



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 11240.106D  
ADC I&L (LF)  
14 Jan 2025

MARINE CORPS ORDER 11240.106D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: NON-TACTICAL VEHICLE MANAGEMENT

Ref: See Enclosure (1)

Encl: (1) References  
(2) Reports Required  
(3) Non-Tactical Vehicle Management

Reports Required: See Enclosure (2)

1. Situation. This Order prescribes policy, procedures, and responsibilities for managing non-tactical vehicles (NTVs) in compliance with laws, regulations, and directives per the references. This Order provides administrative and technical instructions, policies, and procedures for personnel involved in the management, procurement, operation, and maintenance of NTVs. This Order introduces the term NTV which replaces the legacy term garrison mobile equipment (GME) per reference (a). The change from GME to NTV shall align the Marine Corps with Department of Defense (DoD) and Department of the Navy (DON) property control policies, procedures, and regulations. This Order is in accordance with references (a) through (at).

2. Cancellation. MCO 11240.106C.

3. Mission. To establish overarching internal controls, policy, and procedures for accurate NTV accountability, auditability, and visibility.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The goal of this Order is to standardize NTV management. This shall be accomplished through the implementation of improved policy, guidance, and integrated best business practices.

(2) Concept of Operations. This Order is directive in nature and encompasses Federal, DoD, and DON laws, regulations, and policies for managing NTVs in the possession of the Marine Corps. NTV management policies shall be brought into compliance with this Order.

(a) Commanders, including installation and activity commanders, commanding officers (COs), inspector-instructors, or district commanders are responsible for all NTVs assigned to them. In addition to NTV accountability, commanders have direct responsibility for operation and

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maintenance planning and budgeting under the guidance and support of Deputy Commandant, Installations and Logistics (DC I&L).

(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 activity. The fleet manager is the only person authorized to request the acquisition, assignment and disposition 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) 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) Deputy Commandant, Installations and Logistics (DC I&L)

(a) Administer and maintain this Order consistent with current DoD and DON policy along with Federal, state, local, and host nation regulations.

(b) Monitor compliance with this Order and grant exceptions if required.

(2) Commanders, Fleet Marine Force and Supporting Establishment (SE)

(a) Comply with the policies and procedures prescribed in this Order.

(b) Confirm this Order is made available, understood, and followed by personnel responsible for accounting, reporting, operating, and stewardship of NTVs.

(c) Ensure NTVs are not used for tactical purposes or deployed.

(d) Enforce NTV use for official purposes.

(3) Inspector General (IG) of the Marine Corps. Conduct NTV assessments per the appropriate checklist.

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (b), to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (c), for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The 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 shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with reference (d), as amended, and implemented in reference (e).

c. Forms. Forms used in this Order are:

- (1) Official Form 346 (OF-346).
- (2) Standard form (SF) 91, "Motor Vehicle Accident Report."
- (3) SF 94, "Witness Statement."
- (4) DD form 518, "Accident Report."
- (5) SF 368, "Product Quality Deficiency Report."

d. Records Dispositions

- (1) This Order is assigned record schedule 5000-8.
- (2) Records schedules used within the Order are:
  - (a) Defense Property Accountability System (DPAS).
  - (b) Asset Works Fleet Focus.
  - (c) Federal Fleet Management System (FedFMS)/General Services Administration Fleet (GSAFleet).
  - (d) Federal Automotive Statistical Tool (FAST).

e. DC I&L shall review this Order annually ensuring applicability, currency, and consistency with Federal, DoD, DON, and Marine Corps policy and statutory authority.

f. Recommended changes to this Order shall be submitted to Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC I&L (LF)) for consideration via the appropriate chain of command.

## 6. Command and Signal

a. Command. This Order is applicable to the Total Force.

b. Signal. This Order is effective the date signed.

A handwritten signature in dark ink, appearing to read "D. R. Reardon", with a stylized, cursive script.

D. R. REARDON  
Assistant Deputy Commandant for  
Installations and Logistics  
By direction

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References

- (a) DoDM 4500.36 w/CH-1, "Acquisition, Management, and Use of DoD Non-Tactical Vehicles," December 20, 2018
- (b) SECNAV M-5210.1
- (c) MCO 5210.11F
- (d) 5 U.S.C. 552a
- (e) SECNAVINST 5211.5F
- (f) DoD 7000.14-R, "DoD Financial Management Regulation," March 2021
- (g) Federal Management Regulation B-43, "Vehicle Allocation Methodology for Agency Fleets," March 20, 2017
- (h) Federal Management Regulation B-2023-55, "Motor Vehicle Management," May 19, 2023
- (i) MCO 5430.1A, Admin CH
- (j) 28 U.S.C. 2674
- (k) The Joint Travel Regulations (JTR), April 1, 2021
- (l) MCO 4400.201 CH-2
- (m) Public Law 105-388, "Energy Conservation Reauthorization Act of 1998," November 13, 1998
- (n) 41 CFR § 101-25.405, § 102-34, § 109-38.5103
- (o) MCO 11240.118A
- (p) TM 11240-15/3H, "Tactical Motor Transport Licensing Official's Manual"
- (q) NAVSEA SW023-AG-WHM-010 Sixth Revision
- (r) MCO 5100.29C, CH-1-2, Volume 1-5, and 7-9
- (s) 49 CFR § 40, § 382, § 383, § 393.75
- (t) MCO 7010.20A
- (u) MCO 4651.4 CH-1
- (v) MCO 5090.2 Volume 11
- (w) Navy Marine Corps Acquisition Regulation Supplement 5201.601-90
- (x) TM 4700-15/1, "Ground Equipment Record Procedures Manual"
- (y) DoDI 6055.4, "DOD MOTOR VEHICLE AND TRAFFIC SAFETY," August 27, 2021
- (z) Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009
- (aa) MARADMIN 585/20
- (ab) ASD SUSTAINMENT OSD MEMORANDUM, "Aqueous Film Forming Form Usage and Spill Reporting," January 13, 2020
- (ac) MCO 3504.2A
- (ad) CMC DC I&L (LF)/MCICOM POLICY LETTER 6-15
- (ae) NAVSUP P-538 Fourth Revision
- (af) MCO 4410.28
- (ag) MCO 4790.2
- (ah) MCO 4733.1C
- (ai) SECNAVINST 11260.2B
- (aj) NAVFAC P-307
- (ak) NAVSUPINST 4200.98B
- (al) MCO 11162.1
- (am) "GSA Fleet Customer Leasing Guide," Jan 22, 2020
- (an) Public Law 109-58, "ENERGY POLICY ACT OF 2005," August 8, 2005
- (ao) Public Law 110-140, "Energy Independence and Security Act of 2007," December 19, 2007
- (ap) Executive Order 14008, "Tackling the Climate Crisis at Home and Abroad," February 1, 2021
- (aq) Office of Management and Budget Memorandum, "Security Authorization of Information Systems in Cloud Computing Environments" December 8, 2011
- (ar) Implementing Instructions for Executive Order 14057, "Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability" August 1,

2022  
(as) Federal Acquisition Regulation, "Part 45 - Government Property,"  
September 10, 2021  
(at) OPNAVISNT 5100.23H

Reports Required

REPORT TITLE

- I. Vehicle Allocation Methodology (VAM) (reported through the Federal Automotive Statistical Tool (FAST))
- II. Annual Alternative Fuel Vehicle (AFV) Report (reported through FAST)
- III. Aqueous Film Forming Foam (AFFF) Usage and Spill Reporting - an Operations Events/ Serious Incident Report (OPREP-3)
- IV. Custodian Asset Report/sub-account physical inventories (reported through the Defense Property Accountability System (DPAS))
- V. Actual Fleet Data (reported through FAST)
- VI. Forecast Fleet Data (reported through FAST)
- VII. Energy Policy Act (EPAct) 2005, § 701 Waiver Requests (reported through FAST)
- VIII. Energy Independence Security Act (EISA) 2007, §246 Fuel Center Reporting (reported through FAST)

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## Chapter 1

### Introduction

1. General Information. ADC I&L (LF) is responsible for establishing and maintaining NTV management. This Order prescribes internal controls, procedures, policy, and responsibilities for the standardized management of NTVs ensuring accurate accountability, auditability, and visibility. It applies to all organizations and personnel responsible for NTV management, operations, and accountability. Non-appropriated fund (NAF) vehicles are subject to additional regulations per reference (f). Commanders may leave the direct management and economic control of NAF vehicles to the NAF instrumentality.

### 2. Resource Management

a. An important factor in effective NTV management is involvement of the commander, the personal property manager (PPM), and the fleet manager to maintain fleet accountability, visibility, and auditability.

b. The following are some essential fleet manager tasks for effective operation and resource management:

- (1) Maximize NTV pooling when consistent with mission requirements.
- (2) Institute procedures for NTV assignment and use.
- (3) Establish central dispatch points.
- (4) Maintain flexibility to meet changing requirements.
- (5) Economically use manpower and equipment.
- (6) Select, train, and license operators when required.
- (7) Ensure NTV safety, security, and proper use.
- (8) Institute a rotation or exchange, where practical, ensuring each vehicle achieves its programmed life usage. Consider rotation for vehicles that consistently fall below the average, or the requirements established in the annual Vehicle Allocation Methodology (VAM) per reference (g).
- (9) Collect NTV operating, maintenance, and cost data as a basis for inventory decisions, cost evaluations, and fleet management analysis.
- (10) Focus on proper operator's maintenance.
- (11) Maintain NTV allowances and sub-allowances in the Defense Property Accountability System (DPAS).
- (12) Ensure prompt scheduled and corrective maintenance (CM).
- (13) Designate a single installation or activity fleet manager.
- (14) Provide fleet management training.
- (15) Implement and fully utilize the tools available in the Fleet

Management Information System (FMIS) per reference (h).

(16) Use command available tools or systems to measure readiness, compliance, and serviceability.

### 3. Definitions

a. Non-Tactical Vehicle (NTV). Any commercial vehicle, trailer, material handling or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered non-tactical. A self-propelled wheeled conveyance, that does not operate on rails, designed, and operated principally for the movement of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

b. Operators. Marines, DoD civilians, DoD contractors, and local national employees authorized to operate NTVs when licensed per Chapter 4 of this Order.

c. Commercial Passenger Vehicles (CPV). CPV are sedans, vans, and buses of various sizes.

d. Commercial Cargo Vehicles. Commercial Cargo Vehicles are general purpose vehicles such as heavy and light trucks, special purpose trucks, certain fire department trucks, refuse collection trucks, tanker trucks and all types of trailers.

e. Garrison Mobile Engineer Equipment (GMEE). GMEE are commercial construction and engineering equipment such as graders, backhoes, cranes, tracked vehicles, and other construction equipment. They provide logistical support for facilities and road maintenance, force protection barrier construction and airfield engineering.

f. Material Handling Equipment (MHE). MHE are commercially available equipment such as forklifts, warehouse cranes, and platform trucks to include Rough Terrain Container Handlers. Authorization for domicile-to-duty may only be granted by the Secretary of the Navy.

4. Domicile-To-Duty. Domicile-to-Duty is transportation between residence and place of employment per reference (a). Authorization request guidance is in reference (a). Personnel authorized domicile-to-duty are the Commandant of the Marine Corps (CMC) and recruiters. Per reference (a) domicile-to-duty may be authorized on occasions when military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the U.S. Government NTV is normally garaged. Recruiting stations shall maintain local domicile-to-logs per reference (a).

5. Fraud. Suspected fraudulent acts must be reported to the appropriate personnel to ensure the Marine Corps are good stewards of government resources per reference (i). Any suspected or detected incident of fraud shall be immediately reported to the responsible officer (RO) or leadership. Reporting fraudulent acts, no matter who the offender, is the responsibility of all personnel regardless of their rank, grade level, position, or assigned mission responsibility.

6. Liability. Liability is accepting responsibility of actual or compensatory damages, measured by the pecuniary injuries resulting from such death to the persons respectively, for whose benefit the action was brought, in lieu thereof per reference (j). Using units will assume full liability for personal injuries or property damage caused by their personnel operating NTVs assigned to or in the custody of their activities per reference (a).

7. Official Use Guidance. NTVs are for official government use. Additional information can be found in references (a) and (k).

a. Military and civilian personnel, by which this Order means federal civilian employees, while in an official travel status, temporary duty/temporary additional duty (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.

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

(a) Transportation between places where the employee's presence is required for official business.

(b) Transportation between temporary lodging when public transportation is unavailable, or its use is impractical.

(c) 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.

(2) 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.

(3) 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.

(4) 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.

b. Commanders may authorize group transportation support for approved activities (e.g., athletics, welfare, recreation, morale, and chaplain programs) within the permissible operating distance (POD) if transportation is available and not detrimental to the installation or activity's mission.

c. Transportation for military and civilian personnel officially participating in public ceremonies (e.g., civil functions, parades, and

military field demonstrations) may be provided.

d. Non-government civilians are not authorized to operate NTVs without written authority.

e. Transport Non-DoD civilians per reference (a).

f. Prospective recruits may receive transportation during the recruiting process.

g. Transportation based solely on rank, prestige, or personal convenience is not authorized.

h. NTV support of private business or personal social engagements of the official concerned, family members, or others is not authorized.

i. Commanders may authorize military law enforcement personnel and first responders, to include the fire department, and any additional emergency responders as deemed by the Commander, to operate NTVs to and from dining establishments, while on duty. This authorization includes commercial establishments aboard the installation during holidays and off-hours.

j. When official government business requires these personnel to utilize NTVs off the installation, Commanders may authorize reasonable stops for meals or rest breaks at commercial establishments along the traveled route.

## Chapter 2

### Roles and Responsibilities

1. Purpose. This chapter prescribes roles for individuals and organizations to effectively manage NTV. Personnel and activities must safely and efficiently manage, operate, and maintain NTV with the appropriate controls to ensure responsiveness, economy, and mission support.

2. Roles and Responsibilities. Volume 1 of reference (1) describes the general roles and responsibilities for personnel who operate or maintain Marine Corps property. The specific roles and responsibilities for personnel who manage NTV are provided below.

a. Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC I&L (LF))

(1) Monitor compliance with this Order and grant exceptions if required.

(2) Coordinate with the General Services Administration (GSA) on behalf of the Marine Corps.

(3) Plan, program, budget, and execute NTV procurements through centrally managed programs.

(4) Approve and monitor NTV allowances and inventory accountability.

(5) Release the annual Prioritized Procurement List (PPL).

(6) Publish the Class A Assignment Notification.

(7) Submit the annual Alternative Fuel Vehicle (AFV) Report to the Office of the Assistant Secretary of Defense for Sustainment for transmittal to Congress and the Department of Energy (DOE) per reference (m).

b. Commanders, Installations

(1) Comply with the provisions of this Order.

(2) Appoint a single installation or activity fleet manager in writing.

(3) Ensure the minimum essential NTV are maintained and assigned.

(4) Conduct annual vehicle assignment reviews.

(5) Enforce NTV use for official purposes.

(6) Select, train, and license operators per reference (a).

c. Fleet Managers. Per reference (a), fleet managers are essential to a successful operation. The fleet manager role may exist at the headquarter/agency, region, or command/activity levels dependent upon mission and size of the fleet. The roles, duties and responsibilities should include:

(1) Ensure all owned, leased or loaned NTVs, within the NTV fleet, are available to meet requests with effective scheduling, forecasting and surveying current user trends.

(2) Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements.

(3) Perform NTV registration and generate documentation regarding induction of new NTVs in existing fleet.

(4) Oversee scheduled and corrective maintenance.

(5) Manage, obtain, and renew license plates for all NTVs throughout the life cycle.

(6) Monitor and ensure fleet operation is in compliance with local, state, and country rules and regulations.

(7) Maintain, monitor, implement, and utilize the FMIS to organize fleets as per various schedules and requests per reference (h).

(8) Streamline and monitor fuel purchases with assistance of Fuel Cards for all NTVs and drivers.

(9) Contribute in workshops and training programs and maintain knowledge on all industry relevant publications.

(10) Develop and implement standard operational standards to maintain NTVs by advocating best practices in industry.

(11) Plan, process and execute NTV purchase and NTV lease replacements.

(12) Plan and prepare the annual operations and maintenance budget, track expenditures and analyze financial execution objectives.

(13) Consolidate NTV when conducive with mission accomplishment while maintaining flexibility to meet requirements.

(14) Implement procedures for efficient NTV assignment and use.

(15) Establish central dispatch points for monitoring and control of NTVs.

(16) Ensure NTV safety, security, and proper use.

(17) Ensure dispatchers are appointed within Class-C motor pools, as needed.

(18) Publish local Standard Operating Procedures (SOP).

(19) Use all available tools and systems to measure NTV readiness, compliance, and serviceability.



d. Personal Property Manager (PPM). The PPM shall manage the Accountable Property System of Record inventory of all NTVs procured or leased with specially authorized Funds. It is imperative that PPMs input required documentation into the APSR and notify DC I&L (LF) after any changes in inventory.

## Chapter 3

### Fleet Operations

1. General Information. The goal of fleet operations is providing safe, economical, and efficient transportation services in support of resident and tenant activities. Services include providing NTV support, maintenance, servicing, and lifecycle management.
2. Pooling. Pooling is a sound management practice. Physical and administrative NTV pooling eliminates duplication of facilities and services. Mission, distance, economy, effectiveness, emergency functions, installation size, or other factors may require sub-pools vice consolidation. Maintain sub-pools under the installation or activity fleet manager's control.
3. Dispatching. Per reference (a), NTVs must be individually dispatched to licensed service members or federal employees. Institute automated or manual dispatching procedures ensuring operators are properly credentialed and the NTV is operating safely before exiting the motor pool. These procedures can be automated which are the preferred methods utilizing FMIS or manual when unique situations require it. The dispatcher shall review the pre-operations checks with the operator prior to authorizing departure. Normally NTV will be dispatched for 24 hours. Fleet managers can extend dispatch times as required. This applies to vehicles that are Class A, Class B, Class C, emergency response vehicles, and vehicles located on a government owned/leased facility.
4. Parking. Parking NTV off base or at quarters is generally not authorized. Park NTV on other military facilities or the nearest federal, state, or local government property when off base as practical. Use commercial parking lots or garages when government facilities are not available. Fleet managers may grant exceptions as required.
5. Operators. Safe operations of the NTV are the assigned operator's responsibility. Proper licenses and credentials are required. Appropriate uniform of the day is required for military personnel when operating NTV. Commanders may authorize appropriate civilian attire on a case-by-case basis. See Chapter 4 for licensing requirements of operators.
6. Assignment. NTV management requires evaluating available assets against mission requirements. Assignments are based on the categories listed below.
  - a. Assignment Notification. This notification is published by ADC I&L (LF) and authorizes Class A assignments for specified command billets. Assigned Class A shall be limited to NTVs, of size and specification, outlined in the notification and leased from the GSA unless otherwise approved by ADC I&L (LF). A change in billet incumbent shall not require new authorization. Class A assignments are valid until rescinded by ADC I&L (LF).
  - b. Class A - Continuing Assignments. Personnel authorized Class A assignment are for official duties and cannot be reassigned to others not entitled. Class A assignment does not change vehicle allowance or permit domicile-to-duty transportation. The two Class A categories follow.
    - (1) Individuals Authorized by the Secretary of Defense. This assignment is per reference (a) and for CMC.

(2) Individuals Authorized by Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC I&L (LF)). This assignment is based on billet and the need for dedicated transportation.

c. Class B

(1) The need for recurring dispatch relates to activities and functions that require NTV use on a daily regular basis for conducting official business. Consider Class B designations when requirements cannot be met using Class C NTV, other means of transportation, or it is most cost effective. NTV in this category shall not be assigned for convenience or to avoid using pooled assets. Class B assigned NTV shall return to the installation motor pool at least annually for visual inspection.

(2) Establish local procedures for the justification of Class B assignments. Annually validate Class B assignments. When retention is unjustified, reassign to another customer, return it to GSA, or consolidate into the Class C pool. The Installation Commanders and/or the Fleet Managers are responsible for inspecting and dispatching Class B assigned vehicles.

d. Class C - Pooled Non-Tactical Vehicles (NTVs). These NTVs handle the bulk of the transportation requirements. Class C are for on-call usage and provide for scheduled services. On-call usage is usually limited to one duty day.

e. Review Assignments. Fleet managers shall conduct NTV reviews throughout the year to ensure the assignment criteria is met for each class. Review rental rates for reimbursable customers ensuring they are properly billed per reference (f).

7. Group Transportation Services

a. General. Group transportation services shall be categorized as modified shuttle, shuttle, group transportation, mass transit, emergency, or military community activities. Adhere to reference (a) for group transportation services. Submit requests to establish scheduled transportation services via the chain of command to ADC I&L (LF).

b. A modified shuttle service may be established to meet local requirements for military personnel, DoD civilians, and contractors between their office and transit centers.

c. Shuttle service provides the capability to transport groups of individuals on official business between offices on installations or between nearby bases, is a recognized requirement, and is essential to mission support. Using a shuttle system reduces the requirement for recurring Class B NTV dispatch.

d. Group transportation service shall normally be limited to situations where there is a requirement to provide domicile-to-duty transportation to personnel for different destinations other than government installations and sub-installations.

e. Mass transit usage fulfills requirements beyond the scope of shuttle service. Use mass transit to provide other non-duty types of transportation within a military installation or between sub-installations on a fare basis.

f. Emergency transportation services, as directed by the installation commander, may be provided for mission-essential military personnel and civilian employees during public transportation strikes and stoppages.

g. Group transportation supporting Marine Corps authorized community activity programs, family service center programs, or private organizations may be provided when transportation is available without detriment to the mission. Transportation may require funding reimbursement when authorized by the commander.

8. Dependent School Children. Fleet managers may provide transportation services to support dependent education of DoD personnel, other children eligible to attend DoD operated schools, and dependents of DoD personnel residing on military installations within the United States (U.S.) who attend local or nearby public schools. Reference (a) provides specific guidance for U.S. and overseas areas.

9. Permissible Operating Distance (POD). The POD is a guide for determining when it is more economical to use commercial transportation. A one-way distance of 100 miles is the NTV POD. The POD can be subject to increase based on the needs to execute the mission. NTV use outside the POD requires installation commander approval. Provide a copy of the written approval for POD extensions to ADC I&L (LF).

10. Personnel Transportation Methods

a. The following are preferred for official business:

- (1) Scheduled bus service or public transportation.
- (2) Government vehicle.
- (3) Privately owned vehicle (POV) usage on a reimbursable basis.
- (4) Commercial transportation on a reimbursable basis.

b. Spouses and dependents are not permitted to operate the NTVs unless they are a licensed Service member, federal employee, or authorized contractor hired to drive DoD administrative NTVs.

c. Spouses and dependents may not be transported in an NTV unless approved in writing by an installation or Regional fleet manager. Provide a copy of the written approval for transportation of spouses or dependents to ADC I&L (LF).

11. Utilization

a. Utilization goals established in reference (n) are management indicators to compare to NTV annual usage.

b. Fleet managers shall evaluate vehicle utilization annually to meet VAM requirements established in reference (g). Provide VAM results to ADC I&L (LF) per references (a) and (g). Include:

- (1) Validation, surveys, and disposition recommendations.

(2) Out-year acquisitions and disposals via the Federal Automotive Statistical Tool (FAST) showing planned changes in fleet inventory over the next three years. FAST is a web-based federal motor vehicle fleet compliance data reporting tool jointly managed by DOE and GSA.

c. Refer to Appendix B for annual utilization goals by NTV classification.

d. Identify the individual NTV within each type/class that falls below the mileage threshold during the fiscal year (FY). NTVs identified as under-utilized shall be evaluated for possible disposition (disposal/turn-in, reassignment, replacement, downsizing, or retention with proper justification).

e. Report under-utilized NTV to the installation commander with recommended disposition to ADC I&L (LF). Execute final action in FMIS.

f. Ensure the fleet represents the minimum NTV quantity, size, and capability required to support the mission. Dispose of NTV that do not meet minimum utilization and are not justified by the VAM.

12. Vehicle Idling. Operators shall not leave NTV idling more than five consecutive minutes in any 60-minute period, except as required by maintenance and emergency NTV or for safety concerns. Fuel costs, health, air quality concerns, and excessive engine wear make it appropriate to limit NTV idling.

## Chapter 4

### Licensing

1. Licensing Programs and Management. Commanders shall ensure a licensing program is established in accordance with references (o) and (p) to meet the needs of the NTV fleet and the requirements of federal, state, local, and host nation regulations. Consult reference (q) for material handling equipment (MHE) licensing requirements for handling ammunition and explosives. Commanders with licensing codes are granted Licensing Authority. Only Licensing Authorities can establish and maintain a licensing program. Licensing Authority cannot be delegated or shared. Installations or activities not listed in reference (o) may submit a request for Licensing Authority via the chain of command to ADC I&L (LF). Commanders can make licensing requirements more restrictive and may enforce additional stipulations (e.g., requiring licenses for low-speed electric vehicles (LSEVs)).

a. Confirm operators are familiar with local driving conditions and regulations.

b. Ensure operators are qualified per references (a) and (r) and licenses meet or exceed the minimum federal or local requirements to maintain compliance with reference (s).

c. Authorization to operate an NTV may be suspended or revoked for cause at any time by the installation or activity commander or an individual possessing by direction authority. Installation or Activity Safety Office will coordinate with fleet managers to develop programs that include disciplinary action against drivers who fail to operate NTV per applicable laws and regulations per reference (o). Include provisions for assigning points for duty-related traffic violations and referral to the installation's provost marshal and Magistrates Traffic Court.

d. Written authority is required in contracts for a contractor to operate an NTV. Requirement owners shall certify the contract states NTV are for official use only and operated and maintained per this Order and reference (a). Commanders will provide copies of applicable contracts to fleet managers.

2. Commercial Driver's License (CDL). Driving certain NTV requires advanced skills and knowledge beyond those required for a state driver's license. Operators possessing a CDL must also have the appropriate endorsements (e.g., passenger, explosive, hazardous materials (HAZMAT)) when operating certain vehicles per reference (p). Outside Continental United States (OCONUS) commands are authorized to conduct local CDL equivalent training. Administer drug and alcohol testing per reference (s). If operating outside of a military installation, a civilian must possess a state license that is valid for the class and weight of vehicle that they are operating.

3. Official Form 346 (OF-346). Licensing Officers shall issue OF-346s to military, civilian, and foreign nationals' personnel per references (o) and (o). Contractors are not authorized OF-346s per reference (a). Host nation and Status of Forces Agreement (SOFA) licenses are alternatives to state licenses for OCONUS personnel. Verify the expiration dates for civilian personnel's OF-346s and state driver's license match.

4. Motor Vehicle Record (MVR) Check. Prior to submitting a license request to the licensing authority, applicant's unit command will conduct an inquiry into each new applicant's driving history utilizing the Department of Transportation's National Driver Register (NDR) or other nationally approved source which provides accurate data regarding operator accidents, traffic violations, license denials, revocation and/or suspension of state or Federal driving privileges.

a. MVR checks will be conducted for initial OF-346 issuance, reinstatement after revocation or suspension, and at the discretion of the Commander or responsible superior. Procedures for completion of NDR checks can be found in Appendix C of reference (p).

b. Civilian operators must pass the MVR Check to ensure their driver's license is valid.

c. Nominated individuals that are designated by the Regional Licensing Officer will submit the NDR request electronically, via email, to Headquarters Marine Corps (HQMC) I&L, Logistics Life Cycle Management Branch Motor Transport Occupational Field Sponsor per reference (p). Unit submissions will be based on location:

(1) Active commands west of the Mississippi will contact I Marine Expeditionary Force (MEF) G-4 MT.

(2) Active commands east of the Mississippi will contact II MEF G-4 MT.

(3) Active commands OCONUS and Hawaii will contact III MEF G-4 MT.

(4) All Reserve commands will contact Marine Forces Reserve (MARFORRES) G4 MT.

5. Minimum License and Document Requirements for Dispatch. Appendix D, License Requirements by Personnel and Vehicle Type, provides the license(s) required for military, civilian, and contractors by NTV type/class.

## Chapter 5

### Procurement

1. General Information. NTVs are centrally procured by ADC I&L (LF) using Procurement Marine Corps (PMC) funding. Centrally managed NTV procurement is initiated by ADC I&L (LF) and is generally contracted through various DoD contracting agencies including Defense Logistics Agency (DLA), GSA, or Naval Facilities and Engineering Command (NAVFAC). NTV procurements shall not exceed the authorized allowances. Local procurements must be approved by ADC I&L (LF) and are appropriate when centralized procurement cannot provide a fiscal advantage or when urgency of the situation dictates. ADC I&L (LF) shall allot PMC funds to the respective NAVFAC Contracting Office for local procurement of NTV assets when authorized. The requisition action leads into a collaborative effort between the PPM and fleet manager to properly track and receive the NTV for induction into DPAS. NAF NTV procurements are not subject to the appropriated funds procedural requirements and timelines in this chapter.

### 2. Allowances

a. Modification of Allowance (MOA). A MOA must be submitted to ADC I&L (LF) via the supporting Regional fleet manager, or fleet manager, if applicable if NTV requirements are above the authorized allowance. The RO shall communicate mission requirements to the fleet manager. The fleet manager will determine if the requirements can be met with organic assets or by some other means rather than changing or adding to the fleet when a new mission requires changing an allowance either by type or quantity.

b. The fleet manager shall submit an MOA or forward the supported activity MOA with endorsement to ADC I&L (LF) if allowances are insufficient to support the mission. The fleet manager shall facilitate the acquisition of the NTV through ADC I&L (LF) once the allowances reflect the requirements.

c. The MOA is required in DPAS prior to submitting an asset into the FMIS to ensure that assets reflect proper accountability in both DPAS and the FMIS, per reference (1).

d. The MOA must include the equipment code requiring modification, current allowance, requested allowance, detailed justification addressing the entire allowance, and projected or actual usage data for that equipment code, including why the current allowance is inadequate to meet new needs. The MOA must also reference any other organizational allowances affected.

### 3. Planning, Programing, and Budgeting

a. ADC I&L (LF) plans, programs, and budgets PMC funds across three NTV programs including Commercial Passenger/Cargo, Emergency Response Vehicles, and GMEE/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 or specially authorized funds, such as Non-Appropriated Fund Instrumentality and Environmental Reimbursable funds (references (t), (u), and (v)) is a violation of the Anti-Deficiency Act per reference (f) and ADC I&L (LF) will not issue United States Marine Corps (USMC) NTV registration numbers or license plates, until appropriate controls



have been implemented to ensure that unauthorized procurements will not reoccur.

c. ADC I&L (LF) budgets Operation and Maintenance, Marine Corps funds for leased vehicle acquisition. Chapter 6 of this Order contains leasing information.

4. Procurement Cycle. ADC I&L (LF) initiates the annual procurement cycle as follows.

a. June. Data cleansing of the PPL will take place throughout the month of June prior to the start of the FY by the fleet managers to clear any outliers (vehicles with a million miles listed, etc.). ADC I&L (LF) will support data cleansing by removing those assets from the PPL.

b. July. Mid July ADC I&L (LF) will scrub the PPL of all assets that have been procured during the current FY.

c. August

(1) ADC I&L (LF) will get the funding line by mid-August.

(2) Once the funding line has been received ADC I&L (LF) will run the PPL to ensure all outliers have been removed.

d. September

(1) On or around the first of September ADC I&L (LF) will run the final PPL to identify ADC I&L (LF) replacements.

(2) On or around mid to late September the PPL will be approved and finalized by ADC I&L (LF) and no further edits from installations will be allowed.

(3) Beginning mid to late September the Replacement Utility Tool will be open for Installations to concur/non-concur with the PPL and for fleet managers to upload vehicle specifications using the Standard Specification Sheet or Request for Variance form for non-concurred items and select "mission critical" assets. Region/Installation fleet managers are required to review items identified by HQMC for replacement. If there are any items that the fleet manager does not concur with, a request for variance must be submitted for each item that the fleet manager wishes to swap with an item previously identified by ADC I&L (LF) to ADC I&L (LF) using the Request for Variance Form.

(4) No later than the last week of September, all specification sheets, using the Standard Specification Sheet, must be uploaded to the ADC I&L (LF) SharePoint site. Specification sheets should be uploaded for items that were approved for procurement. One specification sheet can be submitted for multiple items that are identical. The fleet manager responsible for the Region will be afforded the opportunity to review and consolidate Installation specification sheets specification sheets prior to being uploaded by their Installation fleet managers to the ADC I&L (LF) SharePoint site.

e. October

(1) No later than the middle of October all specification sheets will be approved by ADC I&L (LF).

(2) No later than the last week of October fleet managers will submit all request for quotes to the DLA.

f. December

(1) No later than the first week of December all quotes that have been returned from DLA and the technically acceptable quotes should be forwarded to ADC I&L (LF) for the creation of the funding documents, pending available funding.

(2) No later than the middle of December all quotes that have been deemed technically acceptable by the fleet managers will be routed by ADC I&L (LF) to DLA for procurement, based on available funds. Upon receipt of motor vehicle delivery order, Acceptance Military Interdepartmental Purchase Request or DD form 1155, as applicable, Marine Corps Installations Command (MCICOM) G-4 will ensure all Key Supporting Documents (KSDs) have been uploaded to the ADC I&L (LF) SharePoint site.

5. Requirements. ADC I&L (LF) annually releases an initial PPL to all commands initiating the annual FY procurement cycle. The prioritization plan is based on FMIS maintenance, utilization, and cost data. The PPLs are generated through the replacement utility function in FMIS.

a. Command shall submit the following prior to new NTV procurements:

(1) Validation of authorized allowances in DPAS.

(2) Expected (or proof of) utilization for new acquisitions.

(3) Justification for replacements, realignments, or new acquisitions.

(4) Data showing equipment meets/exceeds the anticipated service life and maintenance cost.

b. Commands may submit revised PPLs to ADC I&L (LF) for procurements required for the following FY. Upload PPLs to the ADC I&L (LF) Transportation Service's SharePoint Site procurement folders as specified in yearly guidance. Include the following supporting data:

(1) Specifications for prioritized procurement requests.

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

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

c. ADC I&L (LF) shall conduct an analysis and review upon receipt of the PPL. This review shall validate requirement priorities, minimize duplication of orders, and confirm specifications prior to procurement. ADC I&L (LF) shall publish the approved procurement list to the ADC I&L (LF)

Transportation Service's SharePoint Site.

d. As part of the procurement process, ADC I&L (LF) is responsible for:

(1) Cataloging NTV assets.

(2) Creating NTV birth records in DPAS based on ordering records.

(3) Uploading front end KSDs to the Transportation Services SharePoint site for fleet managers and PPMs to attach the asset record (e.g., contract 448-1, 448-2, and GSA invoices).

(4) Create due-in quantities in DPAS.

(5) Upon notification, initiate registration, and licensing actions.

e. Fleet managers and PPMs are property custodians for NTV and are responsible for asset accountability upon delivery.

f. Local specialty programs with different appropriation types shall coordinate NTV requirements with the installation PPMs and fleet manager. Specialty program examples include the Qualified Recycling Program, Marine Corps Forestry Program, and Environmental Management Program. These NTVs are subject to this Order and included with the installation PPL.

#### 6. Additional Authorizations

a. Sedans. Commands may purchase or lease only Class I and II sedans except when ADC I&L (LF) approves class III mid-size sedans (MSS) as mission essential. Submit waivers to ADC I&L (LF). Adjust allowances when authorization has been granted. MSS or smaller are authorized for law enforcement missions. A fleet manager may modify an NTV at the command's expense per established law enforcement requirements.

b. Four-Wheel Drive. Fleet managers shall establish limited four-wheel drive pools for general support to handle unique conditions and restrict usage to the missions requiring this capability. Four-wheel drive assignment is authorized to support game wardens, range support, emergency response, etc. Approval may be granted when four-wheel drive is required due to terrain or geographic locations. Occasional inclement weather operations may not validate four-wheel drive use or assignment. Written requests for four-wheel drive requirements shall be submitted to the fleet manager. The fleet manager has the authority to disapprove requests when warranted.

c. Used Equipment. Procuring used serviceable equipment is an economical alternative to filling NTV requirements but is not a primary source. Commands may request authority from ADC I&L (LF) to procure used equipment. Include a description, approximate cost, anticipated service life, information regarding equipment it replaces, and allowances affected. ADC I&L (LF) shall obtain waivers from single item managers and forward local purchase authority and funding to the requesting fleet manager and local contracting office upon approval.

## Chapter 6

### Vehicle Leasing

1. General Information. The three lease acquisition methods are short-term, long-term, and the Vehicle Lease Program (VLP). Fully utilize on-hand NTV prior to leasing additional equipment.

#### 2. Short-Term Leases

a. Fleet managers are authorized to approve NTV leases for periods less than 120 days without an MOA under the following requirements:

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

(2) Short-term leases shall not be extended beyond 120 days without mission justification.

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

c. Short-term leases may temporarily increase the on-hand vehicle quantities beyond approved allowances. The requirements owner must submit an authorization letter from the fleet manager as part of the procurement request package.

3. Long-Term Leases. Leases in excess of 120 days are considered long-term leases. Fleet managers evaluate requests and forward validated requests to ADC I&L (LF) for approval in the form of an MOA. Funding is the responsibility of the requesting activity. An installation or activity must have either an allowance deficiency or a new operational requirement supported by an MOA to receive approval.

a. Commercial Leases. It may be more cost effective to lease rather than purchase NTV in some cases.

(1) Fleet managers perform a cost-comparison per reference (a) then submit to ADC I&L (LF). Written approval from ADC I&L (LF) is required to commercially lease NTVs.

(2) NAVFAC shall contract a commercial lease longer than 120 days per reference (w).

b. General Services Administration (GSA) Leases. Most of the light duty (LD) vehicles and significant portions of the medium duty (MD) vehicle fleet is sourced through GSA Fleet leasing. Commands requesting to lease vehicles outside of the GSA Fleet shall provide an economic analysis along with justification to ADC I&L (LF) per reference (a).

4. Vehicle Lease Program (VLP). The VLP funds long-term GSA leased NTV for MCICOM and MARFORRES. This program provides a substantially more modern NTV fleet operating at reduced maintenance costs and takes full advantage of emerging automotive technologies. The VLP is centrally managed and funded by ADC I&L (LF) and may only be used to fund NTV within authorized allowances.

5. Lease Request Procedures

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

- (1) Specific justification requirements.
- (2) Anticipated length of requirement.
- (3) Funding source for the request.

b. Fleet managers shall review and validate requests to determine NTV on-hand cannot meet the requirement prior to additional leasing.

c. Requirements that can be met using on-hand inventory shall not be forwarded to ADC I&L (LF) for consideration. Approval by ADC I&L (LF) is required prior to submitting a request for any appropriated funds contracting action to the contracting officer for commercial long-term leases.

6. General Services Administration (GSA) Replacement Orders. The fleet managers shall continually evaluate mission requirements with activities ensuring the most fuel and cost-efficient vehicles are acquired.

a. ADC I&L (LF) shall review all replacement orders and make Marine Corps-wide reorder policies with vehicle-specific recommendations.

b. ADC I&L (LF) shall coordinate with GSA ensuring mission requirements are met and the fleets are compliant with federal, DoD, and Marine Corps energy mandates and NTV guidance.

c. Commands shall communicate requests for exceptions to ADC I&L (LF) before placing orders.

7. Administration of Leased Non-Tactical Vehicles (NTVs)

a. Follow the policies set forth in Federal Acquisition Regulations, Federal Property Management Regulation, and other applicable directives when leasing NTVs with appropriated funds. First consideration should be the GSA 751 Schedule located at <https://www.gsa.gov>.

b. Do not purchase insurance for leased NTVs. The government is self-insured. Liability must be provided for any contractor who operates a government vehicle.

c. Size limitations apply to leased NTVs.

d. Adhere to federal and state guidance in relation to AFV.

8. Marking Leased Non-Tactical Vehicles (NTVs). Refer to Chapter 8 of this Order for guidance.

## Chapter 7

### Safety, Mishaps, and Accident Reporting

1. Purpose. Commanders, fleet managers, and operators must take an active role ensuring NTV are operated safely and in compliance with federal, state, and local laws and regulations, and per references (r).

2. Safety

a. Fleet managers shall coordinate with installation or activity safety offices to develop safety and mishap prevention programs. Programs shall include the following:

(1) Offices, shops, activities, and job categories authorized to operate NTVs.

(2) Specific written guidelines for the safe operation of NTVs and all attachments (e.g., trailers).

(3) Initial and recurring NTV safety education and orientation.

(4) Periodic safety inspections.

(5) Mishap reporting and investigation.

(6) Disciplinary action for unreported mishaps.

(7) Appropriate actions for safety violations.

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

b. Safety Inspections. Ensure NTV safety inspections are performed per the references and the procedures outlined in Chapter 9 of this Order.

3. Mishaps. Ensure a standard form (SF) 91, "Motor Vehicle Accident Report", SF 94, "Witness Statement", and DD form 518, "Accident Report" are available and carried in the vehicle per reference (x). For GSA vehicles, a copy of "A Guide to Your GSA Fleet Vehicle" is available. GSA vehicle accidents shall be investigated as instructed in the guide. Take appropriate action to include removing vehicles from commands that have operators who fail to report any vehicle or equipment mishaps per local SOP. Operators involved in accidents shall follow the guidance in local SOP and reference (a). Mishap reports shall be completed per reference (r).

4. Investigations and Reporting of Accidents. Fleet managers shall coordinate with installation or activity safety offices to initiate an investigation involving an NTV to determine the cause(s) and circumstances then report to the owning command.

5. Operator's Manual. This manual contains information for safe operation. Operators are required to be familiar with and adhere to this information.

6. Seatbelts. Seatbelts must be properly worn at all times when operating or riding in an NTV per reference (y).

7. Controlled Substances and Tobacco Products. Use of, or being under the influence of, alcohol or drugs (prescription or otherwise) is strictly prohibited while operating or inside an NTV. The use of any tobacco/vapor products by operators or passengers is also prohibited from use while operating or inside an NTV per reference (a).

8. Eating and Drinking. Vehicles will be safely parked, with emergency parking brake engaged, prior to eating, drinking or conducting activities that distract from driving.

9. Rated Capacity. Do not utilize or extend NTVs above the rated capacity.

10. Electronic Devices and Distracted Driving. Programming or interacting with electronic equipment (e.g., navigation systems, mobile phones, tablets) by the operator while the NTV is in operation (in motion or idling) is strictly prohibited per reference (z).

11. Gas Chamber Transportation. Using NTV to transport personnel subjected to chlorobenzylidene malononitrile or other noxious gas is strictly prohibited unless authorized by the installation commander.

12. Aqueous Film Forming Foam (AFFF) Usage and Spill Reporting

a. Per references (aa) and (ab) all AFFF uses, releases, and spills, regardless of cause or volume, must be tracked and reported. This reporting requirement applies to both accidental and emergency response (firefighting) releases from fire suppression systems in hangars, Fire and Emergency Services (F&ES) and Aircraft Rescue and Firefighting (ARFF) tactical or garrison apparatuses, and incidents that Marine Corps F&ES and ARFF respond to, regardless of incident location (on or off the installation).

b. For all AFFF uses, releases, and spills:

(1) All incidents must be reported as soon as they are discovered to the installation environmental office and the installation F&ES, ARFF, or Expeditionary Fire Rescue (EFR) and bulk fuel units. The environmental office shall enter incident information into the Environmental Management Portal Environmental Data Repository and the F&ES, ARFF, or EFR shall enter incident information into the Marine Corps Fire Incident Reporting System.

(2) Unless it is a Significant Incident as defined in paragraph 12b(3), reporting shall be completed by the installation environmental office within three working days after the release. For Significant Incidents, the timelines and procedures outlined in paragraph 12b(3) shall be followed.

(3) For all uses, releases, and spills of more than 10 gallons of AFFF concentrate or more than 300 gallons of AFFF mixed foam, or any other situation that may receive media attention (Significant Incident):

(a) A voice report to the Headquarters Marine Corps Operations Center (MCOC) and MCICOM Watch Officer per references (ac) and (ad) shall be completed within 30 minutes of becoming aware of such an event.

1. The MCOC Watch Officer can be reached at comm: 703-695-5454, DSN 312-223-4397, or email: hqmc.mcc2@usmc.mil.

2. The MCICOM Watch Officer can be reached at comm: 703-693-7171, DSN 312-223-7171, or email: [mcicom.watch@usmc.mil](mailto:mcicom.watch@usmc.mil).

(b) Per reference (ac), an Operations Events/ Serious Incident Report (OPREP-3) message shall be submitted within six hours of any significant incident (or within six hours of becoming aware of any significant incident). Message reports shall be classified in accordance with their content and submitted in accordance with the format and examples provided in references (ab), (ac), and (ad); within six hours of any Significant Incident (or within six hours of becoming aware of any Significant Incident) for submission to the Office of the Secretary of Defense.

c. Location-Based Requirements of Uses, Releases, and Spills Reporting

(1) All AFFF uses, releases, and spills on installation facilities or property (e.g., hangars, motor pools, outlying airfields) or installation-assigned Table of Equipment, tactical or garrison (e.g., AS32P-19R, mounted/unmounted Fire Suppression Systems), shall be reported by the installation commander or representative per paragraph 12b.

(2) For all off-installation AFFF uses, releases, and spills by the Fleet Marine Forces (e.g., Marine Wing Support Squadron, Combat Logistics Battalion), unit commanders shall comply with local procedures and simultaneously report to the nearest Marine installation environmental office and installation commander or direct representative. The responsible unit shall work with range management for site remediation and continuous reporting per paragraph 12b above.



## Chapter 8

### Registration and Marking

#### 1. Registration Number

a. Centrally managed NTV have a Marine Corps registration number assigned by ADC I&L (LF) to establish permanent identification. The registration number remains the same through the NTVs life or until permanent transfer from Marine Corps custody. NAF vehicle registration shall follow the same process as centrally managed NTVs. Registration numbers from disposed NTV shall not be assigned to new assets.

b. ADC I&L (LF) shall not provide registration numbers for NTVs that it did not fund or authorize. Exceptions may be granted for NTVs from Defense Logistics Agency Disposition Services (DLA-DS). Only installation fleet managers are authorized to receive NTVs from DLA-DS.

c. Remove or obliterate registration numbers and Marine Corps markings upon permanent disposal.

2. License Plates. License plates are controlled items expiring eight years after issue date. A record of license plates in use is maintained by ADC I&L (LF). These records specify NTV identification numbers, the NTV to which assigned, and the registration numbers. GSA leased NTVs require a GSA-assigned license plate for the lease's duration. Display Marine Corps license plates on commercially leased NTV. UNICOR registers NTV license plates within the Federal Motor Vehicle Registration System (FMVRS) when the plates are issued. Fleet managers shall verify the plates have the correct status in FMVRS. Contact ADC I&L (LF) for FMVRS access. See Appendix F for examples of license plates for NTV.

a. Cargo and Passenger Vehicles. Display a U.S. Government license plate on the front and rear. Display state license plates as required by local regulations.

b. Trailers. Trailers require one U.S. Government license plate and should be displayed where it can be easily seen and identified. The license plate should be mounted on the back of the trailer.

c. License Plate Disposal. Fleet managers shall coordinate with UNICOR ensuring the destruction of license plates upon NTV disposal. Update FMIS and FMVRS on the NTV license plate status.

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

d. Lost, Stolen, or Missing. Fleet managers shall report lost, stolen, or missing plates to the appropriate law enforcement agency and obtain a police report for records.

#### 3. Painting and Decals

a. Marine Corps-Owned Non-Tactical Vehicle (NTV). Commands shall repaint NTVs only to restore adequate protection against rust or corrosion. Do not repaint merely to change the color or gloss characteristics if the

finish is serviceable except as part of a service life extension program.

b. Leased Non-Tactical Vehicle (NTV). Do not paint leased NTV. The only identification markings allowed on leased NTV are license plates and window decals required by state or local authorities.

c. Decals. Decals on the painted surface of leased NTVs is not authorized. Any requests for additional markings to NTVs must be approved by ADC I&L (LF). Exceptions are granted to Marine Corps Recruiting Command, emergency response, and law enforcement NTVs.

#### 4. Marking

##### a. Material Handling Equipment (MHE)

(1) MHE shall be marked with black stenciled lettering or pressure sensitive decals. Affix identification markings on each side and rear, using 1-1/2-inch lettering and numerals. Locate markings where space shall permit and present a neat and balanced appearance. Marking locations shall be consistent on MHE of the same type, size, and design.

(2) Include the letters "USMC" followed by the registration number on the same line (e.g., USMC 000000).

(3) Consult reference (ae) for marking MHE used for ammunition lifts.

b. Engineer Equipment. Mark Marine Corps-owned equipment in an easily identified location. Do not mark leased engineer equipment.

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

(2) Display only "USMC" and registration number (e.g., USMC 000000) for rear marking using 3-inch gothic style letters and numerals spaced 1-1/2 inches.

5. Item Unique Identification (IUID). Marine Corps owned and GSA leased NTVs shall be identified per reference (af) in addition to having an IUID label affixed.

#### 6. Marking Exemptions

a. General Services Administration (GSA) Leased Vehicles. GSA approves undercover plates for NTV used for investigative or security purposes or those required to be unidentified under the conditions of a Status of Forces Agreement.

b. Marine Corps Owned Vehicles. Submit requests for identification and marking exemptions to ADC I&L (LF). Vehicles utilizing undercover license plates are subject to state and local regulations and the procedures for obtaining license plates. State license plates are paid for by local commands.

## Chapter 9

### Maintenance

1. Management. Fleet Managers shall perform only essential maintenance during the normal life expectancy as required to retain equipment in a safe and serviceable condition.

a. Utilize the following guidance to establish a maintenance program:

(1) Use FMIS for maintenance data collection, forecasting, and reporting per reference (h). Fleet managers and supporting staff shall be fully trained on all FMIS capabilities.

(2) Establish scheduled maintenance (SM) services/inspections as identified by the FMIS Report based on service intervals (time, mileage/hours) and manufacturers' recommendations.

(3) Hold operators responsible for performing pre-trip inspections, performing Original Equipment Manufacturer (OEM) identified operator services, and reporting unsafe conditions.

b. Lubricants and Fluids. Utilize re-refined motor vehicle lubricants that meet OEM recommended performance standards. Adhere to AFV maintenance requirements, alternative fuel, and hybrid vehicle lubricants and fluids such as ultra-low sulfur biodiesel 20% blend (B-20) and diesel exhaust fluid.

### 2. Inspection and Maintenance Categories

a. Operator Pre-Trip Inspection. Complete an operator's pre-trip inspection and perform OEM identified operator services prior to operating the NTV using a fleet manager approved checklist. Operators are responsible for verifying the completion of services and that the NTV is safe and serviceable. The dispatcher shall retain the checklist for 30 days.

b. Safety Inspection. Conduct annual NTV safety inspections. Shorten the safety inspection interval to meet state or local regulations where required. Include OEM recommended safety checks. Correct deficiencies and document repairs performed on a work order or comparable form before returning the NTV to use.

c. Corrective Maintenance (CM). CM are maintenance actions performed to restore an NTV to serviceable condition. The process begins when individuals report an NTV requiring CM. It terminates once maintenance actions restore the NTV to a serviceable condition or when repairs are determined to be not economically feasible.

d. Scheduled Maintenance (SM). Preventative maintenance (PM) and inspections are considered SM.

(1) PM services are cyclic in nature based on usage or time intervals and are performed to maintain NTVs in a serviceable condition. This includes systematic inspections to detect potential malfunctions or correct failures prior to developing into major defects which prevents costly and time-

consuming repairs. Inspecting, cleaning, servicing, lubricating, and adjusting is key to NTV readiness.

(2) Inspection and services are based on time or usage intervals prescribed by the manufacturer to maintain the NTV warranty. Continue using the recommended intervals after the warranty expires. Include all checks recommended by the manufacturer in service inspections. If no intervals are prescribed to maintain the warranty, perform scheduled services every 12 months or 6,000 miles for light NTVs; 12,000 miles or 12 months for medium and heavy NTVs; and 12 months or 250 hours for MHE and engineer equipment. Fleet managers may adjust the interval at their discretion and the use of oil analysis to adjust or change intervals is recommended with implementation guidance provided in local NTV SOP.

(3) Fleet managers shall coordinate SM with commands assigned Class A and B NTVs. Commands must ensure strict compliance to the SM program and deliver NTVs to the maintenance facility on or prior to the scheduled date. Resolve scheduling conflicts prior to the SM date. Non-compliance with SM may result in NTV loss for the command.

3. Maintenance Management Controls. Fleet managers shall establish controls for:

- a. Minimum NTV downtime while allowing maximum availability.
- b. Balanced and efficient workload scheduling.
- c. Effective quality control.
- d. Current and state of the art technical library including web-based or electronic manuals.
- e. Appropriate record keeping avoiding duplicate documentation.
- f. The application of flat rate time standards is necessary to ensure effective control over shop productivity. 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. Procedures

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

- (1) Organic facilities including in-house contract maintenance.
- (2) Other government facilities.
- (3) Commercial facilities.

b. Quality Assurance Inspections. Perform a quality assurance inspection by qualified personnel and upon induction prior to returning the NTV to service.

c. Performance Standards. Fleet managers shall establish and use performance standards to evaluate maintenance facilities. These may include any or all the following:

(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) Conduct a limited technical inspection to determine if it's economical to repair an NTV when extensive repairs are required.

(2) Use the one-time repair limit guidelines contained in reference (n) for MHE repair or replacement.

(3) Utilize the one-time repair limits in Appendix G and H to determine whether to repair an NTV.

(4) Obtain authorization from ADC I&L (LF) for disposal instructions if the expected cost exceeds the guidelines in reference (a).

e. Downtime. Downtime occurs when an NTV is not available for use because of CM or SM. It includes all time accrued between removal of the NTV from service to notification that it is ready to return to use. The downtime standard is based on an 8-hour day/240-day year unless the NTV is used on a 24-hour basis. The maximum acceptable downtime is 10 percent of the total NTV miles (or hours). NTV that consistently exceed the downtime standard should be considered for replacement.

f. Testing. Fleet managers conduct safety inspections, load tests, hydrostatic testing, non-destructive testing, fork maintenance inspection, and calibration procedures for equipment per applicable orders, directives, and standards.

5. Modifications. Fleet managers are required to approve NTV modifications. Modifications that constitute change to the equipment code require written approval from ADC I&L (LF). Include justification, vehicle description, Marine Corps registration number, and the estimated cost with each request. Fleet managers shall record NTV modifications in FMIS. Review the equipment record prior to vehicle replacement. All modifications to leased vehicles require approval from the leaser via the fleet manager.

6. Warranties. Fleet managers shall be familiar with the general provisions of warranties and their significance in reducing maintenance costs. Make maximum use of the manufacturer's warranty during the warranty period. Enter manufacturer and extended warranty data into FMIS when primary NTV records are created.

a. Warranty Correction Procedures. Fleet managers shall attempt to obtain corrective action from the local franchised dealer if a deficiency exists on a warranted NTV. Do not take action to correct deficiencies and expect reimbursement by the contracted maintenance facility unless they are a certified OEM warranty repair facility. Inform ADC I&L (LF) via the chain of command when unable to reach a solution with local franchised dealers. Submit a SF 368, "Product Quality Deficiency Report", per reference (ag) to ADC I&L (LF) to report major design deficiencies or unsatisfactory conditions.

b. In-House Service Warranties. Fleet managers may request the contracting officer to negotiate an in-house warranty with the OEM as an option to having the local franchised dealer perform warranty corrective action. This arrangement would permit the fleet manager to choose either the local franchised dealer or installation maintenance manager to perform a warranty repair without violating the warranty or incurring costs. The fleet manager must ensure that the contract between the Government and the OEM specifies 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.

7. Privately Owned Vehicle (POV) Restrictions. POVs are not authorized in any government maintenance facility. This does not apply to authorized hobby shops.

8. Maintenance Supply Support. Fleet managers must ensure adequate supply support is available to reduce downtime. Reference (ag) provides additional guidance on obtaining necessary parts, supplies, tools, and equipment.

a. Commercial Purchases. Consider using commercial purchases for obtaining needed supplies when there is no mandatory use of specific schedules (e.g., tires, motors, and generators). Open purchases shall be per applicable acquisition regulations and conducted as specified by the activity contracting officer.

b. Classes of Non-Tactical Vehicle (NTV) Material Stock. Do not establish supporting materials stocks and supplies that create a burden on inventory management and property accountability. Consult contracting officers on acquisition solutions available ensuring timely delivery of necessary supplies. The fleet managers may establish the following limited stocks to accommodate recurring requirements:

(1) Pre-Expended Bin (PEB). PEB items are relatively low-cost, fast moving, expendable items designed to facilitate maintenance functions by making common items readily available to improve maintenance productivity and reduce downtime. Reference (ag) requires fleet managers to formulate an internal control and accounting system for PEB management. Fleet managers shall utilize FMIS to maintain and track PEBs.

(2) Special Operating Stocks (SOS). SOS includes items with a value

exceeding the established PEB criteria. Consider experience, history of delays in obtaining the part or item, and any adverse impact on productivity and reduction in downtime when deciding to retain as SOS. Fleet managers are required to annually review the SOS inventory and certify that items and quantities are essential to efficient and cost-effective NTV maintenance. The SOS shall be maintained in the FMIS.

9. Tool Control. Fleet managers shall establish tool control and accountability per references (ag) and (s). Maintain tools in FMIS where practical.

10. Calibration. Maintain a calibration program per of reference (ah). The program may be manual or automated. Calibrate all test, measurement, and diagnostic equipment (TMDE) per manufacturer prescribed intervals. Complete calibration per reference (ah) if no intervals exist. Calibrate TMDE in the most cost-effective manner to satisfy operational requirements. Marine Corps facilities are the preferred source for TMDE calibration and maintenance.

11. Publications. Establish a publication control system per Appendix C of reference (ag). Using electronic publications is encouraged. Maintenance personnel require access to electronic manuals.

12. Antifreeze. Add antifreeze per manufacturer's recommendations to maintain thermal protection suitable for the location where the NTV operates.

13. Tires. Use reconditioned (retread or recapped) tires as replacement tires on NTV and trailers where prudent and safe.

a. Do not operate buses, trucks, and truck tractors with reconditioned tires on the front (or steering) axle.

b. Do not operate emergency response vehicles with reconditioned (retread or recapped) tires.

c. Use only reconditioned tires procured or renewed from sources that meet standards per reference (s).

14. Load-Lifting Equipment Inspections, Testing, and Certifications. Establish load-testing programs per reference (ai) and (aj) for applicable equipment. Refer to applicable federal and DON regulations when those references are more stringent and for equipment not covered by reference (ai) and (aj).

## Chapter 10

### Property Accountability

1. General Information. Property accountability is a collaborative effort between the fleet manager and PPM. NTVs, regardless of acquisition method or cost, shall have accountable property records established in DPAS managed by the PPM. The CO/Accountability Officer shall assign NTV custody to the fleet manager.

a. NTVs are general equipment and shall be accounted for per reference (1). Fleet managers are required to provide applicable KSDs to the installation PPM on an as-occurring basis. PPMs are responsible for NTV accountability within DPAS.

b. Stock numbers are used to establish accountable records for NTVs within DPAS. FMIS is used to determine the NTV stock number. Stock numbers allow ADC I&L (LF) to accurately categorize NTVs and accommodate the variety of products available on the commercial market.

2. Receipt and Acceptance. Receipt and accept NTV per Volume 3 and 15 of reference (1). ADC I&L, Logistics Facilities Services (LFS-2) is responsible for processing NTV registration in E-Log, vehicle registration in FMVRS, ordering license plates through UNICOR, and sending confirmation to the fleet managers as part of receipt and acceptance. Fleet managers receiving direct vendor deliveries must forward receipt and acceptance documentation to DC I&L (facilities) (LF) attention LFS-2 via the installation PPM. Fleet managers shall notify the PPM and provide required KSDs upon receipt of the NTV. The PPM uploads the applicable KSDs to DPAS as required.

3. Disposition. All NTVs require ADC I&L (LF) approval prior to disposition. Transfer or dispose of NTVs per Volumes 6 and 15 of reference (1). Disposition is initiated by the RO/fleet manager in possession of the asset then facilitated by the supporting command PPM who coordinates with ADC I&L (LF) for disposition instructions when warranted, transfer to another unit, or turn-in of the asset to DLA-DS for disposal.

a. The RO/fleet manager submits the request for transfer package to the PPM who will endorse the package and forward to ADC I&L (LF) for approval. Once the command is in receipt of the approval from ADC I&L (LF), the transferring and receiving PPMs and fleet managers coordinate shipping and receiving of items suitable for reissue including KSDs. The PPM processes the transfer once ADC I&L (LF) approves. Ensure license plates and registration numbers remain associated with the NTV.

b. The RO/fleet manager submits the request for disposal package to the PPM who will endorse the package and forward to ADC I&L (LF) for approval. Once the command is in receipt of the approval from ADC I&L (LF) the PPM processes the asset for disposal. Disposal packages should identify if the vehicle(s) have been approved for replacement by means of the PPL or VAM to reduce delay in approval and removal from the APSR. Ensure government-issued license plates are sent to UNICOR for disposal. Update the appropriate NTV FMIS data. See Appendix H for more information.

c. The individual with direct possession/responsibility for the lost, damaged, destroyed, or stolen property shall initiate a DD form 200 "Financial Liability Investigation of Property Loss" and provide it to the



PPM per volume 17 of reference (1).

4. Inventory and Reconciliation. Successful inventory and reconciliation processes are achieved through constant communication between the PPM, RO/fleet managers, and responsible individuals in possession of NTVs.

a. Conduct physical inventories per Volume 4 and 15 of reference (1).

b. RO/fleet managers shall conduct Custodian Asset Report/sub-account physical inventories per Volume 3 and 15 of reference (1).

c. Perform inventory reconciliations per volume 15 of reference (1). PPMs and RO/fleet managers must ensure all physical inventory discrepancies have been reconciled and adjudicated, results filed, and adjustments have been correctly entered in DPAS.

d. Fleet managers are responsible for reconciling DPAS with FMIS to ensure both systems are accurate.

## Chapter 11

### Fleet Card

1. General Information. The fleet card program shall be executed per reference (ak) and (al). The fleet card program typically consists of the Voyager (owned assets), GSA Fleet Services card (GSA lease only), and the Chargepoint electric fob (for electric vehicles (EVs) only). The assigned fleet card shall be the primary charge card authorized by DoD for obtaining supplies and services from commercial service stations. Units stationed OCONUS not having reasonable access to DoD fleet card-accepting service stations, or only possess minor equipment (lawnmower, snow blower, etc.), can use an alternate card. The appropriate fleet card will be used for vehicles or equipment as authorized by the activity. Premium and special unleaded fuel is strictly prohibited unless required by the vehicle manufacturer. At no time will a fleet card be authorized for use in procuring aviation fuel. Additional information is available at: <https://dla.deps.mil/sites/dlaenergy/card/SitePages/DOD%20Fleet%20Card.aspx> and [https://my.navsup.navy.mil/webcenter/portal/ccpmd\\_fc](https://my.navsup.navy.mil/webcenter/portal/ccpmd_fc).

2. Card Types. Activities may choose to establish:

a. Vehicle Cards. Cards are assigned to a specific NTV or piece of equipment and have additional internal controls listed in the card contractor's system, including the vehicle description, tank capacity, fuel type, etc. Each GSA Fleet vehicle is issued a GSA Fleet Services card to purchase fuel and services per reference (am).

b. First Responder Cards. First Responder cards must be certified in writing by the unit commander. Issue first responder cards to a specific NTV.

c. Organizational Cards. Organizational cards are kept centrally and issued to authorized drivers within the activity.

3. Authorized Card Use. The following list provides typical examples of supplies and services required for the operation, maintenance, or repair of vehicles or equipment that can be purchased with a fleet card, but not meant to be All-inclusive. Users must follow local policy as it may be more restrictive. The Agency Program Coordinator can provide additional guidance on what is or is not permitted.

a. Fuels. Regular unleaded gasoline, gasohol, diesel/diesel marine fuel, propane, liquefied petroleum gas, compressed natural gas, ethanol, and methanol, E85, and biodiesels.

b. Fluids. Lubricants, lubricating services, and coolants, including differential and transmission fluids and antifreeze (ethylene glycol).

c. Filters/Batteries. Air and oil filters and servicing, batteries, and battery charging.

d. Tires/Cleaning. Mounting, dismounting and/replacing tires and chains, vehicle washing and cleaning.

e. Parts. Spark plugs, engine belts, windshield wiper arms and blades, and lamps, etc. A fleet card may be used to purchase a part if it is required for the NTV to operate in a safe and efficient manner.

f. Repairs. Breakdown and collision repair and body work up to the agency-authorized limit (usually the value of the vehicle or equipment); emergency roadside service, including towing. Always contact the NAVFAC contracting office regarding the purchase of repairs over \$2,500, which must be solicited for competition and paid for by a method of payment other than a fleet card. A fleet card may be used to purchase a part if it is required for the NTV to operate in a safe and efficient manner per references (ak).

4. Prohibited Use. Each command has discretion for its own standards and procedures within the allowances of this Order and the references. Card users must be cognizant of their command's SOP which may contain additional restrictions or limitations. It is the responsibility of the card user to know which purchases are authorized for the fleet card issued to them.

5. Standard Operating Procedures (SOP). Publish local SOP establishing internal and management controls over fleet cards.

6. Key Personnel Training. Initial, annual refresher, and ethics training is mandatory for key personnel, certifying officials, and card users.

7. Fuels Management. For additional guidance and details on fuels and fuels infrastructure management, see reference (al).

## Chapter 12

### Reporting

1. General Information. This chapter prescribes reports required by ADC I&L (LF). A schedule of reports is listed under Table 12-1.

### 2. Records and Reports

a. Fleet managers shall track NTV maintenance costs, acquisitions, plans, mileage, fuel use, disposal, and inventory utilizing a FMIS per reference (h).

b. Fleet managers shall use economic analysis ensuring the costs and benefits of all alternatives are considered in arriving at investment and operating decisions.

### 3. Reporting Requirements

a. Fleet managers are required to report conventional and AFV acquisitions, inventory, alternative fuel consumption, petroleum consumption, and mileage data at the end of each FY in FAST per reference (n). Submit NTV FAST reports using <https://fastweb.inl.gov>. FAST reporting consists of:

(1) Actual Fleet Data (10/01 - 12/15). Report fleet data for the prior FY. Actual end of year inventory, acquisitions and disposals, fleet mileage, fleet costs, and fleet fuel cost and consumption.

(2) Forecast Fleet Data (10/01 - 03/15). Report current year and forecasted figures for the next two years to include: vehicle acquisitions, disposals, fleet costs, and budget submissions. Update the agency fleet management plan.

(3) Energy Policy Act (EPAct) 2005, § 701 Waiver Requests (06/01 - 06/30). Waivers are requested for dual fuel vehicles that cannot use the appropriate alternative fuel at least 95% of the time. Waivers apply to the future FY.

b. Energy Independence Security Act (EISA) 2007, §246 Fuel Center Reporting (06/01 - 06 /30). Fuel output reporting is mandated for federally controlled (whether government-owned and operated or contractor-operated) fueling centers. The reporting period is the prior FY.

c. Vehicle Allocation Methodology (VAM). Each fleet manager reports to ADC I&L (LF) on future acquisition and disposal plans based on utilization analysis. Report significant changes and modifications in agency mission, regulatory requirements, and fleet policies.

Table 12-1.--Reports Schedule

Report	Submission Period
Annual Actual Fleet Data	10/01 - 12/15
Forecast Fleet Data	10/01 - 03/15
EPAct 2005, \$ 701 Waiver Requests	06/01 - 06/30
EISA 2007, \$246 Fuel Center Reporting	06/01 - 06 /30
VAM	Every five years per reference (g) or as directed by ADC I&L (LF)
AFV Report	10/01 - 12/15
Custodian Asset Report/sub-account physical inventories	Annually

## Chapter 13

### Alternative Fuels and Vehicles

1. General Information. ADC I&L (LF) mandates the use of alternative fuels and AFV per reference (an). Fleet managers shall acquire alternative fueled and hybrid EVs, use alternative fuels, reduce petroleum use. Installations should seek opportunities to coordinate and combine alternative fuel efforts with other government entities. Account for vehicles, fuel types, fuel consumption, miles driven and operating costs, per references (m) and (ao).

2. Acquiring Alternative Fueled and Hybrid Electric Non-Tactical Vehicles (NTVs). The Marine Corps is required to acquire AFVs per references (m) and (an). The objectives may be met through acquiring flex-fuel or dual-fueled AFVs, low greenhouse gas-emitting NTV, dedicated AFVs in LD, MD, or heavy-duty categories, or using biodiesel fuel for up to 50% of the Marine Corps' EPAct AFV acquisition credits. AFV credits are not limited by region like other federal fleet management regulations. For example, acquiring an AFV for OCONUS use shall count as a credit towards the objective even though its fuel use is not subject to federal petroleum reduction mandates.

a. Class I or II alternative fuel sedans are the standard NTV where fleet managers can provide alternative fuel infrastructure. Class I sub-compact sedans or hybrid electric NTV are the standard vehicles where fleet managers cannot provide alternative fuel infrastructure.

b. Hybrid electric NTVs are classified as AFVs and acquisition counts toward meeting EPAct requirements. DoD Components are required 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 (an). Waivers are granted when the hybrid EV by type and size is not offered by GSA. Fleet managers can submit a waiver request to ADC I&L (LF) stating the justification for the waiver per guidelines of public law if these NTV are available through GSA.

c. Per reference (ap) federal agencies are directed to devise a plan for converting all federal fleets to clean and zero emission vehicles. Marine Corps fleet managers' approach to achieve NTV electrification is through EV replacement within the VLP with GSA and within funding and budget constraints. As vehicles are due for replacement, they are replaced with EVs as resources are available.

d. Ensure dual-fueled vehicles utilize the appropriate alternative fuel at least 95% of the time or per federal standards. Fleet managers may submit a FAST Section 701 waiver request to ADC I&L (LF) in June where commercial fuel infrastructure is not adequate to meet this requirement.

### 3. Acquiring Access and Using Alternative Fuels

a. Installation commanders are encouraged to develop fueling infrastructure supporting the AFV fleet and work with commercial activities, state, and local entities to gain access to alternative fuels facilities outside bases and stations.

(1) Installations are required to use the commercial station if located within five miles or 15 minutes from the vehicle's garage. Locating alternative fuel source stations (flex-fuel, EVs) outside of military bases can be

done using the DOE Alternative Fuel Site Locator  
(<http://www.afdc.energy.gov/locator/stations/>).

(2) Establish renewable fuel infrastructure per reference (ao).

b. AFVs shall use alternative fuel if there is a nearby source.

c. Installations and activities are encouraged to utilize B-20 in commercial diesel-powered vehicles. Using B-20 helps meet federal energy mandates.

d. Fleet managers shall monitor and utilize the DOE's Fleet Sustainability Dashboard or Fleet DASH, <https://federalfleets.energy.gov/FleetDASH/>. Fleet DASH provides detailed fuel use analysis enabling fleet managers to identify operators who are not using alternative fuel when reasonably available.

#### 4. Reporting Requirements

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

b. Annually report data through FAST per ADC I&L (LF) guidance. DOE, GSA, Office of Management and Budget, and Congress often evaluate and investigate FAST and other fleet management reports. ADC I&L (LF) shall provide regular updates on FAST reporting requirements.

c. ADC I&L (LF) shall submit an annual AFV report to the Deputy Assistant Secretary of Defense for Environment and Energy Resilience for transmittal to DOE and Congress as required by reference (m). The report shall summarize yearly EPA/Executive Order goals.

## Chapter 14

### Telematics

1. General Information. Telematics refers to a technology that combines telecommunications and information processing to send, receive, and store information related to vehicles. This chapter provides procedures for the implementation and management of telematics systems to enable data driven analysis of fleet operations for the Marine Corps' vehicle fleet. Telematics is a method of monitoring a vehicle by accessing vehicle mounted Global Positioning System (GPS) systems and on-board diagnostics information.

2. Objective. Vehicle telematics data will be utilized to support fleet planning, management, and optimization ensuring efficient management of installation vehicle fleets, enhanced command and control of operational and maintenance costs, and NTV fleet electrification and Electric Vehicle Supply Equipment implementation.

3. Concept of Operations. The Vehicle Telematics program supports a three-prong approach to fleet management across the Marine Corps NTV Fleet enterprise: safety management, responsible vehicle operation, and cost recovery. In addition, telematics data provides utilization information that can be analyzed to improve how effectively vehicles are used on a daily basis. When telematics data is recorded it allows the fleet manager to provide vehicle trip information to COs and supervisors at the installation and regional level. This information includes accident details, unsafe driving behaviors, underutilized vehicles, excessive engine idling, and mileage reports. Supervisory personnel will use this information to enforce the safe operation of vehicles, ensure driver accountability, and recover damage costs from responsible users or units.

4. Implementation. Telematics devices will be deployed in all NTVs. Regions, organizations, and installations are directed to utilize available contracts to initiate and/or continue the Telematics Program. Reference (aq) requires the use of the Federal Risk and Authorization Management Program (FedRAMP) for all Executive Agency cloud deployments and service models at the low, moderate, and high-risk impact levels. All owned and leased vehicles will be installed with authorized FedRAMP-compliant telematics hardware. GSA Approval will be required for any additional hardware in leased vehicles. Vehicle selection for telematics deployment must be prioritized in order to:

a. Successfully support the region, organization, or installation's mission requirements.

b. Maximize cost-saving opportunities based on telematics return on investment.

c. Identify opportunities for fleet efficiencies (e.g., reducing idling or determining candidates for EV replacement or vehicle reallocation based on needs of the Marine Corps and state regulatory policy).

d. Address other command priorities (e.g., investigating suspected misuse of government property and poor or unsafe driver behavioral habits).



5. Contracting

a. ADC I&L (LF), via MCICOM G-4, Transportation Services, will establish a fleet wide telematics contract with the installation fleet managers to procure, install, and provide training for all telematics devices per reference (ar). For each installation, the command will nominate a contracting officer's representative (COR) to act on behalf of the contracting officer. The contracting officer has final authority to appoint the COR. Regions, organizations, and installations are responsible for coordinating to install GSA government approved vendor devices on vehicles. Any exceptions, separate arrangements, adjustments, or questions must be communicated to DC I&L (LF).

b. In addition to the work provided under the fleet wide telematics contract, installations are responsible for keeping track of: performance requirements for device installation, device maintenance, data reports development, and performance metrics as well as the need for DC I&L (LF) to be provided with access to online telematics data systems per reference (ar). Several contracting options are offered through the GSA schedule.

6. Deployment. Regions, organizations, and installations will ensure telematics devices are installed, and track progress towards total use of telematics. Each Region, organization, and installation will report progress in deployment of telematics systems to MCICOM, G-4 Transportation Services, providing the number of units installed and capturing this information in the Marine Corps FMIS. Regions, organizations, and installations shall use telematics to assist in mandatory FAST reporting and factor geolocation data into their VAM processes. Regions, organizations, and installation commanders will ensure that drivers do not tamper with or disable telematics devices. Tampering with telematics devices is considered a punishable offense and disciplinary action will be executed by the CO or supervisor.

7. Roles and Responsibilities. The roles and responsibilities of ADC I&L (LF), Regional and Base Commanders, and fleet managers are outlined below:

a. ADC I&L (LF) will:

(1) Coordinate with all fleet managers to establish an NTV Telematics Program for the Marine Corps and plan for funding, acquisition, and sustainment of the telematics devices.

(2) Obtain funding for telematics for MCICOM and MARFORRES.

(3) Maintain NTV Telematics Program oversight and review regional, program, and installation implementation status of telematics.

(4) Develop periodic telematics performance reports for review by senior leadership. The report will include metrics to determine NTV Telematics Program efficiency and identifies areas of success and areas needing improvement.

(5) Provide a report of data from subordinate commands to leadership.

(6) Provide written IG and G-4 inspection procedures, schedule, and checklist.

(7) Conduct periodic site visits that include in-brief and out-briefs

for commanders.

b. Commanders will:

(1) Coordinate Telematics guidance/policy with DC I&L and provide amplifying guidance as necessary.

(2) Establish and oversee Telematics Program development and implementation at each fleet location.

(3) Establish local SOP that further defines local telematics procedures that address issues unique to the activity.

(4) Identify and assign the appropriate staff that will be responsible for telematics data collection and analysis and provide the staff with the tools and resources required for data and incident reporting.

(5) Ensure fleet managers and stakeholders receive telematics training via the vendor's online training portal, in-person, or by other available means.

(6) Manage and execute disciplinary actions in response to poor driving behavior, vehicle incidents, vehicle misuse, and vehicle damage as reported by fleet management, including:

(a) Immediate payment or cost reimbursement to fleet management for vehicle damages (see reference (1)).

(b) Acceptance of non-payment consequences, i.e., loss of vehicle-use privileges and support.

(c) Delegate or administer personnel actions and/or punishment due to vehicle misuse.

(d) Delegate or administer remedial driving and choice theory behavior training to vehicle misuse offenders as determined by installation Traffic Safety Manager and the installation Road Master.

(7) Enforce regular coaching to drivers for both positive and negative driving behaviors. The fleet manager or their duly appointed coach is responsible for regular pre-departure coaching of assigned drivers as well as post-incident coaching and individual improvement plans for drivers.

(8) Enforce and execute disciplinary actions for negative driving behavior in conjunction with fleet managers, road masters, safety managers, civilian supervisors, and OIC/SNCOICs including:

(a) Issue of tickets for driving violations.

(b) Enforcement of driving school attendance following road master citations.

(c) Revocation of driving rights until driving school requirements are completed.

(9) Implement a system of billing organizations/commands to recoup

costs associated with telematics-captured accidents, incidents, and inefficient operation of vehicles per reference (1).

(10) Review report data and provide qualitative feedback on program successes and challenges.

c. Regional fleet managers will:

(1) Provide comprehensive vehicle damage and repair cost reports to commanders and managers from incidents involving command personnel.

(2) Provide a quarterly (as needed basis from MCICOM) telematics data rollup report to MCICOM G-4 by the last day of each FY quarter. The report will include:

(a) A complete breakdown of installations and Commands contained in the report.

(b) Total miles driven, fuel issued, and fuel consumed at the regional level.

(c) Percentage of miles driven compared to fuel issued (indication of loss) per region.

(d) Total number of mishaps, total mishap events that caused damage, and total cost of damage at the regional level.

(e) Report of mishap damage and cost recovery from owning commands.

(f) Significant trends identified by the Regional fleet manager.

(3) Identify fleet utilization trends at the installation level including under-utilization, excess mileage driven, maintenance issues, etc. and provide recommendations for resolution of identified issues.

d. Installation fleet managers will:

(1) Coordinate with safety to conduct annual training on the proper utilization of telematics to support safe driving behavior.

(2) Report all instances of misuse to the commander (i.e., speeding, hard breaking, and accidents) for enforcement of disciplinary action.

(3) Report all costs associated with vehicle damage to the commander and unit commanders and recover payment for damage to vehicles.

(4) Review telematics data and provide quarterly reports to MCICOM in accordance with Section X011 below.

8. Data Access. Regions, organizations, and installations will work with the local telematics vendor to obtain access to online databases and familiarize themselves with telematics data reporting and analytical capabilities.

9. Data Sharing. Regions, organizations, and installations will provide MCICOM G-4 with access to their telematics management information systems (typically Internet-based systems).

10. Data Assessment. Regions, organizations, and installations will analyze telematics data on a regular basis and identify areas for fleet operational improvements and further analysis to identify trends, challenges, and opportunities for improvement.

11. Data Collection. DC I&L (LF) has identified key data points that fleets will gather to measure the impact of telematics implementation. Fleet managers will strive to maximize the utilization of their systems. Below are the minimum data requirements that must be part of any telematics systems installed on Marine Corps vehicles.

a. Dispatch - mileage, route, and individual trip data:

(1) Actual miles traveled per mission trip

(2) Number of trips per day

b. Safety - unsafe driver behavior:

(1) Number of vehicle accidents

(2) Number of instances where the vehicle operator has not engaged in proper seatbelt use

(3) Number of speeding events greater than 10 miles per hour above the posted speed limit

(4) Video recordings of incidents (i.e. for photo or video capable devices only)

c. Fuel - idling data (minutes of engine idling per vehicle that exceeds five minutes), inefficient driving (e.g., rapid acceleration, miles per gallon)

d. Fleet Management - vehicle utilization, GPS tracking and geo-fencing, diagnostic-based PM notifications. Below are the minimum reporting requirements:

(1) Number of vehicles that traveled less than 1,500 miles

(2) GPS tracking for planned routing

(3) Diagnostic-based PM notifications

e. Video-based telematics systems will be included as part of the Telematics Program. Video telematics systems retain recordings of vehicle operation only when a vehicle collision or aggressive driving event occurs. The scope of telematics capabilities and the presence of cameras in government vehicles has been coordinated with labor relations.

## 12. Data Reporting

a. Regions, organizations, and installations will work with the local telematics solutions provider to provide MCICOM G-4 with telematics data reports, as requested.

b. Regions, organizations, and installations will collect, aggregate, analyze, and report telematics data on a regular basis for performance tracking at the installation, regional, and headquarter level. Installations will aggregate telematics data into an installation-level report and provide to the regional fleet manager. The installation-level report must, at minimum, meet the needs of the regional-level report. The regional-level report will be used to brief regional fleet challenges, successes, and issues to MCICOM G-4 for resolutions including, but not limited to, funding actions, acquisition decisions, authorization actions, and management decisions. Required data for regional reporting includes, but is not limited to:

- (1) Number of Dispatched Vehicles
- (2) Annual Estimated Trip Mileage
- (3) Annual Actual Mileage Driven
- (4) Number of Collisions Recorded
- (5) Number of Unbelted Events
- (6) Number of Speeding Events
- (7) Number of vehicles with under 1500 miles travelled
- (8) Annual Cost of Damage Repair
- (9) Annual Cost of Fuel Usage

c. MCICOM G-4 will provide regions, organizations, and installations with a template to report fleet analytics and telematics activities. Regions, organizations, and installations will populate and validate the report data and provide qualitative feedback on program successes and challenges. MCICOM G-4 will use this data obtained from the fleet to brief senior leadership and other relevant parties on the findings and trends of the Telematics Program.

## 13. Reporting, Reutilization, and Disposal

a. Regions, organizations, and installations will follow the reporting, reutilization, and disposal of excess telematics devices per reference (as).

b. MCICOM G-4 will provide additional instructions for those who do not have access to the proper government reutilization and disposal channels, including transfer and donation, of excess government property.

APPENDIX A

Glossary of Acronyms and Abbreviations

ADC I&L (LF)	Assistant Deputy Commandant, Installations and Logistics (Facilities)
AFFF	Aqueous Film Forming Foam
AFV	Alternative Fuel Vehicle
ARFF	Aircraft Rescue and Firefighting
CDL	Commercial Driver's License
CM	Corrective Maintenance
CMC	Commandant of the Marine Corps
CO	Commanding Officer
COR	Contracting Officer's Representative
CPV	Commercial Passenger Vehicles
DC I&L	Deputy Commandant, Installations and Logistics
DC I&L (LF)	Deputy Commandant, Installations and Logistics (Facilities)
DLA	Defense Logistics Agency
DLA-DS	Defense Logistics Agency Disposition Services
DoD	Department of Defense
DOE	Department of Energy
DON/AA	Department of the Navy/Assistant for Administration
DON	Department of the Navy
DPAS	Defense Property Accountability System
DRMD	Directives and Records Management Division
EFR	Expeditionary Fire Rescue
EISA	Energy Independence Security Act
EPAct	Energy Policy Act
EV	Electric Vehicle
FAST	Federal Automotive Statistical Tool
FedRAMP	Federal Risk and Authorization Management Program
F&ES	Fire and Emergency Services
FMIS	Fleet Management Information System
FMVRS	Federal Motor Vehicle Registration System
FY	Fiscal Year
GMEE	Garrison Mobile Engineer Equipment
GME	Garrison Mobile Equipment
GPS	Global Positioning System
GSA	General Services Administration
GVWR	Gross Vehicle Weight Rating
HAZMAT	Hazardous Materials
HQMC	Headquarters Marine Corps
IG	Inspector General
IUID	Item Unique Identification
KSD	Key Supporting Document
LD	Light Duty
LFS-2	Logistics Facilities Services
LSEV	Low-Speed Electric Vehicle
MARFORRES	Marine Forces Reserve
MCICOM	Marine Corps Installations Command
MCOC	Marine Corps Operations Center
MD	Medium Duty
MEF	Marine Expeditionary Force

MHE	Material Handling Equipment
MOA	Modification of Allowance
MSS	Mid-Size Sedans
MVR	Motor Vehicle Record
NAF	Non-Appropriated Fund
NARA	National Archives and Records Administration
NAVFAC	Naval Facilities and Engineering Command
NDR	National Driver Register
NTV	Non-Tactical Vehicle
OCNUS	Outside Continental United States
OEM	Original Equipment Manufacturer
OF-346	Official Form 346
PEB	Pre-Expended Bin
PII	Personally Identifiable Information
PM	Preventative Maintenance
PMC	Procurement Marine Corps
POD	Permissible Operating Distance
POV	Privately Owned Vehicle
PPL	Prioritized Procurement List
PPM	Personal Property Manager
RO	Responsible Officer
SE	Supporting Establishment
SF	Standard Form
SM	Scheduled Maintenance
SOFA	Status of Forces Agreement
SOP	Standard Operating Procedures
SOS	Special Operating Stocks
SOU	Statement of Understanding
TDY/TAD	Temporary Duty/Temporary Additional Duty
TMDE	Test, Measurement, and Diagnostic Equipment
U.S.	United States
USMC	United States Marine Corps
VAM	Vehicle Allocation Methodology
VLP	Vehicle Lease Program

APPENDIX B

Annual Utilization Guidelines

Table B-1.--Annual Utilization Guidelines

NTV Classification	Gross Vehicle Weight Rating (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



APPENDIX C

Guidance for Conducting a Cost-Comparison Study

1. General

a. This appendix provides guidance for fleet managers to conduct the cost comparison study required per reference (a).

b. NTV lease provisions depend on whether a vehicle is GSA leased or commercially leased. The comparison should include the cost of acquiring, operating, and maintaining a Marine Corps owned NTV, a GSA leased NTV, and a commercially leased NTV. Procedures for determining aggregate monthly costs for each of these methods are outlined in the following paragraphs.

2. Department of Defense (DoD) Component-Owned Non-Tactical Vehicles (NTVs). The cost associated with this method of support includes the following elements:

a. Acquisition Cost Expressed by a Monthly Amortization Factor. This factor is determined by subtracting the NTVs residual value at the end of its economic life from the 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 Non-Tactical Vehicle (NTV) Operation and Maintenance. Included are fuel costs, repair part costs, commercial repairs, supplies, maintenance labor, and associated indirect overhead costs. Historical records, to include SF 82 report data, identify these costs and should be prorated on a monthly basis. A factor of one-half of the number used by GSA per vehicle per month can be used to estimate the indirect costs if the indirect overhead costs cannot be accurately identified. The total GSA factor should not be used since some overhead costs shall continue to exist for the DoD component even if leasing.

3. General Services Administration (GSA) Leased Vehicles. The costs associated with this method includes a standard monthly rate for each type of NTV and a mileage charge that varies by vehicle type and GSA region. Rates and charges can be obtained from the local GSA Fleet Management Center servicing the installation or activity or from the GSA Fleet Management Division. GSA charges normally include the fuel costs, maintenance, and replacement. No additional costs are included unless auxiliary equipment is requested. GSA uses a dry rate without fuel and/or maintenance in some cases.

4. Commercially Leased Vehicles. The provisions in commercially leased contracts may vary. This method includes monthly quoted lease charges plus any mileage charges that may be a part of the lease rate at a minimum. Include fuel costs and maintenance costs.

APPENDIX D

License Requirements

Table D-1.--License Requirements

NTV Type/Class	Personnel License Requirements		
	Military	Civilian	Contractor (with authority written in contract)
NTVs 26,000 lbs. (GVWR) or less, 15 passengers or less	State License	State License	State License
Medical Certification required for all categories below, per applicable regulations.			
16 passengers or more (including driver), Trucks over 26,000 lbs., Combinations over 10,000 lbs. (GVWR)	OF-346 with applicable endorsement and State License	CDL or OF-346 with applicable endorsements and State License	CDL with endorsement
Special Purpose NTVs: - Boom/Bucket Trucks - Aerial Work Platform - Garbage/Sweeper Trucks - Dump Trucks - Comm/Walk-In Vans	OF-346 with applicable endorsements and State License	CDL or OF-346 with applicable endorsements	CDL with applicable endorsements
Non-Tactical Equipment: - MHE, - Weight handling equipment, - Engineering equipment, - Construction Equipment	OF-346 with applicable endorsements and State License	OF-346 with applicable endorsements or Applicable Commercial Certification, and State License	Applicable Commercial Certification and State License
NTVs/Equipment of any type with HAZMAT/Explosives	OF-346 with equipment and HAZMAT endorsements and State License	CDL or OF-346 with equipment and HAZMAT endorsements	CDL or Applicable Certification with HAZMAT endorsement
Emergency Response	OF-346 with applicable endorsements and State License	CDL or OF-346 with applicable endorsements	N/A

NOTES: (1) Personnel operating NTVs OCONUS (Australia, Japan, Korea, Thailand, etc.) are required to possess an OF-346 with the proper region SOFA endorsement, and either a SOFA license or a valid state driver's license for all vehicle types and class, regardless of GVWR or passenger capacity. (2) Training requirements for personnel operating aerial work platforms are in reference (at). (3) Driver's Improvement Course Certificate for personnel under the age of 26 per reference (r).

APPENDIX E

Fair Wear and Tear Determination Guide

1. General. The Fair Wear and Tear Determination Guide is for fleet managers when returning GSA leased NTVs to GSA.

2. Accessories

a. Return all equipment originally supplied at the contract period's end.

b. Remove installed accessories (radios or car telephones) prior to turn in. Repair any holes or damage.

c. Remove stickers, labels, signs, or markings affixed to the NTV bodywork or glass. Any damage caused by removal shall be charged to the user.

d. Return all keys and the appropriate key fobs in working condition if the locking system is remote.

e. The NTV OEM security system should be intact and operational. Any key or fob necessary for operation shall be returned.

3. Exterior. Paintwork should be free from major abrasions (more than 1/2 inch in length) and have good gloss and color.

a. Professionally repair exterior damage when it occurs and meet manufacturer corrosion control standards.

b. Obvious evidence of repair including color mismatch or panel misalignment is unacceptable.

c. Minor dents (up to 1/8 inch in circumference) are acceptable if the paint surface has not been penetrated through to bare metal or corroded. A single panel with multiple dents should be repaired or replaced.

d. Small areas chipping and light scratches (up to 1/2 inch in length) are acceptable, relative to the vehicle's age and mileage, if they have not penetrated through to the bare metal or caused corrosion. Apply touch up paint where stone chippings have penetrated the metal to prevent further deterioration.

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

4. Window Glass

a. Cracks or damage within the driver's sight line are prohibited and require windshield replacement. The windshield shall be able to pass a roadworthy inspection.

b. Relatively minor repairs using resin impregnation is acceptable.

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

5. Lights, Glass, and Lens. Lights shall be in working condition. Minor scuff marks or scratches are acceptable. Holes or cracks in the glass, plastic covers, or light units are not acceptable.

6. Interior

a. The interior should be clean with no visible burns, tears, or permanent staining to the seats, headliner, and carpet. Wear and soiling through normal use are acceptable. Repair loose stitching as required.

b. Luggage and cargo area surface scoring and light blemishes through normal use are acceptable. Floor coverings and trim panels should not be torn or split.

c. A reasonable amount of scuffing to the door and luggage area treads and sills is acceptable provided paintwork is not damaged to bare metal and seals are not torn.

d. Controls shall be intact and operate correctly.

e. Report odometer alterations. Unauthorized odometer changes are unacceptable.

f. Normal wear on the doors and other seals are acceptable. Evidence of neglect or misuse is unacceptable.

7. Underside

a. Minor dents and deformation, such as stone damage, is acceptable if it has not caused major corrosion.

b. Suspected large impact damage should be investigated and corrected professionally. This is considered significant damage or distortion to the chassis and is not acceptable.

8. Exhaust System. Should be undamaged, properly suspended, and in efficient working order.

9. Wheels and Wheel Trim

a. Dents or damage to the rim or main body of the wheels are not acceptable. Minor scuffing through normal wear is acceptable.

b. Ensure mud flaps are intact and attached if standard equipment.

c. Confirm spare wheel, jack, and tools are stowed and in working order.

d. Meet Department of Transportation requirements and comply with manufacturer's tire type, size, and speed rating recommendations for tires and spares.

e. Obvious damage to sidewalls or tread caused by misuse is unacceptable.

10. Mechanical Condition. The following examples are conditions usually caused by neglect or misuse and are not regarded as normal wear and tear.

- a. Grooved brake discs caused by metal-to-metal contact.
- b. Engine seizure due insufficient coolant, lubrication oil, and/or with other broken internal components.
- c. Transmission slipping, erratic gear changing, clutch slipping, noisy transmission, or ineffective synchromesh.

APPENDIX F

License Plates



Figure F-1.--Cargo and Passenger License Plate



Figure F-2.--Trailer License Plate

APPENDIX G

One-Time Repair Determinations

Table G-1.--One-Time Repair Determinations

		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.



APPENDIX H

Non-Tactical Vehicles (NTVs) Life Expectancy

Table H-1.--Non-Tactical Vehicles (NTVs) Life Expectancy

Item	Years	Miles
Ambulances, All	10	90,000
Sedan, All (Includes Kit Ready Sedans)	10	90,000
Sedan, Modified	12	100,000
Station Wagon, All	10	90,000
Bus, Body on Chassis, to 37 adult pax	10	90,000
Bus, Body on Chassis, over 37 adult pax	12	150,000
Bus, Integral	15	300,000
Fire Truck (Aerial & Quint)	20	N/A
Fire Truck (Pumper, ARFF, Mobile Water Supply, Type III)	15	N/A
Fire Truck (Rescue & Hazardous Material)	12	N/A
Truck, 1/4-3/4 Ton, under 7,000 (Carryalls, minivans, pickups, for example.)	10	90,000
Motorcycle	6	30,000
Scooter, (Miles N/A for electric scooter)*	5	12,000
Truck and Truck Tractor, 1 and 2 Ton, 7000 to 18,999 lbs. GVWR	10	96,000
Truck and Truck Tractor, 2 1/2 to 4 Ton, 19,000 to 23,999 lbs. GVWR	10	108,000
Truck and Truck Tractor, 5 to 10 Ton, 24,000 to 39,999 lbs. GVWR	12	150,000
Truck and Truck Tractor, 11 Ton and over, 40,000 lbs. and up GVWR	12	300,000
Trailers and Semi-Trailers: General Use	20	N/A
Trailers and Semi-Trailers: Tank (all types)	15	N/A
Trailers and Semi-Trailers: Mechanical Elevating or Lifting Type Bodies	10	N/A

NOTE: Scooter is a two-wheeled, three-wheeled, or four-wheeled motorized vehicle like a motorcycle but does not have the same speed or range. Scooters are not classified as LSEVs or vehicles like Gators.