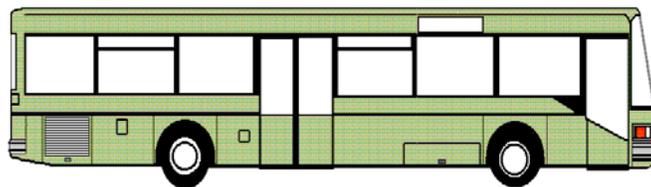


**409TH BASE SUPPORT BATTALION  
TRANSPORTATION MOTOR POOL**

**Grafenwoehr & Vilseck**

**STANDARD OPERATING PROCEDURE  
(SOP)**



**DEPARTMENT OF THE ARMY**  
**409TH BASE SUPPORT BATTALION**  
UNIT 28138  
APO AE 09112

AETTV-SB-LOG

22 March 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 409th Base Support Battalion (BSB) Transportation Motor Pool (TMP) Standing Operating Procedures (SOP)

1. GENERAL:

a. This SOP establishes procedures that apply to routine recurring operational and administrative support to the 409th BSB. It will be used to standardize, simplify, and expedite operations. It will also provide for the rapid orientation of new personnel.

b. This SOP is designed to assist all units/activities who require TMP support. It is a vital reference tool that consolidates those DOD, DA, USAREUR, and ASG directives which commanders/Transportation Coordinators need to be aware of when receiving support from TMP.

c. The SOP is divided into chapters and may be revised based on changes in regulatory guidance. All SOP updates will be distributed to commanders and Transportation Coordinators. They may also be obtained from TMP.

2. OBJECTIVES:

a. To inform all units/activities within the 409th BSB area of the necessary procedures and policies involved in obtaining all types of TMP support.

b. To ensure all Non-tactical Vehicle (NTV) users understand their responsibilities in properly operating and maintaining assigned NTV's for their use.

c. To support all feasible official administrative military missions in the most responsible, efficient, and cost effective manner possible.

FRED JONES  
Transportation Officer

DISTRIBUTION:  
Commanders  
Unit Transportation Coordinator

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CHAPTER 1  
ORGANIZATION

1. TMP is organized as an activity within the Directorate of Logistics, under the Commander, 409th Base Support Battalion, control and technical supervision rests with the BSB Transportation Officer. Direct supervision over all phases of the TMP operation is a responsibility of the Transportation Operations Officer or his representative. His responsibilities include administration, operation, supply and inspection of all vehicles assigned to the TMP. He works directly under the BSB Transportation Officer.

2. The TMP's operation hours are as follows:

Dispatcher Office: Monday - Friday 0600 - 1800 Hrs  
Open German and American Holidays  
Unless otherwise stated

Admin Office: Monday - Thursday 0730 - 1200 & 1230 - 1600 Hrs  
Friday 0730 - 1200 & 1230 - 1430 Hrs

3. a. APO address: Transportation Motor Pool                      Transportation Motor Pool  
409th Base Support Battalion                      409th Base Support Battalion  
Unit 28130                      Unit 28130  
APO AE 09112                      APO AE 09114
- Civilian address: Transportation Motor Pool                      TMP Grafenwoehr  
Rose Barracks                      Gebaeuder 322  
92249 Vilseck                      Grafenwoehr Larger  
92655 Grafenwoehr
- b. Location: # 330 Rose Barracks, Vilseck  
Location: # 322 Grafenwoehr Caserne
- c. Telephone numbers: DSN 476-2831  
DSN 475-8304

**Grafenwoehr**

Chief, TMP                      475-6223  
Dispatcher                      475-8304  
Work Order section                      475-6994  
POL Clerk                      475-8314  
Fuel Point                      475-6569  
FAX                      475-6722

**Vilseck**

Chief                      476-2931  
Dispatcher                      476-2831  
Motor Pool Clerks                      476-2346  
FAX                      476-2508

## CHAPTER 2 TRANSPORTATION COORDINATOR

1. All units/activities receiving transportation support from TMP must appoint a Primary and Alternate Transportation Coordinator in writing on a memorandum to serve as the liaison between the TMP and the using unit/activity (see Annex A). Transportation Coordinators should be of the grade E-6 or above and have a working knowledge of all routine transportation requirements of their unit. They should familiarize themselves with TMP policies and procedures outlined in this SOP and disseminate necessary information to other unit personnel (i.e., commander, NTV operators). Transportation Coordinators should review, coordinate, and consolidate all unit requirements to include:

Annex A. Transportation Requests

Annex B. Recurring dispatch NTV justifications.

Annex C. Appointments for unit road testing and bus driver training.

- Ensuring all transportation forms outlined in the Equipment Record Folder are properly completed.

- Monitor and manage authorized units NTV mileage allocation.

2. Information required for Primary and Alternate Transportation Coordinators:

a. Unit/activity and telephone number.

b. Name and rank.

c. Social Security Number.

d. Commander's signature.

3. TMP will only accept Transportation Requests signed by the units appointed Transportation Coordinator or appointed Alternate Transportation Coordinator.

## CHAPTER 3 OFFICIAL USE POLICY

1. The use of NTV's shall be restricted to official purposes only. Unofficial use of military vehicles is strictly prohibited and will not be tolerated. Official use constitutes travel that is essential to successful completion of the military mission and consistent with the purpose for which the vehicle was acquired. Determination of whether a particular use is for official purposes is a matter of administrative discretion to be exercised by the BSB Commander. The official user of the vehicle (senior occupant) is responsible for its safe and proper operation while it is dispatched and until it is released from his responsibility by the proper notation on the trip ticket.
2. Even though transportation support is authorized, regulations may require that the user provide reimbursement for the transportation support. The following are authorized use of military vehicles:
  - a. Transportation required for any official business.
  - b. Support of individual soldier obligations (e.g., Finance PAC, medical/dental appointments).
  - c. Transportation for military and civilian personnel officially participating in public ceremonies, parades, and military field demonstration, or for functions related to the user's position as opposed to his person (e.g., the Commander attending a German/American reception).
  - d. Transportation for authorized group activities when the BSB Commander decides that failure to do so would have an adverse effect on the morale of the service members (i.e., athletic teams representing the community, and MWR programs). Service cannot be provided to the exclusion of mission needs. Using an NTV to take family members to training sites may be authorized. The purpose of the trip must be more than socializing. There should be a formal program developed for the trip to make it clear that the purpose of the visit is to help the family members understand the training purpose of the sponsor's mission in the field.
  - e. Transportation to charitable, welfare functions having an impact on US personnel welfare and morale and/or functions embellishing the US image in the eyes of the host nation is considered official business. Military spouses may be provided transportation to attend these activities (i.e., Kinderheim sponsorship and Red Cross Volunteer duty.)
  - f. Transportation for enlisted personnel between troop billets (not family housing or BEQ) and work areas.

g. Transportation may be provided between lodgings and duty stations for personnel on temporary duty, when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the furnishing of transportation by DOD motor vehicles. Use of military vehicles in such cases shall always be predicated on need, distance involved, and other conditions, which justify their use. When an adequate military bus system is in operation, the use of any individual motor vehicle is prohibited.

3. Military vehicles will not be used for:

a. Domicile to duty unless specifically approved by the Department of the Army. Military vehicles are not authorized for transporting personnel over all or any part of the route between their domicile and places of employment. This includes taking a military vehicle home to "pick up a military person or item". USAREUR guidance states that providing an NTV to take officers routinely from their quarters to a unit hail and farewell may be perceived as violating the "domicile-to-duty" prohibition. Accordingly, the practice should be avoided. A "gathering site" may not be used as a subterfuge to avoid the prohibition.

b. Transportation when the justification is based on reasons of rank, prestige, or personal convenience. There is no authority for providing an NTV to private organizations to go on shopping trips.

c. Transportation to, from, or between locations for the purpose of conducting personal business or engaging in other activities of a personal nature. Travel to or from an AAFES facility, commissary, civilian-eating establishment, civilian stores, or to any economy/government housing is assumed to be for personal business.

d. NTV's will not be used in tactical/field operations, in off-road operations or on unimproved dirt roads, except for those vehicles specifically designated for transition to war.

CHAPTER 4  
TYPES OF NTV SUPPORT

1. On-call Dispatch (Class C):

a. This service is for units/activities who require an NTV for a short period of time, usually not longer than one duty day. The Transportation Coordinator will request this type of support for the unit with a Transportation Request, AETT FL 58-1B Form .

b. Request for NTV's will be submitted in duplicate at least three working days prior to the date support is required. Request for bus support will be submitted a minimum of ten (10) calendar days before the date needed. Telephonic request will not be accepted, except in emergency situation and must be followed up by a written request prior to the vehicle being dispatched or as soon as possible. Request of the same priority will be approved on a first come, first served basis. The TMP will make a telephonic confirmation or denial of the request as soon as possible, but not later than one (1) day prior to the date the NTV support is needed (three days prior for bus support).

c. Unless previously coordinated with TMP, all vehicles not picked up by 0900 of the day requested, will be used to fulfill other commitments. Statement of non-availability can be obtained from TMP on the Transportation Request.

d. Taxi service is not available.

2. NTV - Recurring Dispatch (Class B):

a. This type of NTV support is required every day by the unit/activity and can only be approved by the BSB Commander or his designated representative, the BSB Transportation Officer (TO). The NTV recurring dispatch needs are reviewed monthly, as a minimum, by the T.O. The NTV allocations are decided based on justifications submitted by the unit/activity Transportation Coordinator. Valid justifications substantiate the TMP fleet, as well as provide the documentation necessary to request an increase to the TMP Table of Distribution and Allowances. By regulation, USAREUR goal is to have no more than 50 % of the NTV fleet on recurring dispatch.

b. A request for Class B, recurring dispatch, must be submitted for each vehicle required. Request must be separately justified. Copied justifications will be returned to the unit/activity for clarification and proper documentation. Request will be as detailed as possible, using the form shown in TAB B, available from TMP. Request must reference any regulation, support agreement, or other documentation that directs NTV support. A copy of the reference should be attached to the request. Justification must be submitted annually at the date specified by special announcement (usual by mid December).

c. Recurring dispatches are subject to review by the TO for proper utilization. Proper utilization includes using the vehicle for official business on available workdays, keeping the vehicle clean inside and out, and ensuring that the vehicle is turned in for scheduled services on time.

d. Unless previously coordinated with TMP, all vehicles not picked up by 0900 of the day requested, will be used to fulfill other commitments.

### 3. Annual Mileage Allocation:

a. IAW USAREUR policy each unit will receive a mileage allocation each fiscal year, which will be based on the unit's historical mileage accumulation. All trips by this unit with assigned NTV's and vehicles from the general dispatch fleet will be charged against this allocation.

b. TMP will provide unit commanders with a monthly update and will ask units to return the NTV's to the TMP if mileage allocation is exceeded. Unit commanders and Transportation Coordinators are responsible to monitor and manage mileage and take appropriate actions when necessary (consolidate trips, cancel unnecessary runs, enforce official use only, etc.).

### 4. Vehicle Rotation:

a. The TO may periodically rotate vehicles to assure equitable mileage accumulation of all types of vehicles by year group, regardless of the type of dispatch. Rotation will be at the discretion of the TMP supervisory personnel IAW DA, USAREUR, ASG and IFMS standards.

b. All vehicles will be examined by, accumulated mileage, year group, and degree of use. Normally, vehicles within 33% of the average mileage for a particular type and year will not be rotated. Rotation will be executed by the truck-master throughout the year, but primarily after compiling quarterly statistics.

c. The following vehicles will be evaluated separately from the general NTV fleet due to special equipment, markings or mission considerations:

- (1) Specially painted or equipped vehicles.
- (2) Military Police and MPI vehicles.
- (3) Emergency vehicles.
- (4) Fuel trucks.

d. The truck master will coordinate rotation between pairs of vehicles at a mutually convenient time. Rotation may also occur incident to maintenance or daily dispatch procedures. Activities whose use of a vehicle is significantly above or below average can expect to be targeted for vehicle rotation more often than users who accumulate mileage close to the norm for that vehicle each quarter.

#### 5. Military Bus Support Priorities:

- a. Support of community scheduled activities bus service.
- b. Events designated by the BSB Commander (i.e., troop movements, change of command, parade).
- c. Support of military athletic teams representing the entire 409th BSB.
- d. Support of unit sponsored moral, welfare, religious and recreational activities designed for the primary purpose of military member involvement.
- e. Support of community organizations (not prioritized):
  - (1) Support of authorized, organized and supervised recreational welfare and morale-building activities arranged for the benefit of DA personnel (i.e., USO shows and show band).
  - (2) Support of religious services primarily designated for family member activity.
  - (3) Boy/Girl Scout groups when authorized support by the BSB Commander.
  - (4) Support of YA youth organizations, when authorized by the BSB Commander.

## 6. Rhein Main Travel Policy:

a. If you are a valid ID Card holder, active duty, retired, or family member, you can ride the commercial bus provided by the Replacement Detachment. You must have your ID Card in your possession when boarding the bus at the scheduled time. Passage on the bus is on a space available base; however, there is almost always room.

b. Passenger priority is given first to personnel on PCS and emergency leave, second to new replacement personnel arriving in country, then to all others, as space is available. Questions concerning the schedule and operation of the bus can be directed to the 64th Replacement Detachment, DSN 330-7414/7418/7419.

c. NTV's are not authorized to be used for transportation to and from airports in conjunction with PCS/ETS or TDY travel.

## 7. Scheduled Activity Bus Service:

a. Scheduled activity (shuttle bus) service is limited to official business travel between offices and work sites only during normal duty hours (current schedule enclosed, see Annex F-1).

b. Military and civilian employees on official business have priority. Family members can ride on a space available basis. Due to safety requirements no passengers can remain standing. When bus becomes overcrowded, all riders not on official business will be asked to leave the bus. Also, bulky items such as bicycles or strollers and pets cannot be transported.

CHAPTER 5  
COMMERCIAL VEHICLE SUPPORT

1. Leased Vehicles:

a. The leasing of commercial vehicles, when approved, is a viable alternative when dealing with NTV shortages or temporary peak demands. Since leasing is an expensive alternative, approval will be given only as a last resort. Instead, the ASG is considering supporting peak NTV requirements with vehicles that show a poor utilization rate. It is therefore essential for all units/activities to fully utilize assigned NTV's before requesting additional support.

b. When units do require additional NTV support, and there are no vehicles available at TMP, the unit must justify in detail why the NTV is needed and why NTV's already assigned to the unit cannot fulfill the additional mission.

c. This request to TMP includes:

- (1) The requesting unit/activity.
- (2) The number and type of NTV's requested.
- (3) Estimated number of passengers that require transportation and/or description of cargo (height, width, length, total weight).
- (4) Time period that transportation is required.
- (5) Impact if additional NTV transportation is not provided.
- (6) Certification of the agency/BSB/unit that internal redistribution of assets or use of reimbursable commercial transportation has been considered.
- (7) Explanation of why options are not practical, nor sufficient to satisfy transportation requirements.
- (8) Availability and source of funds if leasing of NTV is necessary (PR&C).
- (9) Other appropriate/relevant information that details the need of additional NTV transportation. If this is classified data having an impact on transportation requirements, forward separately.

d. TMP will forward all requests for leasing commercial vehicles to the ASG for their decision. Long term leases over 90 days will be forwarded to USAREUR for approval

e. Requests for NTV supporting major corps/divisional/brigade exercises will be consolidated at division/separate brigade level and submitted 120 days prior to date required. All other individual requests for NTV support of training requirements (i.e., ARTEP, tank gunnery) will arrive NLT 70 days prior to date required.

f. Leasing in lieu of tactical vehicles requires HQ DA approval and is not encouraged. The NTV's are not to be used in tactical vehicle roles. Tactical vehicle shortages due to excessive NMCM/NMCS rates or insufficient TOE/MTOE authorizations/fills must be addressed to G-4 V Corps through staff/command channels.

g. Vehicles furnished under contract assume the status of government NTV's at the time they are accepted from the contractor. The vehicles will only be operated by individuals in possession of a military vehicle operator permit, valid for the type of vehicle being driven and require the same dispatch procedures as regular non-tactical vehicles.

**2. Commercially Contracted Buses:**

a. If the TMP must disapprove a unit bus request due to non-availability of assets or higher priority missions, the unit may request commercial bus support through their higher headquarters and the Military/Commercial Bus Section. This section is located in the Transportation Motor Pool, DOL Bldg. Grafenwoehr, DSN 475-6252. The proper channels to request this support depend on the purpose for which the bus is to be used and funding available.

b. 1ID units obtain a statement of non-availability on the Transportation Request from TMP. The unit submits this as a commercial bus request to the Division Transportation Officer (DTO) at least 21 days prior to the date required.

c. Non-divisional units obtain a statement of non-availability on the Transportation Request from TMP. The unit submits this as a commercial bus request to their S-4 in order to obtain a "fund cite". After the fund cite is obtained, the paperwork is taken to the Transportation Motor Pool, Military/Commercial Bus Section at least two weeks prior to the date required.

d. The statement of non-availability stamped on the Transportation Request appears as follows:

**DISAPPOVED DATE .....**

**NO VEHICLE AVAILABLE**

**SIGNATURE .....**

## CHAPTER 6 DISPATCHING PROCEDURES

### 1. General:

a. Hours of operation are 0600-1800 Monday - Friday, open on German and American holidays, unless otherwise announced.

b. All vehicles will be dispatched on a trip ticket, Equipment Utilization Record, and, Equipment Inspection and Maintenance Worksheet, issued by TMP. (see Annex C). After transcribing the necessary information to historical records, trip tickets will be destroyed, unless it is required to operate a vehicle each separate calendar date. Therefore, for extended dispatch more than one dispatch can be picked up when the vehicle is released depending upon the time frame the vehicle is required. A new annotation on the dispatch will be initiated with each new driver and each time the vehicle is driven. Closed out.

c. Daily Dispatch Record of Motor Vehicles is used to record the daily dispatch of vehicles from TMP. One month after all entries in column one (1) have been completed, the form will be destroyed.

d. When picking up the vehicle, the operator will report to the dispatcher, obtain forms, the vehicle keys, and present an SF 46 or OF 346, Vehicle Operator Identification Card, validated for the type of equipment to be driven. The motor pool supervisor is the final judge of the qualifications of a driver to operate a vehicle belonging to TMP. Vehicles shall not be dispatched to operators who are under the influence of drugs/alcohol. Operators of military vehicles are not authorized to consume alcoholic beverages during their tour of duty, or within 6 hours prior to reporting for duty.

e. Commanders/Transportation Coordinators are responsible for ensuring that NTV's assigned to their unit are properly dispatched. The NTV's on recurring Class B dispatch will show a valid dispatch for each possible utilization day. Vehicles not returned for dispatch on the day required will be considered "idle" that day and will be subject to being pulled from the using activity.

### 2. Trip Ticket:

Operators and Transportation Coordinators must pay particular attention to the following details:

a. Operators may need to be changed after the equipment is dispatched. The operator's supervisor/leader (OIC/NCOIC) will close out the first operator's entry. The supervisor/leader will log the in time in the action section for that operator. The new operator's name goes in the next operator block. The supervisor/leader will sign the next open dispatcher's signature block. This signature indicates that the operator is properly trained, licensed, physically and mentally qualified to operate the vehicle. An additional trip ticket will be provided in the event all operator blocks become filled.

b. "Report To:" The TMP prints the name of the person to whom the operator is to report. Give the rank, last name, and individual's unit. This person will be responsible for the equipment when in use (normally the appointed Transportation Coordinator).

c. "Destination:" Operators must specify the area, building, city/town, and Caserne destination. The operator must also be sure to list all places where the vehicle stops.

d. "Released By:" The person in charge of the equipment on dispatch signs in ink on the line showing the place where the vehicle was released to the operator for return to TMP. Normally, the person signing is an Officer or NCOIC. This person takes responsibility for the condition of the equipment and operator when released. When the driver is properly released at a location other than the motor pool, the driver will immediately return the vehicle to the motor pool by the most direct and safe route.

e. All operators must initial the before-during-after checklist also provided by the TMP. This will indicate that the operator has performed all required checks outlined in Chapter 7. Operators must also annotate POL received. The "Remarks" column can be used to list the number of passengers or weight of cargo, as applicable.

### 3. Extended Dispatches:

Extended dispatches are dispatches beyond 24 hours. They will be issued on a case-by-case basis. Vehicles dispatched for periods longer than 24 hours shall be provided a separate Trip Ticket to cover a period not to exceed 30 days. This may be necessary to accommodate units in field problems who cannot return to the TMP daily to dispatch the NTV. For these cases, the Transportation Coordinator will be in control of the vehicle. The Transportation Coordinator will ensure the NTV's are returned to TMP for scheduled maintenance as required.

### 4. Travel Outside Germany:

Travel with NTV outside of Germany must be approved by the ASG. The user calls the ASG at 475-7213 to obtain a control number. The user must have an official invitation from the government of the country to be entered. The following information must be provided to the ASG at the time of the call: driver name and rank, vehicle type and bumper number, date of travel, destination, purpose of trip and POC.

5. Fuel:

a. TMP POL stations are located as listed below:

Grafenwoehr, in the TMP, Bldg# 322

Vilseck, in the TMP Bldg# 330

Encoded fuel keys must be used when computerized fuel pumps are available/operational.

Unit commanders are required to turn in keys for deactivation once a vehicle is disposed of.

b. Military coupons for gasoline or diesel can be obtained whenever an NTV is dispatched beyond the range of the fuel tank capacity. Fuel coupons are picked up 0730-1530 Monday thru Thursday and 0730-1400 on Fridays, except German Holidays. Therefore coupons and dispatch may need to be obtained prior to the day for which the dispatch is issued. ESSO fuel coupons can be issue only to designated NTV's requiring ESSO fuel to prevent engine damage. The ESSO coupons are only good at ESSO Stations or AAFES stations in the Federal Republic of Germany. Most U.S. Installations have an automated fuel station, which will accept the encoded fuel key.

(1) Coupon Issue. The designated driver of the vehicle takes the dispatch to the TMP supply clerk with a memorandum requesting the amount of fuel and the destination of the trip. TMP supply clerk fills out AE Form 703-2J-R in duplicate (see Annex C). The driver verifies information on AE Form 703-2J-R and the number of coupons issued. The driver signs AE Form 703-2J-R. The supply clerk gives the driver one copy of form and fuel coupons. The fuel coupons are not transferable.

(2) Coupon Use. The fuel coupon is filled out only after fuel is received. Fuel Coupons will not be filled out prior to being used. Drivers with military USAREUR fuel coupons must ensure that the attendant at the gas station stamps or signs the AE Form 703-2J-R with the station's official stamp. Otherwise the fuel is considered unaccountable by the TMP.

(3) Coupon Completion. Drivers complete AE Form 703-2J-R with miles/km driven. Driver returns completed AE Form 703-2J-R and any unused coupons within 7 days of issue or NLT the date indicated. Failure to return coupons to TMP by date indicated will result in statement of charges or report of survey action against the driver. Driver may return coupons only to the TMP supply clerk or the TMP fleet manager. Coupons may not be returned to dispatcher nor left in the overnight dispatch/key drop box.

c. Fuel conservation is the responsibility of all Commanders, Transportation Coordinators and NTV operators.

(1) Planning. Schedule vehicles according to the load they will carry (i.e., a panel instead of a heavy truck for light load, if available). Do not carry unnecessary weight. An extra 200 pounds lowers gas mileage as much as one mile per gallon. Use mass

transportation systems (i.e., scheduled activity bus) whenever possible. Plan time and route of your trips to avoid rush hours and congested traffic. Slow driving with frequent starts and stops wastes fuel. Combine several short trips into one longer trip. During first mile or two in a cold car, you get only 30 to 40 percent of the mileage you will get when the engine is warm. Save trips by locating what you need by phone.

(2) Driving. Engine idling is unnecessary, wastes energy and creates air pollution. If you stop more than one minute, turn off the engine. Obey NTV speed limits posted on the dashboard. Ensure that cargo vehicles are loaded within their weight limitations and that the weight is evenly distributed.

(3) Maintenance. Watch for potential energy wasting malfunctions. The appropriate operator corrective action will be in itself added to fuel conservation. Ensure that tires are properly inflated to meet designated tire pressure standards. Scheduled maintenance is also important. Do not be late.

d. Gas stations operated by the TMP are available for NTV's, tactical vehicles for which their unit has established an account for reimbursement through ASG DRM and other vehicles as long as they present military fuel coupons. Other vehicles cannot refuel and will be issued two gallons only in emergency situations and will be instructed to proceed to the nearest tactical or commercial fuel station.

CHAPTER 7  
VEHICLE OPERATING PROCEDURES

1. Vehicle Operator Responsibilities and Duties:

It is essential that vehicle operators fully recognize and comply with the following:

- a. Possessing a valid US Government Motor Vehicle Operator's Identification Card, SF Form 46 or OF 346.
- b. Ensuring that a copy of SF Form 91 (Accident Reporting Form) is in the vehicle prior to leaving TMP. These forms are used to report all pertinent information at the scene of an accident. The forms will be completed and turned in to the dispatcher prior to the driver being released from responsibility for a vehicle.
- c. Accomplishing all before, during, and after operation checks as specified in Chapter 8.
- d. Complying with all safety precautions, speed limits, and local traffic regulations unless specifically directed otherwise by a German police traffic officer or the Military Police.
- e. Ensuring the security of the vehicle. Vehicles must be locked all the time when leaving the vehicle.
- f. Ensuring the vehicle contains sufficient fuel for the trip. In those instances when a full tank of fuel may not be sufficient to perform the round trip, the operator must obtain fuel coupons from TMP prior to departure.
- g. Ensuring that during the trip the Trip Ticket is continuously maintained for both on and off post dispatches, IAW DA Pam 738-750.
- h. Recording all deficiencies properly on DA Form 2404 or Trip Ticket as they are detected.
- i. Thoroughly cleaning the vehicle, both inside and out, prior to return to TMP. Vehicles on recurring dispatch or those not retained in TMP overnight will be cleaned before re-dispatch.
- j. Ensuring seat belts are serviceable and utilized by all persons riding in the vehicle.
- k. Ensuring that spare tire, jack, first aid kit and warning triangle are on hand

## 2. Senior Occupant:

The senior ranking occupant in any vehicle is considered to be the senior occupant of that vehicle.

It is the responsibility of the senior occupant to ensure that the vehicle is operated in a safe manner and in compliance with applicable civil and military regulations/laws. At no time will the senior occupant direct the operator to violate any of the above unless directed to do so by proper civil or Military Police authority. If at any time the driver is instructed to operate a vehicle in any manner contrary to the instructions of this SOP, the driver will tactfully advise the senior occupant of the provisions of this SOP. If the senior occupant persists in his directions, the driver will comply, but will report full details of the incident to the dispatcher or the Transportation Officer as soon as possible.

## 3. Casual Driver:

Casual drivers are personnel who designate someone else to perform before, during, or after operation maintenance checks/services. The "casual driver" status will be approved by the unit Motor Transportation Officer or designated representative based on a particular need (i.e., a responsible and demanding position or special assignment). In such cases, the casual driver will be responsible for ensuring his designee completes the required services and the vehicle is in a safe and serviceable operating condition before, during, and after operation.

## CHAPTER 8 DRIVER'S MAINTENANCE

### 1. Driver Operational Checks:

a. Vehicle operators are responsible for performing before, during, and after operation checks. This is vital since the operator must initial on the Trip Ticket, that the operator assumes full responsibility for the condition of the vehicle. EXAMPLE: A vehicle is dispatched for a 24-hour period and is driven by SGT Doe, then PFC Smith, and finally, SP4 Jones. Upon completion of the mission, SP4 Jones returns the vehicle to TMP. He notices a slight dent in the fender while doing his after operation checks. None of the drivers know how the dent occurred. Who is responsible? SP4 Jones, since he/she had initialed that he/she had performed the proper checks and had assumed control of the vehicle without reporting any fault on the DA Form 2404.

b. Each operator shall initial on the provided checklist to indicate he/she has performed all of the below checks:

(1) At a minimum, drivers will make the following checks before starting or operating the vehicle each day. Conduct a walk-around inspection of the vehicle, looking for exterior or interior damage, loose or missing components, and cleanliness of the vehicle. Check oil, coolant, and battery fluid level. Fill fluid levels to required limits, if necessary. Check battery connections for tightness and corrosion. Clean and tighten as necessary. Visually check all tires to ensure they have proper air pressure, tread depth, and no breaks, cuts or cracks. This includes the spare tire. If there is any doubt that tires are correct, see the Maintenance Section for assistance. Ensure all windows and mirrors are clean and not cracked or broken. Ensure safety equipment is inside the vehicle (seat belts, first aid kit, warning triangle). Ensure all gauges are operational. Check vehicle lighting system, to include operational brake lights and hazard warning lights

(2) Drivers will make the following checks during operations each day. Continuously check gauges for unusual readings and pay attention to unusual noises, vibrations, poor steering or other conditions, which may indicate a malfunction. Any vehicle running out of fuel may result in suspension or revocation of support to the unit concerned. Before departing for another destination, conduct walk-around inspection of the vehicle for damage that may have occurred while unattended at that location.

(3) Drivers will perform the following after completion of the trip, but prior to turning in the Trip Ticket to the dispatch office. Wash the exterior. Carwash coupons can be obtained thru the Admin Section at the Transportation Motor Pool. Clean the interior of the vehicle to include emptying ashtrays and sweeping it out. Check for interior damage. Ensure vehicle is full of fuel. Check oil and coolant levels. Check tires and lights. Conduct a walk-around inspection for exterior damage. Ensure the vehicle is secure. Note any discrepancies found in vehicle condition or operation on the Trip Ticket.

(4) No smoking, eating, or drinking (non-alcoholic beverage) is allowed by operators or passengers. If you must, stop take a break, smoke, eat or drink and then continue with your mission. Alcoholic beverages and driving do **NOT** go together.

## 2. Scheduled Maintenance Services:

a. All NTV's must receive scheduled maintenance services. These are performed by or coordinated through the Transportation Motor Pool. All services, including safety, lubrication, semiannual and annual, are critical to the safety and serviceability of the NTV. Scheduled maintenance service intervals depend on the type of NTV and the amount of mileage accumulated. Once a service is completed, the kilometer/mileage reading for the next service is annotated on the "service board" at the TMP.

b. Timeliness is critical. Commanders/Transportation Coordinators must ensure all NTV's are returned to the TMP for service within an allowable variance of 100 kilometers/miles, either before or after kilometer/mileage stated for service due. TMP personnel remind drivers of impending service deadlines with a notice on the Trip Ticket. Any NTV exceeding 100 kilometers/miles must be deadline until the scheduled maintenance is complete. Late delivery for service is abuse of US Government property and may result in withdrawal of the vehicle for its return to the general dispatch fleet.

c. All NTV's must be thoroughly clean before turn-in for service.

CHAPTER 9  
VEHICLE SECURITY AND SAFETY

1. Security Requirements:

The prescribed policy for the security of unattended NTV's is described below. Physical security of NTV's will be strictly enforced.

- a. Remove ignition key and lock vehicle when left unattended at any time. The official user is responsible for vehicles parked overnight outside of TMP fence.
- b. Tagging and identifying all ignition keys for each particular vehicle. The ignition keys shall be stored in a secured container, which shall be located in a secure area and accessible only to those individuals designated by the unit Motor Transportation Officer/Transportation Coordinator. The key container shall be maintained in such a manner that keys can be easily and immediately identified by vehicle.
- c. Ensure all keys pertaining to vehicles located in the vehicle park are secured through inventory of keys, at the end of each duty day by the individual who maintains them.
- d. All vehicles shall be secured at the end of the duty day. Check that all windows are shut (rolled up) and all doors are locked.
- e. Parking vehicles only where authorized and not in quarters or billet areas nor at the domicile of the user. When government facilities are not available, commercial parking facilities may be used when authorized and where the safety and security of the vehicles can be assured.

2. Operational Safety:

a. Fire Safety.

(1) Smoking in NTV's is prohibited. The NTV's are subject to be checked, if smoking has occurred adverse actions will follow.

(2) Prior to returning a vehicle, operator will inspect the interior for trash and other discarded materials in conjunction with after operation maintenance. Particular attention shall be given to seats, corners, and upholstered areas where such material could be lodged unnoticed.

(3) Flammable materials shall not be transported in the interior of vehicles.

(4) Sawdust, wood shavings, or other combustible material will not be used for absorbing or removing oil or grease.

b. Traffic Safety.

- (1) Obey traffic code, including watching for and obeying all signs and signals.
- (2) Watch for pedestrians.
- (3) Use common sense when passing - look well ahead.
- (4) Slow down when there is rain, snow or ice.
- (5) Adjust speed to road conditions. Posted speed limits are not always the safest.
- (6) Keep vehicle under control. Expect the unexpected and be prepared to stop.
- (7) Do not drive too fast when lights are dim or obscured.
- (8) Never take a chance. Give the right-of-way.

3. NTV Operations During Inclement Weather:

a. In the BSB area the Military Police determine whether road conditions are green, amber or red.

(1) **Green.** Fair weather and road conditions exist. No restrictions.

(2) **Amber.** Bad weather and road conditions exist to the extent that the operation of motor vehicles necessitates moderate risk; (i.e., road surface have slush, icy roads are sanded, visibility is reduced, roads are slippery in places, heavy rain, freezing rain or sleet). NTV's may only be dispatched with appropriate unit/activity commander's approval, when he/she determines the trip is mission essential. Trip ticket must be signed by the TMP dispatcher and marked as mission essential. If the dispatcher cannot approve trip ticket, then the driver must telephonically request a "Mission Essential" control number from the TMP by calling 475-3508.

(3) **Red.** Condition of roads is hazardous to the extent that the operation of motor vehicles necessitates emergency risk; (i.e., roads are covered with ice and snow or slush, roads are extremely slippery). NTV's may only be dispatched with specific approval of the BSB Commander. Users in the grade of O-6 and above will be permitted to travel at their own discretion. A vehicle having a dispatch approved for red road conditions and signed by an O-6 is eligible to travel at the operator's discretion. If the hazardous condition is the result of snow, all commercial design vehicles will be equipped with at least one of the following:

(a) Radial tires

(b) Snow tires

b. AST personnel post color plaques at Caserne gates to indicate road condition. The Military Police telephonically notify IMO personnel of the appropriate color code.

c. All military personnel authorized to drive NTV's will attend a Winter Driver Training Course annually, IAW USAREUR Reg 385-8. This training is to be conducted by the Unit Training Officer/NCO. For civilian personnel, the Safety Office is responsible to organize the Annual Winter Driver Training, which will be conducted by the Driver Testing Station.

#### 4. Emergency Actions for Drivers:

a. If the NTV (IFMS) breaks down, the driver shall move the vehicle to the right side of the street or autobahn, if possible, and turn on the vehicle's warning lights.

(1) Set up the highway-warning device 100 meters (or suitable distance) to the rear of the disabled vehicle.

(2) The driver shall walk to the nearest telephone and call the German Police or the nearest TMP.

(3) On German autobahns a direct line to the German Police is within 1 kilometer. If there is more than one person in the vehicle, one must stay with the vehicle. If alone, lock the vehicle before going to telephone.

(4) The following information must be given to the person you call in order to get help: your location including kilometer marker, direction of travel, type of vehicle, vehicle registration number, driver's unit and which TMP the vehicle is from, and general cause of breakdown, if known.

(5) All NTV's have an ADAC or SERVICE 24 wrecker contract to recover broken vehicles. For all vehicles call:

**Grafenwoehr** vehicles:

During duty hours (0600 – 1800 hrs): DSN 475-8304, CIV 09641-83-8304

after duty hours (1800 – 0600 hrs) call the MP Desk at DSN 475-8319,  
CIV 09641-83-8319.

**Vilseck** vehicles:

During duty hours (0600 – 1700 hrs): DSN 476-2831, CIV 09662-83-2831.

After duty hours (1700 – 0600 hrs) call the MP Desk at DSN 476-83-2490,  
CIV 09662-83-2490.

b. When a other than IFMS vehicle breaks down, the driver shall move the SPV to the right side at the road, street or autobahn, if possible turn on the warning/hazard lights on of the vehicle.

c. Set up the warning device approximately 100 meters to the rear of the disabled NTV.

d. On the German autobahn a direct line to the Police is within one (1) kilometer. If there is more than one (1) person in the NTV, one person **has to remain** with the vehicle. If there is only one person, lock and secure the vehicle before proceeding to a telephone.

e. The following information must be provided to the person you call in order to get help: Your location including kilometer marker, direction of travel, type of vehicle, registration number, drivers unit and which TMP the SPV is from, if known general cause of breakdown.

f. After calling the towing service, return immediately back to the vehicle and **wait** until the towing service arrives (approximately 30 - 60 minutes). You will turn over the car keys to the wrecker driver and don't forget to pick up your warning device.

**The driver is required to return to his vehicle and wait until recovery service has arrived.**

## 5. Accident Reporting

Every vehicle accident, regardless of how minor, shall be investigated by the Military Police / German Police and the TMP to determine circumstances and causes. SF 91 shown in TAB D shall be filled out and submitted to the TMP Accident Clerk not later than the next duty day after the accident. It is the responsibility of the user's supervisor to ensure that all forms are properly completed and submitted on time.

## CHAPTER 10 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS)

### 1. IFMS Information:

This chapter establishes the responsibilities, policies and operating procedures for use of IFMS Non-Tactical Vehicles (NTV) within the 100th Area Support Group (ASG) footprint. This chapter is designed to assist all units/activities that require use of IFMS NTV's and the 409th Base Support Battalion Transportation Motor Pool (TMP) support. This chapter applies to the 409th BSB customers and supported units who require NTV support.

### 2. General:

IFMS assumed control and management of the 409th BSB footprint (area of operation) and provides vehicle support necessary for the accomplishment of the mission.

### 3. IFMS Responsibilities:

a. General: IFMS provides basic fleet management and services, which supports the 409th Base Support Battalion.

b. Rental Rates: Rental rates will be charged as specified in the applicable IFMS rate bulletin. IFMS will develop and publish monthly rates annually, or more often if required. The rental rates include both a monthly base rate and mileage rate. For each IFMS vehicle, the monthly rate offsets operating expenses. The appropriate monthly and mileage rate will be assessed to recover expenses incurred in providing basic services. Additional charges will be assessed for accessory equipment as appropriate. The IFMS will provide monthly billing for these expenses.

c. Vehicle Transfer, Acquisition and Replacement: The IFMS will provide a comparable number of vehicles to the 100th ASG on long-term assignment. Vehicles that become excess to the needs of the 100th ASG will be utilized elsewhere or sold, as determined by IFMS. IFMS will coordinate replacement requirements with the 98th ASG Transportation Office and fill out authorized vehicle needs.

d. Maintenance and Repair Services: The IFMS agrees to pay charges for all authorized routine maintenance and repair services, to include towing and car washes, but excluding body and accident damage. The frequency of car washes is dependent on local conditions and is subject to limitation set by the local IFMS Manager. Towing as a result of an accident will be charged to the using unit if the authorized driver is found at fault. Pre-authorizations from the IFMS personnel will be required for all maintenance repairs that exceed \$150.00. The user will pay any charges associated with unauthorized repairs.

The 409th BSB TMP will schedule routine maintenance and repair. TMP will notify customers of scheduled maintenance. Approval must be obtained from the IFMS Grafenwoehr, prior to accomplishing maintenance or repair work that exceeds \$150.00

#### 4. 100th Area Support Responsibilities:

a. Fuel and Other Petroleum Products: Fuel and other petroleum will be obtained from the US Army on a reimbursable basis.

b. Replacements: If a IFMS vehicle is destroyed as a result of the user, the user unit will reimburse IFMS for the vehicle at the current fair market value in accordance with current IFMS policy.

c. Accidents and Vehicle Damage: The 409th BSB TMP will promptly investigate vehicle accidents. An accident report will be submitted to the IFMS within 10 working days following the accident. The user will continue to pay the monthly rental on vehicles during the period of investigation and subsequent accident repair. No action will be taken to repair, or strip parts from an IFMS vehicle until approval from IFMS. Accident vehicles remain under IFMS control during the investigation period. IFMS will authorize and facilitate necessary repairs to return damaged vehicles to service.

The user unit will pay all costs related to accident damage and improper vehicle use or care, except for:

(1) Damages resulting from the negligent or willful act of a party other than the user, and the identity of the party can be reasonably determined by accident report documents or qualified technician inspection.

(2) The damage was due to documented IFMS vehicle mechanical failure.

(3) The damage resulted from normal wear and tear.

d. Vehicle Licensing and Registration: The using unit will be responsible for obtaining any local license tags and cost related to additional vehicle inspection required to operate vehicles bearing Host Nation/local license tags. The 409th BSB TMP will provide IFMS with listing of vehicles that are operating with Host Nation/local tags.

e. Service Problems: The 409th BSB TMP will bring any service problems to the attention of the supporting IFMS and to the 100th ASG for solution.

## 5. Unit/Customer Responsibilities:

All units utilizing IFMS assets will adhere to the guidance sets forth in this SOP. All applicable regulations for accountability and management remain in effect. Changing the source of supply does not rescind regulatory management requirements. Units are required to manage their authorized NTV mileage allocation. The Army and supported activities are accountable for, and are providing the funding for rental of all IFMS NTV's. It is essential to continue to maintain accurate records on the use of these NTV's. Units are not authorized to make any modification or alteration to IFMS NTV's without written consent from IFMS. Any modification performed on an IFMS NTV (i.e. drilling holes for antenna, radios, tool boxes, etc.) is considered an alteration. All vehicles must be restored to the original configuration when return of the NTV to IFMS. The user unit will pay all costs associated with restoration.

## 6. Emergency Repair Service:

IFMS NTV's in need of emergency repair, and away from the home station, may be taken to commercial repair shop, AAFES, etc., for repair, as long as the cost of the repair does **NOT** exceed \$150.00. Exact guidance on emergency repair services will be placed in pouch located in the dashboard of the vehicle. After repair, the user unit must forward the emergency repair invoice and trip ticket to the 409th BSB TMP within 24 hours. Emergency repairs estimated to exceed \$150.00 would be promptly reported to the 409th BSB TMP. Under no circumstances will the user authorize repairs that exceed \$150.00 without the approval from IFMS.

## 7. Billing Procedures:

- a. All odometer readings will be done on the 20th of each month by the 409th BSB TMP.
- b. The 409th BSB TMP is responsible for recording all fuel issue for pumps and coupons. Required information will be reported to DRM, so IFMS can be billed for fuel used.
- c. Monthly invoices (rental and mileage charges) will be provided to the 409th BSB TMP by IFMS using a Billing Office Address Code (BOAC) and fund code, for invoice verification. Invoices will be distributed to each respective unit comptroller within two working days from the day of the receipt. The various comptroller offices will audit the fund certification and forward the invoice to the finance office responsible for making payments.

CHAPTER 11  
DRIVER TESTING STATION

1. Responsibilities:

a. The applicant's unit commander, or supervisor for civilians, will:

(1) Interview the applicant desiring a military license and will carefully screen his records to determine if he possesses the ability, judgment, and proper attitude to become a competent driver.

(2) Ensure the applicant has in his possession a DA Form 348, which is not dirty, torn, nor mutilated.

(3) Contact Driver Testing Station to establish an appointment for road testing the applicant, if necessary, (see TAB D).

b. Driver Testing Station will:

(1) Ensure that all requirements for POV or military testing and licensing are in accordance with all applicable regulations.

(2) Ensure that all applicants for POV/military license fulfill all the requirements for the respective license.

2. Military Testing:

a. All tests are standardized, IAW USAREUR Pam 190-34, Driver's Handbook and Examination Manual for Germany. Schedule of operation is in TAB E.

b. Applicant's for this test will be tested, IAW AR 385-55 w/USAREUR Suppl. 1, Safety; AR 600-55 w/ USAREUR Suppl. 1, Motor Vehicle Driver Selection, Testing and Licensing; USAREUR Pam 190-34, Driver's Handbook and Examination Manual for Germany; and 1st Infantry Division Driver Training SOP.

c. Personnel being tested for a military license must have received two hours orientation on the peculiarities and dangers of driving in Europe within the previous 90 days and have in their possession a DA Form 348, Driver Qualification Record. The Military Drivers Orientation is given at the Driver Testing Station. To have a DA Form 348 validated from a USAREUR POV License the military orientation must have been received within the previous 90 days. 1st Infantry Division Commanders have the authority to allow selected, experienced (previously licensed) individuals to demonstrate knowledge of program content and to be licensed on an accelerated basis. This authority will not be delegated below Battalion Commander level.

d. Battery II scores, Section IV of DA Form 348, must be filled in with Battery II test scores or a statement saying, IAW AR 600-55 Battery II test not required. A Battery II test is not required if personnel have a valid State driver's license or can show documented record of successful completion of either MDB I or MDB II test. The Driver Testing Station, Vilseck, DSN 476-2886, Grafenwoehr DSN 475-7214 do Battery II test.

e. During the period October and November, winter drivers training will be conducted for initial military license only. This must be shown on DA Form 348 in section III.

f. If an applicant fails the military test, he must have additional training IAW Para 11, USAREUR Suppl. 1 to AR 600-55. All additional training will be shown on DA Form 348 in section III with signature of Commander before returning to the testing station for retesting. Retesting will be not later than 15 days after the date of the last test.

### 3. POV Testing:

a. In an effort to more efficiently process the large number of applicants for POV license the Driver Orientation Course (valid for 90 days and a prerequisite to testing and licensing) is given every Tuesday. Drivers Testing Station is located at Bldg. 710 in Vilseck, Bldg 129B in Grafenwoehr.

b. All applicants applying for a USAREUR POV Operator's Permit must be 17 years of age or older (16 for a Learner's Permit) and must have attended a POV orientation in the peculiarities and dangers of driving in Europe. Driver Orientation is given at the Driver Testing Station, (see TAB D). This requirement must be fulfilled before the applicant can complete any other processing for licensing and must have been completed within 90 days of testing to be valid.

c. When an applicant has met all prerequisites and is ready for testing, he must obtain AE Form 190-IT from the Driver Testing Station. All tests are standardized IAW USAREUR Pam 190-34, Driver's Handbook and Examination Manual for Germany. Schedule of operation is in TAB E. All applicants must have in their possession a valid ID card and a driver's license that has been issued by or is recognized in a state, possession or territory of the United States or a military license issued by this command or another European command. Personnel not in possession of a license will be required to obtain a learner's permit.

d. Those with learner's permit's must have an instructor in the vehicle at all times or the permit will be revoked by the USAREUR Registry of Motor Vehicles. Holders of learner permits must successfully complete driver performance tests to be issued a regular license.

e. USAREUR Reg 190-1 requires that any applicant who fails any portion of any test twice within 14 days, will be required to wait 14 days prior to being re-tested. Cheating on any test will make the applicant ineligible for USAREUR license any subject to disciplinary or administrative action. All applicants must bring a check or money order for \$10.00 (NO CASH) to pay for a new license. Changes and/or corrections to a valid license are free of charge.

f. Application for an instructor permit is submitted in the same way as an application for a USAREUR POV license. Testing is not required for an instructor permit. Authorization to be an instructor will be indicated on the USAREUR POV license. Other criteria that an individual must meet to be issued an instructor permit are that the applicant must:

- (1) Be at least 21 years old.
- (2) Have a driving record that shows he/she is capable of instructing student drivers.
- (3) Have been driving in Germany at least six (6) months.
- (4) Applicant could not have had his/her POV license revoked or suspended within the preceding three years.

g. Prerequisites for a POV road test are successful completion of all POV testing requirements, possession of a learner permit issued from USAREUR, a completed copy of AE Form 190-1T, a check or money order for \$10.00, a registered POV, and a licensed instructor.

h. As a prerequisite for testing for a USAREUR motorcycle license in classes 1, 1b, 4, or 5, military, civilian personnel, and their family members must show evidence of having attended the 4-hour motorcycle orientation course. The motorcycle orientation course is given the 1st Friday of the month at the Drivers Testing Station at DSN 355-2829.

i. Road test for a motorcycle is done after completion of Motorcycle Orientation and passing the USAREUR Motorcycle Test. The operator must have a valid USAREUR POV License and a State license with a motorcycle endorsement when required. The testing station will then issue a temporary license for Class 1, 1b, or 4 for the road test. The temporary license will be valid for three days. Upon completion of the road test AE Form 190-1T/AE Form 3398 will be required and a check or money order for \$10.00.

#### 4. Bus License:

##### a. Individual/Unit Responsibilities:

(1) INDIVIDUAL EXPERIENCE required for Military Personnel before application for drivers permit to operate an Army owned bus below is the experience needed:

26 pax bus 2 1/2 ton or 5 ton truck cargo  
Experience: 6 months minimum in Europe

66 pax bus 5 ton tractor with semi trailer  
Experience: 6 months minimum in Europe

(2) INDIVIDUAL obtains a learner permit from Driver Testing Station.

(3) INDIVIDUAL obtains a memorandum from his/her commander stating completion of 40 hours instruction on the type of bus and by whom. Instructor must have a valid SF 46 for the type of bus by Drivers Testing Station

(4) INDIVIDUAL makes an appointment for a Road Test by calling 475-7214.

**ROAD TESTS ARE BY APPOINTMENT ONLY.**

(5) A unit requests and obtains a vehicle for Road Test from TMP.

##### b. Driver Testing Station's responsibilities are:

(1) Issues learner permit.

(2) Furnishes Road Tester by appointment.

(3) Issues operator permit for that type of vehicle (bus) upon completion of Road Test.

5. TMP License:

a. Each individual must bring DA Form 348 and an informal memorandum from the commander (or supervisor for civilians) requesting that individual be licensed for a commercial or non-tactical vehicle (NTV or AUV).

b. IAW AR 600-55 military personnel whose duties require them to operate Government owned or leased vehicles should have a valid civilian driver license issued by a state or U.S. possession (i.e., Virgin Islands, Puerto Rico, or Guam). Personnel who do not have a civilian license or whose license has been suspended or revoked may be authorized by their commander to operate a tactical vehicle in connection with military operation on or off post. However, this should be done only in exceptional circumstances based on military necessity. Personnel **will not** under **any** circumstances operate tactical vehicles for administrative purposes or operate any commercial type or NTV's.

6. Lost, Stolen, Special Issue License:

a. To apply for replacement of a lost or stolen USAREUR POV Operators License, obtain AE Form 190-1T and insure block #31 is signed by approving authority. Also, obtain a statement from the commander that the license was not suspended or revoked. Request written status of lost license from the PMO. Take all documents and a \$ 10 check or money order to the Drivers Testing Station to apply for replacement license.

b. Military members and members of the civilian component or family members possessing a valid German driver's license (Fuehrerschein) are not required to attend the Driver's Orientation Course, take the written examination, or the performance test to qualify for a USAREUR POV license. All applicants presenting a valid German License for class or classes of license requested and a completed AE Form 190-1T are still required to satisfactorily complete the eye exam. The applicants ID card and \$10 check or money order is necessary for the application to be processed.

## OFFICIAL USE OF NTVs

1. The use of Army owned or controlled non-tactical vehicles is restricted to official purposes only.

AR 58-1, paragraph 2-3 establishes guidance on official use.

2. Restrictions

a. Vehicles will not be provided when the justification is base solely on reasons of rank, position, prestige, or personal convenience.

b. Official motor vehicle transportation requirement do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulation(s).

c. Government vehicles must not be used for transportation to or parked at commissaries, post exchanges (including all concessions), bowling alleys, officer and clubs, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty travel (TDY).

d. NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment, unless specific prior authorization is received.

(1) This does not, however preclude movement of groups of soldiers between troop billets and duty areas when the commander determines that such movement is incident to the performance of duty. AR 58-1, paragraph 5-2 provides additional guidance on this issue.

(2) Additionally, domicile-to-domicile (D-T-D) transportation for certain groups of Army employees may be provided during public transit strikes, transportation stoppages, or emergency conditions. AR 58-1, Chapter 4 contains procedures to be followed when request for such transportation is initiated.

e. NTVs will not be used to transport Army personnel and their family members to, from, or between U.S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, non-tactical vehicles will not be used to transport personnel or to pickup or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, etc.

f. Army owned or controlled vehicles leased from General Services Administration (GSA) or commercial sources for BASOPS support will not be transported from any installation nor used by any unit for the purpose of augmenting TO&E equipment shortfalls for any deployments. Neither will NTVs be used for the storage of cargo for any deployment. Installation assets are procured or leased for the benefit of installation activities/agencies and not as a supplement to military equipment.

3. Violations of these provisions will result in termination of TMP support and prosecution by UCMJ action, under Articles 92 (Failure to obey order or regulation) and Article 121 (Larceny and wrongful appropriation).

## ANNEX A

A-1

## ANNEX A

ANNEX B

NON-TACTICAL VEHICLE JUSTIFICATION WORK SHEET

Page 1 of 3

Office Symbol: \_\_\_\_\_

Date:

MEMORANDUM FOR Commander, 409<sup>th</sup> BSB Vilseck, ATTN: AETTV-SB-LOG-T,

APO AE 09112

SUBJECT: Non-tactical Vehicle Recurring Dispatch Justification

1. Reference USAREUR Reg 58-1 and DOD Reg 4500.36R, the following justification for recurring dispatch of non-tactical vehicle(s) is submitted:

a. Name/Rank of Requestor: \_\_\_\_\_  
Tel.Nr. \_\_\_\_\_

b. Section; \_\_\_\_\_  
Bldg.Nr. \_\_\_\_\_

c. Unit: \_\_\_\_\_

d. Location (Kaserne/City): \_\_\_\_\_

e. Name of Commander/Supervisor: \_\_\_\_\_

2. Name/Rank of transportation coordinator (must be Bn/Staff Directorate

level: \_\_\_\_\_ Tel.Nr. \_\_\_\_\_

3. Type and bumper number of vehicle(s) currently on hand: \_\_\_\_\_  
\_\_\_\_\_

4. Type and number of vehicle(s) needed: \_\_\_\_\_

5. Average passengers/ amount of cargo to be carried per day:  
\_\_\_\_\_

6. Special requirements (lift, cargo area, etc.): \_\_\_\_\_



NON-TACTICAL VEHICLE JUSTIFICATION WORK SHEET  
Page 3 of 3

10. Justification must address why any other vehicles assigned to unit (if so) are not adequate for mission: \_\_\_\_\_

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11. Primary geographical area for vehicle operation (be specific about regularly visited destinations, by town and installation): \_\_\_\_\_

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12. Impact if NTY not provided, be specific about negative consequences: \_\_\_\_\_

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13. Reference and provide a copy of applicable pages of any regulations, support agreement or other documentation that specifically directs NTV support: \_\_\_\_\_

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14. Primary vehicle user if other than requestor:

- a. Name/Rank: \_\_\_\_\_
- b. Unit: \_\_\_\_\_  
Tel.Nr.: \_\_\_\_\_
- c. Location (Kaserne and city): \_\_\_\_\_
- d. APO: \_\_\_\_\_

15. Other information's (if not enough space, use white bond paper):

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Encl.: \_\_\_\_\_

Signature: \_\_\_\_\_



ANNEX C-2

<b>MOTOR VEHICLE ACCIDENT REPORT</b>	Please read the Privacy Act Statement on Page 3.	INSTRUCTIONS: Sections I thru III are filled out by the vehicle operator. Section IV, Items 72 thru 82c are filled out by the operator's supervisor. Sections 30 thru 33b are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$200.
<b>SECTION I - FEDERAL VEHICLE DATA</b>		
1. DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO. (STATE/ABR/AF/MS)
3. DATE OF ACCIDENT		4. WORK TELEPHONE NUMBER
5a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS		
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE (8) NAME
9. DESCRIBE VEHICLE DAMAGE		10. MODEL
11. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>SECTION II - OTHER VEHICLE DATA (Use Section VII if additional space is needed.)</b>		
12. DRIVER'S HOME (Last, first, middle)		13. DRIVER'S LICENSE (STATE/ABR/AF/MS)
14a. DRIVER'S WORK ADDRESS		14b. WORK TELEPHONE NUMBER
14c. DRIVER'S HOME ADDRESS		14c. HOME TELEPHONE NUMBER
15. DESCRIBE VEHICLE (MAKE)		17. ESTIMATED REPAIR COST \$
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE
21a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS		21. TAG NUMBER/STATE
22. VEHICLE IS: <input type="checkbox"/> OCCUPATIONAL LEASED <input type="checkbox"/> RENTAL, PRIVATELY OWNED		22a. POLICY NUMBER
23. OWNER'S ADDRESS		22b. TELEPHONE NUMBER
24. DRIVER'S NAME (Last, first, middle)		22c. TELEPHONE NUMBER
<b>SECTION III - KILLED OR INJURED (Use Section VII if additional space is needed.)</b>		
25. NAME (Last, first, middle)		27. SEX
26. ADDRESS		28. DATE OF BIRTH
29. MARK "X" IN TWO APPROPRIATE BOXES		
<input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> HELPER <input type="checkbox"/> FIC <input type="checkbox"/> OTHER (2)		
30. TRANSPORTED BY		31. TRANSPORTED TO
32. HOME (Last, first, middle)		33. SEX
33. ADDRESS		34. DATE OF BIRTH
35. MARK "X" IN TWO APPROPRIATE BOXES		
<input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> HELPER <input type="checkbox"/> FIC <input type="checkbox"/> OTHER (2)		
36. TRANSPORTED BY		37. TRANSPORTED TO
38. NAME OF STREET OR HIGHWAY		39. DIRECTION OF PEDESTRIAN (If other to NE corner, SW)
39. DIRECTION OF PEDESTRIAN (If other to NE corner, SW)		FROM TO
40. Pedestrian	41. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Walking, bicycling, etc., sign, against sign, signless, if walking, playing, working, etc.)	

Form 100-100-100  
Florida 100-100-100

01-110

STANDARD FORM 101, PAGE 1 (REV. 2-81)  
Prescribed Use - Form 100-100-100

**SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VII if additional space is needed.)**

DATE OF ACCIDENT: \_\_\_\_\_  
 TIME OF ACCIDENT: \_\_\_\_\_  
 AM \_\_\_\_\_  
 PM \_\_\_\_\_

48. PLACE OF ACCIDENT (Street address city state, ZIP Code, nearest landmark, Customer nearest identification: kind of locality (Rural, Suburban, Metropolitan, open country, etc.), Road description)

**I. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED**

Use one of these outlines to sketch the area. Circle at street or highway names numbers.

Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrows.

Use solid line to show path before accident and broken line after the accident.

Show pedestrian by .

Show railroad by ++++++.

Place circle in this circle to indicate MURKIN.



51. POINT OF IMPACT (Check one for each vehicle)

FED.	2	AREA
<input type="checkbox"/>	<input type="checkbox"/>	a. FRONT
<input type="checkbox"/>	<input type="checkbox"/>	b. REAR
<input type="checkbox"/>	<input type="checkbox"/>	c. L. FRONT
<input type="checkbox"/>	<input type="checkbox"/>	d. REAR
<input type="checkbox"/>	<input type="checkbox"/>	e. R. FRONT
<input type="checkbox"/>	<input type="checkbox"/>	f. L. REAR
<input type="checkbox"/>	<input type="checkbox"/>	g. R. SIDE
<input type="checkbox"/>	<input type="checkbox"/>	h. L. SIDE

DISCLOSE WHAT HAPPENED (Refer to vehicle as "1", "2", etc. Please include information on point of impact, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.), condition of light (daylight, dusk, night, dawn, artificial light, etc.) and driver actions (braking, turning, parking, stopped in traffic, etc.).

**SECTION V - WITNESS/PASSENGER (Witness must fill out SF 86, Statement of Witness) (Continue in Section VII.)**

53. NAME (Last, first, initial)	55. WORK TELEPHONE NUMBER ( ) ( )	56. HOME TELEPHONE NUMBER ( ) ( )
54. BUSINESS ADDRESS	57. HOME ADDRESS	
58. NAME (Last, first, initial)	59. WORK TELEPHONE NUMBER ( ) ( )	60. HOME TELEPHONE NUMBER ( ) ( )
61. BUSINESS ADDRESS	62. HOME ADDRESS	

**SECTION VI - PROPERTY DAMAGE (Use Section VII if additional space is needed.)**

63. NAME OF OWNER	65. OFFICE TELEPHONE NUMBER ( ) ( )	66. HOME TELEPHONE NUMBER ( ) ( )
64. BUSINESS ADDRESS	67. HOME ADDRESS	
68. NAME OF INSURANCE COMPANY	69. TELEPHONE NUMBER ( ) ( )	70. POLICY NUMBER
71. PER-DAMAGED	72. LOCATION OF DAMAGED ITEM	73. ESTIMATED COST \$

**SECTION VII - POLICE INFORMATION**

74. NAME OF POLICE OFFICER	75. BADGE NUMBER	76. TELEPHONE NUMBER ( ) ( )
77. PRECINCT OR HEADQUARTERS	78. PERSON CHARGED WITH ACCIDENT	79. VIOLATION(S)

STANDARD FORM 87 PAGE 2 (REV. 1-62)

**SECTION VII - EXTRA DETAILS**

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

**SECTION IX - FEDERAL DRIVER CERTIFICATION**

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 49 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purpose for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions. I certify that the information on this form (Sections I thru VII) is correct to the best of my knowledge and belief.

74. NAME AND TITLE OF DRIVER	75. DRIVER'S SIGNATURE AND DATE
------------------------------	---------------------------------

**SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED**

76. ORIGIN	77. DESTINATION
78. EXACT PURPOSE OF TRIP	

<b>79. TRIP BEGAN</b>	DATE	TIME (24-hour)	A.M. P.M.	<b>79. ACCIDENT OCCURRED</b>	DATE	TIME (24-hour)	A.M. P.M.
80. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Specify)				81. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (Specify)			
82. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (Specify)				83. DID THE OPERATOR MAKE ERRORS, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED <input type="checkbox"/> NO <input type="checkbox"/> YES (Specify)			

<b>84. COMPLETED BY DRIVER'S SUPERVISOR</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	85. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY a. COMMENTS
86. NAME AND TITLE OF SUPERVISOR	87. SUPERVISOR'S SIGNATURE AND DATE	88. TELEPHONE NUMBER (    )

**SECTION XI - ACCIDENT INVESTIGATION DATA**

YES  NO (If "Yes," explain below.)

34. PERSONS INTERVIEWED			
NAME	DATE	NAME	DATE
		a.	
		b.	

ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

**SECTION XII - ATTACHMENTS**

ALL ATTACHMENTS TO THIS REPORT:

**SECTION XIII - COMMENTS/APPROVALS**

REVIEWING OFFICIAL'S COMMENTS:

37. ACCIDENT INVESTIGATOR	38. ACCIDENT REVIEWING OFFICIAL
SIGNATURE AND DATE	a. SIGNATURE AND DATE
NAME (Full, middle, and last)	b. NAME (Full, middle, and last)
TITLE	c. TITLE
OFFICE	d. OFFICE
OFFICE TELEPHONE NUMBER ( )	e. OFFICE TELEPHONE NUMBER ( )

3. Government Printing Office: 1987 - 488-180/0000

STANDARD FORM 91 PAGE 4 (REV. 1-85)

**STATEMENT OF WITNESS**  
(Attach additional sheets if necessary)

1. WHERE DID THE ACCIDENT HAPPEN? (Give street location and city)

2. TELL IN YOUR OWN WORDS HOW THE ACCIDENT HAPPENED

3. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

4. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

5. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

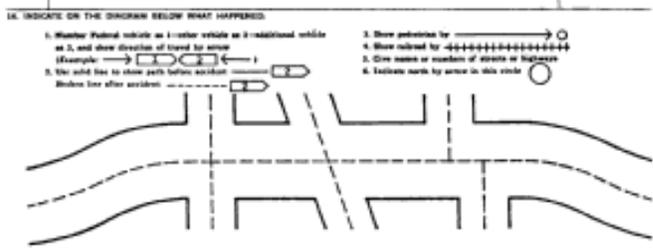
6. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

7. IF TRAFFIC LANE, GIVE APPROXIMATE SPEED (MPH)  
 A. GOVERNMENT WE  
 B. OTHER VEHICLE

8. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT (If known)

9. NAMES  
 10. ADDRESSES (Include ZIP Code)

11. HOME ADDRESS (Include ZIP Code)  
 12. WITNESS (Print Name)  
 13. BUSINESS ADDRESS (Include ZIP Code)  
 14. HOME TELEPHONE  
 15. TODAY'S DATE  
 16. TELEPHONE NO.



FOR THE U.S. GOVERNMENT  
 11-55

STANDARD FORM 957  
 Prescribed by GSA, FPMR

To be opened ONLY in case of accident

### IN CASE OF ACCIDENT

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. **DO NOT SIGN ANY FORMS or make any statements as to who was at fault** (except to your supervisor or to a Federal Government investigator).
6. Get name and address of each witness. Ask the witness to complete Standard Form 88, Statement of Witness, contained in this envelope.
7. State your name, address, place of employment, name of your supervisor, and upon request show your supervisor's permit and vehicle registration card.  
(NOTE: Only USAREUR S/M3 vehicles operating with either USAREUR POV or Host Nation POV license plates have registration cards)
8. Complete Standard Form 88, Motor Vehicle Accident Report at the scene. If conditions prevent this, make notes of the following:
  - a. Registration information for other vehicle(s) (owner's name, tag number, and vehicle description)
  - b. Information on other driver (name, address, operator's permit number, and registration date)
  - c. Name and address of each person involved and extent of injury, if any.
  - d. Name and address of company leasing other vehicle(s) and insurance policy number, and:
  - e. General information such as location, time measurements, weather, damage, etc.
9. As soon as possible, notify your supervisor, Transportation Motor Pool (TMP), and the USAREUR IFMS Fleet Management Center listed on the front cover of this envelope.
10. If the vehicle is unable to operate, call the USAREUR IFMS Fleet Management Center for instructions. If you are unable to contact the USAREUR IFMS Fleet Management Center due to accident occurring after normal duty hours or on holidays, have the vehicle towed to the nearest TMR. The USAREUR IFMS Fleet Management Center must be notified concerning the vehicle's location by the next normal duty day.
11. Submit all reports and data to your supervisor within one working day.
12. Injuries should be processed through your agency personnel office using a CR-1 form.

NOTE: If you are injured, have the police notify your supervisor who will assume your responsibilities for reporting the accident.

RECEIPT FOR OFFICIAL FUEL COUPONS		DATE OF RETURN	
(SARLES 710-2A-R)		TEL:	DATE:
Driver's name	Grade	Destination	SGV
Organization	Destination	Miles traveled	
Type vehicle	Miles traveled	Licenses number	
USA number	Licenses number		
NOTE TO ISSUING AGENCIES ATTACHED:		Coupons received	
Please advise quantity of coupons received at time and sign this receipt when the vehicle user accepts or provides proof of coupons use		Type/Unit of issue	Serial numbers
OFFICIAL FUEL DISCOUNTS ARE NOT TO BE USED FOR ANY OTHER PURPOSES THAN THOSE SPECIFIED IN THE ATTACHED OFFICIAL FUEL DISCOUNTS (SARLES 710-2A-R)		Super Unleaded	to
Transfer of ownership of these coupons is prohibited.		Super Unleaded	to
Quantity issued	Abundant signature	Super Unleaded	to
		Super Unleaded	to
		Total quantity	Driver's signature
		Coupons turned in	
		Type/Unit of issue	Serial numbers
		Super Unleaded	to
		Super Unleaded	to
		Super Unleaded	to
Total quantity	Lit.	Total quantity	Receiver's signature
		Lit.	

AE FORM 710-2A-R, JUN 81

RETURNED

**ANNEX D-1**

**409<sup>TH</sup> BSB  
DRIVERS TESTING STATION**

**Vilseck, Bldg 710 Rose Barracks**

Office hours:        0730 to 1130        1300 to 1530 daily

Monday through Wednesday – Testing starting at 0800 hours only

Tuesday – Orientation start at 1315

Thursday – Orientation start at 0730

Friday – Testing start at 0800 Only

For additional Information call 476 – 2886

**GRAFENWOEHR, BLDG 129B**

Office Hours:        0747 to 1130        1300 to 1530

Monday - Orientation start at 0830

Monday testing start at 0930 to 1030    1300 to 1430

Tuesday and Wednesday testing 0800 to 1030        1300 to 1430

Thursday and Friday Closed



SECTION IV - EXAMINATION FINDINGS					
<b>BATTERY I</b> - (Administered as a part of reception processing, at reception stations)		<b>BATTERY II</b> - (To be administered to all applicants for Driver Permit SF 46) (To transfer raw score to standard score see DA Pamphlet 611-119)			
		DA FORM 6122	RAW SCORE	STANDARD SCORE	
		DA FORM 6123			
		DA FORM 6124			
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		<b>TOTAL STANDARD SCORE</b>			
		STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)			
STANDARD SCORE		SUCCESSFUL COMPLETION <input type="checkbox"/> YES <input type="checkbox"/> NO		EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)	
<b>I PHYSICAL EVALUATION MEASURES</b>			✓ - IF QUALIFIED x - IF SUBSTANDARD	SIGNATURE OF EXAMINER	COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS
1. VISUAL ACUITY	LEFT EYE 20/	RIGHT EYE 20/			
2. FIELD OF VISION	LEFT EYE °	RIGHT EYE °			
3. HEARING	LEFT EAR /20	RIGHT EAR /20			
4. REACTION TIME					
5. DEPTH PERCEPTION	/100 SEC	/100 SEC			
6. COLOR PERCEPTION					
<b>II DRIVING PERFORMANCE TEST</b> (Check '✓' if successful, "x" if failed and corrective training is needed)					
<b>A. ROAD TEST - PREREQUISITE</b>					
1. INSTRUMENTS (Location, correct reading, action for abnormal reading)	OIL LEVEL STICK		TEMPERATURE GAGE	OIL PRESSURE GAGE	VOLTMETER
	AMMETER		TACHOMETER	FUEL GAGE	AIR PRESSURE GAGE
2. BEFORE OPERATION CHECK	VEHICLE DAMAGE	CONDITION OF TIRES	CLEAN HEADLIGHTS	OIL LEVEL	BATTERY
	MIRROR ADJUSTMT.	HORN	HAND BRAKES	FOOT BRAKES	WATER LEVEL
3. EMERGENCY EQUIPMENT (Location and use)	FIRE EXTINGUISHER		HIGHWAY WARNING KIT	OTHER (Describe)	
4. CONTROLS - "DRY RUN"	GEARS		BRAKE	CLUTCH	FRONT AXLE
5. DEPTH PERCEPTION (Two feet from target)	FIRST TRY		SECOND TRY		THIRD TRY
6. PRACTICE RUN (% mile)	START	FULL OUT	SHIFT	3 STOPS	URNS    BACKING
7. ADDITIONAL REQUIREMENTS FOR LICENSE	LOCAL LAWS		OPERATING PROCEDURES	ACCIDENT REPORTING	
	OTHER (Describe)				
<b>B. ROAD TEST - SCORED PHASE (DA PRT 2676)</b>					<b>100</b>
COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER			NUMBER OF TALLY MARKS ON CHECK LIST PRT 2676 (Subtract)		
			<b>ROAD TEST SCORE</b>		
			SIGNATURE OF ROAD TEST EXAMINER		
MY DRIVING WEAKNESSES HAVE BEEN MAKE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.		DATE	SIGNATURE OF APPLICANT		

#U-5. Government Printing Office: 1989-242-450/90223

D-3

ANNEX E

# 409TH BSB SHUTTLE BUS SCHEDULE

**EFFECTIVE: 01. FEBRUARY 2002**

## **GRAFENWOEHR SHUTTLE: MONDAY THRU FRIDAY**

TOWER IN	0630	0900	1130	1430	1700
PX	0635	0905	1135	1435	1705
THEATHER	0645	0915	1145	1445	1715
DISPENSARY	0647	0917	1147	1447	1717
BURGER KING	0655	0925	1155	1455	1725
SPORT STORE	0705	0935	1205	1505	1735
GATE#3	0707	0937	1207	1507	1737
STENTHUMBEACHER STR.	0715	0945	1215	1515	1745
PX					
CLOTHING SALES STORE	0730	1000	1230	1530	1800
DISPENSARY	0738	1008	1238	1538	1808
BURGER KING	0740	1010	1240	1540	1810
SPORT STORE	0750	1020	1250	1550	1820
HSG GERMAN BUS	0800	1030	1300	1600	1830
HSG GERMAN BUS	0802	1032	1302	1602	1832
BANK	0810	1040	1310	1610	1840
PX	0815	1045	1315	1615	

## **GRAFENWOEHR SHUTTLE: SATURDAY**

TOWER IN	0700	0900	1200	1500	1700
PX	0705	0905	1205	1505	1705
THEATHER	0715	0915	1215	1515	1715
DISPENSARY	0730	0930	1230	1530	1730
BURGER KING	0735	0935	1235	1535	1735
SPORT STORE					
GATE#3	0750	0950	1250	1550	1750
STENTHUMBEACHER STR.	0755	0955	1255	1555	1755
PX	0810	1010	1310	1610	1810
CLOTHING SALES STORE	0820	1020	1320	1620	1820
DISPENSARY	0825	1025	1325	1625	1825

\* Shuttle busses operate Monday through Friday. No shuttle runs on American Holidays.

\* Service Members have priority on the buses, all others can ride on a space available basis only; no passengers are allowed to stand due to safety requirements.

\* Students restricted from riding school busses are not authorized to ride the shuttle bus.

TMP Grafenwoehr telephone #: 475-6223.

**VILSECK – AUERBACH – FITZTUM - VORSTADT**  
**SCHUTTLE – MONDAY – FRIDAY**

**Vilseck - Auerbach - PX - Fitztum - Vorstadt**

<b>Bldg#</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>
#2204		7:25	9:55	12:55	15:25
	6:12	7:55	10:25	13:25	15:55
# 2204	6:42	8:25	10:55	13:55	16:25
# 603		8:27	10:57	13:57	16:27
#618		8:29	10:59	13:59	16:29
# 700		8:31	11:01	14:01	16:31
# 218		8:33	11:03	14:03	16:33
# 250		8:35	11:05	14:05	16:35
# 2204		8:42	11:12	14:12	16:42
Bus Stop	6:59	8:55	11:25	14:25	16:55
	7:02	8:58	11:28	14:28	16:58
# 2204		9:11	11:41	14:41	17:11
Bus Stop					17:24
# 2204			12:45		17:38
# 603			12:48		17:40
# 618			12:50		

\* Shuttle busses operate Monday through Friday. No shuttle runs on American Holidays.

\* Service Members have priority on the buses, all others can ride on a space available basis only; no passengers are allowed to stand due to safety requirements.

\* Students restricted from riding school busses are not authorized to ride the shuttle bus.

TMP Vilseck telephone #: 476-2831.

**VILSECK – SULZBACH – AMBERG – FITZTUM - VORSTADT**  
**SCHUTTLE - MONDAY - FRIDAY**

**Vilseck - Sulzbach – Amberg - Fitztum - Vorstadt**

<b>Bldg#</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>	<b>Departure</b>
# 330	4:40		8:50	11:30	13:52	17:12
# 700			8:54	11:34	13:56	17:16
# 2204			8:58	11:38	14:00	17:20
Bus Stop	5:05	7:00	9:20	12:00	14:23	17:42
Bus Stop					14:45	
	5:29	7:25	9:42	12:22	14:46	18:04
	5:39	7:35	9:52	12:32	14:56	18:14
Bus Stop	6:04	8:00	10:17	12:57	15:20	18:39
	6:07	8:03	10:20	13:00	15:23	18:42
		8:06	10:23	13:03	15:26	18:45
# 2237					15:31	
# 2204	6:17	8:13	10:30	13:10	15:35	18:52
# 700	6:20	8:17	10:34	13:14	15:39	18:56

\* Shuttle busses operate Monday through Friday. No shuttle runs on American Holidays.

\* Service Members have priority on the buses, all others can ride on a space available basis only; no passengers are allowed to stand due to safety requirements.

\* Students restricted from riding school busses are not authorized to ride the shuttle bus.

TMP Vilseck telephone #: 476-2831.

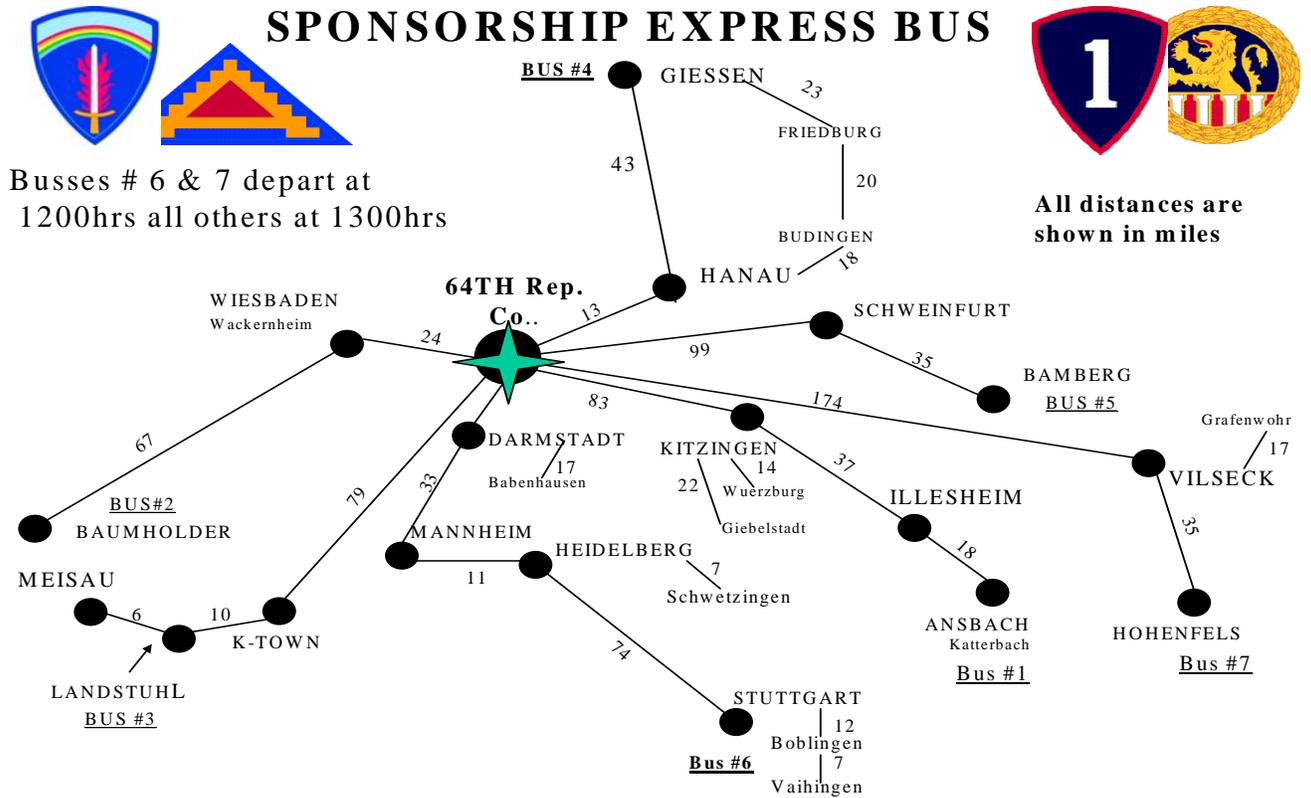
## ANNEX F

### REFERENCE REGULATIONS AND POLICIES

AR 58-1	Management, Acquisition, and Use of Administrative Use Motor Vehicles
USAREUR Regulation 58-1	Management, Acquisition, and Use of Nontactical Vehicles
DOD 4500.36-R	Management, Acquisition, and Use of Motor Vehicles
TM 38-600	Management of Administrative Use Motor Vehicles
AR 385-10	The Army Safety Program
USAREUR Regulation 385-55	Prevention of Motor Vehicle Accidents
AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing and Licensing
USAREUR Supplement 1 AR 600-55	Motor Vehicle Driver and Equipment Operator to Selection, Training, Testing, and Licensing
98th ASG	IFMS/NTV External Operating Procedures

ANNEX G

# 64<sup>th</sup> Replacement Company and USAREUR Sponsorship







## FAQs



- Who needs to inprocess at 64<sup>th</sup> Replacement Co?
  - **Any soldier, regardless of rank, being assigned to a USAREUR unit.**
  - **IAW USAREUR Reg 600-8-8, para 20 b.**
- Who can be picked up by a sponsor?
  - **Soldier of any rank who has a member of the unit to sign for him/her.**
- What do I need to do if I am picking someone up from Frankfurt International/AMC Terminal?
  - **Pick up the soldier and provide transportation to 64<sup>th</sup> Repl Co, Building 368, Rhein-Main AB.**
  - **Inform the soldier to have ready: (1) one copy of orders & amendments and (2) leave form, DA Form 31.**
  - **Upon arrival, soldier fills out Arrival Form (data needed to confirm pinpoint assignment).**
  - **Check in at the Information Counter with all three sets of paperwork.**

G-4



## FAQs



- What happens after the sponsor and soldier check in?
  - **A 64<sup>th</sup> Replacement soldier verifies the pinpoint assignment and gives the soldier a memorandum of release. The sponsor and soldier are free to go.**
- How long does the sponsorship process take?
  - **10-15 minutes**
- What happens if a soldier by-passes the 64<sup>th</sup> Replacement Co and goes straight to the unit with the sponsor?
  - **The soldier must return to 64<sup>th</sup> Repl Co to inprocess.**
- What do I do if I am sponsoring a soldier who arrives after work hours, on a weekend or on a holiday?
  - **Bring the soldier to 64<sup>th</sup> Repl Co, Building 371 (Staff Duty Desk).**
  - **Personnel on duty can issue a conditional letter of release (pinpoint assignment will be verified the next official work day).**

ANNEX I

**BUS TRANSPORTATION TO  
WUERZBURG HOSPITAL  
Mon-Fri, excluding American Holidays**

Depart Grafenwoehr Health Clinic ACA: Bldg-475	0600
Depart Vilseck Health Clinic: Bldg-250	0630
Arrive Wuerzburg Hospital Main Gate: Bldg-345	0845
Depart Wuerzburg Hospital Main Gate: Bldg-345	1515
Arrive Vilseck Health Clinic: Bldg-250	1730
Arrive Grafenwoehr Health Clinic ACA: Bldg-475	1800

**POC - TMP Grafenwoehr, 475-6223**