



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO P11240.12D

LM-ez/RDG

9 JUL 1988

1490

AIR STATION ORDER P11240.12D w/chl

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Garrison Mobile Equipment
(Short Title: SOP for GME)

Encl: (1) Locator Sheet

1. Purpose. To publish policy and procedures for Garrison Mobile Equipment (GME) issued by the Commandant of the Marine Corps (CMC) to the Marine Corps Air Station, Cherry Point, North Carolina. **This** manual consolidates all pertinent directives into a single document. **It** provides administrative and technical instructions, policies, and procedures for all personnel involved in the management, operation, and maintenance of GME.
2. Cancellation. AirStaO P11240.12C, AirStaO 11240.13B, AirStaO 11240.14C, and AirStaO 11240.16
3. Summary of Revision. This directive has been completely revised and should be reviewed in its entirety.
4. Certification. Reviewed and approved this date.


M. W. WEHRUNG
Chief of Staff

DISTRIBUTION: A-2 plus L(55)

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UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO P11240.12D Ch 1
LM
30 Jan 95

AIR STATION ORDER P11240.12D Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR GARRISON MOBILE EQUIPMENT
(SHORT TITLE: SOP FOR GME)

Encl: (1) Revised Chapter 8 insert to AirStaO P11240.12D

1. Purpose. To transmit new page inserts to the basic Manual and update distribution instructions.
2. Action
 - a. Remove existing Chapter 8 and replace with enclosure (1).
 - b. On promulgation page, change DISTRIBUTION to read only A-2 and delete Copy to addressees.
3. Summary of Change. Chapter 8 has been significantly modified in its entirety.
4. Change Notation. Significant changes in the revised pages for this Change are denoted by an asterisk (*) symbol.
5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
6. Certification. Reviewed and approved this date.


G. L. ELSTEN
Chief of Staff

DISTRIBUTION: A-2



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO P11240.12D Ch 2
LM
8 Sep 06

AIR STATION ORDER P11240.12D Ch 2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR GARRISON MOBILE EQUIPMENT
(SHORT TITLE: SOP FOR GME)

1. Situation. This order requires changes in Utilization of Garrison Mobile Equipment and Routes of Travel.
2. Mission. To direct pen changes to the basic order.
3. Execution
 - a. On page 2-4, paragraph 2002.5, change 75 miles to 100 miles.
 - b. On page 7-9, paragraph 7010.2, change "not" to "NOT" and add subparagraphs e and f. Subparagraph e to read, "e. Lake Road from Miller Blvd/Greenfield Heights Blvd to Nine Mile/Nine Foot Road." Subparagraph f to read, "f. Catfish Lake Road from US 70 to NC 58."
4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.
5. Command and Signal
 - a. Command. This Air Station Order Change is applicable to the Marine Corps Reserve.
 - b. Signal. This Change is effective the date signed.

R. C. MANN
By direction

DISTRIBUTION: A

LOCATOR SHEET

Subj: Standing Operating Procedure for Garrison Mobile Equipment
(Short Title: SOP for GME)

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual)

SOP FOR GME

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
1	950130	950131	950131	<i>P. L. L. L.</i>

SOP FOR GME

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CHAPTER 1

MISSION, ORGANIZATION AND RESPONSIBILITY

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CHAPTER 1

MISSION, ORGANIZATION **AND** RESPONSIBILITY

1000. MISSION. The mission of the Motor Transport Department, Facilities Directorate, Marine Corps Air Station, Cherry Point, North Carolina is to provide efficient, economical and safe Garrison Mobile Equipment (GME) service to the Air Station units, tenant activities, and outlying fields. To organize and manage resources so as to ensure optimum responsiveness, efficiency, and effectiveness in support of military missions with the minimum number of vehicles and personnel.

1001. ORGANIZATION

1. The Motor Transport Department is under the cognizance of the Director, Facilities Directorate. The department is composed of the personnel, facilities and equipment assigned to the divisions, branches, sections, shops and equipment pools required for mission accomplishment.
2. The GME Fleet Manager is assigned operational control of military personnel in the Motor Transport Department, including the technical training of personnel. Administration and other military training of personnel is the responsibility of the Commanding Officer, Headquarters and Headquarters Squadron, Marine Corps Air Station, Cherry Point, North Carolina.

1002. RESPONSIBILITY

1. The GME Fleet Manager is responsible for the administration, operation and maintenance of administrative-use motor vehicles assigned to Marine Corps Air Station, Cherry Point.
2. The GME Fleet Manager is responsible to the Commanding General through the Director of Facilities Directorate for the effective, economical and legitimate management of Motor Transport functions. These functions are performed in accordance with current, Marine Corps and Air Station Orders, Bulletins and Directives.
3. The GME Fleet Manager will continually review the quantities, and types of vehicles, equipment, personnel and other resources required to provide essential garrison mobile equipment support to the Air Station and supported activities and will make timely and appropriate recommendations to the Commanding General, Marine Corps Air Station, Cherry Point, North Carolina.
4. The GME Fleet Manager will establish such motor pools, operational procedures and reassignment policies as required to ensure maximum utilization of equipment. The manager will ensure that safe operating procedures and effective maintenance procedures are employed at all times.
5. The Fleet Manager, as deemed necessary, or a designated representative will conduct visits or inspections, both announced and unannounced, of the various

subpools authorized custody of vehicles or equipment. The purpose of these visits or inspections will be to ascertain that the various subpools are being properly managed, that vehicles are receiving maximum utilization, and that current directives and regulations are being complied with.

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- a. MCO P11240.106 Garrison Mobile Equipment
- b. MCO 11240.66 Standard Licensing Procedures for Operators of Military Motor Vehicles
- c. MCO 5100.8 Marine Corps Safety Program
- d. MCO 5101.8 Marine Corps Ground Accident Report
- e. MCO 4733.1 w/Ch 1 Marine Corps Calibration Program
- f. MCO 4855.6 Quality and Reliability Reporting
- g. MCO 4855.10 Quality Deficiency Reporting
- h. MCO 4710.8 Uniform Criteria for Repair Cost Estimate
- i. MCO 7310.49 Accounting Procedure
- j. MCO 11262.2 Load Test

SUPPORTING DIRECTIVES

- k. No Number Motor Vehicle Laws of North Carolina
- l. TM-11240-15/3 Motor Vehicle License Examiner Handbook
- m. TM-4700-15/1__ Equipment Records Procedures
- n. NAVMC P5100 Safety
- o. MCO 4643.5 Oversize Overweight Special Permit

Figure 1-1.--Directives Pertinent to GME

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CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

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CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

2000. ASSIGNMENT

1. The current edition of MCO P11240.106 clearly defines Class "A", Class "B" and Class "C" vehicle assignments. All Class "A" assignments will be authorized by the Commandant of the Marine Corps.
2. The following Class "A" assignments are authorized for Marine Corps Air Station, Cherry Point, North Carolina:
 - a. Commanding General, Second Marine Aircraft Wing
 - b. Commanding General, Marine Corps Air Station, Cherry Point
 - c. Assistant Wing Commander, Second Marine Aircraft Wing
 - d. Chief of Staff, Marine Corps Air Station, Cherry Point
3. Class "B" assignment is defined as vehicle assignment to a section, unit, department or activity on a semi-permanent basis when it has been determined that there is a recurring need for an assigned vehicle for the conduct of official business and that the need cannot be effectively met by Class "C" dispatch. Class "B" vehicles will generally be dispatched by the using activity. Security of assigned vehicles is the responsibility of the using activity.
4. The GME Fleet Manager will assign vehicles, by Class "C" dispatch, on a daily basis to those personnel and sections having requirements for vehicles. This will be accomplished by the Chief Dispatcher with central motor pool assets.
5. All vehicles, less authorized subpool vehicles and emergency vehicles, will be returned to the central motor pool at the completion of their normal working hours. Exceptions may be granted on a case-by-case basis by the GME Fleet Manager.

2001. REQUESTS FOR VEHICLE ASSIGNMENT. Requests for vehicles to be assigned on a Class "B" assignment will be addressed to the Director of Facilities (Code LM), MCAS, Cherry Point. Request will contain detailed justification for such assignment, as required by the current edition of MCO P11240.106. Such justification must address all other vehicles or equipment held by the using unit on Class "B" assignment.

2002. UTILIZATION OF GARRISON MOBILE EQUIPMENT

1. Use of garrison mobile equipment (administrative-use vehicles) will be for official purposes only. Marine Corps Orders, applicable laws and DOD Instructions apply. Detailed guidance for official use is contained in the current edition of MCO P11240.106. When transportation services are essential to the

successful operation of the military activity, the military service is authorized to provide the required transportation for official purposes only. Official purposes, as applied to this Order, refer to official government visitors, military personnel, civilian employees, and military dependents. The travel must be related to the performance of official duties or those in conjunction with duties conducted under official authorization. This precludes the use of administrative-use vehicles for purely personal reasons.

2. Transportation to and from work is a personal expense. Consequently, government vehicles will not be utilized to transport military or civilian personnel to and from work or for meals except in the case of personnel on temporary additional duty when existing public transportation facilities are inadequate or non-existent.

3. Personnel authorized full time use of official vehicles will not use such vehicles for other than actual performance of official duties. Personnel authorized Class "B" assignment will not use the vehicles for other than performance of official duties. Use of assigned vehicles is not authorized for use by family members or for personal or social engagements, unless the engagement is an official function. Questions with regard to the official nature of a particular use shall be resolved in strict compliance with statutory restrictions.

4. Special function GME items, such as ambulances, radio equipped vehicles, crash trucks, engineer items, and tank trucks will be used exclusively for the purpose intended.

5. Administrative-use motor vehicles will not be operated at a greater distance than 75 miles from MCAS, Cherry Point without approval of the Commanding General, MCAS, Cherry Point, NC. Requests will be addressed to the Commanding General (Code LM, Stop 11).

6. The utilization of administrative-use motor vehicles will be limited to improved roads that are safe and will not cause damage to the vehicle. Garrison equipment will not be used for cross country or fording operations.

7. Class "B" assignments are restricted to cases where transportation requirements exist that cannot be economically or efficiently handled by the central transportation pool and will be held to a minimum. Utilization of the central transportation pool whenever possible is highly encouraged. Using organizations are also encouraged to pool assets.

8. A continuing review will be made by the Fleet Manager of all Class "B" assignments to ensure such vehicles are not being used on a convenience basis and are actually required to support the conduct of official business of the activity to which assigned. Vehicles which are not efficiently utilized will be recalled for reassignment. Activities having Class "B" assigned vehicles with inadequate usage may be required to submit justification for continued assignment of vehicles to the Commanding General (Code LM, Stop 11), MCAS, Cherry Point.

9. Modifications, modernization, or alteration of GME may be performed without prior approval of Headquarters, Marine Corps as long as the equipment code will not need to be changed as a result. These types of modifications do not require any record entries other than the SRO.

10. Class "C" central pool vehicles are operated by Marine and civilian drivers assigned to the Motor Transport Department. Additionally, numerous vehicles are driven on a U-Drive basis. It is essential that daily first echelon (driver) maintenance be performed on the vehicles. Weekly preventive maintenance will be scheduled by subpool managers (both Class "B" and Class "C"), and performed by motor vehicle operators. Proper records of maintenance on each vehicle will be maintained.

2003. RESPONSIBLE OFFICER

1. Responsible Officers for Garrison Mobile Equipment will be appointed in writing by the Commanding Officer of the unit and appointing letters will be submitted to the Motor Transport Department.

2. In the event of a change of responsible officer, a joint inventory will be conducted with the present and the newly appointed responsible officer.

3. Within 10 days of assignment, the relieving responsible officer will sign the original Equipment Custody Records maintained by the Motor Transport Department.

4. Responsible Officers assigned Class "B" vehicles are responsible for the following:

a. Ensure the vehicle operator is qualified to operate the assigned vehicle. Upon request, Motor Transport will assist drivers/operators in ascertaining operators/drivers' responsibility in performance of operator's maintenance.

b. Take appropriate corrective action upon receiving notification of violations involving GME, to include but not limited to, unauthorized use, equipment abuse, and equipment neglect.

c. Ensure that the monthly Mileage Report is delivered to Station Motor Transport by the fifth of each month for the previous month.

2004. INSPECTION OF GARRISON MOBILE EQUIPMENT PRIOR TO ASSIGNMENT OR REASSIGNMENT

1. Upon notification that an item of GME is to be assigned or that one assigned to an organization is to be turned in for reassignment the following action will be taken. The responsible officer of the command or unit will:

a. Inventory the unit to ascertain that all equipment charged to the vehicle is physically present.

b. Cause the vehicle to be delivered to the Motor Transport Department at Building 160 for inspection.

2. The GME Fleet Manager or designated representative will inspect the vehicle and note all shortages and damage. Discrepancies will be reconciled with the command or unit prior to accepting the vehicle.

3. The organization, upon notification that the vehicle is ready, will have the responsible officer report to the Motor Transport Department, Building 160 to receipt for the vehicle.

2005. GARRISON MOBILE EQUIPMENT UTILIZATION STANDARDS

<u>Equipment Classification</u>	<u>Pounds Gross Vehicle Weight Rating Weight Range</u>	<u>Type</u>	<u>Mileage Standards</u>
Sedan	N/A	A1 1	-9,000-
Station Wagon	N/A	A1 1	10,000
Bus, Body on Chassis	N/A	A1 1	9,000
Bus, Integral	N/A	A11	15,000
Truck, Cargo, Pickup	Under 5,000	4x2	9,000
Truck, Cargo/Multipurpose (excluding pickups)	Under 10,000	4x4 4x2	9,000 8,000
Truck, Cargo/Multipurpose	10,000-23,000	4x2 4x4 6x4	8,000 7,000 6,000
Truck, Cargo/Multipurpose	Over 23,000	A1 1	7,000
Truck, Carryall	N/A	A1 1	9,000
Truck, Tractor	Under 25,000	A11	7,000

<u>Equipment Classification</u>	Pounds Gross Vehicle Weight Rating Weight <u>Range</u>	Type	<u>Mileage Standards</u>
Truck, Tractor	25,000-46,000	4x2 4x4 6x6	7,000 6,000 5,000
Truck, Tractor	Over 46,000	6x4 6x6	6,000 5,000
Motorcycle	N/A	All	3,000
Scooter, 3 or 4 Wheeled	N/A	Gasoline	2,000
Materials Handling Equip	2,000-15,000	All	600 Hours
Engineer Equipment	N/A	All	800 Hours

NOTE: Emergency standby equipment such as, but not limited to, emergency power generators and pumps are not required to meet the utilization standard.

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CHAPTER 3

OPERATIONS

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CHAPTER 3

OPERATIONS

3000. POOLING OF GARRISON MOBILE EQUIPMENT. Commanding Officers or Officers-in-Charge of activities having administrative-use motor vehicular equipment on Class "B" assignment will ensure the economical utilization of such vehicles. Centralized motor pools will be established by such activities in order to ensure proper dispatching, record-keeping, expenditure of funds and to obtain maximum care and utilization of this equipment. The GME Fleet Manager will provide technical assistance upon request regarding the establishment of such motor pools, dispatching, record-keeping, expenditure of funds and maintenance effort.

3001. VEHICLE CONTROL

1. General Information. Equipment managers will determine the most suitable system (automated or manual) for control of equipment and collection of pertinent data. Systems will be compatible with Headquarters Marine Corps (HQMC) reporting requirements. When DD, NAVMC, or SF forms are used, they will be prepared in accordance with TM 4700-15/1, Chapter 9.
2. The system will include the following elements:
 - a. Fuel control.
 - b. Miles/hours of operation.
 - c. Operator maintenance.
 - d. Scheduled services maintenance.
 - e. Report of need for corrective maintenance.
3. At times, due to the distance involved, the nature of the business to be conducted, the amount of time required to be at a destination or if other unusual circumstances arise, overnight dispatch may be authorized. The current edition of MCO P11240.106 requires that the vehicle be parked in a Federal, State, or municipal secure compound if possible. If this is not possible, the vehicle operator will ensure that the vehicle is parked and locked, utilizing the most secure means available.
4. Vehicles having destinations over 75 miles from MCAS, Cherry Point or that will be required to remain away for longer than 24 hours will be equipped with a spare tire, tire tools, emergency flares and a fire extinguisher.
5. Vehicles having destinations over 75 miles from MCAS, Cherry Point or that will be required to remain away for longer than 24 hours will be issued credit cards by the Motor Transport Department. These will be issued by the Motor

Transport Department secretary and will be receipted for by the senior person using the vehicle. They are to be used for emergency road services, to purchase fuel and oil, or have minor emergency repairs made so they may arrive at their destination and return to MCAS, Cherry Point. The credit cards and all receipts will be turned in to the secretary immediately upon return to MCAS, Cherry Point. Failure to comply with the above will be considered a violation of this Order.

6. Administrative—use motor transport equipment on Class "B" assignment will be made available, upon request, to the Motor Transport Officer when that specific vehicle is required to accomplish an assigned mission.

3002. REQUESTS FOR TRANSPORTATION

1. Routine requests for transportation will be submitted to the Motor Transport Department in accordance with the following:

a. . Officers, staff non-commissioned officers and supervisory civilian personnel may request transportation and vehicles.

b. **All** requests (except emergencies) will be written and should be received at the Motor Transport Department 48 hours prior to the time the vehicle is required.

c. Written requests initiated by 2d MAW units will be submitted to the Assistant Chief of Staff, G-4, for transmittal to the Motor Transport Department (Code LM, Stop 11).

d. Written requests from **Air** Station units will be submitted to the Motor Transport Department for approval.

e. Requests will be made in writing, utilizing Vehicle/Equipment Request (MCAS Form 11200/1 (2-82)), or appropriate memoranda or letter.

2. Telephone requests by **Air** Station and tenant units will be accepted in emergencies if a written request cannot be made 48 hours in advance, as stated above. Pooled vehicles will be utilized to fill telephone requests and will be provided on an as-available basis.

3. Emergency or immediate requests will be met as soon as possible after being received, utilizing available pooled vehicle assets.

4. The following information is required and will be provided when requesting transportation, either in writing or by telephone:

a. Number of personnel and/or amount and type of cargo to be transported.

b. Date and time vehicle is to report.

c. To whom and where the vehicle is to report.

- d. Destination of vehicle.
- e. Whether or not an operator is required.
- f. Point of contact and phone number of requester.

5. Vehicles will be dispatched in the quantity and capacity required to meet the objective for which requested. For dispatch liaison, the Motor Transport Department Operations Officer or Chief Dispatcher should be contacted (ext. 2807/5727). In their absence, the Operations Chief or duty dispatcher should be contacted (ext. 2807/2808). To facilitate effective scheduling of transportation, requesting units will ensure that working parties, troops, cargo, etc., are ready to move at the time designated. Vehicles will wait a maximum of 15 minutes at a pickup point to pick up passengers or cargo.

6. If it is necessary to cancel a vehicle request it should be done at the earliest possible date (ext. 2807/5727).

3003. STATION RADIO CONTROLLED VEHICLE SERVICE (BASE TAXI)

1. Radio controlled vehicle service (base taxi) for passengers and light cargo will be furnished for trips within the confines of the Air Station and housing areas. Requests may be made by officers, staff non-commissioned officers, civilian supervisors and Temporary Additional Duty (TAD) personnel. Lower rated personnel and civilian personnel assigned to various departments, sections and squadron offices who have been directed by their supervisor to perform official business may request a radio dispatched taxi. The nature of the official business must be explained to the dispatcher prior to approval.
2. Radio controlled taxi service cannot be scheduled in advance. Operators are not authorized to pick up passengers or cargo upon request from individuals, but must receive their instructions from the radio dispatcher (ext. 2808/2807). Neither radio controlled taxis nor operators shall be used for regularly scheduled mail runs or messenger services except in extreme emergency. Operators of radio controlled taxis will wait a maximum of five minutes at the pickup point to pick up passengers or cargo. Personnel requesting radio controlled taxi service shall meet the vehicle at the reporting location (i.e., in front of Building 198, rear of Building 80, etc.). Up to 15 minutes should be allowed for taxi response. The operator is not authorized to leave his vehicle to locate passengers or cargo.
3. Requests for radio controlled taxi service shall include the following information:
 - a. Name, grade and unit
 - b. Location
 - c. Destination

d. Time transportation is required.

e. For what official use the request is made. ("Official business" will not suffice.)

4. Radio controlled taxi service will be provided on a 24-hour basis and may be obtained by calling the radio dispatcher (ext. 2808/2807).

5. Radio controlled taxi service will not be requested if the distance to be traveled is less than four blocks from the original departure point, except where the hauling of bulky or heavy items of cargo is involved and in the event of inclement weather.

6. Radio controlled taxi service is not authorized to transport personnel who are not members of the Armed Services or are not employed by the government, with the exception of personnel who are being processed for employment through the Civilian Personnel Department.

3004. EMERGENCY TRANSPORTATION. Requests for "emergency" transportation from a medical officer or duty corpsman of the **U.S.** Naval Hospital will be honored for transporting patients when the nature of the "emergency" does not require ambulance service. This "emergency" transportation will not be provided for routine medical services or appointments. The Station Motor Transport dispatcher will honor requests for emergency transportation only from the Staff Duty Officer, Officer of the Day, Medical Officer or Duty Master at Arms at the Naval Hospital.

3005. TRANSPORTATION OF TAD MILITARY/GOVERNMENT EMPLOYED PERSONNEL. On occasion, military and government employed personnel are required to depart or return to MCAS, Cherry Point on temporary duty prior to the beginning of normal working hours. On those occasions when central pool transportation cannot be provided, a duty vehicle and driver will be provided as required.

3006. WRECKER SERVICE

1. A wrecker is available from the Motor Transport Department for government vehicle recovery and is on call twenty-four hours a day (ext. 2807).

2. It may be used to aid civilian vehicles in the event of an accident involving death, serious injury or constituting a road hazard. This can only be done when approved by competent authority such as the Staff Duty Office, OD, Provost Marshal or Fire Chief. A written release from government liability will be obtained prior to or immediately after moving the vehicle in question, depending on the situation. **The** vehicle will only be moved to alleviate the situation. **All** other towing of the civilian vehicle is at the owner's expense.

3. Upon the request of the Provost Marshal the wrecker may be used to impound and retain certain designated vehicles under investigation or abandoned on the Station.

3007. LOADING OF VEHICLES AND SPEED LIMITS OF OVERWEIGHT/OVERSIZE/OVERHEIGHT VEHICLES

1. Headquarters Marine Corps, by the current edition of MCO 4643.5, has directed strict compliance by Marine Corps personnel with highway regulations as established by State/Municipal authorities and outlined the responsibility for proper loading of motor vehicles.
2. The GME Fleet Manager may permit the passenger seating capacities of buses to exceed limitations when transporting children below the fifth grade school level. The motor vehicle law of North Carolina makes allowances for a slight overload on a vehicle; however, only in cases of extreme necessity will this overload be permitted. A vehicle operator will not move a vehicle that he believes is overweight/oversize/overheight without written orders directing him to do so and issued by a commissioned officer who will then assume full responsibility for any deviation from existing orders and directives. Whenever an officer directs a vehicle operator to move a vehicle in violation of existing orders and directives they will, at the same time, provide the operator with his name, grade and organization.
3. When vehicles exceeding the legal weight limitations and dimensions established by the motor vehicle laws of North Carolina are required to be operated on the highways, the GME Fleet Manager will provide the operator of an overweight/oversize/overheight vehicle with a copy of North Carolina State Highway Commission Special Permit for Excessive Weight, Size and Height Vehicle which is to be carried in the vehicle while in operation.
4. The provisions of the current edition of MCO 11240.106, Air Station orders, and the motor vehicle laws of North Carolina will apply to vehicles operating within the confines of the MCAS, Cherry Point.
5. The Air Station Roadmaster will escort these specially permitted vehicles and keep the Motor Transport Department informed of the vehicle's progress, location, or need for emergency service by radio.

3008. ANALYSIS AND EVALUATION OF MOTOR TRANSPORT OPERATIONS

1. The Air Station GME Fleet Manager is responsible for the management evaluation of administrative-use motor vehicle operations at MCAS, Cherry Point, Marine Corps Auxiliary Landing Field (MCALF), Bogue, Marine Corps Outlying Field (MCOLOF) Atlantic, and Oak Grove.
2. The GME Fleet Manager will take the necessary steps to compare and interpret the status of all elements of motor transport operations in relation to the mission of Marine Corps Air Station, Cherry Point, North Carolina.
3. The Motor Transport Officer will take action to eliminate the causes of excessive costs and unsatisfactory utilization with special emphasis on pooling, vehicle control, planning, maintenance downtime, and the reduction whenever possible of vehicle inventories.

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CHAPTER 4

EXPLOSIVES AND DANGEROUS MATERIALS

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CHAPTER 4

EXPLOSIVES AND DANGEROUS MATERIALS

4000. TRANSPORTATION OF EXPLOSIVES AND DANGEROUS MATERIALS. Ammunition, explosives, gasoline or other dangerous articles will be transported in strict compliance with instructions contained in the Motor Carrier Safety Regulations, U. S. Department of Transportation NAVSEA OP 2239 (5th Revision) of 15 May 1980; NAVSEA OP #5; current edition of Marine Corps Order 8020.1; ASO 8023.1; ASO 8023.2 and all state and municipal laws and regulations.

4001. RESPONSIBILITIES. Commanding Officers, officers in charge and civilian supervisors of activities will ensure that operators of administrative-use vehicles transporting ammunition, explosives, all types of fuel and dangerous materials are licensed to transport such items and that they are thoroughly familiar with the instructions set forth in the above publications, laws and regulations and instructions set forth in this order.

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CHAPTER 5

STATION BUS TRANSPORTATION

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CHAPTER 5

STATION BUS TRANSPORTATION

5000. BUS SERVICE

1. The Air Station GME Fleet Manager is responsible for the operation of suitable motor vehicles to maintain Air Station bus schedules as approved by the Commanding General. The officer is further responsible for maintaining current bus schedules, their publication and making recommendations for schedule changes or suspension when it is apparent that a particular service is uneconomical.

2. Bus transportation, when scheduled to service the MCAS, Cherry Point and MCALF, Bogue, is available to the following personnel:

- a. All military personnel, their dependents and guests.
- b. Civilian personnel employed at MCAS, Cherry Point, North Carolina who possess their Civilian Identification Card. This does not include domestic employees hired by occupants of public quarters.
- c. Employees, and personnel being processed for employment.
- d. Retired military personnel and their dependents.

3. Operators of MCAS buses will not permit persons other than those listed above to ride. In the event such attempts are made, the operator of the bus will immediately report such incidents to higher authority.

4. Air Station bus schedules will be published periodically by bulletins and in the Windsock. As major changes occur in the bus schedules, they will be republished. Information relative to bus schedules may be obtained by calling the Motor Transport Department (ext. 5727).

5. Buses operating as part of the bus system will stop only at scheduled bus stops.

6. Recommendations for modification of Air Station bus schedules or requests for establishment of bus service will be made to the Commanding General (Code LM), MCAS, Cherry Point, NC and will include full justification, including number of passengers per trip, recommended time schedules and pickup and delivery points.

5001. PASSENGER TRAILER BUS SERVICE. The Motor Transport Department, upon request, provides passenger trailer bus service to organizations in the 2d MAW.

1. The personnel semi-trailer van is a Non-Tactical Vehicle (NTV), used to transport troops at facilities by military services. The potential for accidents is a constant factor and concern, therefore the following restrictions/requirements apply:

a. Personnel semi-trailer vans shall not be driven at speeds in excess of 35 miles per hour and shall not be operated on public highways off military installations when transporting personnel. It is imperative that all passengers be seated before moving the vehicle.

b. Only experienced drivers shall drive this vehicle while transporting personnel.

c. A weekly inspection shall be performed on the semi-trailer's upper fifth wheel plate prior to mating the tractor vehicle. This inspection is to ensure the king pin and fifth wheel plate have not been deformed or damaged and are securely attached to the mounting surfaces. If inspection reveals deformity or damage, affected equipment will be deadlined until corrective actions have been taken as defined in applicable commercial manuals or manufacturer's specifications.

SOP FOR GME

CHAPTER 6

ADMINISTRATION

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SOP FOR GME

CHAPTER 6

ADMINISTRATION

6000. GENERAL

1. All required motor transport reports concerning administrative-use motor vehicle equipment emanating from MCAS activities will be coordinated with the Air Station GME Fleet Manager.
2. The Air Station GME Fleet Manager will ensure that such directives as are necessary for the proper management and operation of administrative-use motor vehicles are published.

6001. MARKING AND PAINTING OF ADMINISTRATIVE-USE MOTOR VEHICLE EQUIPMENT

1. All garrison mobile equipment assigned to MCAS, Cherry Point will be painted and marked in accordance with the current edition of MCO P11240.106.
2. Emergency vehicles, equipment used for special purposes and vehicles used in aircraft operating areas the majority of the time, will be painted and marked in accordance with the current edition of NAVFAC P-300.
3. All vehicles authorized under current allowances for MCAS, Cherry Point will be identified on the right front and left rear of the vehicle utilizing yellow or black one and one-half inch letters as follows: "MCAS". This identification will be appropriately placed on the vehicle by the Air Station Motor Transport Department depending on the configuration of the vehicle.
4. Vehicles equipped with catalytic converters requiring no lead gasoline will be marked in close proximity to the gasoline tank filler cap, utilizing yellow or black one inch letters as follows: "UNLEADED GAS ONLY".
5. Tactical markings will not be placed on administrative-use vehicles, including those MCAS, Cherry Point assigned to Fleet Marine Force (FMF) units while in garrison.
6. Vehicle distinguishing plates, other than authorized for flag officers and special staff officers are prohibited. Organizations having vehicles requiring administrative marking tags, such as: Military Police, Facilities Maintenance, Fire Department and radio-controlled vehicles, will request authorization to install such tags from the Commanding General (Code LM, Stop 11), MCAS, Cherry Point.

6002. ROAD INSPECTION OF VEHICLES

1. The Air Station GME Fleet Manager may, as he/she deems necessary, cause periodic inspections of all administrative-use motor vehicle equipment while in operation or at the using unit, or on the road. Vehicles may be stopped and

inspected to determine the mechanical condition of the vehicle and to check the operator's compliance with current operation and preventive maintenance instructions.

2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be given to the operator to return to his supervisor and one copy will be forwarded by the Air Station GME Fleet Manager to the commanding officer or officer in charge of the unit to which the vehicle is assigned.

3. Corrective action will be initiated by the activity responsible for the vehicle. All forms will be returned within five days after receipt to the Air Station GME Fleet Manager (Code LM, Stop 11).

6003. FUNDING RESPONSIBILITIES

1. The GME Fleet Manager is responsible for funding for maintenance and operation for all administrative-use Motor Transport equipment and tactical equipment used in lieu thereof which is assigned to MCAS, Cherry Point, NC.

2. The use of credit cards for purchase of commercial petroleum products and emergency services is authorized whenever "over-the-road" trips exceeding the POD are made with garrison mobile equipment. Supplies and services which may be purchased are as follows:

a. Regular grade or lead free gasoline (premium grade for emergency vehicles only), diesel fuel, regular and premium grades lubricating oil, lubrication services, oil filter elements, air filter service, tire and tube repairs, battery charging, mounting and dismounting chains, permanent type anti-freeze, emergency replacement of defective spark plugs, fan belts, windshield wipers, lamps and other emergency repairs, known in the automotive trade as "road services".

b. Subject to specific approval in each instance, replace tires and tubes (old tires to be returned to Air Station Motor Transport), batteries, wrecker services, and other automotive products obtainable from a service station may be purchased. Authority for these purchases may be obtained by calling the Air Station GME Fleet Manager (ext. 3502).

3. A service station delivery receipt attesting to each purchase and indicating the following will be submitted to the Air Station Motor Transport Department, Building 160, upon completion of each "over-the-road" trip:

a. Registration number of vehicle receiving service.

b. Odometer reading at time of repair.

c. Quantity and type of petroleum, oil, and lubricant (POL) or services received.

d. Name, grade, serial number and organization of vehicle operator.

4. Any operator of garrison mobile equipment requiring services or repairs other than those listed in paragraph 6003.3 above, will call the Air Station Motor Transport Maintenance General Foreman (ext. 5192) for assistance or further instructions. IN NO CASE WILL THE U.S. GOVERNMENT NATIONAL CREDIT CARD BE USED TO PURCHASE FOOD AND LODGINGS.

6004. RECORDS AND REPORTS

1. A locally devised form may be used for the dispatching of vehicles and for recording operational data. Discrepancies should be noted in the Remarks Section.

2. A record of all vehicles dispatched will be maintained on NAVMC 10031 or automatic data processing forms and retained for one year.

3. When DD, NAVMC forms are used they will be filled out and maintained in accordance with the current edition of TM 4700-15/1_.

6005. ACCOUNTABILITY

1. Garrison Mobile Equipment will be carried on the Air Station's Motor Transport plant property Consolidated Memorandum Receipt (CMR) according to the acquisition cost. The majority of GME will be carried on the plant account. Only that equipment with an acquisition cost of less than \$5,000 will be carried on the garrison property account.

2. Upon receipt of GME with an initial cost of \$5,000 or more, the Air Station Motor Transport Department will complete DOD Property Record (DD Form 1342) and Material Inspection and Receiving Report (DD Form 250) and forward a copy of the Material Inspection Report to the Supply Directorate, MCAS, Cherry Point. The Air Station Motor Transport Department, in conjunction with the Supply Directorate, will make the necessary reports to CMC (Code LFS-2).

a. New garrison mobile equipment is not inspected prior to delivery. The Air Station Motor Transport Department will inspect the vehicle for any damage during shipment and perform the normal before operations checks associated with commercial equipment. Further, Air Station Motor Transport will complete a "dealer's prep" prior to the equipment being placed in service.

b. Newly delivered vehicles are covered by warranty in accordance with the government purchase contract. The warranty is similar to the warranty associated with a privately purchased vehicle.

c. In the event a local dealer fails to honor a warranty or the vehicle was found damaged upon receipt, Air Station Motor Transport will forward a Quality Deficiency Report (SF-368) citing the problem to HQMC (Code LFS-2).

d. Units operating a Class "B" subpool under Air Station Motor Transport are responsible to provide, in writing, the name, grade and SSN of the individual who will be required to sign Equipment Custody Receipts for all garrison mobile equipment assigned their unit. Responsible officer's letters will be addressed to Station Motor Transport Officer (Code LM, Stop 11), MCAS, Cherry Point.

e. Specifics dealing with accountability and responsibility are contained in the current edition of MCO P4400.15. Procedure concerning reporting, transferring, and disposition of garrison mobile equipment is contained in the current edition of MCO P11240.106.

SOP FOR GME

CHAPTER 7

GARRISON MOBILE EQUIPMENT OPERATING REGULATIONS

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CHAPTER 7

GARRISON MOBILE EQUIPMENT OPERATING REGULATIONS

7000. GENERAL. The operators of garrison mobile equipment will comply with all traffic regulations prescribed by Federal, State and local civilian and military authorities.

7001. SPEED LIMITS

1. Maximum speed limits for garrison mobile equipment are established as follows, except for areas where lower speed limits are otherwise posted.

<u>Vehicle Types</u>	<u>Maximum Speed Limit On Station</u>	<u>Maximum Speed Limit Off Station</u>
Sedans and Station Wagons	45	55
Trucks through 5 ton	45	55
Trucks over 5 ton	45	55
Buses	45	55
School Buses	35	35
Buses, Trailer	35	55
Tractor, semi-trailer	45	55
Tractor, semi-trailer (low bed)	35	55
Trucks mounted crane	25	25
Scooters	25	Not permitted
Materials Handling Equipment	10	Not permitted
Electric Motor Driven Scooter	10	Not permitted

NOTE 1: Maximum speed in reverse will never exceed five miles per hour.

NOTE 2: Maximum speed limit on unimproved roads or cleared trails, whenever the use of such roads is authorized, is 25 miles per hour, except for areas where lower speed limits are posted or required.

2. No person will drive a vehicle at a greater speed than is reasonable and prudent with due regard for traffic, road surfaces, weather conditions and width of roadway. Under no circumstances will vehicles be driven at a speed which will damage the vehicle or endanger the safety of persons or property.

3. Military Police vehicles may not exceed the posted speed limits at any time unless engaged in a life-sustaining effort, when the posted speed limit may be exceeded by not more than 15 miles per hour. Administrative-use fire apparatus vehicles are limited to a maximum speed of 35 miles per hour in industrial, residential, or similar areas or when personnel are riding in a "hanging on" or standing position. The purpose of flashing lights and siren are to warn of approaching emergency vehicles and to request the right-of-way. They do not "entitle" the emergency vehicle to the right of way.

4. Other non-tactical emergency vehicles, when on an emergency run and when operating proper warning devices, may not exceed the maximum posted speed limits. At no time during operation on or off-station will the speed of an ambulance exceed the legal limits as set forth in the current edition of Navy directives unless directed to do so by a medical officer.

5. All government scooters and materials handling equipment are restricted to the confines of the facility to which assigned and will not be operated on public highways.

7002. PASSENGER CAPACITIES. Government passenger vehicles will not be loaded in excess of authorized passenger capacity (see paragraph 5000.3, above for buses and tractor trailers). All administrative-use cargo vehicles should not be used to transport personnel except in emergencies.

7003. VEHICLE PASSENGER AND CARGO RESTRICTIONS

1. Administrative-use trucks being used to transport personnel should be equipped with side rails, covers, or seating facilities as appropriate. In the event that seats are not installed, passengers will sit on the floor of the bed of the truck. No person will be permitted to ride on the tailgate, on the side, on the running board, or on any other exposed part of a vehicle. No passenger will be permitted to ride in any type of a government vehicle in such a manner that any part of their person, uniform, equipment, or weapon will protrude beyond the exterior of the body or cab of the vehicle. Passengers riding in vehicles with canvas tops or curtains will not lean their person or equipment against the canvas in any manner which will extend the canvas outward.

2. Activities utilizing buses to transport troops will appoint a responsible person to take charge of personnel being transported on each bus. The person so designated will ride in the bus or personnel trailer and will be responsible for assuring that personnel refrain from any type of malicious damage to the vehicle and that proper decorum is maintained. Opening the emergency doors of buses is prohibited at all times except when required to leave the bus as a result of fire, accident or other similar emergency.

3. Personnel will not be transported in stake trailers except in emergencies and with permission of the Air Station GME Fleet Manager. This precludes the use of trailers/trucks as floats in parades.

4. Transporting personnel in the bed of commercial dump truck is prohibited.

5. Garrison Mobile Equipment will transport only authorized personnel. Civilian personnel, except authorized government employees, will not be transported in a government vehicle without approval of the Commanding General.

6. Military personnel, their dependents possessing a valid identification card, and civilian employees may be carried in the cab of a vehicle whenever such vehicles are used as part of the Air Station bus or taxi system. Military personnel and civilian employees may ride in the cab of radio-controlled vehicles utilized for passenger or cargo service.

7. Garrison Mobile Equipment will not be utilized to load or unload cargo directly from shipside. Such cargo must be staged, then loaded onto or unloaded from ships or vehicles.

7004. SAFETY, ACCIDENT PREVENTION AND REPORTING

1. Accidents involving Marine Corps equipment imposes an alarming drain on Marine Corps resources. To avoid this loss, an aggressive and continuing safety program will be conducted.
2. The Marine Corps Air Station, Cherry Point, will emphasize equipment accident prevention programs which will stimulate safety consciousness. Accident prevention programs at all levels will include the following:
 - a. Equipment safety education, orientation, and observance of recognized safety practices.
 - b. Periodic equipment safety inspections.
 - c. Reporting, investigation, and analysis of equipment accidents.
 - d. Appropriate action against safety violators.
3. Responsible Officers will ensure that operators are familiar with pertinent civil regulations within the area of operation.
4. Prior to operation of a Marine Corps-owned or -leased vehicles, operators shall ensure that SF 91 (Operators' Report of Motor Vehicle Accident), is available and carried in the vehicle.
5. Operators involved in accidents will:
 - a. Stop immediately.
 - b. Render any possible assistance to the injured. Avoid moving any seriously injured persons unless absolutely essential for their protection.
 - c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, use flares or reflectors.
 - d. Notify civil and military police authorities after taking above action.
 - e. Complete SF 91. If SF 91 cannot be prepared by the driver because of injury or death, the report will be completed by the next senior person directly responsible for equipment operations.
 - f. Comply with State and local laws governing the reporting of equipment accidents.
 - g. Not leave accident scene until advised to do so by proper authority.

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

i. Obtain clearance from the claims officer prior to delivery of an accident report to a third party including State or local officials. Drivers will not make official accident investigation reports available to a claimant, or to any individual, or representative of any non-Marine Corps organization.

j. Complete DD Form 518 (**Accident-Identification Card**) at the scene of the accident or as promptly as possible thereafter, and give same to persons directly concerned. DD Form 518 provides persons involved in an accident with the identity of the person with the authority to act upon the matter.

k. As soon as possible thereafter, deliver the completed SF 91 to the Motor Transport Officer.

6. Appropriate action will be taken against operators when they fail to report any accidents.

7. Each accident involving Marine Corps-owned or -leased equipment will be analyzed or investigated and a determination made concerning the cause(s) and surrounding circumstances, including how the accident could have been prevented. Appropriate action will be initiated as warranted by the particular situation.

8. Equipment safety inspections will be conducted in accordance with the procedures outlined in chapter 10.

7005. MOTOR VEHICLE CONVOYS. Convoys will be operated in accordance with the current edition of MCO P11240.106.

7006. DISABLED GARRISON MOBILE EQUIPMENT

1. In the event of a breakdown within a radius of 75 miles of MCAS, Cherry Point, the vehicle operator should call collect to the Station Motor Transport Operations Division (ext. 5727) for instructions.

2. Beyond a radius of 75 miles of MCAS, Cherry Point, the vehicle operator can accomplish minor repairs of less than \$100.00 by utilizing credit cards.

3. If the vehicle repairs are more than \$100.00, the vehicle operator should report to the nearest military activity for possible repairs and/or assistance.

4. If a military installation is not accessible and the repairs cannot be accomplished by use of a credit card, the vehicle operator should contact the nearest garage capable of accomplishing the repairs. The vehicle operator will telephone the Air Station Motor Transport Maintenance Foreman (ext. 5192), and provide the following information:

- a. Cause of breakdown.
 - b. Estimated cost of repairs.
 - c. Name and address of repair facility.
 - d. Estimated time to complete repairs.
 - e. Request authority to exceed \$100.00 repair limitation and/or instructions.
5. It is important that manufacturer's towing instructions be strictly adhered to when recovering disabled vehicles.

7007. GARRISON MOBILE EQUIPMENT OPERATOR REGULATIONS AND RESPONSIBILITIES

1. Operators of GME are responsible for the safe operation of the vehicle and for the safety of the passengers and cargo. Should a passenger refuse to comply with the safety instructions of the activity or the instructions of the vehicle operator, the operator will proceed to the nearest telephone and immediately report the incident to the Motor Transport Operations Foreman or Motor Transport Duty Dispatcher, as appropriate, telephone 280812807, and request instructions.
2. Operators of GME are responsible for the safekeeping and maintenance of all tools and accessories that are assigned to the vehicle.
3. No person will operate equipment unless in possession of a valid State license or Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card. An operator will not operate a government vehicle of a capacity greater than that for which licensed.
4. Personnel operating GME who are required to utilize the Motor Vehicle Utilization Record, DD Form 1970, will complete the form in its entirety.
5. Operators of GME will ensure that the vehicle being operated contains an Operator's Report of Motor Vehicle Accident, Standard Form 91 and DD 518.
6. Except for extreme emergencies, where no relief is available, operators will not be required nor permitted to perform driving duties for long period (in excess of ten consecutive hours). Except for short hauls, operators will not be required to perform driving duties after a fatiguing day's work.
7. An operator will not operate an administrative-use motor vehicle when impaired by fatigue, illness, drugs or while under the influence of alcohol, or when otherwise physically unfit.
8. Operators of administrative-use motor vehicles are required to perform driver's maintenance, which is defined for the purpose of this Order as follows:
 - a. Check for presence of damage and pilferage of equipment.

- b. Check for leaks and condition of belts and hoses.
- c. Check oil, water, fuel and anti-freeze (winter months).
- d. Check instrument panel to ensure that all instruments and lights are in good working order.
- e. Check brakes, clutch, steering mechanism, light reflectors and drain air tanks.
- f. Check tires for damage, wear and proper inflation.
- g. Remove and replace defective, unserviceable or flat tires. Check all wheel lugs for tightness.
- h. Clean inside of vehicle daily. This includes the cab and bed of trucks and scooters.
- i. Keep outside of vehicle clean. Wash vehicle at least weekly, weather permitting.
- j. An operator is required to report any and all discrepancies to the appropriate supervisor from which the vehicle is dispatched.
- k. Operators of administrative-use motor vehicles will remove the keys whenever the vehicle is unattended.
- l. The operator of a loaded truck equipped with dual wheels, that has been dispatched beyond the normal operating radius from Cherry Point will stop at least once between point of origin and destination, and inspect the vehicle load and check for flat tires.
- m. Prior to mating the tractor to the semi-trailer, van personnel operators will inspect the king pin and fifth wheel plate for damage or deformity. In the event damage is suspected, equipment will be deadlined until released by Motor Transport Maintenance personnel.

7008. BACKING MOTOR VEHICLES

1. No vehicle will be backed until the operator has ascertained that such a maneuver can be made safely.
2. No truck, semi-trailer, bus or cargo van, which has limited visibility to the rear, will be backed until the operator has ascertained that such a maneuver can be made safely. If at all available, a guide person will be positioned behind the vehicle within the operator's side-view mirrors sight line to direct and assist the backing of a vehicle.
3. When an operator determines that a vehicle cannot be backed safely, the operator will not move their vehicle until they can obtain assistance.

7009. SAFE DRIVING REQUIREMENTS

1. Garrison Mobile Equipment operators will observe all DOD, Marine Corps, and State and local regulations pertaining to the safe operation of automotive, materials handling, and engineer equipment to include but not limited to the following:

a. An operator of GME will not follow another vehicle at a distance that is not reasonable or prudent. The operator will have appropriate regard for the relative speed of the vehicle, the amount of traffic, weather conditions, condition of the highway surface, visibility and the type of vehicle directly ahead.

b. An operator of GME will not follow another vehicle so closely that the operator cannot stop safely and easily if the vehicle ahead should make an emergency stop.

c. An operator will ensure that at least one vehicle length between their vehicle and the vehicle ahead is maintained for each 10 miles per hour speed by adjusting speed accordingly.

d. Bus and tractor-trailer operator will never follow another vehicle, especially another bus or tractor-trailer, closer than 100 feet in the same lane and on the open highway, with the exception of school buses.

e. An operator of GME will always drive to the right and remain in the right-hand lane except when making left turns on a dual highway or when passing a slower moving vehicle or parked vehicle.

7010. ROUTES OF TRAVEL

1. The operators of GME which has been properly dispatched will proceed over the most direct route to the assigned destination and/or intermediate destination. The operator will return to MCAS, Cherry Point by the most direct route.

2. Due to the safety hazards encountered, operators of GME assigned to MCAS, Cherry Point will not utilize the following roadways:

- a. Nine Mile/Nine Foot road from US 1/70 to NC 1/24.
- b. Gum Branch road from US 1/17 North to Richlands, NC
- c. Piney Green road from NC 1/24 to US 1/17 North
- d. Bear Creek/Queens Creek road from NC #172 to NC 1/24.

EXCEPTION: Operators of GME policing or servicing facilities or activities located wherein the use of the above restricted roads is required, may utilize those roads in the performance of such official duties.

7011. FUELING VEHICLES

1. Garrison Mobile Equipment will not be fueled in a closed building.

2. Operators of GME will turn off the engine and lights while taking on fuel.
3. When refueling a vehicle, smoking and/or the lighting of matches or lighters is prohibited within 100 feet of the fueling point.

7012. FIRE EXTINGUISHERS

1. The following GME will be equipped with fire extinguishers:
 - a. Buses and other vehicles carrying 10 or more passengers.
 - b. Ambulances.
 - c. Police and patrol vehicles.
 - d. Truck tractors.
 - e. -Vehicles carrying ammunition, explosives, compressed gas, fuels and other dangerous articles must be equipped with two fire extinguishers (10 pounds) containing potassium bicarbonate type powder (Purple-K-Powder).
2. **All** fire extinguishers will be checked daily by the operator to ensure that the extinguisher is properly charged and that the cartridges have not been ruptured or damaged.

7013. SAFETY BELT. **All** DOD personnel operating or riding in Marine Corps owned vehicles equipped with seat belts shall wear the belts whenever the vehicle is in motion.

7014. NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES. No person shall operate, or be in physical control of a motor vehicle if in possession, is under the influence of, or is using any of the following substances:

- a. A narcotic drug or any derivative thereof.
- b. An amphetamine or any formulation thereof (including but not limited to, "pep pills" and "bennies").
- c. Any other substance, to a degree which renders the operator incapable of safely operating a motor vehicle.
- d. This section does not apply to the possession or the use of a substance administered to a driver by or under the instructions of a physician who has advised the driver that the substance will not affect a person's ability to operate a motor vehicle.

7015. INTOXICATING LIQUOR. No person shall consume an intoxicating liquor, regardless of its alcoholic content, or be under the influence of an intoxicating liquor within eight hours before going on duty, while on duty, while operating, or in physical control of a motor vehicle while in possession of an intoxicating liquor, regardless of its alcoholic content.

SOP FOR GME

* CHAPTER 8

LICENSING/VEHICLE OPERATOR'S PERMIT (STANDARD FORM 46/OF-346)

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SOP FOR GME

* CHAPTER 8

LICENSING/VEHICLE OPERATOR'S PERMIT (STANDARD FORM 46/OF-346)

8000. EXAMINATION AND LICENSING OF ADMINISTRATIVE USE MOTOR VEHICLE OPERATORS

1. Requirement. A United States Government Motor Vehicle Operator's Identification Card (SF-46/OF-346) is no longer required when operating U. S. Government owned or leased motor vehicles of 10,000 GVW and below so long as the operator possesses a valid state drivers license. However, a Government Motor Vehicle Identification Card (SF-46/OF-346) is required for vehicles greater than 10,000 GVW and for all special use vehicles.
2. GME Fleet Manager. The GME Fleet Manager is responsible for administering the motor vehicle licensing program for Garrison Mobile Equipment used by Air Station activities. The GME Fleet Manager will issue, suspend and revoke Government Operator's Permits and maintain current records of all operator's permits for Marine Corps Air Station personnel.
3. License Issuance/Renewal. The Government Motor Vehicle Operator's Identification Card (SF-46/OF-346) will be issued/renewed in accordance with current editions of Marine Corps Order P11240.106, 11240.66, and TM-11240-15/3. The expiration date of U. S. Government Motor Vehicle Operator's Identification Card (SF-46/OF-346) will be 4 years or the expiration date of the valid state drivers license, whichever comes first. Valid unexpired operator's permits will be satisfactory evidence of qualifications to operate military vehicles of the type indicated on the permit. This permit cannot be used in lieu of a driver's license required by state or local laws for private vehicles.
4. Training Qualifications. Commanding Officers and supervisors will ensure that personnel applying for Government Motor Vehicle Operator's Identification Cards are fully instructed in the operation of the vehicle in which examinations are to be conducted and possess a valid state operator's license. Personnel undergoing initial training for a new permit will be given a skill and road test by a qualified licensed operator in accordance with the Motor Vehicle License Examiner's Handbook (TM-11240-15/3). All training and practical skill testing must be completed by the activity sponsoring the applicant. Personnel undergoing training in the operation of administrative-use motor vehicles will be accompanied by a qualified licensed operator at all times.
5. Medical Screening. A completed Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators) is required of all applicants for initial and renewal of Government Vehicle Operator's permits. Detailed physical examinations are required for certain permit classes

and a medical examiner will certify the applicant's fitness to operate those classifications. Applicants whose medical history indicate anything other than poor vision or poor hearing should be referred for medical evaluation.

6. Material Handling Equipment (MHE)

a. All applicants will be examined and licensed in accordance with instructions contained in DOD 4145.19-R-1 Storage and Handling Manual. Additionally all initial applicants will be administered a Forklift Skill Test and, figure 8-1, shall be completed. "Restricted" will be stamped across the face of the SF-46/OF-346. The permit will not be valid for the operation of any other type of equipment.

b. Physical Fitness Requirements

(1) A physical examination will be given by a medical examiner. Applicants for Materials Handling Equipment Operator's Permit must have 20/30 vision in each eye, with or without correction. Persons with sight in one eye only can operate industrial tractors (warehouse tractors) in open areas, not in warehouses.

(2) Physically handicapped applicants are acceptable as operators where, in the opinion of the examiner, they can perform the duties that are required.

7. Examination Results. Results of examinations and licensing action will be recorded on the application and a copy will be returned to the sponsoring activity for inclusion in the members' service record book or civilian file.

8. Failure to Qualify for Government Motor Vehicle Operator's Identification Card (SF-46/OF-346). The applicant may return anytime within eight weeks for re-examination. Application for those individuals to complete the licensing process will be destroyed after the specified eight week period.

9. Submission of Applications for Government Motor Vehicle Operator's Identification Card (SF-46/OF-346)

a. Commanding Officers or supervisors will submit form NAVMC 10964 (8-90), Application for Government Vehicle Operator's Permit, in duplicate. Blocks 1 through 17 will be completed. A completed Standard Form 47 and, where applicable, the completed Forklift Skill Test form, figure 8-1, will accompany the NAVMC 10964.

b. The Motor Transport Licensing Office will screen the applications and evaluate them from the standpoint of previous driving records in light of prior violations and ascertain if the individual is qualified in all respects to operate an administrative-use motor vehicle.

c. When submitting the NAVMC 10964 for new permits the following statement will be inserted in block 17 to verify completed training requirements: "I certify that the applicant has successfully completed Practical skill testing on subject equipment."

10. Duplicate Operator's Identification Card. Requests for duplicate Operator's Identification Card will be submitted on form NAVMC 10964 per the TM-11240-15/3.

11. License Verification. Commanding Officers and supervisors should sight members' state and government licenses periodically to determine if such licenses are current, valid and in the member's possession.

8001. QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS. No person; military or civilian, shall be permitted to operate a Government vehicle transporting ammunition or explosives or transport other dangerous articles unless the requirements as set forth in NAVSEA OP 2239 (5th Rev) are complied with and the operator has received instruction and explosive certification by an authorized agency. Operators qualified to transport dangerous cargo must possess a medical certificate (NAVMC 10970) and a SF-46/OF-346 on which is noted "Explosives Driver".

8002. RECORDS, TRAFFIC VIOLATIONS AND CONVICTIONS. The Licensing Office will maintain a computer file on all personnel licensed aboard the Air Station. Additionally, periodic National Drivers Registry (NDR) checks will be made on individuals to ascertain their eligibility to hold a Government Operator's Permit.

8003. APPLICABILITY. The provisions of this Chapter apply to all personnel, civilian and military, operating administrative-use motor vehicles within the confines of Marine Corps Air Station, Cherry Point, North Carolina, that are procured from either appropriated or non-appropriated funds. These vehicles are required to have assigned a military registration number and, in some cases, state license plates. Military personnel operating vehicles obtained from non-appropriated funds, which are required to display state license plates, will be required to have in their possession a valid state motor vehicle operator's license in addition to the Government Motor Vehicle Operator's Identification Card.

8004. SPECIAL INSTRUCTIONS. Whenever a Government employee is served with Federal or State court civil or criminal process or pleadings (including traffic tickets) arising from actions performed in the course of official duties, the employee shall immediately deliver all process and pleadings served upon them to the Commanding Officer or supervisor. An investigation to ascertain the facts surrounding the incident will be accomplished and the Government will then take appropriate action in accordance with JAGINST 5822.2. The Government employee will be advised concerning all rights to remove civil or criminal proceedings from State to Federal Court.

8005. AUTHORITY OF COMMANDING OFFICER/SUPERVISOR

1. Certification. The Commanding Officer or supervisor is accountable to ensure that only qualified personnel are recommended for licensing. Every effort should be made to ascertain whether proper training was received and that physical skill testing was adequate.

2. Validation. Appropriate action will be taken on reports of moving traffic violations, suspensions, or revocations received from State authorities. When State authority suspends or revokes an individual's driver license, the installation or command driving privilege is automatically terminated. The Installation Commanders, when notified of State action, may also suspend or revoke the individual's Government Motor Vehicle Operators Identification Card (SF-46/OF-346). In all cases, however, authorization to drive a government vehicle will be restricted to the limits of the installation.

DATE _____

UNIT _____

NAME _____

SSN _____

EXAMINER _____

BEFORE OPERATION (26)

- *CHECK OIL _____
- *CHECK FUEL _____
- *CHECK COOLING SYSTEM _____
- *CHECK POWER STEERING FLUID _____
- *CHECK TRANSMISSION FLUID _____
- *CHECK HYDRAULIC FLUID _____
- CHECK FOOT BRAKES _____
- CHECK HAND BRAKE _____
- CHECK LUG NUTS ON WHEELS _____
- CHECK BATTERY _____
- TIRES/PRESSURE _____

USE OF CONTROLS (14)

- RIDES CLUTCH/BRAKE _____
- SELECTS WRONG GEAR _____
- *RACES OR STALLS ENGINE _____
- *SLIPS CLUTCH TO HOLD VEH _____
- USE HYD. CONTROLS SMOOTHLY _____
- LOAD TOO HIGH DURING TRANS _____
- LOAD TOO LOW DURING TRANS. _____
- FORKS SPACED PROPERLY _____
- LOAD SPACED PROPERLY _____
- LOAD CENTERED ON FORKS _____
- USE OF SEAT BELTS _____

PARKING (21)

- PARKING BRAKE SET _____
- TILT TOTALLY FORWARD _____
- FORKS LOWERED TO DECK _____
- IGNITION OFF _____
- LIGHTS OFF _____

ENGINE START-UP (10)

- *CHECK OIL PRESSURE _____
- *CHECK AMMETER _____
- *CHECK TEMPERATURE _____
- *ENGINE WARM-UP _____
- CHECK LIGHTS _____

TURNS (6)

- SPEED TOO FAST _____
- TURNS TOO WIDE _____
- TURNS TOO SHORT _____

BACKING (5)

- BLOWS HORN _____
- ENSURES CLEAR PATH _____
- BACKS SMOOTHLY _____
- USES GUIDE IF NEC _____
- BOTH HANDS ON _____
- STEERING WHEEL _____

SLOWING OR STOPPING (4)

- STOPS SMOOTHLY _____
- SLOWS TO PROPER SPEED _____
- AROUND OTHER PERS _____

ATTITUDE (14)

- DEPENDS ON OTHERS _____
- FOR SAFETY _____
- UNNEC HORN BLOWING _____
- FAIL TO YIELD TO _____
- PEDESTRIAN _____
- OVERCONFIDENCE _____
- TIMIDITY/ LACK OF _____
- ASSURANCE _____

* N/A to Electric Forklifts

SIGNATURE OF EXAMINER

Figure 8-1.--Forklift Skills Test.

SOP FOR GME

CHAPTER 9

MAINTENANCE OF GARRISON MOBILE EQUIPMENT

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SOP FOR GME

CHAPTER 9

MAINTENANCE OF GARRISON MOBILE EQUIPMENT

9000. GENERAL

1. Maintenance is the care exercised and work performed to keep vehicles and equipment in a safe, serviceable, economical, and efficient condition.
2. For the purpose of providing flexibility and accuracy in defining maintenance operations, the maintenance missions and responsibilities are grouped in three broad categories: (1) organizations, (2) intermediate and (3) depot. The current edition of MCO P11240.106 applies. Maintenance can be further broken down into first echelon (operator) maintenance, second echelon (organizational) maintenance, third and fourth echelons (intermediate) maintenance, and fifth echelon (depot) maintenance.

9001. RESPONSIBILITIES

1. The Air Station GME Fleet Manager and the Maintenance General Foreman are responsible for all echelons of maintenance and maintenance management of the GME assigned to MCAS, Cherry Point.
2. **An** efficient, well planned, and economical program for inspection, service, adjustment, and lubrication is essential to the continued satisfactory performance of Garrison Mobile Equipment (GME). The program described in this chapter is designed to provide optimum maintenance at the greatest cost advantage. Too often, equipment is overmaintained. Work hours, money, and materials are unnecessarily expended, while potentially productive time is sacrificed. While it is essential that tactical equipment be maintained in a combat ready status, GME by employment and nature does not require such an intensive program. The maintenance program established is based on the performance of only that maintenance essential to retain equipment, during normal life expectancy, in a safe and serviceable condition, and acceptable in appearance.
3. First echelon (operator) maintenance is the responsibility of each military and civilian individual driving the vehicle. The responsibility for ensuring that first echelon (operator) maintenance is performed by all personnel driving vehicles, rests with the designated military and/or civilian supervisors, officers in charge, or subpool managers. Failure to perform the necessary first echelon (operator) maintenance will result in the loss of vehicle(s) in question.
4. The responsibility for the maintenance management of assigned equipment is that of all personnel, both military and civilian, at all levels.
5. All Motor Transport Department supervisory personnel are responsible for obtaining maximum utilization provided by vehicle and repair parts warranties for garrison mobile equipment.

6. All first echelon (operator) maintenance will be performed and completed before any vehicle or piece of equipment is accepted for any higher echelon of maintenance by the Motor Transport Department. See paragraph 7007.8 above. Exceptions will be made only by the Maintenance General Foreman.

9002. MAINTENANCE PROCEDURES, REPAIRS, AND SERVICES

1. Maintenance procedures and repairs of GME will be performed as prescribed by the current editions of MCO **P11240.106**. The Air Station Motor Transport Department will notify using activities when vehicles/equipment are to come in for service. Compliance will be accomplished with the minimum of delay.

3. Chapter 7 of this Order provides detailed required operator's inspection and regulations as it applies to garrison mobile equipment first echelon (operator) maintenance.

4. Scheduled inspection and services as they pertain to maintenance will be in accordance with the time/mileage interval prescribed by the applicable manufacturer's service and repair manual and will include the following:

a. Safety: Each item of equipment will be inspected for safety at intervals not to exceed twelve months or 6,000 miles (520 hours for materials handling equipment), whichever occurs first. The safety inspection will include, but not restricted to, the items contained in the sample inspection checklist as depicted in Table 9-1. To avoid unnecessary downtime, the safety inspection will be performed at the time of the scheduled mechanical serviceability inspection, in accordance with the manufacturer's specifications. Adherence to the safety inspection will be complied with when the time or mileage/hour intervals do not coincide. All deficiencies will be corrected before returning equipment to service.

b. Serviceability: In addition to inspecting equipment or safety, as prescribed above, applicable manufacturer's maintenance, service, and repair specification intervals may be adjusted (more frequent) if required by unusual operating conditions and will conform to the manufacturer's recommended service interval during the warranty period. This will be directed and approved by the Air Station GME Fleet Manager or Maintenance General Foreman. A copy or statement concerning approved deviations will be provided to HQMC (Code **LFS-2**). The current edition MCO **P11240.106** applies. Corrective adjustments and repairs performed during safety and Serviceability inspections will be generally limited to those items prescribed by the manufacturer and only to the extent necessary to restore the equipment to the optimum degree of serviceability consistent with achieving the highest degree of cost effectiveness.

5. Unscheduled maintenance services are those maintenance functions which are performed to correct operator's and/or supervisor's reported deficiencies and those that occur between safety or serviceability inspections and services prescribed by the manufacturer. Unscheduled maintenance will be generally limited to the correction of only those specific items reported or noted as deficient. However, as a good maintenance practice, unreported deficiencies

noted at the time of an unscheduled service (particularly those affecting safety) will be corrected before the equipment is returned to operation. Checklist, used by the operator in the performance of before and after operation services, will be used as a method of reporting equipment deficiencies.

9003. MODIFICATION. Under no circumstances will using units make modifications or changes to equipment without prior approval of the Air Station GME Fleet Manager. Approved modifications will be accomplished by either the using unit, the Motor Transport Department or by commercial contracts, as may be applicable. The current edition of MCO P11240.106 applies.

9004. TIRES

1. Care and maintenance of pneumatic tires will be performed in accordance with appropriate manufacturer's manuals.

2. New tires will be used on the following equipment:

a. Passenger carrying equipment:

- (1) Buses
- (2) Vans
- (3) Sedans
- (4) Passenger trailer.

b. Special purpose equipment:

- (1) Firetrucks
- (2) Ambulances
- (3) Truck tractors

3. Reconditioned tires may be used on equipment not previously identified. Safety and economy are of primary concern.

9005. WINTERIZATION OF GARRISON MOBILE EQUIPMENT

1. Responsibility: The Motor Transport Department is responsible for the winterization of all garrison mobile equipment assigned to MCAS, Cherry Point, activities.

2. Action

a. Prior to the advent of cold weather and not later than 15 October of each year, activities utilizing administrative-use motor vehicles will return assigned vehicles to the Motor Transport Department to be prepared for operations under freezing weather conditions as expected in the Cherry Point/Havelock area.

b. All equipment will be winterized by 1 November of each year to withstand temperatures as low as plus - 10 degrees Fahrenheit (F). Each vehicle will have

a tag attached to the radiator filler cap indicating the date winterized and the temperature the solution will withstand before freezing. Fuel will not be issued to vehicles between 1 November and 15 April not displaying this tag.

c. During the period of expected freezing temperatures in the Cherry Point/Havelock area (15 October to 15 April) antifreeze solutions will be checked weekly to ensure proper protection to -10 degrees F. This may be done at the using unit level, by Motor Transport personnel, or at the issue gas station.

d. Whenever vehicles are dispatched to areas where temperatures fall below -10 degrees F. additional antifreeze will be installed. This will be done prior to departure and will be based on the expected climatic conditions.

9006. REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY NOT AUTHORIZED. Privately owned vehicles, parts or accessories will not be serviced, repaired, or manufactured in any Motor Transport facility of the MCAS. Government owned tools, equipment, parts or supplies will not be used to service or repair privately owned property. Privately owned vehicles will not be garaged, parked or stored in any Motor Transport facility or in any motor pool area where government equipment is stored or parked. This paragraph does not apply to authorized hobby shops.

9007. GARRISON MOBILE EQUIPMENT MISUSE OR ABUSE. Evidence of equipment misuse or abuse which is not the result of reasonable or expected wear and tear, defective workmanship or failure to perform preventive maintenance, will be reported to the Motor Transport Officer, Transportation General Foreman or Maintenance Foreman. If deemed appropriate, information as to who committed the misuse or abuse to the equipment will be reported to the individual's supervisor or to higher authority via the appropriate chain of command for appropriate corrective action.

9008. MAINTENANCE RECORDS AND REPORTS

1. Accumulation of required maintenance data on all GME and the keeping of orderly, accurate and complete maintenance records are the responsibility of the Maintenance Foreman.
2. These records will be maintained in the Maintenance Control Section of the Motor Transport Department in accordance with the current edition of MCO P11240.106.
3. Motor Vehicle Record folders (NAVMC Form 696) and Shop Repair Order (NAVFAC 11200/3A) will be utilized as a vehicle/equipment historical record for all GME in the MCAS, Cherry Point inventory.
4. Maintenance cost data required by the current editions of MCO P11240.106, MCO 7310.49 and MCAS, Cherry Point reporting and accounting procedures will be provided to the Accounting and Records Section of the Motor Transport Department for processing and transmittal. This data accumulation is required for periodic reports, analysis of the quality of maintenance, adherence to established cost standards, identification of areas requiring management action and budget formulation.

9009. MAINTENANCE OF VEHICLES NOT IN MCAS. CHERRY POINT INVENTORY

1. Maintenance of government owned GME which is not a part of the MCAS, Cherry Point authorized inventory, but is utilized by Air Station supported units or commands, will be performed by the Motor Transport Department on a reimbursable basis.
2. Maintenance of GME which is a part of the MCAS, Cherry Point authorized inventory and is assigned for utilization by separate commands will be performed by the Motor Transport Department on a reimbursable basis.

9010. MAINTENANCE PERFORMED BY THE OPERATOR/USER

1. The vehicle operator is the most important single factor in preventive maintenance. First echelon (operator's) maintenance will be performed by all operators and/or users of all MCAS, Cherry Point GME. First echelon maintenance is defined as that maintenance performed by the operator and/or user of the equipment in providing the proper care, use, operation, cleaning, preservation and such adjustments, minor repairs, testing and parts replacement as may be prescribed in pertinent technical publications.
2. First echelon (operator's) maintenance required to be performed by all operators and/or users of garrison mobile equipment is as outlined in the current edition of TM 4700-15/1 and locally devised daily and weekly checklists.
3. Whenever a vehicle is inspected by an Air Station Motor Transport inspector or Air Station Motor Transport Maintenance personnel and it is found that the vehicle is not being properly maintained, it will be reported by telephone and/or writing to the Commanding Officer, Officer-in-Charge or supervisor of the activity assigned the vehicle. If it is found that a vehicle is not in safe operating condition or that discrepancies have not been reported or noted by the using activity or that further operation of the vehicle will cause additional damage to the vehicle, the vehicle will be deadlined immediately and retained by the Air Station Motor Transport Department until corrective action has been taken by the commander of the using activity and the Air Station Motor Transport Officer. Repeated abuses by any using activity, may result in the loss of all permanently assigned garrison mobile equipment to that activity.

9011. SAFETY INSPECTIONS AND LOAD TESTING. The Air Station Motor Transport Department provides load testing and certification for weight handling mobile equipment and material handling equipment organic to maintenance activities. All equipment will be tested, inspected and marked in accordance with instructions prescribed in Title 29 Code of Federal Regulations, Part 1926.550(a)(b) and 1926.552(c)(15) and in compliance with the requirements of current edition of MCO 11262.2 and MCO P11240.106. Weight handling and material handling tactical equipment organic to supported FME units will be scheduled, load tested, inspected and marked at intervals and in accordance with the requirements of these orders and laws on a reimbursable basis.

9012. SHOP AND INDUSTRIAL SAFETY

1. Maintenance personnel safety is of primary concern, therefore all applicable Code of Federal Regulations (CFR) pertaining to occupational safety are to be strictly adhered to.

2. Guidance, training, and evaluation are provided by the MCAS, Cherry Point, NC Ground Safety Office (GNS) through scheduled inspections of incident investigation, and upon special request (ext. 4922).

Table 9-1.--Motor Vehicle Safety Inspection Checklist

<u>Item</u>	<u>Component</u>	<u>Procedure</u>
1	Brakes	<ul style="list-style-type: none"> a. Test to determine if brakes are functioning properly. b. Check brake pedal free travel as required. c. Inspect right front brake drum, inspect for wear or cracking, inspect lining for excessive wear, and check wheel cylinder for leaks and deterioration. If excessive wear and/or malfunctions are noted, remaining drums will be removed and completely inspected. Inspect brake drums in accordance with manufacturer's recommendations. d. Check all hydraulic brake lines for leaks and condition. Fill system with fluid. e. On airbrake systems, inspect airbrake diaphragms and all air lines and air tanks for leaks and deterioration; check airbrake instrument controls air valves. f. For disc brakes, inspect discs and pads in accordance with manufacturer's recommendations.
2	Lights	<ul style="list-style-type: none"> a. Check all lights, signals, and reflectors. b. Check condition of trailer jumper cable. c. Check headlights for proper alignment.
3	Instruments, Controls, Warning Devices	Check all instruments, and gauges, mirrors, switches, controls, horns, and warning devices for proper functioning and damage.
4	Exhaust System	Check muffler, exhaust and tail pipes, and all connections for leaks.
5	Steering System	Check all steering devices and linkage for wear, alignment, and damage.

SOP FOR GME

Table 9-1.--Motor Vehicle Safety Inspection Checklist--Continued

<u>Item</u>	<u>Component</u>	<u>Procedure</u>
6	Safety Belts	Check all safety belts for wear and proper mounting.
7	Fifth Wheel and Trailer King Pin	Check fifth wheel operation and safety lock. Check trailer king pin for wear damage.
8	Tires	Check all tires for damage and excess wear. Check wheel lug nuts for tightness.
9	Windshield Wipers and Washers, Glass and Defrosters	Check for proper operation, wear damage, and deterioration as appropriate.