



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 4600.1J

S-4

MAY 22 2023

AIR STATION ORDER 4600.1J

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: GARRISON MOBILE EQUIPMENT

Ref: (a) MCIEAST-MCB CAMLEJO 11240.1B
(b) MCO 11240.106C

Encl: (1) Garrison Mobile Equipment Monthly Status Report
(2) Responsible Individual Appointment Letter
(3) Vehicle and Equipment Operational Record
(Administrative and Tactical Motor Vehicles)
(4) Motor Vehicle Accident Report
(5) Vehicle Inspection Form

1. Situation. Per the references, this Order promulgates numerous administrative policy changes for official use of Non-Tactical Vehicles (NTVs) aboard Marine Corps Air Station (MCAS) New River.

2. Cancellation. ASO 4600.1H.

3. Mission. To promulgate procedures for the administration of official-use NTVs aboard MCAS New River in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order shall be used by all personnel and units within the boundaries of MCAS New River.

(2) Concept of Operations. Effective, efficient, and safe use of official-use motor vehicles by all personnel and

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

MAY 22 2023

tenant commands aboard MCAS New River. Personnel using government motor vehicles aboard MCAS New River will be familiar with the contents of this Order and the references.

b. Tasks

(1) MCAS New River S-4

(a) Represents MCAS New River in all matters concerning NTVs and material handling equipment, to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) Regional Fleet Manager (RFM).

(b) Evaluate and manage the requirements and distribution of administrative-use vehicles assigned to MCAS New River.

(c) Station S-4 Officer will also coordinate with the RFM to ensure that units are properly maintaining and documenting vehicle usage. That units/activities identify operators, condition of vehicles, and timely notification of damage by using on-site and roadside vehicle inspections.

(2) Responsible Individual (RI) MCAS New River

(a) Sign inventory receipts for all vehicles within the unit or activity and ensure that the vehicles are clean and in road worthy operating condition at the time of issuing and turn in. The RI will ensure that all On Equipment Material (OEM) assigned to that vehicle is accounted for at the time of issue and turn in.

(b) Develop and institute a control system within the unit or activity to control the assignment, issuance, maintenance, and documentation required for all vehicles under the cognizance of the RI. Records will identify all vehicle operators, preventative maintenance conducted, and condition of vehicles at both the time of receipt and return from maintenance. The RI will develop an oversight system that will ensure all vehicles within the unit and/or activity are checked weekly to determine the current condition, any corrective action(s), and unlisted damage since the last weekly inspection.

(c) Ensure that a monthly mileage report is

MAY 22 2023

forwarded to responsible recipients in accordance with the format in enclosure (1).

(d) The RI will ensure that vehicle documentation for the unit/activity is properly prepared and maintained on file. Station S-4 Motor Transport (MT) will inspect the documentation to ensure that the unit/activity is in compliance with this instruction.

(e) In the event of a change of RI, a joint inventory will be conducted with the current and the newly appointed RI. However, if the RI changeover is not completed before the individual is relieved, the responsible Commanding Officer (CO)/Officer-in-Charge (OIC) will assume the account.

(3) MCAS New River Departments and Special Staff. Departments and Special Staff Section Heads shall determine their requirements and submit them to the MCAS New River S-4 for consolidation and submission to the CG, MCIEAST-MCB CAMLEJ (Attn: MTO). Each requirement will have a supporting justification statement. MCAS New River Departments and Special Staff Section Heads are to ensure that the rules and regulations for administrative-use vehicle operation, as outlined in reference (b), are adhered to for administrative vehicles assigned to their sections. In addition, each MCAS New River Department and Special Staff Section desiring to maintain vehicles under their control will submit one (1) Staff Noncommissioned Officer (SNCO) or higher to act as the RI for their vehicle pool. This person will act as the liaison between the individual department or section and Station S-4 MT.

(4) Station Responsible Individual. The Station RI for Garrison Mobile Equipment (GME) will be appointed in writing by the CO using enclosure (2) which will be forwarded to the Base Motor Transport (BMT) Supply Office, Building 1502, Camp Lejeune. Within 15 days of assignment, the relieving Station RI will sign the original Consolidated Memorandum Receipt (CMR) maintained by the BMT Supply Office, which ensures that all equipment is accounted for prior to the new RI signing.

(5) Unit/Activity Responsible Individual. The unit and/or activity RI for GME equipment will be appointed in writing by the Section Head using enclosure (2) which will be forwarded to the Station S-4 MT. The unit/activity RI will be responsible for all unit/activity equipment, and will conduct an

MAY 2 2 2023

inventory of all GME equipment and OEM items under his/her control on a quarterly basis. Once the inventory is completed, the results will be forwarded to the Station S-4 MT.

c. Coordinating Instructions

(1) Reports. Department Heads within MCAS New River will submit a weekly inspection report, enclosure (3), to Station S-4 MT by the close of business every Thursday by each section that has NTVs. This report will list the General Services Administration (GSA) plate number, the most recent odometer reading, and any maintenance performed on the vehicle since the last reporting period.

(2) Support is provided by RFM, MCB Camp Lejeune, by:

(a) Sub-custody of Class "B" assignment assets to Department/Division/Special Staff Section Heads of MCAS New River.

(b) Dispatch of Class "C" assignment assets to requestors from the MCIEAST-MCB CAMLEJ MT Commercial Pool, located at Building 1407, Camp Lejeune.

(3) Passenger Capacities. Government vehicles will not be loaded in excess of the authorized passenger capacity assigned for that vehicle.

(4) Vehicle Passenger and Cargo Restrictions

(a) No passengers will be permitted, at any time, to be transported in the back of any exposed part of a vehicle. This is to include the back or sides of pickups, riding on the tailgate, or riding on the sides of vehicles; except those modified with seats to carry passengers. No passenger will be permitted to ride in any type of vehicle in such a manner that any part of the person's body, 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.

(b) Activities utilizing buses to transport personnel will appoint a responsible person to take charge of personnel being transported on each bus. The person so designated will ride in the bus and will be responsible for

MAY 22 2023

assuring that personnel refrain from any type of malicious activities which could result in damage to the vehicle and that proper decorum is maintained. Items including tactical field gear and weapons (e.g., K-bars, bayonets, etc.) that are issued by the Individual Issue Facility are not to be worn on buses but shall be properly stored in overhead bins or under seating. This is to preclude damage from the objects in the event of an emergency stop. Opening of the emergency doors of buses is prohibited at all times except when required to exit the vehicle as a result of fire, accident, or other similar emergency.

(c) Administrative-use motor vehicles will transport only authorized personnel. Civilian personnel, except authorized government employees, will not be transported in a government vehicle without proper authorization from the CO, MCAS New River.

(d) Administrative-use motor vehicles with the exception of material handling equipment will not be operated on warehouse loading ramps.

(5) Inspection of Administrative-Use Vehicles prior to Assignment or Reassignment

(a) Upon notification that an administrative-use motor vehicle is to be assigned or that a vehicle assigned to an organization is to be turned in, the following actions will be taken by both the RI of the command and the department:

1. Ensure the vehicle is clean.
2. Inventory the vehicle to ascertain that all OEM equipment charged to that vehicle is physically present.
3. Deliver vehicle to BMT Supply Section.

(b) The BMT Contract Maintenance Supervisor or the designated representative will:

1. Inspect the vehicle and note all OEM equipment in the Vehicle Inspection Form (VIF), enclosure (5). All inoperable items and damages will be reconciled with the command or unit prior to accepting the vehicle.
2. The duplicate VIF goes to the driver of the

MAY 22 2023

vehicle as a temporary credit receipt. The original VIF, fuel card, and maintenance card are turned into BMT Supply Section.

3. The organization receiving the vehicle, upon notification that the vehicle is ready will:

a. Have the RI report to the BMT Supply Section to pick up the VIF, fuel key, maintenance card, and to sign the equipment custody forms.

b. The custody form will be kept in a vehicle folder for the life of the vehicle.

(6) Request for Administrative-Use Motor Vehicles

(a) Administrative-use motor vehicles will be operated from motor pools established by the RFM, except for those vehicles assigned on a Class "B" assignment.

(b) Requests for vehicles assigned on a Class "B" basis are addressed to the Station S-4 MT. Such requests will contain detailed justification for such assignments, e.g., type of vehicle required, job to be assigned, and estimated miles per month. This request, when approved, will be forwarded to the Base MTO to determine if the request can be fulfilled or if further justification is required.

(c) Vehicle justification review for Class "B" assignment continuation will be conducted as directed by BMT. This review will identify vehicles which have failed to meet utilization miles/hours requirements listed below:

GARRISON MOBILE EQUIPMENT ANNUAL UTILIZATION STANDARDS

EQUIPMENT CLASSIFICATION	ANNUAL TARGET MILES
SUV 4X4	4,795
8 Passenger Van	10,385
7 Passenger Van	5,326
Pickup, ½ ton 4x2	7,538
Pickup, ¾ ton 4x4	7,305
Pickup, Crew Cab	4,232
Van, Cargo, Law Enforcement, 1 ½ ton	8,206

MAY 22 2023

Van, Cargo, 1 ½ ton	3,649
Truck, Stake, 1 ¾ ton 4x2	5,176
12 Passenger Van	5,201
Truck, Stake, 1 ¾ ton	5,432
44 Passenger Bus	6,873
SWA Vehicle	3,843
Truck, Tank, 5,000 gal 6x4	2,144
Truck, Rescue, P-10	1,850
CFR Nurse Unit	788
Truck, CFR, P-19	2,485
4,000 pound Forklift	224
6,000 pound Forklift	248
10,000 pound Forklift	16

(d) Insufficient or untimely submission of justification review reports may result in vehicles being reassigned.

(7) Routine Transportation Request

(a) Request for transportation services within the confines of MCAS New River will be submitted via e-mail to the Station S-4 MT at least 48 hours in advance. The requester will be responsible to ensure that all operators have the appropriate current license and Driver Improvement Card if under the age of 26, when obtaining GME vehicles.

(b) When sections require multiple vehicle requests for special events, the request will be coordinated through the unit/activity RI to ensure that there is not a duplication of vehicle requests.

(c) Vehicles will be dispatched in the quantity and capacity required to meet the objective for which requested. Determination of the quantity and capacity of vehicles required will rest solely with the MTO or designated representative consistent with vehicles which are available and as dictated by consideration of economy and efficiency.

(d) Requests for GME equipment for trips within walking distance will not be approved. Walking distance is the one-way distance between two points, which by virtue of being in

the same general area, makes it unreasonable to provide transportation. Minimum one-way walking distance ruling will be applied when it is determined that government transportation is not feasible or cost effective. For purposes of GME, the minimum walking distance is established as one half mile.

(8) Utilization of Administrative-Use Garrison Motor Vehicles

(a) Administrative-use motor vehicles will be used for official purposes only. What constitutes official purposes is a matter of administrative discretion to be exercised within applicable laws of U.S. Codes, Executive Order, and Department of Defense (DoD) Instructions. It is a general rule that where transportation is essential to the successful operation of any activity, the military services are authorized to provide such transportation as may be required. Official purposes as applied to personnel would be for travel performed by persons in their official capacity as military or civilian employees of the Marine Corps. The travel must be related to the performance of official duties or in connection with duties conducted under official authorization. This precludes the use of motor vehicles for purely personal use.

(b) 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 duty when existing public transportation facilities are inadequate, non-existent, or unless orders state government transportation is required.

(c) Defense personnel authorized full time use of official vehicles will not use vehicles for other than actual performance of official duties. Vehicles authorized on a full-time basis will not be reassigned to others not entitled to such use.

(d) Use of motor vehicles, on a full time or trip ticket basis, is not authorized for family members of the official concerned, or others, for private business or personal social engagements. Questions regarding the official nature of a particular use shall be resolved in strict compliance with statutory restrictions.

MAY 22 2023

(e) Ambulances, radio-equipped vehicles, tank trucks, wreckers, fire trucks, dump trucks, and other special purpose vehicles will be used exclusively for the purpose intended.

(f) The utilization of administrative-use motor vehicles will be limited to improved roadways that can be utilized safely without damage to the vehicle. These vehicles will not be used for cross country travel. Administrative-use motor vehicles will not utilize the following roads: The cutoff between Highway 24 and Route 70 to Cherry Point (Nine Mile Road), Bear Creek Road, Queens Creek Road, and Catfish Lake Road.

(g) Administrative-use vehicles will not be loaded (dockside or through the surf) aboard any type of boat or ship.

(9) Utilization of GME Off Station

(a) Whenever a GME vehicle is taken off station the operator will obtain a NAVMC 10627, enclosure (3), or a trip ticket which is properly annotated by the RI for "off base allowed" from the Station S-4 MT.

(b) GME vehicles will not operate more than 150 miles one-way from the parent station without prior authority and/or approval from the MCIEAST-MCB CAMLEJ RFM. This authority and/or approval must be obtained at least 72 hours in advance via the Station S-4 MT. Once approved, prior to departure, the driver must sign for a fuel card from the BMTO.

(10) Licensing

(a) The U.S. Government Motor Vehicle Operator's Identification Card (OF-346) is no longer required for military or civilian personnel when operating a U. S. Government owned or leased motor vehicle of 1½ ton and below so long as the operator possesses a valid state driver's license. However, an OF-346 is required for all military and civilian personnel who operate vehicles greater than 1½ ton and who utilize special purpose vehicles (e.g., emergency, ordnance carrying vehicles, military police vehicles, etc.).

(b) MCAS New River Departments and Special Staff Sections requiring the licensing of motor vehicle operators will forward for each applicant, the following completed forms to

MAY 22 2023

Station S-4 MT. Military personnel will utilize their supporting medical facility for processing required medical physicals.

1. Application for Government Vehicle Operators Permit (11240) NAVMC 10964, is submitted in duplicate with each copy having original signatures. The "REMARKS" section must contain the name and telephone number of the person or office to be notified as to scheduling of the applicant for examination.

2. OF-345, Physical Fitness Inquiry for Motor Vehicle Operators, is submitted for the licensing of civilian employees, shall be signed by the applicant and forwarded to the Occupational Health Nurse, Building 65, Camp Lejeune for processing.

3. Other forms may be required depending on which license vehicle platform the applicant submitted for. Prior to turning in the paperwork, all applicants should contact Station S-4 MT to find out if there are any additional requirements.

4. Officers assigned to MCAS New River are authorized to operate a government vehicle. Per reference (b), the District Director (Station S-4 Officer) can authorize Officers, including the CO, to operate government vehicles. Authority will be limited to those Officers occupying billets in which this capacity is absolutely essential to mission accomplishment. Approval, when given, will be effective only for the period of time the Officer occupies the related billet.

(11) Preventative Maintenance of Vehicles

(a) The vehicle operator is the most important single factor in preventative maintenance which is performed by all operators and/or users of all MCAS New River administrative-use vehicles. Driver's preventative maintenance is defined as "that preventative maintenance that is performed by the operator or user prior to use of the equipment in providing proper care, use, operation, and cleaning."

(b) Whenever a vehicle is inspected by the BMT or Station S-4 MT and found improperly maintained, it will be reported in writing to the CO or OIC of the unit/activity assigned that vehicle. If it is determined that the vehicle is

MAY 22 2023

in an unsafe operating condition, discrepancies have not been reported or noted by the using unit/activity, or that further operation of the vehicle will cause additional damage, the vehicle will be deadlined, and the operator will be directed to take the vehicle immediately to a GSA approved maintenance vendor (if GSA owned) or the Station Maintenance Shop for repairs. The vehicle will be retained by the maintenance shop or GSA approved vendor until corrective action has been taken.

(12) Operator Responsibilities

(a) The operator of an administrative-use motor vehicle is responsible for the safe operation of the vehicle while it is assigned to them and for the safety of the passengers and cargo that the individual is carrying.

(b) It is the responsibility of the operator or user to ensure that all passengers use seat belts in those vehicles equipped with them when the vehicle is in motion.

(c) The vehicle will not idle when an operator is delaying, pausing, waiting, or parked.

(d) The operator of an administrative-use vehicle is responsible for the safekeeping and maintenance of all tools and accessories assigned to that vehicle.

(e) Each vehicle has a credit card. This card is authorized for the purchase of gas at Camp Geiger or Camp Lejeune, and minor repairs such as wipers, brakes, and tires. The credit card may not be used for fuel purchases off the installation. All repairs must first be approved by Station S-4 MT. Once repairs are completed, the section must turn in all receipts to the Station S-4 MT Office. If the GME Vehicle breaks down after hours, the operator can call the number on the back of the card, whether on or off the installation. If the vehicle is on base, is not in a hazardous condition and is not blocking traffic, the vehicle may remain sitting until the next day.

1. Each operator will be required to conduct a before, during, and after preventative maintenance inspection to ensure that the vehicle is road worthy and capable of safe operation before and during the period the vehicle is to be utilized. To accomplish this, all operators not utilizing NAVMC 10627, enclosure (3) or other appropriate NAVMC forms will

MAY 22 2023

complete a Vehicle Inspection Form per enclosure (5). This form will be utilized for all vehicles not using NAVMC forms. It is the responsibility of the operator and the unit RI to ensure that either of the above-mentioned forms are filled out correctly and completely.

2. Preventative maintenance is the responsibility of each operator utilizing an administrative-use motor vehicle. They will ensure that before taking the vehicle they have completed one of the above forms for the period they will be operating the vehicle. These forms are to be utilized by each operator when that vehicle is in operation. It is the responsibility of each operator to ensure that the required document is kept in the vehicle while it is in operation. These documents will be returned and maintained by the Station S-4 MT.

(f) Corrective maintenance is controlled through the Station S-4 MT. All vehicles, before being turned into BMT, will have a pre-maintenance inspection to determine status of the vehicle. This pre-maintenance inspection will also assist in maintaining the status of vehicles, to include length of time that a vehicle is at station maintenance or with a GSA approved maintenance vendor for repairs and to control/verify what condition a vehicle is in at the time of turn in. Station S-4 MT will be responsible to receive and notify all units/activities assigned to MCAS New River that vehicles are completed and ready to be picked-up.

(g) No person will operate a 1½ ton or greater capacity or special purpose vehicle unless he/she has a valid OF-346 and Medical Examiner's Certification Card (when required) in his/her possession. An operator will not operate a government vehicle of any type or capacity which is not authorized on their operator's identification card.

(h) The operator of an administrative-use vehicle will ensure that the vehicle he/she is operating contains: a SF-91, Motor Vehicle Accident Report, enclosure (4), SF-94 Statement of Witness, and DD-518 Accident Identification Card.

(i) Except for extreme emergencies, where no relief is available, the operators of administrative-use motor vehicles will not be required nor permitted to perform driving duties for long periods (in excess of 10 consecutive hours), per reference (b).

MAY 22 2023

(j) An operator will not operate an administrative-use motor vehicle when his/her alertness is impaired by fatigue, illness, drugs (whether prescription or illegal), alcohol, or when otherwise physically unfit.

(k) Operators of administrative-use motor vehicles are required to perform driver's maintenance, which is defined for the purpose of this instruction as follows:

1. Check to ensure that all OEM items are present and that they have not been damaged or removed. Any discrepancies will be reported to the unit/activity RI immediately.
2. Check for leaks, condition of belts, and hoses.
3. Check oil, water, fuel, and anti-freeze.
4. Check instrument panel to ensure that all instruments and lights are in good working order.
5. Check brakes, clutch (when equipped), steering mechanism, light reflectors, and air tanks (when equipped).
6. Check tires for damage, wear, and proper inflation.
7. Remove and replace defective, unserviceable, or flat tires. Check all wheel lugs for tightness.
8. Clean the inside of the vehicle daily. This includes the cab/bed of trucks, gators, mules, and golf carts. The operator of each GME vehicle is responsible to ensure that there is no smoking, drinking, or eating in the vehicle.
9. Keep the outside of the vehicle clean. Wash the vehicle at least once a week, weather permitting.
10. An operator is required to report all discrepancies in the remarks section of the appropriate form directed by the RI for use and report to the appropriate supervisor for which the vehicle is dispatched with discrepancies noted.

MAY 22 2023

11. The operator of a loaded truck equipped with dual wheels, which has been dispatched beyond the normal operating radius of MCAS New River, will stop at least once between the points of origin and destination, and inspect the vehicle load and check for flat tires.

12. If an accident occurs off MCAS New River and the Military Police Department Accident Investigation Section cannot be notified, the state and/or local police authorities will be contacted and requested to make an appropriate investigation.

(13) Maintenance Responsibilities

(a) The BMT Section is responsible for the first through fifth echelon maintenance on all Marine Corps owned administrative-use motor vehicles assigned to MCAS New River.

(b) Whenever administrative-use motor vehicles are assigned on a permanent basis or while in garrison, the using activities are responsible for the first echelon maintenance.

(c) All first echelon maintenance will be performed prior to the vehicle being inducted into the shop for maintenance.

(14) Repairs and Modifications

(a) Repairs to administrative-use motor vehicles, if viewed to be negligent damage, will be at the expense of the using unit/activity.

(b) Any tenant command who utilizes Station GME assets, and incurs damage to that vehicle, will be responsible for reimbursing Station S-4 for the costs to repair the vehicle. Funds will be transferred via a budget transfer immediately upon notification of the costs.

(c) Base MTO will notify the RI of the MCAS New River MT property account. Station S-4 MT will notify the responsible activities. It is the responsibility of each unit/activity to ensure that these vehicles receive the required preventative maintenance in a timely manner once notification is given to the unit/activity RI.

MAY 22 2023

(d) Under no circumstances will the using units perform repairs, make any modifications or changes. When repairs or modifications are required, the request will be routed through the Station S-4 MT for endorsement and then forwarded to RFM for approval.

(e) The RFM will be responsible for obtaining the maximum benefits provided by the warranties for administrative-use motor vehicle equipment.

(15) Transportation of Explosives and Dangerous Materials

(a) Ammunition, explosives, gasoline, or other dangerous articles will be transported in strict compliance with current instructions of the DoD, Department of Transportation, MCAS New River, and all state and municipal laws and regulations.

(b) OICs of activities will ensure operators of administrative-use motor vehicles transporting ammunition, explosives/or gasoline are licensed to transport such items and that operators are thoroughly familiar with the instructions set forth in this Order.

(c) Flammable liquids will only be transported on vehicles in sealed drums or approved containers. The transporting of open containers is prohibited.

(d) All administrative-use motor vehicles transporting Class "A" or "B" explosives or chemical ammunition (Class "C" excluded) will be marked with correct explosive signs properly displayed. These signs will be removed whenever vehicles are empty.

(e) When convoys transporting explosives or dangerous materials are authorized, a SNCO will oversee all convoys of five or more vehicles, on or off MCAS New River; and will remain with the vehicles until the final destination is reached. Military Police (MP) escorts are required for all convoys of five or more vehicles when transporting explosives or dangerous materials.

(16) Road Inspection of Vehicles

(a) The Station S-4 MT will conduct periodic

MAY 2 2 2023

inspections of all administrative-use motor vehicle equipment while on the road or at the using unit. Station S-4 will stop and inspect station vehicles to determine mechanical condition and to check the driver's compliance with current operation and preventative maintenance instructions.

(b) Enclosure (5) will be used to note all discrepancies found and will be completed for each vehicle inspected. A copy of this form will be forwarded to the CO or OIC of the responsible unit to which the vehicle is assigned.

(c) Corrective action will be initiated by the responsible unit of the vehicle. All units will notify Station S-4 MT in writing of corrective action taken within 10 working days.

(17) Speed Limits

(a) Maximum speed limits for administrative-use motor vehicles are established as follows, except for areas where speed limits are otherwise posted:

Vehicle Types	Max Speed on Base	Max Speed off Base
Sedans and Mini Vans	55	Posted speed
Trucks thru 5-ton	55	Posted speed
Trucks over 5-ton	55	Posted speed
Buses	55	Posted speed
School Buses	45	45
School Activity Buses	45	45
Tractor Semi Trailer	55	Posted speed
Tractor Semi Trailer (low bed)	45	55
Truck, mounted crane	25	Not permitted
Scooters	25	Not permitted
Materials Handling Equipment	7	Not permitted
Electric Motor Driven Scooter	10	Not permitted
Wrecker	40	40

(b) Maximum speed in reverse will never exceed five miles per hour. Maximum speed limits on unimproved roads or cleared trails, whenever the use of such roads is authorized, is 15 miles per hour, or except for areas where lower speed limits are posted or required.

(c) 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 the width of the

MAY 22 2023

roadway. Under no circumstances will vehicles be driven at a speed which will damage the vehicle or endanger the safety of persons or property.

(d) MP vehicles aboard the air station may exceed the posted speed limit by more than 10 miles per hour on emergency response.

(e) Other non-tactical emergency type vehicles, when on an emergency response and when operating proper warning devices, may also exceed the posted speed limit by more than 10 miles per hour.

(f) All scooters and material handling equipment are restricted to the confines of the MCAS New River and MCIEAST-MCB CAMLEJ and will not be operated on public roadways.

(18) Accident Reporting Requirements

(a) The operator of an administrative-use motor vehicle involved in an accident will take the following actions:

1. In cases involving another vehicle or individual, stop immediately and render such assistance as may be warranted or necessary.
2. Take precautions to prevent additional accidents by placing flares or other warning devices and posting personnel to direct traffic.
3. Immediately notify the Provost Marshal Officer (PMO), MCIEAST-MCB CAMLEJ, at 451-2455 as applicable and the Station S-4 MT at 449-5410.
4. Ensure that the vehicle is not moved from the scene of the accident until directed by the accident investigator or unless it is necessary to clear a traffic lane or to transport an injured person to an aid station.
5. The driver will ensure that enclosure (4) is completed and delivered to the Station S-4 MT, no later than 0800 the next working day following the date of the accident. Station S-4 will forward the forms to the Base MTO. The form Federal Tort Claims Act (FTCA) handout Car Damage is given to the civilian in which the vehicle was involved and needs repairs.

MAY 22 2023

(b) In the event of an injury to the operator of a government vehicle in an accident, any member of the armed forces who is present and was a witness to the accident will comply with the accident procedures set forth above.

1. Refrain from making any oral or written statements to claimants or their agents.

2. If an accident occurs off the Air Station or MCIEAST-MCB Camp Lejeune and the accident investigation section, or PMO cannot be notified, the state and/or local police authorities will be contacted and requested to conduct the appropriate investigation.

3. Any tenant command who utilizes Station GME assets, and incurs damage to that vehicle, will be responsible for reimbursing Station S-4 for the costs to repair the vehicle. Funds will be transferred via a budget-based transfer immediately upon notification of the cost.

(19) Disabled Administrative-Use Motor Vehicles

(a) Complete all accident reporting forms and deliver the forms within 24 hours, or the next business day to the RFM.

(b) USMC Owned NTVs. In the event of a breakdown, services may be obtained during normal working hours by calling the MTD Maintenance Section at (910)451-5167. After working hours, weekends, and holidays, services may be obtained by calling the MCIEAST-MCB CAMLEJ Command Duty Officer (CDO) at (910)451-2414/3031. This does not include USMC owned engineer equipment maintained by the MCIEAST-MCB CAMLEJ AC/S, G-F, Contractor. Wrecker service may be obtained during normal working hours by calling the MTD Maintenance Section at (910)451-5167. After working hours, weekends, and holidays, emergency wrecker service may be obtained by calling the MCIEAST-MCB CAMLEJ CDO at (910)451-2414/3031.

(20) Administrative-Use Motor Vehicle Misuse or Abuse

(a) Vehicle misuse/abuse that is not the result of reasonable or expected wear and tear, defective workmanship, or failure to perform preventative maintenance will be repaired at the expense of the using activity.

MAY 22 2023

(b) The most common causes of vehicle misuse/abuse are:

1. Excessive speed.
2. Use in unauthorized areas.
3. Improper use of controls.
4. Racing or overloading the engine prior to the engine reaching the normal operating temperature.
5. Loading beyond rated capacity and improper placement of load.
6. Failure to perform scheduled preventative maintenance inspections.
7. Deferring maintenance and inspections.
8. Inadequate driver training.
9. Continued operation of a malfunctioning vehicle, which may result in serious damage.

(c) Enclosure (4) is utilized whenever a vehicle is damaged whether it is involved in an accident or if the damage is the result of normal wear.

(d) Enclosure (5) will be used to note any missing or damaged OEM which is assigned to a vehicle. Any tenant command that utilizes Station GME assets, and incurs damages to that vehicle, will be responsible for reimbursing Station S-4 for the costs to repair the vehicle. Funds will be transferred via a budget-based transfer immediately upon notification of the cost.

(21) Definitions. The following terms are defined for clearer understanding and improved usage of this Order:

(a) Requirement. A long-term need for a certain type of vehicle or equipment necessary to accomplish a mission or task assignment.

(b) Requests. The act of requesting a short-term consignment of pooled motor transport equipment. MCAS New River

MAY 22 2023

Departments and Special Staff Heads shall assure validations of all short-term Class C vehicle requests. Requests are submitted in writing to the Station S-4 MT.

(c) Administrative-Use Motor Vehicle. A GME vehicle which is utilized to perform various official tasks in support of a unit's mission.

(d) Off-Base. When a vehicle leaves the confines of MCAS New River and MCIEAST-MCB CAMLEJ, to include all outlying fields, camps, and facilities, such as Camp Johnson, Camp Geiger, Verona Loop, Stone Bay Rifle Ranges, Courthouse Bay, and Camp Davis Airfield.

(e) Class A Assignment. Vehicles or pieces of equipment that are on a continuing dispatch basis and applies only to passenger-carrying vehicles assigned to command positions authorized full-time assignment by law and as approved by the Secretary of Defense. This authorization is for the Commandant of the Marine Corps.

(f) Class B Assignment. Vehicles or pieces of equipment that are on a recurring dispatch (semi-permanent) basis, and relates to activities and functions which, by their nature, require the use of a vehicle or vehicles on a daily basis for the efficient and orderly conduct of official business.

(g) Class C Assignment. Vehicles or pieces of equipment that are dispatched from a pool on an "on call" or scheduled basis.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Station S-4.

a. Records Management. Records created as a result of this Order shall be managed according to the National Archives and Records Administration (NARA) approved dispositions per SECNAV m-5210.1 to ensure maintenance, use, accessibility, and preservation, regardless of format or medium. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and


MAY 22 2023

fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to all MCAS New River Marines and civilian employees who utilize government vehicles.

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



G. W. BURNETT

DISTRIBUTION: B

ASO 4600.1J

MAY 22 2023



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NORTH CAROLINA 28545-1001

4600
Section
Date

From: Unit Activity/OIC
To: Commanding Officer, Marine Corps Air Station New
River (Attn: S-4 MT)

Subj: GARRISON MOBILE EQUIPMENT MONTHLY STATUS REPORT

1. This Unit/Activity's Garrison Mobile Equipment
mileage/hours and maintenance status is provided below:

<u>Plate #</u>	<u>Starting</u>	<u>Ending</u>	<u>Total</u>	<u>Maint Downtime/Reason</u>
G71-1876K	001	0010	10	5 DAYS/FUEL PUMP

2. Point of contact is (provide name and phone number).

I. M. MARINE

Enclosure (1)

MAY 22 2023



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

4400
MTD
DD Mmm YR

From: Responsible Officer, Non-Tactical Vehicle Account M67001-7511
To: Rank/Name, Responsible Individual, Account XXX
Subj: NON-TACTICAL VEHICLE RESPONSIBLE INDIVIDUAL APPOINTMENT LETTER ACCOUNT XXX
Ref: (a) MCO 4400.150
(b) MCIEAST-MCB CAMLEJO 4400.1B

1. Per the references, you are hereby assigned as the Responsible Individual (RI) for Non-Tactical Vehicle (NTV) Account Number XXX, Unit/Organization, effective XX Xxx XX.
2. Motor Transport Division (MTD) Supply Office will provide you with a Consolidated Memorandum Report (CMR) reflecting all on hand NTV(s) for which you are responsible.
3. In accordance with above references, you are authorized 15 days from this appointment to conduct a physical inventory of all assigned NTV(s), to include collateral equipment (tire, jack, lug wrench, fuel key, or General Services Administration (GSA) Fleet Card) and provide your inventory completions to MTD Supply Office (Bldg 1502) NLT XX Xxx XX.
 - a. You will note any discrepancies via a discrepancy letter.
 - b. You will be required to initial each page of your CMR, and print and sign your name, and date the last page of your CMR to complete this inventory.
4. As an RI, you will ensure that the following NTV accounting principles are adhered to:
 - a. All NTVs are properly accounted for.
 - b. The assigned vehicles are serviceable and maintained in a ready to use condition.

Enclosure (2)

ASO 4600.1J
MAY 22 2023

c. A request for investigation may be initiated in writing to the Commander/Director for discrepancies during the inventory or any time NTVs or collateral equipment become missing, lost, stolen, damaged, or discovered, and the causative research does not substantiate the discrepancy.

d. Upon notification from MTD's Supply Office, a quarterly inventory and reconciliation will be conducted using the CMR provided. Upon receipt of the CMR, you will have 15 days to reconcile your account with MTD Supply Office.

e. If at any time you are required to be absent from this account for a period of 60 days or more, or in the event you are transferred or discharged, report this and provide your successor's information to the MTD Supply Office in sufficient time to conduct a joint turnover inventory.

5. Points of contact for questions or information concerning the assignment and/or duties of an RI, contact MTD Supply Office at (910)451-8709/8699.

6. By return endorsement, you acknowledge this appointment and certify that you have read and understand the references.

R. E. SMITH

XX Xxx XX

FIRST ENDORSEMENT

From: Rank/Name, Responsible Individual, Account XXX
To: Responsible Officer, Non-Tactical Vehicle Account M67001-7511

1. I have read and understand the references and hereby assume the duties as the Responsible Individual for Non-Tactical Vehicle Equipment Account XXX.

I. M. MARINE

VEHICLE AND EQUIPMENT OPERATIONAL RECORD (11240) Print Form												
DATE		TYPE		REGISTRATION NO.			ADMINISTRATION NO.					
DISPATCHING ORGANIZATION				ACTION	TIME	MILES	TOTAL (Fuel gallons)			TOTAL (Oil quarts)		
							1	2	3	1	2	3
1ST OPERATOR				IN			REPORT TO					
OPERATOR'S SIGNATURE				OUT			DISPATCHER'S SIGNATURE					
2D OPERATOR				IN			REPORT TO					
OPERATOR'S SIGNATURE				OUT			DISPATCHER'S SIGNATURE					
3D OPERATOR				IN			REPORT TO					
OPERATOR'S SIGNATURE				OUT			DISPATCHER'S SIGNATURE					
TOTAL												

DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO PASSEN- GERS f	USER SIGNATURE g
	ARRIVE b	DEPART c				
FROM						
TO 1						
TO 2						
TO 3						
TO 4						
TO 5						
TO 6						
TO 7						
TO 8						
TO 9						

DATE		TYPE		REGISTRATION NO.			ADMINISTRATION NO.										
1. BEFORE OPERATION			OPERATOR			2. DURING OPERATION			OPERATOR			AFTER OPERATION			OPERATOR		
			1st	2d	3d				1st	2d	3d				1st	2d	3d
DAMAGE, PILFERAGE						PARKING BRAKES						LIGHTS AND REFLECTORS					
LEAKS, GENERAL						SERVICE BRAKES						SAFETY DEVICES					
FUEL, OIL, WATER						CLUTCH						BRAKES					
ENGINE, WARM-UP						STEERING						AIR TANKS (DRAIN)					
INSTRUMENTS						ENGINE OPERATION						FUEL, OIL, WATER (Refill)					
SAFETY DEVICES						UNUSUAL NOISES						CLEAN (AS REQUIRED)					
TOOLS AND EQUIPMENT						INSTRUMENTS											

S = SATISFACTORY NA = NOT APPLICABLE X = DEFECTIVE
 NAVMC 10627 (REV.11-94) (EF) (PREVIOUS EDITION WILL BE USED.) Adobe Designer 8.0

[Reset Form](#)

Note: When operating a vehicle on the flightline you must have a flightline license. Driver's name and expiration must be listed above. Before returning the vehicle ensure that the gas tank is full, the vehicle is clean, and this form is completed.

MAY 22 2023

DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO. PASSEN- -GERS f	USER SIGNATURE g
	ARRIVE b	DEPART c				
TO 9						
TO 11						
TO 12						
TO 13						
TO 14						
TO 15						
TO 16						
TO 17						
TO 18						
TO 19						
TO 20						
TO 21						
TO 22						
TO 23						
TO 24						
TO 25						
TO 26						
TO 27						
TOTALS						
1ST OPERATOR				2D OPERATOR		
3D OPERATOR						

NOTE: Signatures of the dispatcher, operator, and user indicate that vehicle was dispatched and used for Official Government Business **ONLY**. Operator's signature also indicates daily BEFORE, DURING, and AFTER operator preventive maintenance checks and services were accomplished.

REMARKS

MAY 2 2 2023

MOTOR VEHICLE ACCIDENT REPORT	Please read the Privacy Act Statement on Page 3	INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled on by the operator's supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.
--------------------------------------	---	--

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE					

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)

12. DRIVER'S NAME (Last, first, middle)		13. SOCIAL SECURITY NO / TAX IDENTIFICATION NO.		14. DRIVER'S LICENSE NO./STATE/LIMITATIONS	
15. a. DRIVER'S WORK ADDRESS				16b. WORK TELEPHONE NUMBER	
16a. DRIVER'S HOME ADDRESS				16b. HOME TELEPHONE NUMBER	
17. DESCRIPTION OF VEHICLE DAMAGE				18. ESTIMATED REPAIR COST \$	
19. YEAR OF VEHICLE	20. MAKE OF VEHICLE	21. MODEL OF VEHICLE		22. TAG NUMBER AND STATE	
23a. DRIVE'S INSURANCE COMPANY NAME AND ADDRESS				23b. POLICY NUMBER	
				23c. TELEPHONE NUMBER	
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		25a. OWNER'S NAME(S) (Last, first, middle)		25b. TELEPHONE NUMBER	
26. OWNER'S ADDRESS(ES)					

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)

27. NAME (last, first, middle)		28. SEX	29. DATE OF BIRTH
30. ADDRESS			
A 31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER		32. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	33. LOCATION IN VEHICLE
34. FIRST AID GIVEN BY			
35. TRANSPORTED BY		36. TRANSPORTED TO	
37. NAME (last, first, middle)		38. SEX	39. DATE OF BIRTH
40. ADDRESS			
B 41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER		42. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	43. LOCATION IN VEHICLE
44. FIRST AID GIVEN BY			
45. TRANSPORTED BY		46. TRANSPORTED TO	
47. Pedestrian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NW corner, etc.)
			FROM TO
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)		

NSN 7540-00-634-4041
Previous edition not usable

STANDARD FORM 91 (2/2004)
Prescribed by GSA-FMR 102-34.285

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

48. DATE OF ACCIDENT	49. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).
50. TIME OF ACCIDENT <input type="checkbox"/> AM <input type="checkbox"/> PM	

51. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED	52. POINT OF IMPACT (Check one for each vehicle)																											
<p>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</p> <p>a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.</p> <p>Example: → 1 ← 2 ←</p> <p>b. Use solid line to show path before accident and broken line after the accident.</p> <p>c. Show pedestrian by → ○</p> <p>d. Show railroad by ++++++</p> <p>e. Place arrow in the circle to indicate NORTH</p>	<table border="1"> <thead> <tr> <th>FED</th> <th>2</th> <th>AREA</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>a. Front</td></tr> <tr><td></td><td></td><td>b. R. Front</td></tr> <tr><td></td><td></td><td>c. L. Front</td></tr> <tr><td></td><td></td><td>d. Rear</td></tr> <tr><td></td><td></td><td>e. R. Rear</td></tr> <tr><td></td><td></td><td>f. L. Rear</td></tr> <tr><td></td><td></td><td>g. R. Side</td></tr> <tr><td></td><td></td><td>h. L. Side</td></tr> </tbody> </table>	FED	2	AREA			a. Front			b. R. Front			c. L. Front			d. Rear			e. R. Rear			f. L. Rear			g. R. Side			h. L. Side
	FED	2	AREA																									
			a. Front																									
			b. R. Front																									
			c. L. Front																									
			d. Rear																									
			e. R. Rear																									
			f. L. Rear																									
		g. R. Side																										
		h. L. Side																										

53. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of 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 (making a U-turn, passing, stopped in traffic, etc.)

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

A	54. NAME (Last, first, middle)	55. WORK TELEPHONE NUMBER	56. HOME TELEPHONE NUMBER
	57. WORK ADDRESS	58. HOME ADDRESS	
B	59. NAME (Last, first, middle)	60. WORK TELEPHONE NUMBER	61. HOME TELEPHONE NUMBER
	62. WORK ADDRESS	63. HOME ADDRESS	

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

64a. NAME OF OWNER (Last, first, middle)	64b. WORK TELEPHONE NUMBER	64c. HOME TELEPHONE NUMBER
64d. WORK ADDRESS	64e. HOME ADDRESS	
65a. NAME OF INSURANCE COMPANY	65b. TELEPHONE NUMBER	65c. POLICY NUMBER
66. ITEM DAMAGED	67. LOCATION OF DAMAGED ITEM	68. ESTIMATED COST

SECTION VII - POLICE INFORMATION

69a. NAME OF POLICE OFFICER	69b. BADGE NUMBER	69c. TELEPHONE NUMBER
70. PRECINCT OR HEADQUARTERS	71a. PERSON CHARGED WITH ACCIDENT	71b. VIOLATION(S)

SECTION VIII - 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.

PRIVACY ACT STATEMENT

The information on this form is subject to the Privacy Act of 1974 (5 U.S.C. section 552a). Authority to collect the information is Title 40 U.S.C. Section 491 and the title 31 U.S.C. Section 7701. The formation is required by federal Government agencies to administer motor vehicle programs, including maintaining records on accidents involving privately owned and Federal fleet vehicles, and collecting accident claims resulting from accidents. Federal employees, and employees under contract, will use the information only in the performance of their official duties. Routine uses of the collected information may include disclosures to: appropriate Federal, State, or local agencies or contractors when relevant to civil, criminal, or regulatory investigations or prosecutions; the Office of personnel Management and the General Accounting Office for program evaluation purposes; a Member of Congress or staff in response to a request for assistance by the individual of record; another Federal agency, including the Department of Treasury and Justice, or a court under judicial proceedings; agency Inspectors General in conducting audits; private insurance and the collection agencies (including agencies under contract to Treasury to collect debt), and to other agency finance offices for federal management and debt collection. Furnishing the requested information is mandatory, including the Social security Number or Taxpayer's Identification Number(TIN) for use as a unique identifier to ensure accurate identification for individuals or firms in the system.

SECTION IX - FEDERAL DRIVER CERTIFICATION

I certify that the information on this form (Sections I thru VII) is correct to the best of my knowledge and belief.

72a. NAME AND TITLE OF DRIVER	72b. DRIVER'S SIGNATURE AND DATE
-------------------------------	----------------------------------

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

73. ORIGIN	74. DESTINATION
------------	-----------------

76. EXACT PURPOSE OF TRIP

76. TRIP BEGAN	DATE	TIME (Include AM or PM)	77. ACCIDENT OCCURRED	DATE	TIME (Include AM or PM)
----------------	------	-------------------------	-----------------------	------	-------------------------

78. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	79. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	--

80. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	81. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	--

82. COMPLETED BY DRIVER'S SUPERVISOR <input type="checkbox"/> YES <input type="checkbox"/> NO	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY b. COMMENTS	
---	---	--

83a. NAME AND TITLE OF SUPERVISOR	83b. SUPERVISOR'S SIGNATURE AND DATE	83c. TELEPHONE NUMBER
-----------------------------------	--------------------------------------	-----------------------

STANDARD FORM 91 (2/2004) PAGE 3

SECTION XI - ACCIDENT INVESTIGATION DATA

84. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. NO YES (If checked, explain below.)

85. PERSONS INTERVIEWED

NAME		DATE	NAME		DATE
a.			c.		
b.			d.		

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

SECTION XII - ATTACHMENTS

87. LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

88. REVIEWING OFFICIAL'S COMMENTS

89. ACCIDENT INVESTIGATOR			90. ACCIDENT REVIEWING OFFICIAL		
a. SIGNATURE		b. DATE	a. SIGNATURE		b. DATE
c. NAME (First, middle, last)			c. NAME (First, middle, last)		
d. TITLE			d. TITLE		
e. OFFICE			e. OFFICE		
f. OFFICE TELEPHONE NUMBER			f. OFFICE TELEPHONE NUMBER		
AREA CODE	NUMBER	EXTENSION	AREA CODE	NUMBER	EXTENSION

STANDARD FORM 91 (2/2004) PAGE 4

MAY 22 2023

VEHICLE INSPECTION FORM

SECTION A: VEHICLE INFORMATION					
VEHICLE NUMBER			VEHICLE TYPE		
SECTION B: DRIVER INFORMATION					
		PICK-UP		TURN-IN	
1. VEHICLE NUMBER					
2. DATE AND TIME OF INSPECTION					
3. OPERATOR(S) NAME(S)					
4. OPERATOR(S) LICENSE NUMBER(S)					
SECTION C: MECHANICAL AND BODY INSPECTION All items shall be checked prior to pick-up and turn-in of vehicle					
MILEAGE OUT			MILEAGE IN		
5. PART INSPECTED		PICK-UP		TURN-IN	
(X as applicable)		SAT	UNSAT	SAT	UNSAT
A. DAMAGE, PILFERAGE					
B. LEAKS (GENERAL)					
C. FUEL, OIL, WATER					
D. WINDSHIELD/WIPERS					
E. MIRRORS					
F. LIGHTS AND REFLECTORS					
G. INSTRUMENTS					
H. ENGINE OPERATION					
I. DRIVE BELTS					
J. SPARE, JACK, LUG WRENCH					
K. BATTERIES					
L. EXHAUST SYSTEM					
M. BRAKES					
N. CLUTCH					
O. TAILGATE/DOORS					
P. STEERING					
Q. TIRES, WHEELS					
R. UNSUSUAL NOISES					
S. AIR COUPLINGS					
T. FIFTH WHEEL					
U. AIR TANKS					
V. LANDING GEAR					
W. VEHICLE CLEAN					
6. BODY INSPECTION (x=DENT) (-=SCRATCH) (O=MISSING)					
A. PICKUP					
CONDITION AGREED TO					X _____
					x=DENT -SCRATCH O=MISSING
B. TURN IN					
CONDITION AGREED TO					X _____
					x=DENT -SCRATCH O=MISSING
SECTION D: VERIFICATION AND EXPLANATION					
REMARKS (Continue on separate sheet if needed)					
USE VEHICLE TO PULL TRAILER: Y / N					
HOURS 0600 - 1700 MONDAY - FRIDAY			RECEIVED FUEL KEY _____		
MTD DISP PHONE: 451-9502 / OPS 451-9476/ 9478			RECEIVED MAINTENANCE CARD _____		
INSPECTOR/DRIVER SIGNATURE (Pick-up)			INSPECTOR/DRIVER SIGNATURE (Turn-in)		
SPECIAL NOTE: ALL VEHICLES WILL BE TOPPED OFF WITH FUEL WHEN RETURNED. ANY VEHICLE RETURNED WITH ANY DAMAGE WILL REQUIRE A COMPLETED MOTOR VEHICLE ACCIDENT REPORT (SF91) AND IF A POV IS INVOLVED THE APPROPRIATE POLICE REPORT FROM LOCAL LAW ENFORCEMENT AUTHORITIES. ALL DRIVERS AND PASSENGERS ARE RESPONSIBLE FOR ENSURING THESE REQUIREMENTS ARE COMPLETED.					

OFF LIMIT AREAS FOR GOVERNMENT VEHICLES **MAY 22 2023**

1. PER BO P4400.5F w/ch1-3: THE UNAUTHORIZED USE OF RESTRICTED ROADS MAY RESULT IN OPERATOR PERMIT (OF 346) SUSPENSION/REVOCATION AND OTHER ADMINISTRATIVE/LEGAL ACTION. THE SENIOR MARINE IN THE VEHICLE COULD ALSO BE HELD ACCOUNTABLE FOR THE ACTIONS OF THE OPERATOR.

2. IAW BO P4400.5F w/ch1-3: THE RESTRICTED ROADS AND SPECIAL CIRCUMSTANCES FOR USE ARE AS FOLLOWS:

ROADWAY RESTRICTIONS

- | | |
|---|-------------------------|
| a. PINEY-GREEN RD. | ALL-GOVERNMENT-VEHICLES |
| b. BEAR CREEK RD. | ALL GOVERNMENT VEHICLES |
| c. QUEENS CREEK RD. | ALL GOVERNMENT VEHICLES |
| d. HWY 1756 (NINE MILE RD.) | ALL GOVERNMENT VEHICLES |
| e. MAIN TRAFFIC CIRCLE (AMMO & HAZMAT RUNS) | ALL GOVERNMENT VEHICLES |

THIS RESTRICTION INCLUDES ALL MARINE CORPS EXCHANGES, COMMISSARIES, CREDIT UNIONS, MCCS FACILITIES, DOMINO'S PIZZA, BURGER KING, WENDY'S, AND SUBWAY AND OTHER EATING ESTABLISHMENTS.

"Use of cell phones or any other electronic device to talk, text, read text, retrieve GPS, E-Mail, instant message, or engage in any other form of electronic data retrieval or communication while operating a government owned, leased, or rented vehicle is strictly prohibited."

Int. _____ I HAVE READ AND UNDERSTAND THE RESTRICTIONS INVOLVING OPERATING A GOVERNMENT VEHICLE DISPATCHED FROM BASE MOTOR TRANSPORT CAMP LEJEUNE, NC.

OPERATOR INFORMATION:

 FIRST NAME MI LAST NAME RANK: DATE

 SIGNATURE

SECTION D (continuation): VERIFICATION AND EXPLANATION

REMARKS (Continued)