designed to operate power take-off to run auxiliary equipment.

(3) Engine warm-up periods shall not exceed five minutes, provided proper air pressure and other critical settings of vehicle or equipment have been reached.

(4) Excessive idling is considered vehicle or equipment abuse, and personnel who violate this Order may receive an official citation from the local command and may have driving or operating privileges restricted or revoked.

(5) Installations and activities are encouraged to utilize technology to assist in monitoring and enforcing this Order. Telematics devices can be an effective tool to provide idling reports to installation or activity leadership.

b. The following are exceptions to the five-minute idling order and are limited to a 15-minute idling time:

(1) Any vehicle engaging in transportation of distinguished visitors during periods of low or high temperatures or high humidity.

(2) Any vehicle or equipment operating during maintenance and diagnostic purposes.

(3) Buses or other transit vehicles while in service and while loading and unloading passengers.

(4) Law enforcement vehicles.

c. The following are exceptions to the five-minute idling order and are limited to idling only as long as operationally necessary:

(1) Emergency response units responding to an emergency.

(2) Military Working Dog Vehicles, only while the dog is inside the vehicle.

d. This Marine Corps anti-idling policy applies if state or local laws are less stringent.

Category A - Mission Sustaining Activities

Armed Forces Professional Entertainment Program Overseas
Common Support Services
Gymnasium/Physical Fitness/Aquatic Training
Libraries
Parks and Picnic Areas
Recreation Centers/Rooms
Shipboard/Isolated/Deployed/Free Admission Motion Pictures
Sports/Athletics (Self-Directed, Unit Level, Intramural)
Unit Level Programs and Activities
Temporary Lodging Facility (In support of official travel)

Category B - Community Support Activities

Arts and Crafts Skill Development
Automotive Crafts Skill Development
Bowling Centers (12 lanes or less)
Child Development Centers
Entertainment (Music and Theater)
Joint Service Facility
Marinas without Resale or Private Boat Berthing
Outdoor Recreation
Recreational Swimming Pools, Equipment Checkout, Tickets and Tours
Sports Programs (Above the intramural level)
Stars and Stripes
Youth Activities

Category C - Business Activities

Aero Clubs
Amusement Machine Locations and Centers
Armed Services Exchange and Related Activities
Armed Forces Recreation Centers (Accommodation, dining, and resale)
Audio/Photo and Other Resale Activities
Bowling Centers (over 12 lanes)
Cabins/Cottages/Cabanas/Recreational Guest Houses
Golf Courses and Stables
Marinas and Boating Activities with Resale or Private Boat Berthing
Military Open Messes/Clubs
Motion Pictures (Paid admission function)
Motorcycle Clubs
Parachute/Sky Diving Clubs
Rod and Gun Clubs
Skeet/Trap Ranges
Supplemental Mission (In-flight services/military museums, etc.)
Temporary Lodging Facility

Table 2-1. --Categories and Examples of MCCS Activities

NTV Classification	GVWR	Mileage
Sedans/Station Wagon	N/A	12,000
Buses:		
Body on Chassis up to 37 PAX	N/A	9,000
Body on Chassis over 37 PAX	N/A	15,000
Integral	N/A	25,000
Trucks and Tractors:		
1/4 - 3/4 ton	Under 7,000	10,000
1-10 tons	7,000 - 39,999	7,500
11 tons and up	40,000 and up	10,000

Table 2-2. --Annual Utilization Guidelines

NTV Type/Class	Personnel License Requirements (with DOD-issued Identification)		
	Military	Civilian	Contractor (with authority written in contract)
Light Duty (LD) Passenger Vehicles	State License	State License	State License
LD Trucks under 10,000 lbs. (4x4)	OF-346 and State License	OF-346 and State License	State License
Medical Certification required for all categories below, IAW applicable regulations.			
Vehicles 10,000 - 26,000 lbs.	OF-346 and State License	OF-346 and State License	State License
Vehicles over 12 Passengers (including driver)	OF-346 and State License	OF-346 and State License	State License
Vehicles of 16 Passengers or more (including driver)	OF-346 with applicable endorsement and State License	CDL and OF-346 with applicable endorsements	CDL with endorsement
Special Purpose Vehicles: - Ambulances - Boom/Bucket Trucks - Garbage/Sweeper Trucks - Dump Trucks - Comm/Walk-In Vans	OF-346 with applicable endorsements and State License	CDL and OF-346 with applicable endorsements	CDL with endorsement
Trucks over 26,000 lbs.	OF-346 with applicable endorsement and State License	CDL and OF-346 with applicable endorsements	CDL with endorsement
Non-Tactical Equipment: - MHE, - WHE, - Engineering equipment, - Construction Equipment	OF-346 with applicable endorsements and State License	OF-346 with applicable endorsements, Applicable Commercial Certification, and State License	Applicable Commercial Certification
Vehicles/Equipment of any type with HAZMAT/Explosives	OF-346 with equipment and HAZMAT endorsements and State License	CDL and OF-346 with equipment and HAZMAT endorsements	CDL or Applicable Certification with HAZMAT endorsement

Table 2-3. --License Requirements by Personnel and Vehicle Type

Chapter 3

Procurement

1. General Information. The Marine Corps uses centrally-managed programs for the procurement of APF vehicles and equipment in order to manage total inventory numbers, ensure proper accountability, and ensure compliance with federal fleet management requirements. The total number of NTVs, including government owned and leased vehicles, in use at any command may not exceed the command's authorized Table of Equipment (T/E). NAF procurement of NAFI vehicles shall comply with reference (aa), in addition to all size, efficiency, and alternative fuel requirements from applicable NTV policies (see Chapter 11).

2. Budgeting

a. DC I&L (LF) plans, programs, budgets, and executes Procurement Marine Corps (PMC) funds for the procurement of NTVs across five programs:

- (1) Commercial Passenger Vehicles.
- (2) Commercial Cargo Vehicles.
- (3) Emergency Response Vehicles.
- (4) Garrison Mobile Engineering Equipment.
- (5) MHE.

b. Each program requires individual budget and inventory accountability for each new, replaced, or disposed item. Unauthorized local procurement of NTVs with other than PMC funds is a violation of the Anti-Deficiency Act and DC I&L (LF) will not issue USMC NTV registration numbers or license plates, until appropriate controls have been implemented to ensure that unauthorized procurements will not reoccur.

c. DC I&L (LF) budgets appropriated operation and maintenance of Marine Corps funds for the acquisition of leased vehicles under the Vehicle Lease Program (VLP). See Chapter 4, Vehicle Leasing, for more information on leasing NTV assets.

d. For each procurement program, DC I&L (LF) will release annually an initial prioritized procurement list (PPL) to all commands. The prioritization plan will be based on maintenance, utilization, and cost data in the FMIS. The replacement utility function in FMIS generates the PPLs, which are sent electronically to each installation for commands to initiate and inform the annual procurement cycle for the following FY.

e. Prior to any new procurement of Marine Corps-owned vehicles or equipment, commands shall submit:

- (1) Validation of authorized allowances.
- (2) Expected (or proof of) utilization for new acquisitions.
- (3) Justification for all replacements, realignments, or new acquisitions.

(4) Data showing that equipment meets/exceeds the anticipated service life and maintenance cost based on recommendation by fleet managers.

f. After reviewing the official PPL generated by FMIS, commands shall submit revised PPLs to DC I&L (LF) for all procurement requirements the command deems necessary for the following FY. Fleet managers shall ensure PPLs with priorities for each program are uploaded to DC I&L Marine Corps Installations Command (MCICOM) G4 Transportation Service's SharePoint Site procurement folders as specified in yearly guidance. Fleet managers must provide the following supporting data:

(1) Specifications for all prioritized procurement requests.

(2) Training or other requirements, such as software or diagnostic equipment, to support the vehicle/equipment to be procured.

(3) Extended warranty requirements based on demonstrated value to the government.

g. Upon receipt of prioritized procurement requests, HQMC will conduct a thorough requirements analysis and review. This review will validate prioritization of requirements, minimize duplication of orders, and confirm specifications prior to procurement.

h. Program managers of specialty programs with different types of appropriations are to coordinate all NTV requirements with the appropriate installation fleet manager. Examples of specialty programs are Qualified Recycling Program, Marine Corps Forestry Program, and Environmental Management Program. Vehicles in support of these programs are NTVs and fall under this Order and HQMC central fleet management. These vehicles shall be included in the installation's prioritized procurement requests.

i. For procurement of vehicles with NAF, refer to references (aa), (ac), and (ad). NAF and APF NTV procurements shall comply with all federal, DOD, and USMC regulations and directives on NTVs. Vehicle procurements with NAF are not subject to the APF procedural requirements and timelines in this chapter.

3. Procurement Cycle. The annual procurement cycle is as follows, unless otherwise directed by DC I&L (LF):

a. Jan - DC I&L (LF) will provide the following reports for fleet manager review:

(1) Current and prior year procurement status.

(2) Accountable Property System of Record (APSR) T/E and inventory annual review of all NTV assets.

b. Apr - DC I&L (LF) publishes annual guidance to fleet managers to submit prioritized procurement requests. This guidance will include an initial prioritized procurement list for the service with projected funding for the following FY.

c. May - Fleet managers shall submit to HQMC finalized procurement requests with specifications to DC I&L (LF) no later than 15 June of the current FY.

d. Aug - DC I&L (LF) releases the projected procurement plan to the installations/commands for comment.

e. Oct - DC I&L (LF) will execute the procurement plan in coordination with fleet managers.

f. T/E and Inventory Reporting. Fleet managers shall submit validated/corrected T/E and inventory report to DC I&L (LF) through the APSR system, including:

(1) Verified T/E inventory report.

(2) Modification of allowance (MOA) requests.

4. Procurement Methods

a. Centralized Procurement. Centralized procurement is the primary method in which DC I&L (LF) procures all Marine Corps NTVs. Equipment specifications will be standardized where possible to achieve standardization throughout the fleet.

b. Local Procurement

(1) Only DC I&L (LF) may authorize local procurement, with APFs, of NTVs that are not automotive vehicles, per reference (ae) such as trailers, MHE, and engineering equipment.

(a) Commanders shall ensure that all requests for local procurements are coordinated with the fleet manager and forwarded to DC I&L (LF) for approval prior to taking any contracting action. When authorized, DC I&L (LF) will allocate PMC funds for local procurement of specialized assets.

(b) Only funds authorized by DC I&L (LF) shall be used for local procurement. Fleet managers and contracting officers shall ensure that funds are awarded within the time period designated by DC I&L (LF).

(c) Fleet managers shall track and monitor the procurement process and provide DC I&L (LF) a status of procurement action 30 days prior to expiration of funds.

(2) Procurement of vehicles with NAF shall be approved by the head of the NAFI and executed IAW reference (aa).

5. Allowances

a. T/E allowances, as identified in the APSR, establish Marine Corps-owned and commercially-leased equipment inventories authorized at each Marine Corps activity or command to provide essential services under normal conditions.

b. As part of the annual inventory review (see Chapter 8), fleet managers shall review T/E allowances annually to ensure vehicle and equipment requests are in compliance with quantities reflected in the APSR inventory system. Commands shall not exceed T/E allowances without authorization from DC I&L (LF).

c. Fleet managers shall submit a MOA request to DC I&L (LF) when current allowances cannot provide essential services under normal conditions. Fleet managers shall ensure on-hand vehicles meet or exceed minimum utilization requirements prior to requesting a MOA. MOA requests shall include the following:

- (1) Equipment code T/E requiring adjustment.
- (2) Current T/E allowance.
- (3) Requested increase or decrease to T/E allowance.
- (4) Any other equipment allowances affected.
- (5) Detailed justification of why the current allowance is inadequate to meet the activity's mission.
- (6) Utilization data, in standard FMIS utilization report format, which includes the entire allowance for the equipment code.

d. A request for replacement of equipment that does not meet the mileage threshold in the annual VAM and that are not in compliance with this Order will not be approved.

6. Sedan Authorizations

a. The DOD requires all CMV acquired within the DOD to be the minimum body size, maximum fuel efficiency, and minimum ancillary equipment necessary to fulfill the operational mission for which obtained. Additionally, the Marine Corps will procure, whether by purchase or by lease, only class I and II sedans except when DC I&L (LF) approves class III mid-size sedans (MSS) as mission essential. Accordingly, fleet managers shall satisfy requirements using class I and II sedans, except for the following:

- (1) CMC.
- (2) Assistant Commandant of the Marine Corps.
- (3) Billets included in the Class A MSS Assignment Message.

b. Waiver requests for Class A MSS Assignment shall be submitted to DC I&L (LF). Class A vehicles may not be assigned, and an MSS may not be ordered without inclusion in the Class A MSS Assignment Message or a written approval from HQMC.

c. Commands shall obtain approval for class III sedans from DC I&L (LF) prior to entering into any lease agreement. DC I&L (LF) will determine the most cost-effective method of obtaining class III vehicles IAW DOD directives.

d. Upon issue of a letter of authorization for class III MSS, DC I&L (LF) will adjust NTV fleet T/E allowances for class I and II (compact) sedans with an allowance for leased class III MSS of the same quantity.

e. MSS or smaller are authorized for law enforcement missions. A fleet manager may modify a vehicle at the command's expense, IAW established law enforcement requirements.

7. Four-Wheel Drive Authorizations

a. Fleet managers shall control the use of 4x4 vehicles strictly, in order to reduce acquisition and leasing costs and decrease petroleum consumption, and shall maintain all records on-site. Activities shall submit written requests to justify the 4x4 requirements to the installation or activity fleet manager. Where warranted, the fleet manager has the authority to disapprove the request.

b. Fleet managers may establish limited 4x4 vehicle pools for general support to handle unique mission requirements and shall restrict their use to only those missions that require such capability on a continuous and reoccurring basis.

c. Assignment of 4x4 vehicles is authorized to support continuous four-wheel drive capability requirements, such as game wardens, range support, and emergency response vehicles.

d. Requests for 4x4 vehicles due to terrain or geographic locations shall only be approved when the vehicle will be used in the 4x4 configuration the majority of the time. Occasional inclement weather operation is not sufficient authorization for 4x4 use or assignment.

8. Used Equipment

a. The procurement of used serviceable equipment is an economical alternative method of filling NTV requirements but does not constitute a primary source of equipment.

b. When a fleet manager becomes aware of a serviceable used item that would fill a particular requirement, the manager should request authority from DC I&L (LF) in writing to acquire the equipment and include a full description of the equipment, approximate cost, anticipated service life, and information regarding equipment it replaces and allowances affected.

c. If approved, DC I&L (LF) will obtain appropriate waivers from single item managers and forward local purchase authority and funding to the requesting fleet manager and local contracting office.

Chapter 4

Vehicle Leasing

1. General Information. The three methods of lease acquisition available to fleet managers of APF activities are short-term, long-term, and VLP. On-hand NTV assets shall be fully utilized prior to the lease of additional equipment.

2. Short-Term Leases. Fleet managers shall review all requests for short-term leases.

a. Fleet managers are authorized to approve NTV leases for periods less than 60 days without the submission of a MOA, under the following requirements:

(1) Short-term leases shall be authorized by the command's fleet manager.

(2) Funding remains the responsibility of the requesting activity.

(3) Short-term leases shall not be extended beyond 59 days.

b. Fleet managers should consider short-term leases to support unscheduled, nonrecurring, or surge requirements where NTVs are not available for use or cannot economically meet operational demands.

c. Short-term leases may temporarily increase the on-hand vehicle quantities beyond the approved T/E. The contracting office shall not lease vehicles until after obtaining an authorization letter from the fleet manager.

3. Long-Term Leases. All NTV leases in excess of 59 days are considered long-term leases within the Marine Corps. Fleet managers shall evaluate all requests and forward validated requests to DC I&L (LF) for approval in the form of a MOA. Funding will be the responsibility of the requesting activity. In order to receive HQMC approval, an installation or activity shall have either a T/E deficiency or a new operational requirement supported by a MOA.

a. Commercial Leases. In some cases, it may be more cost effective to lease rather than purchase vehicles or equipment.

(1) Fleet managers shall perform a cost-comparison, IAW the guidance in this Order and reference (d) and submit it to HQMC. Installations and activities shall not commercially lease NTVs without written approval from DC I&L (LF).

(2) If HQMC approves a commercial lease longer than 120 days, it shall only be contracted through Naval Facilities and Engineering Command.

b. GSA Leases. The Marine Corps utilizes GSA Fleet (leasing) to source the vast majority of its LD and significant portions of its medium duty (MD) vehicle fleet. Commands that wish to lease vehicles outside of GSA Fleet should provide an economic analysis along with justification to DC I&L (LF) IAW this Order and reference (d).

4. VLP. The VLP is a HQMC Program that funds long-term GSA leased NTVs for MCICOM and Marine Forces Reserve (MARFORRES). This program provides fleet managers with a substantially more modern NTV fleet operating at reduced maintenance costs and permits them to take full advantage of emerging automotive technologies. This program is centrally-managed and funded by HQMC, provides base operations support vehicles, and may only be used to fund vehicles within T/E.

5. Lease Request Procedures

a. The requesting activity shall submit requirements to the fleet manager, detailing the following:

- (1) Specific and detailed justification of requirement.
- (2) Anticipated period of lease.
- (3) Funding source for the request.
- (4) Anticipated utilization.

b. The fleet manager shall review and validate requests and determine availability of fleet assets to ensure, prior to short-term leasing, that on-hand assets cannot meet the requirement.

c. Requirements that can be met from on-hand inventory shall not be forwarded to DC I&L (LF) for consideration. Approval by DC I&L (LF) is required prior to any APF contracting action for long-term leases.

6. GSA Replacement Orders. Fleet managers shall continually evaluate mission requirements with activities to ensure that the Marine Corps acquires the most fuel and cost-efficient vehicles.

a. DC I&L (LF) will review all replacement orders and make USMC-wide reorder policies with vehicle-specific recommendations.

b. Fleet managers shall coordinate with their GSA representatives to ensure that mission requirements are met and that their fleets are compliant with federal, DOD, and USMC energy mandates and USMC vehicle guidance.

c. Fleet managers shall communicate any requests for exceptions to DC I&L (LF) before making orders.

7. Administration of Leased Equipment

a. Leasing of NTVs with APFs shall follow the policies set forth in Federal Acquisition Regulations, Federal Property Management Regulations, and other applicable directives. All leased equipment will be for official government use only. First consideration should be given to the 751 Schedule from GSA, located at <https://www.gsa.gov>.

b. Insurance for leased vehicles/equipment shall not be purchased. The government is self-insured.

c. Using activities are responsible and liable for damage and injuries incurred during the operation of leased vehicles and equipment.

d. Sedan size limitations of Marine Corps-owned vehicles apply to all leased vehicles/equipment, including VLP vehicles.

8. Marking Leased Equipment. Fleet managers are not authorized to paint or permanently mark leased vehicles, including USMC registration numbers. Refer to Chapter 6, paragraph 3, painting, decals, and markings for further guidance on marking leased equipment.

Chapter 5

Vehicles Safety, Mishap Prevention, and Accident Reporting

1. General Information

a. Mishaps involving Marine Corps equipment incur tremendous costs to the Marine Corps. To avoid these losses, all fleet managers shall maintain an aggressive and continuous safety program in compliance with all federal, DOD, and USMC safety regulations, particularly references (af) and (ag).

b. Fleet managers shall coordinate with installation and activity safety offices to develop mishap prevention programs to ensure that operators of government vehicles and equipment are knowledgeable of recognized safety and accident prevention practices. These programs shall, at a minimum, include the following:

(1) Specific written guidelines for the safe operation of motor vehicles, equipment, and all attachments.

(2) Vehicle and equipment safety education, orientation, and observance of recognized safety practices.

(3) Periodic safety inspections.

(4) Reporting, investigation, and analysis of mishaps.

(5) Penalties/disciplinary action for unreported mishaps.

(6) Appropriate actions for safety violations.

(7) Annual review of licensing programs for commercial equipment.

c. Fleet managers shall maintain liaison with local authorities within their areas of operation to ensure that operators are familiar with vehicle and equipment regulations.

2. Mishaps

a. Prior to operation of a Marine Corps-owned or leased vehicle, operators shall ensure that a SF 91, Motor Vehicle Accident Report, SF 94, Witness Statement, and DD 518, Accident Report are available and carried in the vehicle IAW reference (e). For GSA vehicles, a copy of "A Guide to Your GSA Fleet Vehicle" shall also be available. GSA vehicle accidents will be investigated as instructed in the guide.

b. Operators involved in accidents shall:

(1) Stop immediately and assess the situation.

(2) Render any possible assistance to the injured. Avoid moving any seriously injured persons unless essential for their protection.

(3) Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, use flares or reflectors.

(4) Notify local and military police authorities immediately after taking the above action.

(5) SF 91 and SF 94 should be provided and completed by all available witnesses. If the driver is unable to complete the SF 91 due to injury or death, the next senior person directly responsible for equipment operations shall complete the report.

(6) Comply with state and local laws governing the reporting of equipment accidents.

(7) Do not leave the accident scene until advised to do so by the proper authority.

(8) Do not express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval.

(9) Requests for accident reports should be referred to the installation or activity's Staff Judge Advocate's Office. Drivers shall not make official accident investigation reports available to a claimant, or to any individual or representative of any non-Marine Corps organization other than civil law enforcement authority while at the scene of the accident. Any correspondence regarding an accident which involves a POV or public property should be addressed to the Staff Judge Advocate's Office.

(10) Complete DD Form 518 at the scene of the accident or as promptly as possible thereafter and provide copies to persons directly concerned with the accident. DD Form 518 provides any person involved in an accident with all of the information they require of the equipment operator. Do NOT disclose/include Social Security numbers when filling out the DD Form 518, electronic data interchange personal identifier should be used instead.

(11) All mishap reporting forms shall be completed and delivered within 24 hours, or the next business day to the fleet manager IAW reference (af).

(12) Commanders/operating units shall request a drug and/or alcohol test within 2-6 hours of any mishap involving government vehicles and equipment.

c. Fleet managers shall take appropriate action, IAW local SOP, including recalling vehicles from commands that have operators who fail to report any vehicle or equipment mishaps.

3. Investigation and Reporting of Accidents

a. Installation or activity commanders shall initiate an investigation for each accident involving Marine Corps owned or leased equipment and make a determination concerning the cause(s) and surrounding circumstances, including how to prevent a reoccurrence, and report to the operating command.

b. Installation or activity commanders shall ensure mishap and hazard reports are completed IAW operation risk management as outlined in reference (af).

4. Equipment Operator's Manual. The equipment operator's manual contains information pertaining to the safe operation of equipment. Fleet managers and unit level leadership shall ensure that all operators are familiar with and adhere to this information.
5. Safety Inspections. Fleet managers shall ensure that safety inspections for NTVs are performed per the references and the procedures outlined in Chapter 7, paragraph 2b, of this Order. Equipment that is unsafe for operation shall be repaired prior to returning to operational status.
6. Seatbelts. Vehicle operators and all passengers shall wear seatbelts when operating or riding in any NTV. Occupants shall be seated when the vehicle is in motion, except in vehicles where handrails are present.
7. Controlled Substances and Tobacco Products. There shall be no use of any controlled substances or tobacco products in an NTV.
8. Eating and Drinking. NTV operators shall not consume any food or drink while operating an NTV. Operators shall be responsible for the cleanliness of the entire piece of equipment.
9. Rated Capacity. Operators shall not utilize or extend NTVs above or beyond its rated capacity.
10. Electronic Devices and Distracted Driving. IAW reference (ah) the operation of any electronic device is prohibited while operating any government vehicle. This includes the operation of all Marine Corps owned and leased NTVs. The use of all electronic equipment such as navigation systems and mobile phones by the operator while the NTV is in operation (in motion or idling) is strictly prohibited. No exceptions shall be made based solely on reasons of rank, prestige, or personal convenience.
11. Drugs, Alcohol and Intoxicants. NTVs shall not be operated while under the influence of alcohol or drugs (prescription or otherwise) that have been determined to impair the operator's ability to safely operate motor vehicles or equipment.
12. Gas Chamber Transportation. The use of NTVs to transport personnel which have been subjected to chlorobenzylidene malonitrile (commonly referred to as "CS") or other noxious gas is strictly prohibited, unless authorized by the installation commander.

Chapter 6

Registration, Identification, and Marking

1. Registration Number Assignment

a. Each centrally managed NTV has a Marine Corps registration number assigned by DC I&L (LF) for the purpose of establishing permanent and positive identification. Once assigned, the registration number remains the same for the life of the equipment or until permanent transfer from Marine Corps custody. Registration numbers from disposed equipment will not be assigned to new equipment.

b. DC I&L (LF) shall maintain a current record of all official license plates in use on Marine Corps-owned and commercially leased equipment. Such records shall specify vehicle identification numbers, the motor vehicles to which they are assigned, and the registration numbers.

c. DC I&L (LF) will not provide official registration numbers for vehicles and equipment that it did not fund or authorize. Only installation fleet managers are authorized to obtain equipment from Defense Reutilization and Marketing Office (DRMO). DC I&L (LF) will only consider requests for registration numbers for DRMO equipment from installation fleet managers.

2. NAF Vehicle Registration. To obtain USMC NAF registration numbers for MCCS vehicles, MCCS activities may submit requests to:

NAF Business and Support Services
HQMC (MRB-1 MRG)
3044 Catlin Avenue
Quantico, VA 22134

3. Painting, Decals, and Markings

a. Marine Corps-Owned Vehicles and Equipment. Fleet managers may repaint Marine Corps-owned NTVs only to restore adequate protection against rust or corrosion. Equipment shall not be repainted merely to change the color or gloss characteristics if the finish is serviceable, except as part of a service life extension program.

b. Leased Vehicles and Equipment. Fleet managers shall not paint leased vehicles or equipment. The only identification markings that any Marine Corps-owned or leased vehicle will display is license plates and any such window decals required by state or local authority.

c. Decals. All leased vehicles and equipment. Fleet managers shall not allow decals on any portion of the painted surface of leased vehicles or equipment. Marine Corps Recruiting Command vehicles, emergency response vehicles, and law enforcement vehicles are authorized for standard markings. Any requests for additional markings or for markings to vehicles outside of these categories must be approved by DC I&L (LF).

d. Disposal of Equipment. Upon permanent disposal of a vehicle, installation and activity fleet managers shall remove or obliterate all vehicle registration numbers.

e. Prescribed Identification. GSA-leased vehicles require a GSA assigned license plate for the location of the lease. All commercially-leased vehicles shall display Marine Corps license plates. All vehicles shall display license plates on the front and rear.

f. Expiration. Marine Corps license plates are a controlled item that will expire eight years after issue date.

g. License Plate Disposal. Upon disposal of a vehicle, installation and activity fleet managers shall coordinate with UNICOR to ensure the destruction of its license plate.

UNICOR
14601 Burbridge Road, SE
Cumberland, MD 21502
ATTN: Tag Recycling

4. Identification Markings for Motor Vehicles and Trailers

a. Motor Vehicles. All motor vehicles, whether Marine Corps-owned or leased through GSA or a commercial vendor, shall display either a GSA, state, or U.S. government license plate. The license plate shall be mounted on the front and rear of the vehicle. State and GSA license plates are standard as issued. The U.S. government plate for all Marine Corps-owned and commercial lease vehicles will contain the following:

(1) License plate will consist of dark blue figures with red border around the plate.

(2) The top line will consist of the expiration month on the left, "U.S. GOVERNMENT" printed on the center, and expiration year on the right.

(3) The center line will consist of "MC" immediately followed by a six-digit USMC registration number of the vehicle. Refer to Figure 6-1, Marine Corps Cargo/Passenger Vehicle Tag.

(4) The bottom line will consist of the Eagle, Globe, and Anchor Marine Corps Emblem on the bottom left of the license plate and "OFFICIAL USE ONLY" printed on the center of the plate. NAF vehicles will also display "NAF" on the bottom right; it will be displayed with white lettering and dark blue back ground.

b. Trailers. Trailers shall display a U.S. government license plate. Trailers only require one license plate, this should be displayed in an appropriate area where it can be easily seen and identified. It is preferred that the license plate be mounted in the rear of the trailer. The U.S. government plate for all Marine Corps-owned and commercially leased vehicles will contain the following:

(1) License plate will consist of dark blue figures with red border around the plate.

(2) The top line will consist of the expiration month on the left, "U.S. GOVERNMENT" printed on the center, and expiration year on the right.

(3) The center line will consist of "MC" immediately followed by a six-digit USMC registration number, the sixth digit of the registration number shall be a "T." Refer to Figure 6-2, Marine Corps Trailer Tag.

(4) The bottom line will consist of the Eagle, Globe, and Anchor Marine Corps Emblem on the bottom left of the license plate and "OFFICIAL USE ONLY" printed on the center of the plate. NAF vehicles will also display "NAF" on the bottom right; it will be displayed with white lettering and dark blue back ground.

5. Identification Markings for MHE

a. MHE items are marked by black stenciled lettering or pressure sensitive decals. Identification markings shall be affixed on each side and rear, using 1-1/2-inch lettering and numerals. Markings shall be located where space will permit and in such a manner as to present a neat and balanced appearance. The location of markings shall be consistent on equipment of the same type, size, and design.

b. Identification markings shall include the letters "USMC" followed by the registration number on the same line (e.g., USMC 000000).

6. Identification Markings for Engineer Equipment. Fleet managers shall not mark leased engineer equipment.

a. Marking Location. Marine Corps-owned equipment shall be marked in an easily identified location.

(1) Side markings shall be centered on each front door, or in a comparable position in relation to the driver's seat on equipment without doors.

(2) Rear markings shall display only "USMC" and registration number (e.g., USMC 000000).

b. Size, Space, and Style of Markings. Use 3-inch gothic style letters and numerals except for "Official Use Only" which uses 3/4-inch gothic style letters. Line spacing shall be 1-1/2 inches.

c. Use of Pressure Sensitive Marking Materials. Fleet managers shall make maximum use of pressure sensitive type markers for all identification markings prescribed in this chapter.

7. Exemptions from Identification and Marking

a. GSA Leased Vehicles. GSA vehicles used for investigative or security purposes or those required to be unidentified under the conditions of a Status of Forces Agreement shall be approved by GSA prior to installing undercover plates.

b. Marine Corps Owned Vehicles

(1) Fleet managers shall submit requests for identification and marking exemptions to DC I&L (LF).

(2) Exempt vehicles utilizing undercover state license plates shall adhere to all state and local regulations and procedures for obtaining state

license plates IAW reference (a). Local commands shall provide funding for obtaining and maintaining state license plates.



Figure 6-1. --Marine Corps Cargo/Passenger Vehicles Tag



Figure 6-2. --Marine Corps Trailer Tag

Chapter 7

Maintenance Management

1. General Information

a. Fleet managers shall establish an efficient, automated, and economical maintenance program of all NTVs assigned to their installation or activity. This program shall provide optimum maintenance at the greatest cost effectiveness. The objective of the maintenance program is to perform only that essential maintenance during the normal life expectancy as is required to retain equipment in a safe and serviceable condition. In establishing, operating, or managing any maintenance program, fleet managers shall ensure that their efforts produce an efficient and economically sound operation.

b. Fleet managers shall use the following general guidance in establishing a maintenance program:

(1) Fleet managers shall use the standard FMIS for all data collection, maintenance forecasting, and reporting IAW reference (f). Fleet managers and supporting staff shall be fully trained, involved, and take advantage of the tools available in the FMIS to aid in the decision-making processes.

(2) Establish scheduled maintenance services/inspections as identified by the FMIS report on the basis of service intervals (time, mileage/hours) and manufacturers' standard recommendations.

(3) Commands not designated by DC I&L (LF) to use the standard FMIS shall determine the most suitable system for data collection, maintenance forecasting, and reporting. Systems shall be compatible with DOD and DC I&L (LF) reporting requirements and shall meet the requirements of reference (f). When using DD, NAVMC, or SF forms, prepare them IAW reference (e).

(4) Commands shall hold operators responsible for performing pre-trip inspections, as well as for reporting to respective command dispatch, any unsafe or unserviceable operating conditions. Simple operational services and checks, with prompt reporting of deficiencies to appropriate supervisory personnel, will ensure equipment is maintained in a safe and ready-to-use condition.

2. Maintenance Categories

a. Operator Pre-Trip Inspection. Prior to operation, the operator shall perform a pre-trip inspection, consisting of inspection and detection of such malfunctions of the equipment that could render the unit unsafe or unserviceable, and retain the checklist for 30 days. In addition, operator service may include minor or simple parts replacement and servicing (i.e., water, fuel, air, tires, and battery) as required. In cases where other designated personnel service the equipment, the operator shall retain responsibility for verifying the completion of services and that the equipment is in a safe and serviceable condition.

b. Safety Inspection. At a minimum, every Marine Corps NTV shall receive an annual safety inspection. Where required, fleet managers shall shorten the safety inspection interval to meet state or local regulations.

At a minimum, the annual safety inspection shall include the manufacturer's recommended safety inspection. Maintenance facilities shall correct noted deficiencies and annotate any maintenance performed on a work order or comparable form, before returning the equipment to use.

c. Corrective Maintenance (CM). CM is the total of all maintenance actions performed to restore an item of equipment to a serviceable condition. The CM process commences when an individual reports an item of equipment as requiring CM. It terminates when maintenance actions restore the item to a serviceable condition or when repairs are not economically feasible.

d. Scheduled Maintenance (SM)

(1) Inspections and Preventative Maintenance (PM)

(a) SM is the sum of the scheduled actions taken to maintain equipment in a serviceable condition. This includes providing systematic inspections to detect potential failures before they occur or to correct failures before they develop into major defects. A systematic SM program of inspecting, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness in a unit. SM is normally conducted by using unit operators and owning unit mechanics. A good SM program will help prevent early breakdown or failure of equipment, thus assisting in preventing costly, complex, and time-consuming repairs. A sound SM program also optimizes maintenance resources. The SM services are cyclic in nature based on usage or time intervals. SM is often referred to as PM. Where practical and at the discretion of the fleet manager, SM should be performed after normal working hours to increase vehicle availability.

(b) Fleet managers shall ensure equipment is inspected and serviced per time or usage intervals prescribed by the manufacturer to maintain the validity of the warranty. They shall continue to use the recommended intervals after the warranty expires. Service checks shall include all checks indicated by the manufacturer. If there are no intervals prescribed to maintain the warranty, perform scheduled services every 12 months or 6,000 miles for light automotive equipment, 12,000 miles for medium and heavy automotive equipment, and 12 months or 250 hours for MHE and engineer equipment. Fleet managers may shorten the interval at their discretion.

(2) Lubricants and Fluids. Fleet managers shall utilize re-refined motor vehicle lubricants when it is readily available and meets the Original Equipment Manufacturer (OEM) recommended performance standards. Fleet managers shall pay special attention to special Alternative Fuel Vehicle (AFV) maintenance requirements and alternative fuel and hybrid vehicle lubricants and fluids, such as ultra-low sulfur biodiesel 20% blend (B-20) and diesel exhaust fluid.

3. Control

a. The economy and soundness of managing equipment maintenance are contingent upon proper and adequate controls instituted at all levels of command. To meet the primary objectives of the maintenance program, it is essential that commanders ensure strict compliance to the SM program. Fleet managers shall coordinate SM with equipment users for all Class A and B assigned equipment. Users shall deliver vehicles to the maintenance facility on or prior to the scheduled date. Scheduling conflicts shall be resolved

prior to the date of the SM. Non-compliance with SM may result in the loss of vehicle assignment.

b. Controls established by fleet managers shall provide for:

(1) Minimum equipment downtime to allow maximum equipment availability.

(2) Balanced and efficient workload scheduling.

(3) Effective quality control.

(4) Current and state of the art technical library, i.e. web-based or electronic manuals.

(5) Appropriate record keeping that avoids duplicate documentation.

c. To ensure effective control over shop productivity, the application of flat rate time standards is necessary. Commercial flat rate manuals contain this information. Periodic analysis of actual direct hours compared to average shop standards is highly encouraged as poor performance in this area may signal a need for training, advanced tools, etc.

4. Maintenance Procedures

a. Facilities. Fleet managers may use the following alternative methods or combination of methods to accomplish maintenance actions:

(1) Organic facilities (to include in-house contract maintenance).

(2) Other government facilities.

(3) Commercial facilities.

b. Quality Assurance Inspections. Regardless of the method selected for maintenance, qualified personnel assigned to the installation shall perform a quality assurance inspection prior to returning the vehicle to service. In cases of host-tenant occupancy of an activity, the host service shall perform the maintenance support consistent with practices established for maintenance contained in this Order or as specified in support agreements.

c. Performance Standards. Fleet managers shall establish and use performance standards to evaluate maintenance facilities. These may include any or all of the following, depending on the commander's needs:

(1) Downtime.

(2) Cost per mile.

(3) Direct/indirect labor hours.

(4) Comparison of individual performance against a flat rate, industry standard, or FMIS established time standard.

(5) Timeliness of service.

(6) Total cost of providing service.

- (7) Quality control/comeback maintenance.
- (8) Vehicle availability.
- (9) Customer satisfaction surveys.

d. One-Time Repair Limit

(1) If an item of equipment requires extensive repairs, fleet managers shall conduct a limited technical inspection to determine if it is economical to repair the item.

(2) For the repair or replacement of MHE, fleet managers shall use the one-time repair limit guidelines contained in reference (aj).

(3) For all other NTVs, fleet managers shall utilize the one-time repair limits in Table 7-1 to determine whether to repair the item.

(4) If the expected cost of repair exceeds the guidelines in the reference, fleet managers shall obtain authorization from DC I&L (LF) to proceed with repairs or to obtain disposal instructions.

(5) Fleet managers shall obtain authorization from DC I&L (LF) prior to disposal of equipment earlier than the minimum replacement standards as outlined in reference (g).

e. Equipment Downtime. Equipment downtime is the time that equipment is not available for use because of CM or SM. It includes all time accrued between the removal of equipment from service and notification to the user that the equipment is ready to return to service. The equipment downtime standard is based on an 8-hour day/240-day year unless the vehicle is used on a 24-hour basis. The maximum Marine Corps acceptable downtime is 10 percent of the total equipment miles (or hours) that the equipment fleet could be available. Equipment that consistently exceeds the downtime standard due to equipment failure or non-availability of repair parts should be considered for replacement.

f. Testing. Fleet managers shall ensure safety inspections, load tests, and calibration procedures for equipment are accomplished per applicable orders, directives, and standards.

5. Modifications

a. Fleet managers shall establish adequate controls to limit equipment modifications only to those required for safety, security, or accomplishment of the installation or activity mission. Fleet managers may authorize limited modifications for such purposes as allowing wrecker service, installing two-way radio service, emergency warning devices, auxiliary firefighting equipment, and telematics devices, only after due consideration of the cost-effectiveness of the action. All vehicle modifications shall be recorded in the FMIS equipment record. The equipment record shall be reviewed prior to development of vehicle specification for replacement.

b. No equipment shall be modified without prior approval of the fleet manager. Modifications that constitute change to the equipment code shall require written approval from DC I&L (LF). Each request shall include justification, vehicle description, Marine Corps registration number, and the

estimated cost. All modifications to leased vehicles require approval from the leaser via the fleet manager.

6. Warranties

a. General Information. Fleet managers shall familiarize themselves with the general provisions of equipment warranties and the significance of such provisions in reducing maintenance costs, as well as timely correction of possible design deficiencies. They shall make maximum use of the manufacturer's warranty during the warranty period. Manufacturer warranty and extended warranty data shall be entered into the FMIS when primary equipment records are created.

b. Warranty Correction Procedures. If a deficiency exists on a warranted item of equipment, fleet managers shall attempt to obtain corrective action from the local franchised dealer. Fleet managers shall not take action to correct deficiencies and expect reimbursement by the contractor, unless they are a certified warranty repair facility by the OEM. If fleet managers are unable to reach a solution with local franchised dealers, they shall inform DC I&L (LF). Additionally, fleet managers shall submit a SF 368, Product Quality Deficiency Report, IAW references (bf) through (bi) to DC I&L (LF) to report major design deficiencies or unsatisfactory conditions (whether or not they occurred during the warranty period or were corrected under warranty provisions).

c. In-House Service Warranties. As an option to having the local franchised dealer perform warranty corrective action, fleet managers may choose to negotiate an in-house warranty with the OEM. This arrangement would permit the fleet manager to choose either the local franchised dealer or installation maintenance manager to perform a particular warranty repair without violating the warranty or incurring costs. The contract between the fleet manager and the OEM shall specify the provisions that delineate the details of the in-house warranty. At no time shall warranty service negatively impact normal CM or SM services or be used to justify increased downtime.

d. Other Defects. Refer to reference (d).

7. Restrictions on POVs. Fleet managers shall not authorize or permit the repair, servicing, or manufacturing of POVs, vehicle units, parts, accessories, or equipment in any Marine Corps maintenance facility. Furthermore, they shall not authorize or allow the use of government-owned vehicles, tools, motorized equipment or supplies to service or repair such private property, except when life threatening or emergency conditions occur; calling for humanitarian response. No individual may park, garage, or store POVs in any Marine Corps motor pool, shop, or in any building that stores Marine Corps property. The above does not apply to authorized hobby shops.

8. Supply Support for NTV Maintenance

a. Downtime. Reduced downtime is the controlling element of NTV maintenance. In order to reduce downtime, the fleet manager shall ensure that adequate supply support is available to complement programmed, productive labor, and associated contract effort. Reference (ai) provides additional guidance on obtaining necessary parts, supplies, tools, and equipment.

b. Open Purchases. Installation commanders should consider using open market purchases for obtaining needed supplies, when there is no mandatory use of specific schedules (e.g. tires, motors, and generators). Such use of open purchases shall be IAW applicable acquisition regulations (Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement, and Navy Marine Corps Acquisition Regulation Supplement) and practiced as specified by the activity contracting officer.

c. Classes of NTV Material Stock. Fleet managers shall not establish stocks of supporting materials and supplies that create a burden on inventory management and property accountability. Fleet managers shall consult contracting officers on acquisition solutions available to ensure timely delivery of necessary supplies. For purposes of efficient and cost-effective NTV maintenance management, the fleet manager may establish the following limited stocks to accommodate recurring requirements:

(1) Pre-Expended Bin (PEB). The PEB items are relatively low-cost, fast moving, expendable items designed to facilitate the maintenance function by making everyday use items readily available at the maintenance site, thereby improving productivity of the maintenance technician and reducing equipment downtime. Reference (ak), requires fleet managers to formulate an internal control and accounting system for the management of PEB. Organizations that maintain PEBs shall utilize the FMIS to maintain and track the PEB. The following PEB stockage criteria apply:

(a) Unit Price Criteria. These criteria are based on the policies established in reference (ai), and other applicable directives.

(b) Usage Criteria. There are no specified PEB usage criteria for NTV maintenance, however periodic reviews should eliminate stockage items without sufficient use history.

(c) Stock Level Criteria. The quantity of PEB items authorized for stock will depend on historical usage data available to the fleet manager. As a rule, and taking into account the earlier caution against amassing voluminous quantities of materials, stock levels should contain only sufficient quantities that would support ready availability criteria and the inability to obtain replenishment from other sources.

(2) Special Operating Stocks (SOS). SOS includes items with a value exceeding the established PEB criteria. When deciding to retain a given part or item as SOS, fleet managers should consider experience, any history of delays in obtaining the part or item, and any adverse impact such delay has on productivity and reduction in downtime. Annually, the fleet manager shall review the SOS inventory and certify that items and quantities contained in the inventory are essential to an efficient and cost-effective NTV maintenance management. The SOS shall be maintained in the FMIS.

d. Tool Control. Fleet managers are responsible for establishing inventory management, maintaining internal control, and initiating replacement action for missing or unserviceable tools per appendix D of reference (ak). It is imperative that fleet managers budget for tool replacements to eliminate a shortage of funds when replacing critical tools. Where practical, tools shall be maintained in the FMIS.

e. Calibration. Fleet managers are responsible for maintaining a calibration program incorporating the management features of the program

described in appendix D of reference (al). The program may be manual or automated. Fleet managers shall calibrate all test, measurement, and diagnostic equipment (TMDE) per manufacturer prescribed intervals. If no intervals exist, calibration shall be completed IAW the above reference. The fleet manager may select the calibration service source of their choice however, the Marine Corps' policy, reference (al), is that all TMDE is calibrated only to the extent and intervals necessary to adequately perform the measurement involved. It is also Marine Corps policy to accomplish such calibration in the most cost-effective way that will satisfy operational requirements. Marine Corps calibration facilities are the preferred source for calibration and maintenance of Marine Corps TMDE.

9. Publications. Each fleet manager shall establish a publication control system per appendix B of reference (ai). Use of electronic publications is encouraged. Access to information technology equipment for use of electronic manuals shall be authorized for all equipment service personnel.

10. Antifreeze Instructions. Fleet managers shall add antifreeze to NTVs per manufacturer's recommendations to maintain thermal protection suitable for the location in which the equipment operates. Special attention shall be given to manufacturer's antifreeze types for various equipment. Use of recycled antifreeze is mandated by reference (x).

11. Tires. Commands shall use reconditioned (retread or recapped) tires as replacement tires on NTVs, including trailers.

a. The below exceptions shall not operate with reconditioned tires on the front (or steering) axle:

- (1) Buses.
- (2) Emergency response vehicles.
- (3) Trucks or truck tractors.

b. When utilizing recapped, regrooved, or retreaded tires, fleet managers shall use only reconditioned tires procured or renewed from sources that meet standards identified within references (am) and (as).

c. Use of reconditioned tires is mandated by reference (as) when such products are reasonably available and meet applicable performance standards.

12. Inspections, Testing, and Certification of Load-Lifting Equipment. Installations and activities with load-lifting equipment shall establish load-testing programs IAW reference (an) for all applicable equipment and IAW applicable DON and federal regulations when those references are more stringent and for equipment not covered by reference (an).

		Current Age of Equipment (Yrs.)																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19 - 25
Life Expectancy (Yrs.)	3	36	23	10																
	4	40	30	20	10															
	5	42	34	26	18	10														
	6	43	36	30	23	16	10													
	7	43	38	33	27	21	15	10												
	8	45	40	35	30	25	20	15	10											
	9	45	41	36	32	28	23	19	14	10										
	10	46	42	38	34	30	26	22	18	14	10									
	11	46	42	39	36	33	28	24	22	17	13	10								
	12	46	43	40	38	36	30	26	23	20	16	13	10							
	15	47	44	42	39	36	34	31	28	26	23	20	18	15	12	10				
	25	48	47	45	44	42	40	39	37	36	34	32	31	29	28	26	24	23	21	20

Note: The one-time repair limit is determined by finding the life expectancy in years for the equipment code of the equipment under consideration. Then go to the column showing the current age of the equipment. Multiply the factor (expressed as a percentage or decimal) by the original acquisition cost of the equipment.

Table 7-1. --Factors for Use in Equipment One-Time Repair Determinations

Chapter 8

Inventory Management

1. General Information

a. IAW reference (ao) commands shall utilize the APSR for accountability of all Marine Corps NTVs, as well as the acquisition, transfer, and disposal of those assets. Personal Property Managers (PPM) shall manage the APSR inventory of all NTVs procured or leased with APFs. It is imperative that PPMs input required documentation into the APSR and notify DC I&L (LF) after any changes in inventory.

b. When submitting reports contained in this chapter, commands shall submit reports by automated electronic means. Coordinate with DC I&L (LF) prior to submitting non-standard reports.

c. DC I&L (LF) will assign the equipment code for each NTV. Equipment codes are used to establish authorized allowances within T/E. The DC I&L (LF) tool for determining the equipment code of any given vehicle or piece of equipment is the HQMC authorized FMIS. The new equipment code numbering system allows DC I&L (LF) to categorize more accurately all classes of vehicles and equipment and to accommodate the extreme variety of products available on the commercial market.

d. Commands shall properly dispose of any equipment that meets prescribed criteria for disposal. Managers shall remove or obliterate all equipment identification numbers and ensure that all government-issued license plates are sent to UNICOR for disposal.

e. The PPM is responsible for uploading DD Forms 200, 250, 1150, 1348-1A, and Wide Area Work-Flow (WAWF) receiving reports, in a timely manner.

2. Receipt of Assets

a. PPMs shall input an electronic copy of DD Form 1342, along with one of the following documents: DD Form 250, 1150, 1155 Defense Logistics Agency (DLA), WAWF receiving report, SF 1449 (Japan).

b. All forms submitted into the APSR shall be signed by the PPM, or fleet manager for receipt of equipment. Supporting documentation shall be annotated with the equipment code, date, and USMC registration number.

3. Permanent Transfer of Assets

a. Commands shall request authority from DC I&L (LF), by submitting proper documentation (transferring and receiving MOAs), and receive approval prior to transferring equipment. DC I&L (LF) will not approve a transfer until both the transferring and the receiving activities submit a MOA and both are approved. DC I&L (LF) will send approval or disapproval letters to the receiving and transferring activities, as appropriate.

b. Once the transfer is approved, the transferring unit shall initiate the DD Form 1348-1A and include the record jacket with appropriate paperwork to accompany the asset. Upon receiving the transferred asset, the PPM shall sign the DD Form 1348-1A so that it can be uploaded and properly updated in APSR.

c. PPMs shall ensure that all tags and registration numbers remain associated with the appropriate assets.

4. Disposal of Assets

a. Vehicles that DC I&L (LF) approved for replacement are also approved for disposal. The replaced vehicle shall be transferred to DRMO within 30 days of receiving the replacement.

b. Fleet managers shall submit a written request to DC I&L (LF) for the disposal of any other assets if it does not meet the minimum life expectancy standards per reference (d).

c. Prior to delivering equipment to DRMO, fleet managers shall remove or deface all Marine Corps identification markings.

d. Within 7 days of disposal:

(1) The PPM shall input a completed DD Form 1348-1A into the APSR and mark block 27 (additional data) with "license plates and military identification markings have been removed and disposed of IAW reference (d)."

(2) The fleet manager shall update the appropriate NTV FMIS data.

e. In the case of missing, lost, or stolen assets, fleet managers shall initiate a DD Form 200. The PPM shall complete and input the DD Form 200 into the APSR, in order for the asset to be removed from the active inventory.

5. NTV Fleet Inventory and Reconciliation

a. Commands shall perform annual (January) APSR inventory reconciliations for all NTVs.

b. Commands shall perform quarterly inventory reconciliations of capital assets.

c. Fleet managers shall conduct a physical inventory of all NTVs and submit proper paperwork for all discrepancies to the PPM.

d. PPMs shall update all records with the appropriate paperwork within 7 days of the receipt of the fleet manager's inventory report.

e. Fleet managers shall reconcile the APSR inventory with FMIS, to ensure that both inventories are accurate.

f. Commanders shall ensure adequate resources are directed to the above-mentioned inventory and reconciliation. Accounting of all equipment will ensure adequate funding is provided for vehicle replacement and timely response to fleet request for MOA.

Chapter 9

Fleet/Fuel Card

1. General Information. The fuel card program discussed in this chapter is for DOD-owned/leased vehicles only, and it is intended to provide an effective, convenient, and commercially available method to purchase fuel and related maintenance at commercial service stations and/or repair facilities.

2. Scope. This chapter is applicable to all Marine Corps organizations and all Marine Corps fleet cards. It does not apply to cards issued by GSA for vehicles under a "wet" lease contract. See reference (ap) for any items not covered in this chapter.

3. Use of Fleet Cards

a. Fleet cards may be used for purchasing fuel, oil, vehicle accessories, repair, and authorized emergency roadside assistance services.

b. Fleet cards may also be used to purchase fuel for vehicles that are leased under the GSA "dry" lease contract (GSA leases in which fuel is not included in the mileage charge). Vehicles leased by GSA that come with credit cards (e.g. "wet" leases) are not covered by this instruction.

c. Premium and special unleaded fuel is strictly prohibited, unless required by the vehicle manufacturer.

d. The fleet card is not authorized for use in procuring aviation fuel.

4. Types of Cards. Activities may choose to establish vehicle cards, organizational cards, or both.

a. Organizational Cards. Organizational cards are kept centrally and issued to authorized drivers within the organization.

b. Vehicle Cards. Vehicle cards which are assigned to a specific vehicle or piece of equipment and have additional internal controls listed in the card provider's system, including the vehicle description, tank capacity, fuel type, etc.

5. Hierarchy Structure

a. The purpose of a hierarchy structure is to provide communication at all levels of the organization. The most efficient manner to do this is to establish a hierarchy level (HL) for the Fleet Card Program.

b. For the purpose of this chapter, major command refers to all echelon level 2 organizations responsible for policy, plans, process, and funding of a functional or war fighting area.

c. As information is received from the Program Management Office (HL2), the Component Program Manager (HL3) is responsible for ensuring that it is communicated down to all DON activities. This process will also be used in reverse for reporting requirements.

d. The diagram in Figure 9-1 represents the hierarchy structure for the Fleet Card Program. This chapter will define the roles, responsibilities, and accountability of all program participants in levels 2-6.

Hierarchy Level 1 (HL1):	DLA Management Division
Hierarchy Level 2 (HL2):	Chief of Naval Operations (CNO)
Hierarchy Level 3 (HL3):	DON Consolidated Card Program Management Division (CCPMD)
Hierarchy Level 4 (HL4):	DC I&L (LF)
Hierarchy Level 5 (HL5):	Subordinate Commands (e.g. MARFORCOM, SWRFT, MARFORPAC, and MARFORRES) (Activities/Units)
Hierarchy Level 6 (HL6):	Activities (Available for Activity/Unit Use) (e.g., Cardholders, AOs, and APCs)

Figure 9-1. -Component Program Manager (CPM) Hierarchy Levels

6. Key Personnel

a. DOD Program Management Office. Defense Energy Support Center (DESC) is the overall Fleet Card Program Manager. DESC provides comprehensive energy solutions, negotiates fuel contracts, receives rebates, and recoups taxes.

b. CPM. The DON CCPMD provides the oversight and management of the Fleet Card Program for the Navy.

c. CO. COs provide oversight and management of the Fleet Card Program within their commands.

d. Agency Program Coordinator (APC). The APC is the primary liaison for establishing, administering, maintaining, and reporting on the Fleet Card Program. There are different responsibilities associated with each APC at hierarchy levels 4, 5, and 6.

e. Accountable Official (AO). The AO is responsible for creating obligations and paying fuel card bills. The AO is the individual who shall be designated in writing and is accountable under applicable law; who provides source information, data or services to a certifying officer in support of the payment process; and who may be held liable for erroneous payments. An AO shall maintain record of their appointment using DD Form 577.

f. Certifying Official. The certifying official is the individual designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment and is held liable for certifying and validating their agency's invoices. A certifying official shall maintain a record of their appointment using DD Form 577.

g. Transportation Coordinator (if required). The transportation coordinator is the point of contact (POC) at the activity responsible for the receipt of the fleet card and assigned vehicle, training, and documentation of the Fleet Card Log (with responsibilities the same as HL6 APC).

h. Card User. The card user is the individual that uses the fleet card for the purchase of authorized goods and services. All card holders shall maintain record of their appointment using DD Form 577.

7. APC Responsibilities. The APC shall maintain detailed knowledge and understanding of all policies and procedures regarding the Fleet Card Program and communicate this information to fleet card users, managers, and other responsible officials. The following responsibilities apply to all APC levels:

a. Ensure execution of the local program IAW DOD and Navy policies and procedures.

b. Understand policies and procedures regarding the use of the fleet card.

c. Ensure key personnel are properly trained and all completion certification records are maintained centrally.

d. Ensure that only authorized personnel with mission requirements are provided fleet cards.

e. Maintain a list of all lower level APCs contact information (name, email address, telephone number, and fax number).

f. Maintain personal contact information in issuing bank systems.

g. Utilize the electronic systems and available reports to monitor the program.

h. Establish appropriate authorization limits/restrictions for fleet card accounts and cards. These controls shall be stringent but allow the flexibility to meet mission requirements.

i. Notify the next higher-level APC and the local chain of command immediately when any investigation is initiated involving alleged or suspected fraud, misuse, or abuse of the fleet card by personnel under their command. Check the DON CCPMD website on a routine basis to receive policy updates. (<https://www.navsup.navy.mil/ccpmd>).

8. HL4 APC. The HL4 APC is located at the major command level of the organization. HL4 APCs shall:

a. Provide claimant information to the CPM.

b. Communicate program information to HL5 APCs and ensure they are properly trained.

c. Ensure that appropriate action is taken when local reviews reveal non-compliance, misuse, and/or abuse and follow-up with the CPM.

d. Notify the CPM and the local chain of command immediately when any investigation is initiated involving alleged or suspected fraud, misuse or abuse of the fleet card by personnel under their command.

9. HL5 APC. The HL5 APC is located at the subordinate command levels of the organization, e.g. regions, type commanders, NAFIs, etc. HL5 APCs shall be:

a. Responsible for providing fleet card information to the HL4 APC.

b. Responsible for communicating program information to HL6 APCs and ensuring they are properly trained.

10. HL6 APC/Transportation Coordinator. The HL6 is located at the activity level of the organization. This role is also referred to as the account POC. HL6 APCs shall:

a. Provide fleet card information to the HL5 APC. Note that NAFI activities report to the HL4 APC.

b. Keep the transportation officer, CO, and others within the activity up-to-date.

c. Ensure fleet card users are properly trained.

d. Ensure that all purchases are appropriate and charges are accurate within 5 days of receipt.

e. Notify the fleet issuing bank no later than 60 days prior to the expiration date of any cards which are not to be renewed and/or reissued.

f. Maintain the Fleet Card Log.

g. Ensure card users are instructed on the appropriate use of the card. Require all card users complete and sign a statement of understanding (SOU) prior to initial card use. Maintain signed copies of all SOUs with the Fleet Card Log and receipts of purchases.

h. Maintain a complete list of POC information for financial matters and notify the issuing bank of any changes that affect management, reporting, or billing.

i. Maintain a list of authorized drivers and vehicles and other relevant information.

j. Notify the CO, APC, and supervisor in the event of any suspected unauthorized purchase that would indicate noncompliance, fraud, misuse or abuse.

11. AO Responsibilities. The AO is responsible for creating obligations and paying fuel card bills. The AO may be held liable for erroneous payments. AOs shall:

a. Ensure that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under his or her cognizance is in place to minimize opportunities for erroneous payment and that all procedural safeguards affecting proposed payments are observed.

b. Comply with all applicable DOD regulations, policies and procedures, including local SOP.

c. Support the certifying official with timely and accurate data, information, and/or service to ensure proper payments.

d. Request advice from the certifying official concerning questionable entitlements.

e. Ensure timely action is taken in response to inquiries with regard to possible or actual erroneous payments.

f. Monitor and validate Military Standard Billing System fuel transactions and report any erroneous transactions to DESC.

g. Track outstanding balances including the status of disputed transactions and overdue payments.

h. Notify the certifying official in the event of any suspected unauthorized purchase (purchases that would indicate non-compliance, fraud, misuse or abuse).

i. Check the DON CCPMD website on a routine basis to receive policy updates.

12. Certifying Official Responsibilities. The certifying official serves as the primary focal point for receipt and validation of invoices. Certifying Officials shall:

a. Ensure the timely reconciliation and payment of all invoices.

b. Certify all invoices within the Prompt Payment Act timeframes.

c. Ensure that invoices are processed within 5 working days from the closing cycle date (20th of the month).

d. Oversee the proper processing of invoices. Upon receipt, validate both the fuel and non-fuel charges.

e. Validate that charges are correct in Fuels Automated System (FAS), since DESC is responsible for paying Voyager for the aggregate fuel bill. Note that at this time U.S. Bank/Visa transactions do not fall under split billing.

f. Create obligations for fuel charges before the interfund bill is issued and process DESC interfund bill for fuel transactions. Notify the card user's chain of command in the event of any suspected unauthorized purchase (purchases that would indicate non-compliance, fraud, misuse or abuse). Check the DON CCPMD website on a routine basis to receive policy updates.

13. Transportation Coordinator Responsibilities. If needed, the transportation coordinator (HL6) serves as the activity POC who obtains the fleet card, vehicle, training, and other related materials from the APC. Paragraph 9 details APC and HL6 responsibilities.

14. Card User Responsibilities. The card user will be held liable to the government for any transaction not made for official government use. Card users shall follow these guidelines:

a. Understand the policies and procedures regarding authorized fleet card purchases and record keeping requirements;

- b. Complete Fleet Card Log.
- c. Use self-service gasoline pumps whenever available.
- d. Pump only regular grade (87 octane or lower) unleaded gasoline, unless otherwise specified by the manufacturer.
- e. Check the DON CCPMD website on a routine basis to receive policy updates.

15. Establish Management Controls. COs and APCs shall establish management controls to operate, manage, and provide oversight to local programs. Examples include but are not limited to the following:

- a. Establish Internal Operating Procedures (IOP). Review IOP to ensure compliance with current DOD/Navy regulations and directives.

- b. Review for Fraud, Misuse, and Abuse. Ensure that monthly reviews of potential fraud, misuse, and abuse are performed, and report all instances and resolutions to the CPM. When potential fraud is detected, immediately cancel the card and provide the CPM with all relevant documentation. The individual's access to other financial card programs (e.g. Government Travel Charge Card, Government Commercial Purchase Card) shall also be reviewed for potential fraud, misuse, and abuse.

- c. Government Vehicle Official Use. Limit use of government vehicles to official use only. Use of a government vehicle for other than official purposes is a misuse of government property and is a violation of the Uniform Code of Military Justice (UCMJ). It may result in criminal, disciplinary, and adverse administrative action. The Office of Government Ethics established the Standards of Ethical Conduct for Employees of the Executive Branch, including reference (aq), which prohibits the misuse of government position and requires that government employees use government property only for authorized purposes.

- d. Investigations. Provide all documentation used for an investigation to the CPM, as well as the Navy Criminal Investigative Service or the DOD Inspector General.

- e. Screenings. Perform screenings of all premium fuel purchases and merchant codes indicated as miscellaneous, food products, or others that do not look legitimate. The reviews shall also target the following critical elements as indicators for detecting fraud, misuse, and abuse:

- (1) Documentation.
- (2) Photocopies instead of original documents.
- (3) Missing documentation (receipts, required approvals, etc.).
- (4) Obvious changes or whiting-out of information.
- (5) Information that is backdated.
- (6) Similar or identical signatures on receipts from different vendors.

(7) Identical type or font on receipts from different vendors indicating replication of bogus receipts on the same printer, cash register, or typewriter.

(8) Serially numbered receipts from the same vendor but dates of service/sales are months apart.

(9) Identical volumes of fuel consistently purchased however, the distances driven differ on the dates of use.

(10) Volume of fuel purchased that exceeds tank capacity of the vehicle for which fuel was purchased.

(11) Receipts indicating cash refund and amount charged exceed value of fuel/authorized goods procured.

(12) Receipts for fuel and services from vendors away from local duty area but no TDY orders requiring out of area purchase.

(13) Charges on holidays, weekends, or off duty hours.

(14) "Write-ups," that is the addition of a zero to the volume or dollar value of a receipt, or a digit to the left of a dollar value or volume.

(15) Patterns of lost/stolen cards, returns, and credits.

(16) Patterns of disputes on a single card or by the same individual.

(17) Call or inquiry from government investigator, DOD auditor, or official from vendor questioning authenticity of purchases.

(18) Multiple receipts for the same purchase of fuel.

(a) The person reviewing receipts notices that the government is being billed more than once for the same identical purchase.

(b) The reviewer detects that two or more receipts are bills for the same volume, date and time of purchase, or for multiple fill-ups within too short of a time period or too short of a distance traveled for the vehicle in question to have consumed the fuel.

f. Delinquency. An account is considered delinquent whenever the invoice is not paid in full within 35 days of the statement billing date. Establish internal controls to prevent delinquencies, as well as policies and procedures to follow should delinquencies occur.

16. IOP. Develop written IOPs to manage and operate the local Fleet Card Program. At a minimum, the IOPs shall establish local controls and/or processes.

a. Key Program Personnel Identification. The CO of each activity requiring the use of the fleet card shall establish a written criteria and process for designating personnel, per reference (ap) who will perform as APCs, AOs, certifying officials, and card users. In the event that an activity participates with a public works center to provide transportation

needs, it shall establish written criteria and a process for designating a transportation coordinator.

b. Card Set-up, Safeguarding, and Maintenance. Establish written procedures for opening, safeguarding and maintaining fleet cards. Applications are available on www.navsup.navy.mil/ccpmd under Fleet Card Program>Bank Guidance>Forms. Ensure all requested information is accurate and complete. Ensure unique personal identification numbers are assigned to all accounts.

c. Check-out Procedures for Departing Personnel. Ensure that local agency clearance and/or check-out procedures include the surrender of any fleet cards by personnel to whom fleet cards were previously issued.

d. Lost or Stolen Cards. The card user shall report a lost/stolen card to the APC immediately. The APC shall then notify the issuing bank.

e. Spend/Transaction Limits. All fleet cards are established with default spend/transaction limits set by the issuing bank. The monthly dollar amount is \$1,000. The default number of daily transactions is no more than 3 in a 24-hour period. Each swipe of the card counts as a transaction. APCs may temporarily raise the default limit up to \$3000 to meet mission requirements. It shall be lowered when the mission requirement has been met. To increase the monthly dollar limit over \$3000 the request shall be made to the CPM in writing.

f. Card Expiration, Suspension, and Reinstatement. Only DESC, DON CCPMD, or the designated APC may request that the issuing bank suspend accounts.

g. Account Closures and Destruction. The APC shall ensure, to the maximum extent practicable, that the issuing bank is notified at least 30 days (one billing cycle) prior to the projected date of any transfer, retirement, or termination. The APC shall notify issuing bank no later than 60 days prior to the expiration date of any cards issued which are not to be renewed and/or reissued. When vehicles are permanently taken out of service, notify the issuing bank to cancel the vehicle card.

h. Training of Key Personnel. All APCs, AOs, certifying officials, and card users shall receive initial, annual refresher training, and ethics training.

i. Record Maintenance/Retention. APCs, AOs, and certifying officials shall maintain personal POC information in the issuing bank database, e.g. name, address, phone numbers, email address, hierarchy level, etc. Additionally, the APC shall ensure that records on authorized drivers and vehicles are established and maintained daily. Records will be retained per reference (c).

(1) SOU. APCs shall maintain logs and signed copies of SOUs.

(2) Documentation. Written documentation, including special approvals, shall be maintained as an audit trail. A Fleet Card Log shall be established and maintained, IAW reference (ap).

(3) Card Inventory. All fleet cards are to be kept under lock and key when not in use. Cards are to be properly inventoried semi-annually (at a minimum).

(4) Property Log. Items purchased that meet the requirements of accountable property shall be tracked.

(5) Use of Electronic Data Systems. It is the responsibility of the APCs, AOs, certifying officials, and/or those who load obligations into the financial accounting system to obtain access to applicable electronic systems provided by the issuing bank.

(a) FAS. FAS provides visibility of bulk fuel assets and transactions to services, commanders, vendors, and DESC.

(b) FAS Enterprise Server (FES). The FES is a web-based environment that collects, routes, and reports transactions among bases, contractors, DESC, Defense Finance and Accounting Service, and other entities. This database should be used when posting obligations.

17. Disciplinary Guidelines. Memoranda on disciplinary guidelines can be accessed on the DON CCPMD website, <http://www.navsup.navy.mil/ccpmd> and reference (b).

a. Civilian Personnel. Civilian personnel penalty guidelines shall address offenses with respect to fleet cards and shall indicate that the penalty of removal from government service is an available maximum option per reference (b). Components shall otherwise comply with all applicable law and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case.

b. Military Personnel. Military personnel who misuse, abuse, or commit fraud with the fleet card shall be subject to actions available under the UCMJ.

18. Training Requirements. The Fleet Card Program shall be supported with role-based training for the AOs, certifying officials, APCs, and card users.

a. Prior to designation as a program participant via a letter of delegation, all prospective APCs, AOs and certifying officials shall successfully complete mandatory training in Navy policies and procedures, as well as local IOP.

b. The initial training requirements mandate that potential program participants take the appropriate role-based DON CCPMD training within 30 days of appointment.

c. Contact the Navy CPM with any questions.

d. Refresher training on current Navy policies and procedures and local IOP is required at least every two years.

e. All APCs, AOs and certifying officials shall take the appropriate role-based DON CCPMD training.

f. It is mandatory that APCs, AOs, and certifying officials receive training from the issuing bank in order to use their electronic access systems.

g. Commands shall comply with ethics training requirements established in reference (aq). All ethics questions, including those pertaining to training, should be directed to the DON Office of General Counsel. Prospective and active program participants are required to possess training certificates of completion for all mandatory Fleet Card Program training.

Chapter 10

Reporting Timelines

1. General Information. This chapter prescribes the reporting policies required by HQMC and the guidelines for effective management of motor vehicles among DOD components.

2. Objectives. The objective of this chapter is to convey the reporting requirements associated with fleet management in order to ensure that the Marine Corps adheres to DOD and federal standards.

3. Scope and Applicability. Cost accounting and management reporting requirements contained in this chapter apply to all USMC activities that operate Marine Corps-owned or leased motor vehicles.

4. Records and Reports

a. All Marine Corps activities shall utilize record keeping procedures to ensure that all NTV data is tracked effectively, to include maintenance costs, mileage, fuel use, and inventory. All fleet managers shall utilize a FMIS that meets the requirements of DC I&L (LF), DOD, and reference (f), to track this data. Each DOD component is required to meet the continuing reporting requirements of the Office of Management and Budget (OMB), the Department of Energy (DOE), and GSA, by extracting data from the basic system.

b. Economic analyses as set forth in reference (ar) shall be used, where applicable, to ensure the costs and benefits of all alternatives are considered in arriving at investment and operating decisions.

5. Reporting Requirements. FAST is a web-based system that was developed by the DOE and GSA as the official method for reporting. All federal agencies shall report annually in the FAST system on conventional and AFV acquisitions and inventory, alternative fuel consumption, petroleum consumption, and mileage data. FAST reporting consists of the following:

a. Actual fleet data (10/01 - 12/15)

(1) Report of fleet date for the prior FY.

(2) Actual end of year inventory, actual acquisitions and disposals, fleet mileage, fleet costs, and fleet fuel cost and consumption.

b. Forecast fleet data (10/01 - 03/15)

(1) Report current year and forecast for next two years to include planned figures for vehicle acquisitions and disposals, fleet costs, and budget submissions.

(2) Update to agency fleet management plan and VAM.

c. Energy Policy Act (EPAAct) 2005, § 701 Waiver Requests (06/01 - 06/30)

(1) Waivers are for dual fuel vehicles that cannot use the appropriate alternative fuel at least 95% of the time.

(2) Waivers apply to the future FY.

d. Energy Independence Security Act (EISA) 2007, §246 Fuel Center Reporting (06/01 - 06 /30)

(1) Fuel output reporting is for all federally controlled (whether government-owned and operated or contractor-operated) fueling centers that support the Marine Corps.

(2) The reporting period is the prior FY.

e. VAM (Annually, as directed by MCICOM)

(1) Each USMC fleet activity, based on utilization analysis (see Chapter 2, Paragraph 12b), reports to HQMC on future acquisition and disposal plans.

(2) Report significant changes and modifications in agency mission, regulatory requirements, and fleet policies.

6. Schedule of Reports. All Marine Corps activities that own, lease, or otherwise control NTVs are required to submit, as necessary, some or all of the below listed reports, IAW the accompanying timeline, Schedule of Reports listed under Table 10-1.

7. Reporting Instructions. All Marine Corps activities shall use <https://fastweb.inl.gov> in order to submit FAST reports.

a. All non-tactical, road-legal vehicles shall be reported in FAST. More definitive guidance is identified on the FAST website and in federal regulation.

b. Tactical vehicles are exempt from FAST reporting. More definitive guidance is identified on the FAST website.

Report	Submission Period
Actual Fleet Data	10/01 - 12/15
Forecast Fleet Data	10/01 - 03/15
Energy Policy Act (EPAAct) 2005, § 701 Waiver Requests	06/01 - 06/30
Energy Independence Security Act (EISA) 2007, §246 Fuel Center Reporting	06/01 - 06 /30
Vehicle Allocation Methodology (VAM)	Annually, as directed by MCICOM

Table 10-1. --Schedule of Reports

Chapter 11

Use of Alternative Fuels and Vehicles

1. General Information

a. DC I&L (LF) strongly encourages the use of all types of alternative fuels and alternative fueled vehicles, as applicable, to support the National Strategy.

b. Marine Corps fleets shall acquire, through procurement or lease, alternative fueled and hybrid electric vehicles; use alternative fuels; reduce petroleum use in the Agency's NTV fleet; and prescribe for the accounting of the vehicles, fuel types, fuel consumption, miles driven and operating costs, according to references (w) and (as) through (bb).

c. The single fuel on the battlefield policy should not be used as a mechanism to dissuade the use of alternative fuels in administrative motor vehicles except when there is a compelling operational consideration such as: commercial domestic suppliers cannot provide the alternative fuel or a national emergency exists.

d. The Military Exchanges are encouraged to provide alternative fuel(s) at locations where at least one of the following can be achieved: support to the private sector (public) vehicles; support multiple federal agencies; support military family alternative fueled vehicles; or support an installation or activity fleet that is suited to maximize Military Exchange support.

e. Marine Corps activities are encouraged to develop and test innovative pollution prevention technologies at their facilities and installations. Partnerships should be encouraged between industry, federal agencies, government laboratories, academia, and others to assess and deploy innovative environmental technologies.

f. Installations and activities should seek out opportunities to coordinate and combine alternative fuel efforts and infrastructure with other government entities, such as local government or other federal agencies. Marine Corps activities should coordinate wherever possible with other federal agencies or local government with alternative fuel infrastructure in order to provide alternative fuel access to Marine Corps fleet vehicles.

2. Acquiring Alternative Fueled and Hybrid Electric Vehicles

a. The Marine Corps is required to meet the federal objectives for the acquisition of AFVs, references (w) and (as) through (bb). The objectives may be met through the acquisition of flex-fuel or dual-fueled AFVs; low greenhouse gas-emitting vehicles; dedicated AFVs in LD, MD or heavy-duty categories; or through the use of biodiesel fuel for up to 50% of the Marine Corps' EPA Act AFV acquisition credits. AFV credits are not limited by region like other federal fleet management regulations. For example, the acquisition of an AFV for use OCONUS will count as a credit towards the objective, even though its fuel use is not subject to federal petroleum reduction mandates.

b. To meet the federal objectives, Marine Corps installations and activities shall maximize the use of alternative fuels, as appropriate, in

order to accomplish both a reduction in petroleum use and an increase in alternative fuel use. Other Marine Corps activities should adopt all appropriate vehicle acquisition strategies to reduce petroleum and emissions, either through efficiencies such as hybrid electric vehicles and downsizing vehicles or through AFVs in locations that have access to alternative fuel.

c. USMC fleets are required to use the most cost-effective vehicle to meet mission requirements. In order to meet requirements of reference (ba), fleet managers shall acquire only low greenhouse gas emitting vehicles, as defined by the Environmental Protection Agency. Where fleet managers can provide alternative fuel infrastructure, Class I or II alternative fuel sedans are the standard vehicle. Where fleet managers cannot ensure alternative fuel utilization, Class I sub-compact sedans or hybrid electric vehicles are the standard vehicles.

d. Hybrid electric vehicles are classified as alternative fueled vehicles, and acquisition of these vehicles count toward meeting EPAct requirements. Reference (ay) requires DOD Components to acquire hybrid electric LD trucks beginning in FY 2005 in non-metropolitan statistical areas or where vehicles are exempted from the 75% AFV acquisition requirement in reference (az). Waivers are granted to all DOD components when the hybrid electric vehicle by type and size is not offered by GSA. If these vehicles are available through GSA, a request for waiver shall be submitted to DC I&L (LF) stating the applicable reason and justification for the waiver IAW guidelines of public law.

e. Fleet managers shall ensure that all dual-fueled vehicles utilize the appropriate alternative fuel at least 95% of the time or IAW federal standards. Where commercial fuel infrastructure is not adequate to meet this requirement, fleet managers shall submit a waiver request to DC I&L (LF) through the FAST Section 701 waiver request process in June.

3. Acquiring Access and Using Alternative Fuels

a. Installation commanders are encouraged to develop fueling infrastructure to meet the needs of the AFV fleet and to work with non-governmental commercial activities and state and local entities to develop access to alternative fuels at refueling facilities outside the installation.

(1) If such a commercial station exists or is planned, agencies are required to use the station if it is located within 5 miles or 15 minutes from the vehicle's garaged location. Locating alternative fuels for any location can be done using the DOE Alternative Fuel Site Locator, <http://www.afdc.energy.gov/locator/stations/>.

(2) USMC fleet managers should cluster their vehicles at activities in such a manner as to encourage private sector investment in refueling sites that offer alternative fuels.

(3) IAW reference (ba) all federal fueling centers shall establish renewable fuel infrastructure.

b. Installations commands that find the most effective solution for alternative fuel availability is to have a refueling site on the installation should encourage that process by contacting DLA-Energy for guidance. DLA-Energy is the primary and preferred source for contracts for most alternative

fuels. DLA-Energy is also the critical source of information on new, upgraded, or converted facilities in support of alternative fuels.

c. Fleets that have alternative fueled vehicles and a nearby source to refuel those vehicles shall use alternative fuel in those vehicles. Fleet managers shall ensure that fuel keys are encoded properly so that operators can only operate the appropriate fueling infrastructure.

d. Installation and activity fleet managers shall monitor and utilize the DOE's Fleet Sustainability Dashboard or Fleet DASH, <https://federalfleets.energy.gov/FleetDASH/>. Fleet DASH provides detailed analysis of fuel use, which enables leaders to identify missed opportunities or operators that are not using alternative fuel when it is reasonably available.

e. Drivers of alternative fueled vehicles, when engaged in itinerant travel from home stations, are strongly encouraged to refuel at stations offering the appropriate alternative fuel. Fleet managers shall ensure that drivers are made aware of the alternative fuel site locator, which the DOE has made available to mobile devices.

f. Installations and activities are encouraged to utilize, to the widest degree, B20 in all commercial diesel-powered vehicles. The use of B20 helps the Marine Corps meet federal energy mandates, as the biodiesel component of B20 is a renewable fuel.

4. Reporting Requirements

a. USMC fleet managers shall report all AFV inventory, acquisitions, disposals, maintenance costs, utilization, and fuel use in FAST.

b. Installations and activities shall annually report data through FAST, IAW DC I&L (LF) guidance. The DOE, GSA, OMB, and Congress often evaluate and investigate FAST and other fleet management reports. Installation and activity fleet managers shall ensure that DC I&L (LF) has an appropriate POC for FAST reporting at all times. DC I&L (LF) will provide regular updates on FAST reporting requirements.

c. DC I&L (LF) will submit a written annual AFV report to the Deputy Under Secretary of Defense (DUSD) (I&E) for transmittal to DOE and Congress, as required by reference (bb). The report will summarize the Marine Corps' yearly effort and strategy to meet the EPAct/Executive Order goals. DUSD (I&E) will place the submitted annual reports onto the Defense Environmental Information Exchange web site, <http://www.denix.osd.mil/>, and notify the public that the report is posted via the Federal Register.

Appendix A

Officials Authorized Domicile-to-Duty Transportation

1. The Secretary of Defense.
2. The Deputy Secretary of Defense.
3. The Secretaries of the Military Departments.
4. The Chairman of the Joint Chiefs of Staff.
5. The Under Secretaries of Defense.
6. The Vice Chairman of the Joint Chiefs of Staff.
7. The Chiefs of Staff of the Army and Air Force, the CNO, and the CMC.

Appendix B

Guidance for Conducting Cost-Comparison Study

1. General

a. This appendix provides guidance for conducting the cost comparison study required IAW reference (d).

b. Provisions of vehicle leases vary depending on whether a vehicle is leased from the GSA or a commercial leasing firm, and on the types of vehicles being leased. For this reason, the cost comparison should compare the cost of acquiring, operating, and maintaining a DOD component-owned vehicle, a GSA-leased vehicle, and a vehicle leased from a commercial source. Procedures for determining aggregate monthly costs for each of these three methods of vehicle support are outlined in paragraphs 2 through 4 below.

2. DOD Component-Owned Vehicles. The cost associated with this method of vehicle support includes the following cost elements:

a. Acquisition cost expressed by a monthly amortization factor. This factor can be determined by subtracting the residual value of the vehicle at the end of its economic life from its acquisition price and dividing the remainder by the number of months in its economic life. GSA has developed standard amortization factors for different types of vehicles that can be used for this cost element. Information on these factors can be obtained from the GSA Fleet Management Center that services the installation or activity or by writing the Office of Government-wide Policy:

General Services Administration
Office of Government-wide Policy
Federal Vehicle Policy Division (MTV)
1800 F Street, NW., Room G241
Washington, DC 20405

b. Direct and indirect costs associated with the operation and maintenance of the vehicle. Included are fuel costs, cost for repair parts, commercial repairs, supplies, and labor used in maintaining and/or repairing a vehicle, and indirect overhead costs associated with vehicle support. Historical records, to include SF 82 report data, should be used to identify these costs, and these costs should be prorated on a monthly basis. If the indirect overhead costs cannot be accurately identified, a factor of one-half of the factor used by GSA per vehicle per month can be used to estimate these indirect costs. The total GSA factor should not be used since some overhead costs will continue to exist for the DOD component even if leasing is pursued.

3. GSA-Leased Vehicles. The costs associated with this method of vehicle support includes a standard monthly rate for each type of vehicle, and a mileage charge that varies by vehicle type and GSA region. Rates and charges can be obtained from the GSA Fleet Management Center (local) servicing the installation or activity or from the GSA Fleet Management Division at the location indicated in appendix B, paragraph 2a, above. Since GSA charges normally include the cost of fuel, maintenance, and replacement, no additional costs have to be included unless auxiliary equipment is requested. In some cases, GSA uses a dry rate without fuel and/or maintenance.

4. Commercially Leased Vehicles. The provisions in commercially leased contracts may vary. As a minimum, this method of vehicle support should include monthly quoted lease charges plus any mileage charges that may be a part of the lease rate. In addition, 4 percent of the total estimated monthly lease charges should be included to account for the government's cost of administering the lease contract. If fuel costs are not included in the lease charge, these costs should be added. Any maintenance costs not included in the leased costs should be added.

Appendix C

Abbreviations and Acronyms

1. AFV - Alternative Fuel Vehicle
2. AO - Accountable Official
3. APC - Agency Program Coordinator
4. APF - Appropriated Funds
5. APSR - Accountable Property System of Record
6. CAC - Common Access Card
7. CCPMD - Consolidated Card Program Management Division
8. CDL - Commercial Driver's License
9. CM - Corrective Maintenance
10. CMC - Commandant of the Marine Corps
11. CMV - Commercial Motor Vehicle
12. CNO - Chief of Naval Operations
13. CO - Commanding Officer
14. CPM - Component Program Manager
15. DC I&L - Deputy Commandant, Installations and Logistics
16. DESC - Defense Energy Support Center
17. DLA - Defense Logistics Agency
18. DOD - Department of Defense
19. DOE - Department of Energy
20. DON - Department of the Navy
21. DRMO - Defense Reutilization and Marketing Office
22. DUSD - Deputy Under Secretary of Defense
23. EISA - Energy Independence Security Act
24. EPAct - Energy Policy Act
25. FAS - Fuels Automated System
26. FAST - Federal Automotive Statistical Tool
27. FES - FAS Enterprise Server

28. FMIS - Fleet Management Information System
29. FY - Fiscal Year
30. GSA - Government Services Administration
31. GVWR - Gross Vehicle Weight Rating
32. HAZMAT - Hazardous Materials
33. HL - Hierarchy Level
34. HQMC - Headquarters Marine Corps
35. IAW - In Accordance With
36. I-I - Inspector-Instructors
37. IOP - Internal Operating Procedures
38. LD - Light Duty
39. LF - Facilities Division
40. MARFORCOM - Marine Forces Command
41. MARFORPAC - Marine Forces Pacific
42. MARFORRES - Marine Forces Reserve
43. MCCS - Marine Corps Community Services
44. MCICOM - Marine Corps Installations Command
45. MD - Medium Duty
46. MHE - Material Handling Equipment
47. MOA - Modification of Allowance
48. MSS - Midsize Sedan
49. NAF - Non-Appropriated Fund
50. NAFI - Non-Appropriated Fund Instrumentality
51. NTV - Non-Tactical Vehicle
52. OEM - Original Equipment Manufacturer
53. OMB - Office of Management and Budget
54. PEB - Pre-Expended Bin
55. PII - Personally Identifiable Information
56. PM - Preventative Maintenance

- 57. PMC - Procurement Marine Corps
- 58. POC - Point of Contact
- 59. POD - Permissible Operating Distance
- 60. POV - Privately Owned Vehicle
- 61. PPL - Prioritized Procurement List
- 62. PPM - Personal Property Managers
- 63. SM - Scheduled Maintenance
- 64. SOP - Standard Operating Procedures
- 65. SOS - Special Operating Stocks
- 66. SOU - Statement of Understanding
- 67. SWRFT - Southwest Regional Fleet Transportation
- 68. TAD - Temporary Additional Duty
- 69. TDY - Temporary Duty
- 70. T/E - Table of Equipment
- 71. TMDE - Test, Measurement, and Diagnostic, Equipment
- 72. UCMJ - Uniform Code of Military Justice
- 73. USMC - United States Marine Corps
- 74. VAM - Vehicle Allocation Methodology
- 75. VLP - Vehicle Lease Program
- 76. WAWF - Wide Area Work-Flow
- 77. WHE - Weight Handling Equipment

Appendix D

Fair Wear and Tear Determination Guide

1. Vehicle Accessories

a. All standard equipment, together with nonstandard or 'customized' equipment originally supplied, shall be returned at the end of the contract period.

b. Accessories such as radios or car telephones that have been installed shall be removed prior to turn in. Any holes or damage shall be repaired.

c. Stickers, labels, signs, or markings affixed to the bodywork or glass of the vehicle shall be removed. Any damage created by the removal will be charged to the user. These items should never be painted directly onto the vehicle.

d. A full set of keys will be available. If the locking system is remote, the appropriate key fobs should be available and functioning. The return of the master key, which controls the vehicle's engine management system, is mandatory.

e. If the vehicle was originally supplied with a security system, this should be intact and fully operational, including any key or key fob necessary for operation. Any additional, non-standard security system should be installed according to a recognized standard.

2. Vehicle Exterior

a. All exterior damage shall be repaired as and when it occurs. All work should be completed to a professional standard, with any applicable anti-corrosion guarantees taken into consideration.

b. Obvious evidence of repair such as color mismatch or misalignment between panels is unacceptable.

c. Minor dents (up to 1/8 inch in circumference) are acceptable as long as the paint surface has not been penetrated so that bare metal is visible or corrosion has set in.

d. If multiple dents occur on a single panel, no matter how small, generally the panel should be repaired or replaced.

e. Small areas of stone chipping, door edge chipping and light scratches (up to 1/2 inch in length) are acceptable, relative to the vehicle's age and mileage, as long as they have not penetrated through to the base metal and caused corrosion.

f. If stone chippings have penetrated through the metal, suitable touching up should be carried out immediately to prevent further paint deterioration.

g. Exterior paintwork should be free from major abrasions (more than 1/2 inch in length) such as paint damage caused by continual use of automatic car washing, and have good gloss and color.

h. Color mismatch between body panels or poorly fitting panels are unacceptable.

i. All repairs to the bodywork shall meet corrosion control standards as set by the manufacturer.

j. A limited amount of scuffing and score marks are acceptable on the bumper and rubber molding strips provided the section/strips are not broken, cracked, or deformed.

3. Window Glass

a. Cracks or damage within the driver's sight line are prohibited and require windshield replacement.

b. Relatively minor repairs using resin impregnation is acceptable.

c. Light scratches and minor chipping around the periphery of the windshield are acceptable.

d. The windshield shall be able to pass a roadworthy inspection.

4. Lights, Glass, and Lens

a. All lights shall be operational.

b. Minor scuff marks or scratches are acceptable, but holes or cracks in the glass, plastic covers, or light units are not acceptable.

5. Vehicle Interior

a. The vehicle interior should be clean and tidy with no visible burns, tears, or permanent staining to the seats, headliner, or carpets.

b. Wear and soiling through normal use is acceptable, however, loose or separated stitching should be repaired.

c. Luggage and cargo area surface scoring and light blemishes that reflect normal use are acceptable, however floor coverings and surrounding trim panels should not be torn or split.

d. A reasonable amount of scuffing to the door and luggage area treads and sills is acceptable, provided paintwork has not been damaged down to bare metal and aperture seals are not torn.

e. All original controls shall be intact and operate correctly. If replacing controls has been necessary, equipment of a similar value and specification, preferably of the same manufacturer as the original, should be installed.

f. All odometer alterations shall be reported. Unauthorized odometer changes are unacceptable.

g. Normal wear will cause a certain amount of damage and splits to rubber door and other seals, but any evidence of neglect or misuse is unacceptable.

6. Vehicle Underside

a. Underside minor dents and deformation, such as stone damage, is acceptable as long as it has not caused major corrosion.

b. Any suspected large impact damage should be investigated and dealt with professionally. This is considered significant damage or distortion to chassis and is not acceptable.

7. Exhaust System

a. The system should be undamaged, properly suspended, and in efficient working order, with no gas leaks or evidence of blowing from the exhaust system joints.

b. The exhaust system should be in a condition to meet motor vehicle industry standards in all aspects, particularly if fitted with a catalytic converter.

8. Wheels and Wheel Trim

a. Dents or damage to the rim or main body of the wheels are not acceptable

b. All wheel trim shall be intact with no more than minor scuffing.

c. If mud flaps are standard equipment, they shall be intact and properly attached.

d. The spare wheel, jack, and appropriate wheel tools shall be stowed properly and in good working order.

e. All tires, including the spare, shall meet Department of Transportation requirements and comply with the vehicle manufacturer's recommendations of tire type, size, and speed rating.

f. There should be no obvious damage to sidewalls or tread caused by 'curbing' or other heavy misuse.

9. Mechanical Condition

a. Regular servicing and maintenance through an authorized repair facility and IAW the vehicle manufacturer's servicing programs should keep the vehicle in sound mechanical condition.

b. The following examples are conditions usually caused by vehicle neglect or misuse and are not regarded as fair wear and tear.

(1) Grooved brake discs caused by metal-to-metal contact.

(2) Engine seizure due to running the vehicle with insufficient coolant, lubrication oil, and/or with other broken internal components.

(3) Transmission slipping, erratic gear changing, clutch slipping, noisy transmission, or ineffective synchromesh.