LOGISTICS READINESS CENTER - FORT BENNING, GEORGIA

TRANSPORTATION DIVISION (ITD)

External Standard Operating Procedure

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This SOP has been approved for use.

Derrick M. Candler — 9 Oct 2015
Date

SUMMARY OF CHANGES

Previous Contract

4.6.3 **Car Wash**: **Car Wash**: A maximum of two car washes are authorized per month when needed. Car washes should not exceed $12.00 for sedans and $15.00 for vans and trucks. Detailing of vehicles is not permitted without prior authorization from the Fleet Manager. The use of the Main Post & Sand Hill car washes is highly encouraged. As an alternative, commercial facilities that accept the government credit card like the Goo-Goo Car Wash on Manchester Expressway are acceptable. Customers may also get their cars washed at the AAFES car wash located on Dixie Rd.

Current by Derrick Candler 10-9-2015

4.6.3 **Car Wash**: A carwash allowance of $20.00 per month, per vehicle is permitted. In other words a single vehicle could possibly get two car washes in a month as long as it doesn't exceed the monthly amount of $20.00. Detailing of vehicles is not permitted without prior authorization from the Fleet Manager. The use of the Main Post & Sand Hill car washes is highly encouraged. As an alternative, commercial facilities that accept the governnlent credit card like the GOO-GOO Car Wash on Manchester Expressway are acceptable. Customers may also get their cars washed at the AAFES car wash located on Dixie Rd.

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1. PURPOSE

This Standard Operating Procedure (SOP) provides procedures and requirements for Fort Benning Transportation customers requesting services and support and to explain customer responsibilities relative to equipment usage and scheduling.

2. SCOPE

This External Standing Operating Procedure (SOP) is applicable to all Fort Benning commands, activities and southeast area activities dependent on Fort Benning Logistical Readiness Center (LRC) for transportation support and services, and those units under Inter/Intra Service Support Agreements, Memorandums of Understanding or as directed by the Contracting Officer, Contracting Officer Representative (COR).

3. MISSION

The Transportation Division's (ITD) primary mission is to provide installation transportation support services to the Fort Benning tactical units, authorized users, other DoD activities (herein units) in accordance with AR 5-9 Area Support Responsibilities and applicable DoD policy and directives.

4. TRANSPORTATION MOTOR POOL (TMP)

4.1 LOCATIONS

4.1.1 **Main Post Motor Pool**
Bldg 1695, 6651 Merchant Street
Hours: 0800-1630 M-F, Dispatcher 0530-1630 M-F
Phone 706-545-3018/5442, Fax 706-545-3922

4.1.2 **Sand Hill Motor Pool**
Bldg 3554, 5578 16th Infantry Regiment Street
Hours: 0530-1930 M-F
Phone 706-544-9342/0869
Fax 706-544-9962

4.1.3 **Motor Pool 24/7 Dispatcher Bldg 220**
Hours: 24 hrs/7 days
Phone 706-545-4516

4.2 MOTOR POOL RESPONSIBILITIES

4.2.1 **Transportation Motor Pool**, IAW AR 58-1, Para 1-4g (1), will exercise control and supervision over all Non-Tactical Vehicles (NTV) assigned to the units, and activities on Fort Benning. The Installation Commander will define the management roles and uniform procedures for the administration, maintenance, and operation of assigned GSA vehicles.

4.2.2 **Tenant** organizations, commanders and activity directors must comply with the rules and regulations outlined in AR 58-1, USAIC Reg 56-1, and this SOP.

4.2.3 **Unit Commanders and Activity Directors** are responsible for the safe operation, maintenance, and utilization of their assigned vehicles. Commanders and Directors should:

- Appoint primary and alternate Vehicle Control Officers (VCO)/ Transportation Coordinators (TC) for a minimum of one year. VCO/TC's are responsible for ensuring assigned vehicles are re-dispatched monthly, maintained and serviced as specified or

scheduled by the TMP, and will submit/approve additional vehicle requests to the TMP.

- Ensure vehicles on recurring dispatch are re-dispatched monthly as defined in IAW AR 58-1, Para 2-2d (2). Vehicles on recurring dispatch must be re-dispatched within the first 10 days of the month. Commanders or Managers must provide a memorandum with the reason for non-compliance of this requirement for all dispatches after the 10th day of the month.
- Permit only the unit/organization VCO/TC's to initiate requests for vehicle support per AR 58-1, Para 2-2b.
- Ensure that all vehicles dispatched are used only for official purposes, as defined in AR 58-1, Para 2-3, and that vehicle keys and credit cards are controlled at all times IAW local Physical Security Plan and AR 58-1, Para 3-12g.
- Ensure that preventive maintenance procedures are followed.
- Ensure vehicles are parked in approved parking areas and are secured when not being used.
- Ensure that accident reporting procedures are adhered to in accordance with TMP policy.
- Take appropriate disciplinary action when drivers abuse/misuse vehicles IAW AR 58-1, Para 1-6.

4.2.4 **Operators**

- The vehicle operator is responsible for the care, protection, maintenance, and the safe operation of the vehicle. Each operator will:
- Attend operator orientation and training programs.
- Adhere to the rules and regulations concerning the control, security, maintenance, and recovery of GSA vehicles.
- Exercise responsibility for the vehicle, to include the passenger and cargo, until the commitment is officially terminated. All government provided vehicles must have an approved off-post dispatch to travel outside a 100 mile radius of Ft Benning.
- Ensure that the vehicle is secured whenever left unattended. Windows will be rolled up, keys removed from ignition, and doors locked.
- Park vehicles in authorized areas only. The following areas are restricted:
- Snack bars
- Clubs
- Commissary
- Main Post Exchange parking lot(s).
- Residential Areas (except for vehicles on work assignments).
- Demonstrate good driving practices as identified below:
- Obey all posted traffic signs and speed limits.
- Maintain proper following distance.
- Obey rules of the road, to include local traffic laws.
- Drive defensively.
- DO NOT operate a cellular phone while driving.
- DO NOT smoke in the vehicle.
- DO NOT wear earphones while driving, IAW AR 385-55, Para 2-6.
- Wear a seat belt at all times and ensuring passengers do the same, IAW AR 385-55, paragraph 2-16a.

- Observe environmental factors and road conditions as posted.
- Perform operator maintenance checks and services when dispatching a vehicle. When the vehicle requires maintenance or must be turned in for damage, log all deficiencies on DA Form 2404 provided in your dispatch packet. Make sure any damage found is properly annotated. Damage that is not reported will be the responsibility of the last operator of the vehicle.
- When re-dispatching the vehicle, annotate the ending odometer reading on the Vehicle Dispatch Record.
- The VCO/TC is designated as the individual responsible for the care, security, maintenance, and safe operation of assigned GSA vehicles. The unit/activity VCO/TC will coordinate all requests for vehicle support from the TMP. Additional instructions for VCO/TC's are located in a later section.

4.3 REQUESTING POI SUPPORT

4.3.1 **Priorities:** The following units receive priority over Non-POI taskings

- 198 IN BDE/194 AR BDE. (OSUT)
- 192 IN BDE. (BCT)
- 199 IN BDE/316 CAV BDE
- Basic Officer Leaders (Direct Commissioned)
- Infantry/Armor Basic Officer Leader Course- Branch (IBOL-B/ABOL-B) Direct Commission Course (DCC)
- Officer Candidate School
- Ranger (RTB)
- ARC
- Warrior Leader Course
- Advance Leader Course
- Senior Leader Course
- Airborne
- Sniper
- Master Gunner. (INF and AR)
- BFV Leader
- Mortar Leader
- Jump Master
- Pathfinder
- MC3
- MPCC
- WHINSEC courses
- MC3-RC
- RSLC-RC

4.3.2 TRANS Request: POI Training Schedules, USAIS Bus / Instructor Training, and the USAIS Ammo requirements will be also submitted via TRANS Request.

4.3.3 **Training Schedules**: All training schedules have a five (5) week lock-in. Requests submitted within the five (5) week lock-in are subject to approval based on availability of equipment, drivers and priority to mission essential request.

4.3.4 **Exceptions to Policy (ETP)**: ETPs are requests for cancellations, changes, or additions within the five week lock-in. These circumstances must be submitted in writing 72 hours prior to time of execution. Submit ETP (with a COL/O-6 signature to DOT via e-mail to the USAIS Transportation Resource Manager. The request is then sent to TMP Manager.

4.3.5 **Delegation of authority**: Assumption of Command orders or memorandum for record with thorough justification for requesting the delegation of authority from a 06/COL to a lesser grade will be approved on a case by case basis. The request must be submitted by the organization requesting the delegation to the Installation Transportation Officer (phone 706-545-4788, fax 706-545-1457) for approval. The request is then forwarded to the TMP Manager, to remain on file for one year. Memorandum must be updated annually or upon change of command, whichever comes first.

4.3.6 **Requesting Non-POI Support**

4.3.7 Requests for TMP vehicles should be sent to the Transportation Operations Officer (phone 706-545-2354/2282, fax 706-545-2826). A cost estimate will be prepared and forwarded to the unit where applicable. The requesting unit is required to obtain a fund code from their budget person. Once received, the TMP will be notified via email and final approval can be granted. All requests should be in the proper format unless otherwise stated below.

- **Casualty Assistance Officer Dispatches (CAO)**: This type of dispatch requires orders from the Casualty Office. Soldiers whom receive casualty assistance orders are to arrive at the Main Post TMP to receive a dispatch. In the case that there are not any sedans available the TMP will issue a Statement of Non-Availability. Once the Statement of Non-Availability is issued, the officer is to contact the Casualty Office immediately for TDY orders.
- **Lease**: If lease vehicles are being requested, follow the process in 4.6 above. Requests should be submitted at least 10 days in advance. Upon approval, the request will be forwarded to the Transportation Manager. Once received, the proper arrangements will be made to ensure vehicles are available at the notated time.
- **Requests for Morale and Welfare transportation support**: This type of support is required to be approved by The Commander, U.S. Army Garrison, Fort Benning, or the ITO. The sponsoring unit/activity may be required to reimburse the government IAW AR 58-1, Para 5-5b. Requests should be submitted at least 72 hours in advance to Transportation Operations Officer (phone 706-545-2282, fax 706-545-2826).
- **Post Shuttle**: The detailed operation of this service is covered by USAIC regulation 56-3. For detailed information call 706-545-4516 (24 hours TMP Assistant).
- **Emergency Request**: Any emergency request must be submitted to Transportation Operations Officer (phone 706-545-2282, fax 706-545-2826) for approval.

4.4 LICENSING

4.4.1 Drivers of GSA vehicles must be properly licensed. Licensing requirements vary with vehicle types. Contact Drivers Testing (Bldg 2295, phone 545-9073), for details.

4.4.2 All personnel who operate government vehicles and equipment must possess a valid state driver's license and/or an OF 346 and a current DDC card.

4.4.3 Personnel on permanent change of station (PCS) orders to USAEUR may obtain the

required USAEUR driver's license at Drivers Testing. AE Pamphlet 190-34/USAFE Pamphlet 31-206 is available at Drivers Testing. USAEUR testing is available once a month.

4.4.4 Qualifications for Special Vehicles:

The Driver Testing personnel conduct performance evaluations for special vehicles. Each applicant completes a series of prescribed tests; demonstrates knowledge of vehicle operation and service instructions (technical manuals or manufacturer's guide), and the ability to operate the vehicle/equipment.

4.4.5 Official Form (OF) 346:

- Personnel who do not have an OF 346 may obtain one from Driver Testing (706-545-3679).
- To renew or amend an OF 346, the Applicant must bring the original DA Form 348, OF 346 and a valid State License to Drivers Testing building 1369. Driver testing personnel will screen previous records to determine whether renewal is authorized. A new OF 346 will be issued, provided the applicant meets the prerequisites. The OF 346 is valid for four years, unless suspended or revoked.

4.5 DISPATCHING:

Vehicles will either be dispatched on a daily basis (routine dispatch) or for an extended period (recurring dispatches) not to exceed 30 days.

4.5.1 **Operator Information**: The operator must present a valid state license and DDC card. For any standard transmission, or a vehicle 1 ½ ton and over, a valid OF 346 must also be presented.

4.5.2 **Daily Dispatches**: This type of dispatch does not require a request; however, it is highly recommended. Daily vehicles are issued on a first come first serve basis from Main Post after 0800 hrs. Depending upon availability, daily vehicles include: Box Trucks, Pickup Trucks, 1 1/2 Tons, and 2 1/2 Tons.

4.5.3 **Recurring Dispatches**: Assigned vehicles must be re-dispatched within the first 10 days of each month.

4.5.4 **Permanent Off-Post Dispatches**: Vehicles permanently assigned to customers who travel outside the 100 mile radius on a continuing basis may obtain a permanent off-post dispatch. Requests must be approved by the ITO. A copy of the approved request will be maintained by the TMP and included in the vehicle dispatch packet.

4.5.5 **Multiple dispatches**: Authorizes more than one person to operate an assigned vehicle for a daily or recurring dispatch. To obtain a multiple dispatch, the unit/activity VCO will provide the TMP a list of the names, driver's license and DDC information of all drivers.

4.5.6 **Dispatch Packet**: A dispatch packet will be given to all customers. This packet includes the following:

- Speed Limit Policy.
- Ethics Bulletin (Rules & Regulations)
- Daily PMCS Driver's Checklist.
- SF91.
- DD Form 518 Accident Identification Card.

4.5.7 **Obtaining Fuel**

- GSA Vehicles
- **GSA** Wright Express **Credit Card**: When inside the 100 mile radius of Ft.

Benning the Voyager credit card will be used to obtain fuel from the AAFES gas station. Outside the 100 mile radius, ensure that the vendor accepts the Wright Express credit card prior to fueling.

- **Fuel Key**: All GSA vehicles requiring diesel fuel and CNG will be issued fuel keys. Diesel issued at the Installation POL Service Stations and CNG at the Sand Hill TMP.
- **Fuel Containers**: Customers requiring fuel in containers must also have a DODAAC and APC on file. A green key will be issued, which must be presented to the POL clerk prior to pumping fuel. See TAB P Garrison Commander's policy prohibiting the use of Wright Express Credit Cards for payment to fill fuel cans.
- **E85 Fuel**: Vehicles deemed Alternate fuel capable and when traveling within a fifty mile radius of Fort Benning is required to obtain E85 fuel from the appropriate AAFES gas station on main post. Fuel usage is monitored and that not in compliance will be reported to the Garrison Commander. See TAB Q Garrison Commander's policy for Reimbursement of Cost of All Grades of Gasoline when E85 is not utilized where available.
- Leased Vehicles
- **Fuel Key:** All Lease vehicles customers must request fuel and allocate funds in their initial lease vehicle request. A vehicle fuel key will then be provided for whatever fuel is required for the vehicle. The key will be presented to the POL clerk prior to pumping fuel. For all other vehicles, gasoline or diesel the agency must have a DODAAC and APC on file with the POL accountant, Bldg 2390, 545-3340.

4.6 GSA CREDIT CARD

4.6.1 **Usage**: Each vehicle has an assigned credit card. The operator to whom the vehicle is dispatched is solely responsible for the security and proper use of the Wright Express Credit Card. Credit cards and dispatches containing credit cards will be secured at all times by the operator dispatching the vehicle. All credit cards should be randomly inventoried during each thirty day period. See the Garrison Commander's Policy for elimination of Fraud, Waste, and Abuse of Wright Express Credit. The US Government (Wright Express) Credit Card may only be used for those purchases authorized in the Defense Fuel Supply Center Handbook, provided in each vehicle. Purchasing unleaded plus, super unleaded, or premium fuel with the GSA Wright Express Fleet credit card is prohibited. Purchasing fuel for vehicles, fuel can(s), and lawn mowers and like items that are not attached to the vehicle in which the credit card was issued, is not authorized. See Garrison Commander's policy for reimbursement of the cost of premium fuel. Food Purchases, air fresheners, decorative ornaments and like items are not authorized while using the US Government Fleet Credit Cards in support of the GSA vehicles.

4.6.2 **Lost/Stolen Credit Cards**: When a credit card or vehicle tag is lost or stolen, the operator/agency must notify the TMP (see cover page). TMP in turn will notify the Transportation Operations Officer immediately. Purchases incurred with reported lost or stolen cards will be researched thoroughly by the proper authorities.

4.6.3 **Car Wash**: A maximum of two car washes are authorized per month when needed. Car washes should not exceed $12.00 for sedans and $15.00 for vans and trucks. Detailing of vehicles is not permitted without prior authorization from the Fleet Manager. The use of the Main Post & Sand Hill car washes is highly encouraged. As an alternative, commercial facilities that accept the government credit card like the Goo-Goo Car Wash on Manchester

Expressway are acceptable. Customers may also get their cars washed at the AAFES car wash located on Dixie Rd.

4.6.4 **Other vehicle fluids**: If the vehicle is in the vicinity of Fort Benning and requires a fluid such as anti-freeze, brake fluid, transmission fluid, or power steering fluid, the driver should return to the nearest TMP and obtain the required fluid there. If the driver deems that further travel might be harmful to the vehicle, he/she should immediately park it in a safe place and contact the TMP. If the vehicle is not in the vicinity of Fort Benning and requires a fluid other than fuel or any other part or service, the driver should contact GSA using the toll-free number on the Wright Express Credit Card to obtain authorization of purchase from a commercial vendor. The driver should ensure that the vendor accepts the Voyager credit card as payment before making any purchase, including fuel.

4.7 TMP MAINTENANCE

In order to maintain a ready fleet, ensure the safety of personnel, and reduce operational costs, vehicles must be maintained in the highest possible state of readiness. It is the operator's responsibility to conduct before, during, and after operation maintenance checks, in accordance with the Motor Vehicle Inspection Sheet. It is the responsibility of the using unit/activity to enforce preventive maintenance procedures and standards. Vehicles that fail inspection standards will not be re-dispatched until the discrepancies are corrected. Drivers will:

- Demonstrate good driving practices.
- Perform operator maintenance checks and services when dispatching a vehicle. See Section 16 for instructions on completing the maintenance checks and services. Log all deficiencies for any vehicle on DA Form 2404 that is provided in your dispatch packet. Make sure any damage found is properly annotated. Damage that is not reported will be the responsibility of the last operator of the vehicle.
- Wash, clean, and refuel, and annotate the ending mileage prior to return of the vehicle to TMP. Recurring dispatch vehicles should be waxed at least twice a year to meet corrosion control and appearance requirements. The unit/activity is responsible for providing the wax and waxing the vehicle.

4.8 CLEANLINESS OF VEHICLES

4.8.1 Washing Facility: A vehicle washing and cleaning facility is provided by the TMP. Wash brushes, cleaning supplies, and a vacuum cleaner are available at the TMP for the vehicle operator to use.

4.8.2 Automated Vehicle Washers: Bus customers should contact the TMP to schedule the automated bus washer. The manual washing facilities are available during TMP operational hours.

4.8.3 Vehicle Waxing: Recurring dispatch vehicles should be waxed at least twice a year to meet corrosion control and appearance requirements. The unit/activity is responsible for providing the wax and waxing the vehicle.

4.9 SECURITY

Unattended vehicles will be secured at all times. All windows are to be rolled up, doors locked, and keys removed from the ignition. The vehicle operator is responsible for the care, protection, maintenance, and the safe operation of the vehicle. Adhere to the rules and regulations concerning the control, security, maintenance, and recovery of GSA vehicles. Exercise responsibility for the vehicle, to include the passenger and cargo, until the commitment is officially terminated. Ensure that the vehicle is secured whenever left

unattended. Windows will be rolled up, keys removed from ignition, and doors locked. Ensure the Vehicle Dispatch Record is completed when fuel, or oil, is added. Sign the dispatch as soon as you receive it.

4.10 MODIFICATIONS

Vehicles will not be modified, painted, or affixed with unit signs. All modification requests must be submitted to the government for approval. When modification is authorized, the GSA/TMP will coordinate the work. See the Garrison Commander's Memorandum for the Policy prohibiting modifications of GSA Vehicles without written Approval.

4.11 ACCIDENTS

4.11.1 Commanders/directors will ensure that accident reporting procedures are followed IAW AR 58-1, 10 August 2004, the using unit or activity responsible for the vehicle at the time of the accident/incident will be required to bear the full financial responsibility for loss or billable damage to Army-owned vehicles, or vehicles leased from GSA or other leasers.

4.11.2 The vehicle driver will take immediate action to notify the Military Police and TMP (706-545-3553 duty hours or 706-545-4516 during non-duty hours of all accidents. Record all information on SF 91, Operator's Report of Motor Vehicle Accident, and DD Form 518, Accident Identification Card within 24 hours of the accident. If the accident occurs during the weekend or a holiday, the SF 91 must be turned in on the 1st working day. Instructions are provided in the vehicle dispatch packet.

4.11.3 Commanders/directors are required to ensure that personnel who are involved in driver at-fault accidents or traffic violations attend remedial driver's training, IAW AR 600-55, Para 4-5. The training will be directed towards identifying and correcting individual weaknesses and not a form of punishment.

4.11.4 Remedial training will be documented on DA Form 348, section III. Drivers involved in an at-fault accident will not be allowed to drive government vehicle until completion/documentation of remedial training by drivers testing. Drivers involved in two at-fault accidents within a 12 month period will have their GSA/Leased driving privilege revoked for six months per the Garrison Commanders Policy Letter.

4.12 ACCIDENT INVESTIGATION AND REPORT PROCEDURES:

4.12.1 All accidents involving government equipment must be reported on SF 91. If necessary, the TMP will assist in preparing SF 91, Accident Report. The driver of the vehicle must:

- Render any possible assistance to the injured.
- Warn other motorists of any existing highway hazards.
- Notify civil and military police.
- Complete SF 91 and submit it to the TMP within 72 hours or three working days.
- Comply with state and local laws governing the reporting of vehicle accidents.
- If required, submit official civil reports through channels to the appropriate claims officer for review to ensure that the rights of the US Government are not prejudiced by admission of liability.
- If the vehicle is operational, bring the vehicle to the TMP for inspection, otherwise, request wrecker service.

4.12.2 Wrecker Service is available by calling the motor pool dispatcher (706-545-3553 during duty hours, 706-545-4516 after duty hours).

4.12.3 Driver Statements: The drivers will NOT express opinion (orally or in writing) to the claimants or their agent as to liability, investigation findings, or the possibility of a claim approval. This procedure will afford the US Government reasonable protection against claims filed in accordance with the Federal Tort Claims Act (28 U.S.C. 2671-2680).

4.13 RECOVERY

Customers who are dispatched from Main Post will contact the Main Post Maintenance Office at (706) 545-3553 until 1630 hours. Customers who are dispatched from Sand Hill will contact the Sand Hill Maintenance Office at (706) 544-9507 or 8702 until 1630 hours. See the Garrison Commander's Policy for recovering passengers. Customer is required to stay with vehicle until the wrecker arrives.

4.13.1 After normal duty hours all customers will contact Main Post Bus Operations, (706) 545-4516, Bldg 220 and provide the following vehicle information:

- TMP tag number and the GSA license number
- Model of vehicle
- Vehicle mileage
- Year of vehicle
- Point Of Contact and number
- Exact location
- Vehicle problem

4.13.2 Wrecker calls at the Ammunition Supply Point (ASP) – call dispatcher for a replacement vehicle if necessary.

4.13.3 Flat Tires: If it is a small vehicle (e.g. van, pick-up truck, sedan, etc) the customer is required to use the spare to change the flat and bring the vehicle in for repair. These type vehicles were issued with spares and jacks. When turning the vehicle in, it must include the flat tire. Customers "shall not" turn in the tire only.

4.14 DOMICILE-TO-DUTY (D-T-D):

In accordance with AR 58-1, chapter 4, D-T-D transportation is prohibited by 31U.S.C.1344, except as specifically authorized by the Secretary of the Army or Chief of Staff, Army (may not be delegated).

4.14.1 The comfort and convenience of an official shall not be considered justification for the approval of D-T-D transportation. AR 58-1, Para 4-3, provides the authorized exceptions for approval of D-T-D:

- Conditions that are considered essential in response to highly unusual circumstances that present a clear and present danger and public or private transportation cannot be used.
- An emergency exists.
- Compelling operational considerations make such transportation essential to the conduct of business.

4.14.2 Unless specifically authorized, vehicles will not be driven to private residences or used to taxi officials from home to work or vice-versa. Unauthorized or willful misuse of an Army owned or controlled vehicle may be the basis for disciplinary action as described in AR 58-1, Chapter 1, and Para 1-4.

4.15 PREVENTIVE MAINTENANCE PROGRAM

The following section serves as an Operator's guide for Preventive Maintenance Checks and Services (PMCS) for administrative use. Personnel are available from TMP to assist with technical advice. Materials and servicing fluids are available in TMP.

All inspections and services are the responsibility of the operator. Perform the before-operation checks prior to driving the vehicle and when the vehicle operator changes. Visually perform the during-operation checks while the vehicle is being operated. The after-operation checks are done after the last mission of the day and when the driver changes.

4.15.1 Before-Operation Checks:

- An Operators Guide for Preventive Maintenance Checks and Services (PMCS) and single page check list is located in each vehicle log book.
- BUSES ONLY: Check fire extinguisher, warning triangles & rear door for opening properly.
- Any dents, scratches, or missing, non-essential parts should be listed on the DA Form 2404. The vehicle should not be operated if essential parts are missing or body damage interferes with operation.
- Leaks are classified as Class I, Class II, and Class III. All leaks will be reported on the DA Form 2404. The vehicle should not be operated if the following types of leaks are found:
- Class I - Seepage of fluid (as indicated by wetness or discoloration) not great enough to form drops. Fuel, Brakes, and power steering.
- Class II - Leakage of fluid great enough to form drops but not enough to cause drops to drip from item being that is being checked or inspected. Fuel, Brakes, and power steering.
- Class III - Leakage of fluid great enough to form drops that fall from the item being checked or inspected. Any leak in this category from anywhere on the vehicle.
- The oil level must be checked before starting the engine. The vehicle should not be operated if the oil level is below the add mark or above the full mark. One quart of oil will raise the oil level from add to full. DO NOT OVERFILL. The coolant level should be checked before the engine is started. The hose from the neck of the radiator leads to the overflow recovery bottle (normally a plastic bottle). The fluid in this bottle should be maintained between the cold and hot marks on the bottle. If the fluid level is low, premixed coolant should be added. This is available in the TMP. The windshield washer fluid level should be maintained at least ½ full. Washer fluid is available in the TMP. The fuel level should be checked with the engine running. The vehicle should not be operated if the fuel gauge does not indicate above the empty mark. Automatic transmission fluid can only be checked while the engine is running. (The gearshift must be either "P" (park) or "N" (neutral) as specified by the owner's manual.
- The instruments, gauges, switches, controls, and warning devices should be checked with the engine running. The temperature gauge should not indicate extreme pressure, and the oil pressure gage should read above minimum. If vehicle has light indicators, the oil pressure gage should read above minimum. The vehicle should not be operated if any fault lights are on or if gauges indicate problems.
- Check windshield washers and wipers for operation. Washer fluid should spray toward the windshield and wipers. Windshield should be free of cracks or obstructions to vision. Horn should be tested to insure operation. Operational seat belts should be installed for each occupant. Window glass should be clear and unobstructed. Vehicle should not be operated if windshield obstructions impair the

driver's view (including cracks). The defroster should be checked for operation.

- All TMP vehicles authorized for use outside the permissible operating distance should have a spare tire, lug wrench, and jack assigned by hand receipt.
- Check the condition of the tires. There should be at least 3/32 of tread with no cuts that expose cord. Do not mix radial ply and bias ply tires? The vehicle should not be operated if the tires are not serviceable. Any tire defects should be reported immediately to the dispatcher.
- Check all lights and reflectors by visually observing the illumination of lights in all modes. Note any malfunctions on the DA Form 2404.
- Check the condition of the battery terminals and cables. There should be no leaks of battery electrolyte and the terminals should be free of corrosion.

4.15.2 During Operation:

- If any gauge, instrument, switch, control, or warning device should fail, it should be noted on the DA Form 2404, and the dispatcher notified.
- Brake performance should be constantly monitored. If vehicle pulls to one side when brakes are applied, or if brakes cause a squeal, or if depressed brake pedal goes close to the floor, vehicle should be turned in to TMP and discrepancy noted on the DA Form 2404. On vehicles with standard Transmissions, the clutch should engage as the pedal comes out about half way. There should be approximately 2 inches of free play from the clutch out position to the point of increased resistance on the pedal. The clutch should move freely and there should be no noise associated with clutch use.
- The steering mechanism should move freely without excessive play (movement of steering wheel without corresponding movement of tires). A rule of thumb is 2 inches of play. Vehicle should not pull to either side while in operation.
- The engine should start easily and maintain an idle speed. There should not be any squeals, banging, or excessive engine knock.
- If at any time unusual noises are heard, the deficiency should be noted on the DA Form 2404 and the vehicle turned in to TMP.

4.15.3 After-Operation Checks:

- Check operation of lights and reflectors.
- Fuel tank should be refilled before parking.
- The engine compartment should be checked for leaks or any sign of damage or missing parts. Drive belts should be checked for looseness (over ½ inch of deflection is too much play).
- Tire condition should be checked for inflation or damage.
- A check underneath should be made for leaks, damage, or missing parts. Look for foreign obstacles that may be entangled and broken exhaust hangars and exhaust leaks.
- Vehicle should be clean. All trash should be removed and any accumulation of dust and dirt washed off.
- All fluid levels should be checked.
- Check for dents, scratches and missing parts. Make certain you sign the daily PMCS sheet.

4.15.4 Speed Limits for all Vehicles:

Five miles per hour when approaching or passing troop formations, parking lots, and troop areas.

Buses	45 MPH
School Buses	40 MPH
Trucks (2.5 to 4 Ton)	40 MPH
Troop Carrier (80 pax)	35 MPH
All Others	Follow Posted Limits

4.16 VEHICLE ABUSE AND MISUSE EXAMPLES

4.16.1 Tampering with engine's governor/control.

4.16.2 Running the engines at excessive speeds.

4.16.3 Operating vehicles with insufficient oil or coolants.

4.16.4 Failing to report malfunctions, defects, and damages.

4.16.5 Riding or slipping clutches, except when necessary to maintain control of vehicle during backing operations.

4.16.6 Operating vehicles in improperly selected gears. Such as lugging in high gear and shifting into reverse when traveling forward.

4.16.7 Distributing the load improperly.

4.16.8 Idling vehicle to run A/C or heater.

4.16.9 Mechanical failure from other than fair wear and tear, defective material, or workmanship will be considered evidence of vehicle abuse.

4.16.10 Vehicle Misuse: Vehicles are for official purposes only. The TMP can provide clarification when official use is in question. In some instances, using the vehicle for purposes other than what it is designed for may be considered misuse, such as overloading passenger compartments and transporting passengers in cargo beds resulting in unsafe conditions.

4.16.11 High-Risk Drivers: VCO/TC's will identify operators with a history of vehicle abuse or misuse. Operators who are classified as high risk will have their driving privileges suspended and their OF 346 withdrawn. See Garrison Commanders Policy for at fault accidents.

4.16.12 Reporting Misuse or Abuse: If vehicle misuse or abuse is discovered, the unit commander will be notified. The TMP will then initiate the proper paperwork to document the reported misuse/abuse and conduct an investigation to determine if any repair is warranted.

4.17 VEHICLE CONTROL OFFICER / TRANSPORTATION COORDINATOR (VCO/TC)

4.17.1 Fort Benning units/activities are required to manage and control all vehicles on recurring dispatch. The VCO/TC concept has been adopted to ensure that a responsible person in each unit/activity is designated for the management, care, and proper utilization of assigned vehicles. The TC is responsible for getting the most effective use of assigned vehicles.

4.17.2 VCO/TC Duties:

The VCO/TC appointment is an additional duty. Adequate time must be devoted to this task to effectively carry out all assigned duties. VCO/TC responsibilities are:

- Serve as liaison between the unit and the TMP for all vehicle matters. For vehicle matters, the VCO/TC is the single point of contact within the organization. TMP personnel will address most of their oral and written communications to the VCO/TC. To avoid confusion, TMP personnel will also expect that

communications on vehicle matters originating from the unit originate or pass through the VCO/TC.

- Control assigned vehicles and obtaining transport services required to meet the mission.
- Develop justification for the assignment of NTV's on a recurring dispatch basis, and notify the TMP Manager when assigned vehicles are no longer required.
- Ensure operator inspections and services are performed. Ensure prompt reporting of vehicle malfunctions, and their timely turn-in for repair.
- Identify possible misuse, abuse, and damage to assigned vehicles. Investigate incidents of abuse, misuse, accidents, and recommend corrective action to the commander.
- Ensure that only qualified and licensed drivers operate vehicles. Utilize qualified unit vehicle operators to train and supervise prospective vehicle operators.
- Arrange for the security of vehicles when not in use. Safeguard vehicles from pilferage of gasoline, parts, and accessories.
- Responsible for the security of unit vehicles.
- Preventing, reporting, and investigating vehicle abuse or misuse.
- Responsible for completing the SF 91 when injuries prevent the driver from completing the SF 91 for accident reporting.
- Responsible for ensuring that unit vehicles are maintained in a clean and safe condition.
- Conclusion: Close coordination with the TMP is essential for good vehicle management. VCO/TC's are urged to contact the TMP Supervisor for assistance and guidance for all transportation matters.

4.17.3 CONTROL OF UNIT VEHICLES:

- Joint utilization of a vehicle to satisfy the unit's requirements is encouraged. Maximize the use of assigned vehicles before seeking additional assets from the TMP. It is not necessary to personally supervise the use of each vehicle; however, operators must be kept aware of their responsibilities and conditions that affect vehicle usage. Commander's calls, general correspondence, unit directives, and spot inspections can be used for this purpose.
- Vehicle Use Restrictions: Restrictions on the uses of GSA vehicles are in AR 58-1, Para 2-4. Fort Benning and state traffic regulations must be followed.
- To obtain necessary motor vehicle transportation, the prime source is unit-assigned (recurring dispatch) vehicles. The TMP has a limited number of vehicles that can be assigned for a short period of time. The prime responsibility of the TMP is to provide vehicles, bus service, and administer the overall management of the entire vehicle fleet.
- Bus Service: The TMP has buses assigned to support the Fort Benning mission IAW established priorities. Bus requirements for the unit should be requested from Installation Transportation Officer (phone 706-545-4788, fax 706-545-1457). Maximum advance notification will help fulfill requested support.

4.17.4 HOW TO OBTAIN VEHICLES

- **How were the current vehicles obtained?** A VCO/TC justified the vehicles in an annual vehicle justification. The authorization was then supported with the

necessary vehicle and is valid for one year.

- **How are current vehicles retained?** After a vehicle has been authorized, an annual review is made of the justification and, if needed, an update is made. The annual update is reviewed by TMP Manager and submitted to the ITO for approval/ disapproval. If the unit has a need for an assigned vehicle, and it is documented by sufficient utilization, the assignment of the vehicle will continue. If the need ceases, the vehicle will be withdrawn. It is the VCO/TC's responsibility to notify the TMP when the requirement for a vehicle no longer exists.
- **How is a new vehicle obtained for a new or increased mission need?** As explained above, each vehicle requirement must be documented. A memorandum serves as the request, and when approved, your authorization documents. The justification will probably be the only chance your unit will have to explain the need for the vehicle. Therefore, the preparation of the form is extremely important. Your justification should be concise and factual. If the need is urgent, the requesting action can be accelerated, but you must identify in writing the urgency to the ITO. If the need for the vehicle is approved, the actual assignment to your unit will depend on the availability of such vehicles from TMP assets.

4.17.5 VEHICLE USE GOALS:

- Vehicle Use: The DOD has established mileage goals for certain passenger and cargo vehicles. The mileage goals are intended to produce maximum use during the vehicle's life cycle. To achieve these goals, the Army has constructed mileage goals. **Poor utilization may result in withdrawal of a vehicle from your unit.** Utilization will also be considered in validating your need for a vehicle.
- Vehicle Rotation: To obtain maximum service during a vehicle's normal life expectancy and to ensure that vehicle replacement needs can be defended, vehicles must be rotated between high and low mileage users. This is done so all vehicles in the same year group will have nearly equal mileage at the end of their intended life cycle. Your unit's cooperation is required when vehicle transfers or replacement is directed.

4.17.6 MAINTENANCE

- **General Information:** The using organization is responsible for vehicle care and maintenance of its assigned GSA vehicles. It is the VCO/TC's responsibility to ensure that operator maintenance is performed and that vehicles are made available for repairs and services.
- **Operator Maintenance:** As the term indicates, the operator is responsible for maintaining the vehicle. Included in this level of maintenance are daily services, inspections, and **reporting of discrepancies to the TMP**.
- Vehicle Maintenance Shop services: All maintenance above operator level will turn into the appropriate TMP Maintenance office. Main Post building 218 or Sand Hill building 3552.
- **Scheduled Maintenance:** Some maintenance actions are scheduled in advance, based on the vehicle's miles, hours of operations, or calendar date. Oil changes and lubrications are done at specific intervals. Vehicles must not operate past the due date/mile for its lubrication cycle. A mechanized system is utilized to schedule lubrication. Drivers will be notified at the time of re-dispatch that lubrication may be due. When requested, please ensure the vehicle is delivered to the TMP at the

time designated. This will minimize down time for your vehicle.

- **How should your unit's vehicles be well maintained?** GSA has established vehicle serviceability standards. A vehicle in its sixth year of use cannot compare in operation with a new vehicle. To be operational, a vehicle must be safe and serviceable. Safety must never be compromised throughout the life of the vehicle. If the vehicle requires service beyond the operator's capability, the DA Form 2404 must be properly documented and presented to the TMP. Vehicles must perform safely and consistently. All vehicle systems and accessories must function within normal range IAW the motor vehicle operator manual. **The serviceability criteria are based on:**
  - Age and mileage
  - Purpose of use
  - Remaining service life
  - Service value, in comparison with cost of replacement, or repairs
  - Overall safe condition of the vehicle
  - Modifying GSA Vehicles: Vehicles **cannot** be modified, painted, or affixed with unit signs. All modification requests must be submitted to the TMP for approval. When modification is authorized, the GSA/TMP will coordinate the work. See the Garrison's Commanders Memorandum for the Policy Prohibiting Modifications of GSA Vehicles without written Approval.
  - Maintenance priority: Priorities are based on mission requirements; therefore, repairs may be delayed.

4.18 REFERENCES

- AR 58–1: Management, Acquisition, and Use of Administrative Motor Vehicles
- USAIC Reg 56-1
- TM 38–750: The Army Maintenance Management System (TAMMS)
- AR 385-55: Prevention of Motor Vehicle Accidents
- AR 600-55: The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)
- OF Form 346: U.S. Government Motor Vehicle Operator Identification Card
- SF Form 91: Motor Vehicle Accident Report
- DA Form 2404: Equipment Inspection and Maintenance Worksheet
- DA Form 348: Equipment Operator's Qualification Record
- DD Form 518: Accident Identification Card
- DD Form 1970: Motor Equipment Utilization Record

4.19 ABBREVIATIONS

- AR: Army Regulation
- DA: Department of the Army
- GSA: General Service Administration
- TMP: Transportation Motor Pool
- ITO: Installation Transportation Officer
- TAMMS: The Army Maintenance Management System
- TC: Transportation Coordinator
- VCO: Vehicle Control Officer
- BATSS: Benning Automated Training & Scheduling System

4.20 POC is the Motor Pool Supervisor at 706-545-3018.

5. PERSONAL PROPERTY SHIPMENT OFFICE (PPSO)

5.1 LOCATION

Bldg 6 Room 124, 6650 Meloy Drive

Telephone 706-545-4878, Fax: 706-545-6372

5.2 OUTBOUND PERSONAL PROPERTY

All individuals requiring outbound transportation of personal property have an option to make an appointment with the Outbound Counselor for briefing, or one-on-one counseling by calling the office number 706-545-4900 or, complete self-counseling online in the Defense Personal Property System (DPS). Once counseling is completed in DPS, individual must have 3 copies of their orders and amendments available for turn in to the counselor to complete the process. The following are general types of outbound personal property shipments:

- Household Goods (HHG)
- Unaccompanied (Hold) Baggage
- Local Moves - Generally described as "off-post to on-post", or "on-post to off-post" or "intra-post" moves
- Personally Procured Moves (PPM) - Previously known and often referred to as Do-It-Yourself (DITY) moves.

5.3 INBOUND PERSONAL PROPERTY

Individuals must contact the Transportation Service Provider (TSP or carrier) or the local agent (assigned by the TSP) to schedule delivery of inbound personal property. Contact information will be contained in the documentation provided at origin location when shipment was picked up. The following information and documents are needed:

- Local Address or Quarters
- Copy of Orders (when scheduling through the Personal Property Office)
- Copy of Quarters Assignment (if applicable)

5.4 ARRIVING PERSONALLY PROCURED MOVES

Arriving individuals requiring completion of their Personally Procured Move (PPM) must contact Personal Property Branch at (706) 545-6899 in Bldg 6 room 105. The following information and documents must be available:

- Personally Procured Move package from origin Transportation Office.
- All receipts relative to the move
- Weight Tickets
- DD Form 1351-2
- DD Form 1351-2
- DD Form 2287
- PPM Checklist

5.5 UNIT DEPLOYMENT AND REDEPLOYMENT

The Unit will make arrangements for individual personal property transportation and storage. Arrangements must be made thru the Supervisor of Personal Property Branch at (706) 545-4878. A Copy of the deployment order is required.

5.6 ENTITLEMENT INQUIRIES AND EXCEPTION TO POLICY

Individuals needing entitlement information or an exception to policy contact the Supervisor,

Personal Property Office at (706) 545-4878 in Bldg. 6 rm 105.

5.7 NON-TEMPORARY STORAGE (NTS) STATUS

Individuals inquiring about the status of their personal property in NTS, contact Personal Property Office at (706) 545-4875/4881.

5.8 CLAIMS

Individuals with personal property damage claims should direct questions to the Staff Judge Advocate (SJA) Office in building 2839 or telephone at 706-545-2285.

5.9 BILLING INQUIRIES

Local carrier agents with billing inquiries should contact the Personal Property Office at (706) 545-7502. DD Form 619, DD Form 619-1 and Local Billing documents are required to be available.

5.10 COMPLAINTS

Complaints about the quality of service provided by the carriers or local carrier agents must be completed online at www.move.mil in the customer survey.

5.11 POC for PPSO is the Supervisor at 706-545-4878.

6. PERSONNEL MOVEMENT (PASSENGER SERVICES)

6.1 LOCATIONS

6.1.1 Main Post - Bldg 35, Suite 300, 35 Ridgway Loop
Phone 706-545-7706, Fax 706-545-6370
Hours 0800-1630 Mon-Fri

6.1.2 Sand Hill, Bldg 3254, 8980 11th Airborne Division Road
Phone 706-544-8726, Fax 706-544-0716
Hours 0800-1630 Mon-Fri

6.2 REFERENCES

6.2.1 DOD 4500.9-R, 1 Defense Transportation Regulation Part I, Passenger Movement
6.2.2 AR 55-46 Travel Overseas
6.2.3 DOD 1000.21-R Passport and Passport Agent Services Regulation

6.3 COMMERCIAL BUS SUPPORT

6.3.1 UNIT REQUESTS

Submit requests via email or fax memorandum to (706) 545-6370. Requests should include the following information:

- Date(s) required
- Number of passengers
- Amount of baggage by type
- Pickup time and location
- Delivery location

6.3.2 BUS TICKET REQUESTS

Individual SOLDIER Requests for Greyhound Bus Ticket: Submit request and a copy of orders to the Passenger Services Office, Building 35, Suite 300.

6.4 PORT CALL

6.4.1 Individual Soldier

Officers And Enlisted: Submit Port Call Request Worksheet to the Passenger Services Office, Building 35, Suite 300.

6.4.2 Concurrent Family Travel

- Officers: Submit a copy of travel orders with dependents names listed in PCS order for travel overseas to the Passenger Services Office, Building 35, Suite 300
- Enlisted: Submit a copy of travel orders with dependents names listed in PCS order for travel overseas to the Passenger Services Office, Building 35, Suite 300.

6.4.3 Deferred Family Travel

Family travel orders must be submitted by OCONUS Headquarters to the Passenger Services Office, Building 35, Suite 300.

6.4.4 Port Call Classes

- Airborne (ABN): Unit Representative will submit student port call option sheet and orders to assigned travel clerk in the Passenger Services Office, Building 35, Suite 300.
- Airborne (ABN) HHC: Unit Representative will submit student port call option sheet and orders to assigned travel clerk in the Passenger Services Office, Building 35, Suite 300.
- RIP: RIP Cadre may hand carry student port call option sheet and orders to the Passenger Services Office, Building 35, Suite 300.
- RTB Stateside: RTB Cadre will bring orders to Carlson Wagonlit for ticketing
- RTB OCONUS: Individual SOLDIER will submit port call option sheet to the Passenger Services Office, Building 35, Suite 300.
- All other Classes: Individual SOLDIER will submit request and orders to the Passenger Services Office, Building 35, Suite 300.
- 192nd/198th Infantry Brigade Active Duty Port Call: Individual SOLDIER fills out port call option sheet and Training Tech for unit arranges a Transportation Briefing. Adjutant General will submit the orders to the Sand Hill Office, Building 3254.
- Passports: Individual SOLDIER and/or dependents will report to the Passenger Services Office, Building 35, Suite 300 to complete passport application

6.5 192ND/198TH INFANTRY BRIGADE NG/ER STATESIDE TRAVEL:

Individual SOLDIER fills out transportation request at levy briefing. Unit Representative will submit the orders to the Sand Hill Office, Building 3254.

6.6 AWOL APPREHENSION TRAVEL

6.6.1 AWOL SOLDIER not at Fort Benning: Military Police will submit memorandum requesting airline ticket and unsigned provisional pass to Passenger Services Office, Building 35, Suite 300.

6.6.2 AWOL SOLDIER at Fort Benning: Military Police submit provisional pass along with the SOLDIER to Passenger Services Office, Building 35, Suite 300.

6.7 AIRLINE RESERVATION FOR OFFICIAL TRAVEL

Individual will call Carlson Wagonlit Travel at 800-235-8636 or in person at Building 35, Suite 300.

6.8 POC is the Personnel Movement Supervisor at 706-545-7706.

7. FREIGHT SHIPMENTS

7.1 LOCATION

Bldg 9058, 6881 Ivy Road
Phone 706-545-5236, Fax 706-545-7481
Hours 0800 – 1630 Mon-Fri

7.2 REFERENCES

7.2.1 AR 700-15, Packaging of Materiel

7.2.2 Army Pamphlet 700-32, Packaging of Army Materiel

7.2.3 DOD Regulation 4500.9-R, Defense Transportation Regulation (DTR)

7.2.4 MIL-STD 129, Standard Markings for Military Shipments

7.3 MOVEMENT OF EQUIPMENT BY LINE HAUL TRUCK

7.3.1 Submit request via fax to freight supervisor using DD Form 1149. Request must be received no later than 5 days prior to the required pick up date.

7.3.2 Freight services require a 48 hour notice of any cancellations. If 48 hours notice is not received, the customer will be responsible for applicable Vehicle Furnished Not Used (VFN) charges.

7.3.3 Follow up or questions concerning the status of the line haul shipment: Call the Freight Office, Bldg 9058, or call (706) 545-5236 / 6527. Have Unit, pickup date and destination information available and ready.

7.3.4 Requests should include the following:

- TAC Code and accompanying Funds Verification Form
- Transportation Control Number (TCN)
- DODAAC
- model with total quantity of each
- serial/bumper numbers (if applicable)
- description, dimensions, weight
- desired pick up date
- required delivery date
- pickup and delivery addresses
- POCs with telephone numbers

7.3.5 Milvans, ISU90s and Quadcons: Submit packing lists 10 working days prior to scheduled pick-up.

7.3.6 Sensitive Items: Include NSN, nomenclature category, type, (i.e., commo equipment, night vision equipment and weapons), number, make, model and serial numbers.

7.3.7 Hazardous Materials: Submit a completed DD Form 2890 (only for domestic shipping) or DD Form 2890 for all hazardous materials, (i.e. lithium batteries, POL, and fire extinguishers), including the MSDS and applicable Emergency Response Guide (ERG) page.

7.4 UNIT MOVES OR DEPLOYMENT BY RAIL

Submit request via fax memorandum to (706) 545-7481. Request must be received NLT 60 days prior to required pick up date.

7.4.1 **Requests should include the following**: TAC code and accompanying Funds Verification Form, Transportation Control Number (TCN), DODAAC, model with total quantity of each, serial/bumper numbers (if applicable), description, dimensions, weight, desired pick up date, required delivery date, pick-up and delivery addresses, POC's and telephone numbers.

7.4.2 **Milvans, ISU90's and Quadcons**: Submit packing lists 10 working days prior to scheduled pick-up.

7.4.3 **Sensitive Items**: Include category, type, (i.e., commo equipment, night vision equipment and weapons), number, make and model and serial numbers.

7.4.4 **Hazardous Materials**: Hazardous Materials: Hazardous Materials submit a

completed DD Form 2890 for (only for domestic shipping) all hazardous materials, (i.e. lithium batteries, POL, and fire extinguishers). For all hazardous materials, (i.e. lithium batteries, POL, and fire extinguishers), including the MSDS and applicable Emergency Response Guide (ERG) page

7.4.5 **Follow up or questions concerning the status of the line haul shipment**: Call the Freight Office at (706) 545-5236 or (706) 545-3369. Have Unit, pickup date and destination information available and ready.

7.5 SMALL PACKAGES SHIPMENT (UNDER 150 LBS):

Submit the request for shipment using DD Form 1149 or memorandum to the Freight Office, Bldg 9058, between the hours of 0800-1330 for same day pick-up. Any letters or packages received at 1330 will not be picked up until the following work day. The following guidelines apply:

7.5.1 **Request should include:** TAC code and accompanying Funds Verification Form, priority, description, weight, dimensions, required delivery date, origin/destination address (PO Box numbers and APO/FPO addresses are not acceptable), POC's and telephone numbers.

7.5.2 **Follow up or questions concerning tracking of the shipment:** Call the Freight Office, Bldg 9058, (706) 545-7201 or (706) 545-5236. Have the date the package was sent, shipping organization, weight and destination address available. You will be provided the tracking number and carrier name:

- FedEx shipments: www.fedex.com
- UPS Shipments: www.ups.com/tracking

7.6 FORKLIFT SUPPORT

Submit the Transportation Movement Request Form to Freight Supervisor via email or call (706) 545-8354 or (706) 545-5151 to request an email address in order to submit written requests. Requests should include Unit, mission location, date, time, type of equipment to be lifted/downloaded and weight of each piece (if known), POC and telephone numbers.

7.7 CONTAINER HANDLER SUPPORT

Submit the Transportation Movement Request Form to Freight Supervisor via email or call (706) 545-8354 or (706) 545-5151 to request an email address in order to submit written requests. Requests should include Unit, mission location, date, time, type of equipment to be lifted/downloaded and weight of each piece (if known), POC and telephone numbers.

7.8 RAIL LOAD CLASSES

Submit written requests to the Freight Office, Bldg 9058 in person or by fax, or call supervisor for an email address. Requests should include Unit, total number of soldiers to attend, requested dates, POC and telephone numbers.

7.9 CONTAINERS INSPECTIONS

Submit written request to the Freight Office, Bldg 9058 in person or by fax, or call supervisor for an email address. Requests should include Unit, type of equipment, total amount of each type, date and mission name (if applicable).

7.10 PACKING AND CRATING RESPONSIBILITIES

7.10.1 The Packing and Crating warehouse (Bldg 9058, 6881 Ivy Street) will process requests from 0800-1630hrs Monday-Friday, excluding weekends, national holidays, cases of severe inclement weather or any time the Post Commander closes the installation. Freight Movement operates from 0800-1630hrs Monday thru Friday. In the event of an emergency, units that need the Packing and Crating warehouse to operate outside of normal

duty hours must contact the Freight Movement Office at (706) 545-5236/6527.

7.10.2 The Packing and Crating warehouse is responsible for packaging outbound freight for transport via small packages, LTL, Line Haul or air freight in accordance with regulation; construction of special pallets, crates, containers and/or boxes for units supported by Fort Benning, GA.

7.10.3 Packing and Crating personnel will ensure that qualified personnel are made available to inspect and certify hazardous cargo for shipment, IAW TM 38-250 or other updated regulation if required.

7.10.4 Packing and Crating personnel will complete the DD Form 1387, military shipment label for each transaction.

7.11 PACKING AND CRATING PROCEDURES

7.11.1 All outbound freight shipments should be presented to the Freight Section on a request for transportation form (DD Form 1149 or 1348 A-2), which clearly identifies the items and the equipment nomenclature.

7.11.2 When a request is approved by the Freight Office (BLDG 9058), the materiel will be taken to the Packing and Crating warehouse (BLDG 9058) for preparation for shipment based on the following criteria:

- Packages 150 lbs or less, and meeting the dimensional requirements will go as a small package shipment.
- Packages exceeding 150 lbs, but less than 10,000 lbs, and exceeding small package dimensional requirements will go as an LTL shipment.
- Unit equipment, rolling stock in quantities, weight and dimensions meeting the requirements of a truckload will be offered for shipment utilizing the full capacity of a cargo transport vehicle (trailer, van, rail car).
- Requests for construction of crates, boxes pallets and/or containers will go through the Freight Supervisor (Bldg 9058). Requests will include the dimensions, quantity, materiel type and project code where applicable.

7.12 POC is the Freight Supervisor at 706-545-5236.

8. CAMP FRANK D. MERRILL - 5TH RANGER TRAINING BATTALION

8.1 LOCATION

Dahlonega, Georgia

Telephone 706-864-3367 ext. 282 Fax 706-545-8814

8.2 HOURS OF OPERATION

The hours of operation are normally 0700-1530, Monday through Friday, excluding Federal holidays. However, these are flexible in support of the Program's Mission.

8.3 REFERENCES

8.3.1 DA Form 3643 Daily Issue of Petroleum products

8.3.2 DA Form 3853-1 Innage Gauge Sheet

8.3.3 DA Form 3644 Monthly Abstract of Issues of Petroleum Products

8.3.4 Weekly/Monthly Environmental Inspection Checklist for Tanker Trucks

8.4 NON-TACTICAL VEHICLE MAINTENANCE

8.4.1 The Site Manager is responsible for the non-tactical vehicles assigned to the sub motor pool.

8.4.2 Vehicle operators will provide DA Form 2404 and submit the form to the dispatcher. Vehicles must be cleaned and all fluids must be at their maximum. The TMP will review

the DA Form 2404 for any deficiencies and ending mileage. An approved vendor to be selected then all information will be entered into TRAM's. If the non-tactical vehicle was supplied by ASC, maintenance services and record keeping will be provided by the contractor.

8.4.3 Dispatcher will coordinate with the Site Manager for the vehicle transport to / from vendors. Dispatcher will provide keys, copy of DA Form 2404, credit card or credit card information and instructions if necessary for the vendor. If wrecker / tow service is needed, an authorized vendor shall be selected to tow vehicle from TMP.

8.4.4 Vehicle operators will ensure that a fuel receipt along with TMP vehicle admin number written on top of the receipt will be turned into dispatcher along with the credit card. Credit Card receipts will be attached to corresponding dispatch and filed for further reference.

8.4.5 When notified by the vendor that the vehicle repairs are complete, the dispatcher will again coordinate with the Site Manager for support of vehicle pick-up.

8.4.6 Upon return of the vehicle the work order must be closed in TRAM's. The invoice, DA Form 2404 must be faxed to the Main Post TMP. The dispatcher is to make sure that the Work Order Packet includes the Invoice, DA Form 2404, fax confirmation, PMCS sheets and printed work order from TRAM's. Before filing make a copy for the Site Manager. This is to be given to him at the next morning meeting. Dispatcher at this time can re-dispatch the vehicle.

8.5 DISPATCHING OF NON-TACTICAL VEHICLE

8.5.1 The Government is responsible for the approval for the assignment / reassignment of GSA vehicles in the Fort Benning, Georgia GSA vehicle fleet for Camp Merrill. The Government will determine which vehicles are assigned to Battalion and which vehicles is a part of the "U Drive It" pool available for general dispatch.

8.5.2 The 5th Ranger Training Battalion Commander is responsible for assigning dispatch request authority.

8.5.3 The approving authority is responsible for insuring that any dispatches beyond a 100 radius of Camp Merrill (with the exceptions of the trips to Fort Benning, Georgia and Camp Rudder) receive approval from GSA officials.

8.5.4 Individuals who need to utilize a GSA vehicle for official business must fill out a vehicle request 48 hours in advance of the date the GSA Vehicle is scheduled. The requester must check with the TMP dispatcher to determine if a vehicle is available.

8.5.5 The requester will then take the request form to the approving authority. If the requestor and the alternative driver (if applicable) will be traveling out of the local area, the approving authority will ensure that prior to the vehicle request being approved that the driver(s) of the GSA vehicle receive a safety briefing.

8.5.6 When reporting to the TMP to dispatch a GSA vehicle, the individual must have in their possession a valid driver license and a current DDC card. If the individual is attempting to dispatch a GSA vehicle over 1 ton the operator must have in their possession a valid OF 346 that indicates that they are qualified to operate the equipment approved for dispatch.

8.5.7 The dispatcher will provide the customer / driver with the dispatch package with all required paperwork (DA Form 2404, GSA Accident Packet (SF91, DD518 and SF94) vehicle photo, PMCS forms). If the GSA credit card is required, the operator will sign for the card.

8.5.8 The GSA vehicle operator is responsible for before, during and after Preventive Maintenance Checks (PMCS). Operators should record any deficiencies on DA Form 2404 and on the vehicle photo. Serious and deadline deficiencies should be reported to the dispatcher immediately. Operators while on dispatch are responsible for the security of the GSA vehicles (locked when not in use). Upon return of the vehicle, the operator will return all items dispatched with the vehicle and provide the PMCS, DA Form 2404 and vehicle photo. Vehicles not on dispatch will be secured in the TMP at Camp Merrill.

8.6 COURIER SERVICE

8.6.1 Courier service will be provided for Camp Merrill to and from Fort Benning, and will be provided up to three times a week unless otherwise directed.

8.6.2 The courier shall transport personnel, cargo, medical supplies unserviceable equipment, necessary correspondence and any other materials in the most efficient means possible.

8.6.3 Each scheduled trip will accommodate the requirements of the Battalion Commander and Site Manager and thus will be flexible.

8.7 FUEL ISSUE

8.7.1 Fuel at 5TH Ranger Training Battalion is classified one of two ways. Bulk POL (Mogas & Diesel) and aviation fuel. Both types are maintained and tracked by VS2 personnel. The management of these fuels is closely monitored by VS2 personnel at Camp Frank D. Merrill at Ft. Benning.

8.7.2 Mogas and diesel fuels will be dispensed from the fuel point located at the south end of the Motor Pool within the Motor Pool gates. These fuels are only for tactical vehicles, GSA vehicles and 5th Ranger Training Battalion equipment that require fuel. The fuel point is controlled by the VS2 GSA dispatcher.

8.7.3 Aviation fuel (JP-8) is stored in two (2) 3000 gallon fuel trucks parked in portable secondary containment areas within the Motor Pool gates. The JP-8 is dispensed to flight equipment staged here at Camp Frank D. Merrill in support of Ranger training. JP-8 will be dispensed to flight equipment not supporting Ranger training only with proper notification and approval.

8.7.4 The VS2 fuel point is located within the Motor Pool gates at Building 14 on the south end of the motor pool. Any fuel spills or leaks that reach the ground can be captured with a spill kit located outside the VS2 Dispatchers office Bldg. 14. All Spills are reported by the Hazmat Officer to proper authorities.

8.7.5 The aviation fuel trucks located within the Motor Pool gates are kept in 2 -14x40 portable secondary containment units and also have on board spill kits that can be used to capture leaks and spills that occur where ever the fuel trucks might be.

8.8 INSPECTIONS AND REPORTING

8.8.1 Daily reports and inspection are done on both the fuel point and fuel trucks. These reports and inspection include Daily usage and tracking as well as safety and environmental inspections. All reports and inspection are recorded and sent to the Ft. Benning Fuel Point.

8.8.2 Monthly reporting and inspections for the fuel trucks and fuel point both have a usage reports and inventory/tracking. The fuel trucks require monthly water reading that is sent to the Ft. Benning Fuel Point lab for testing.

8.9 ORDERING FUEL

8.9.1 The fuel point will order Mogas/Diesel when the storage tanks are at 1500 gallons. A request is sent to the Ft. Benning Fuel Point. Fuel is brought to Camp Frank D. Merrill via

civilian contractor and upon receiving the fuel, the receipt is signed and the fuel inventory is tracked on the next daily report.

8.9.2 When the fuel trucks are empty, they will pick-up fuel from the Dobbins AFB Fuel Point. Once the fuel is received an inventory will be sent the following day with the daily reports. Attached to the reports will be a signed copy of the receipt from Dobbins AFB Fuel Point.

8.10 SAFETY DATA SHEETS (SDS)

8.10.1 The Safety Data Sheets (SDS) are located in the SDS book in the dispatcher's office at Building 14.

8.10.2 SDS sheets for the materials stored at building are provided by the manufacturer of that material, and contain information concerning use, disposal, hazards, and safety reactions.

8.10.3 The SDS book is updated any time new materials that are considered hazardous are received at building 14. The book is also updated when there is new SDS provided by manufacturers to replace existing SDS.

8.11 INSPECTIONS

It is the responsibility of the HAZMAT Manager to complete all inspections required in a timely and efficient manner. Any problems are to be annotated, solved and brought to the Site Managers attention.

8.12 SAFETY

8.12.1 Safety is a vital part of any organization and there is no exception here at Camp Frank D. Merrill. It is the responsibility of everyone to ensure that all safety standards are meet and maintained. The safety of all workers is closely monitored by both safety officers at Camp Merrill and at Ft. Benning, Georgia.

8.12.2 Doing any work outside brings up different types of safety hazards. Most common is weather hazards. Heat exhaustion and extreme cold are the two major. So, dress to deal with the weather conditions. If you are to be outside working away from other personnel, ensure that you have a reliable method of communication.

8.12.3 When operating any vehicle of piece of equipment you must ensure that hard hats are worn and safety reflective vest if necessary. All drivers need to be accompanied by a ground guide while moving a vehicle in the motor pool.

8.12.4 When fueling aircraft VS2 personnel are required to wear reflective clothing, gloves, and safety glasses or face shield. This not only protects from fuel getting to the body but also allows others to see you while working. Fueling personnel need to ensure that they follow all rules and regulations that pertain to fueling and maintain communication with personnel back in the Motor Pool.

8.13 PERSONAL PROTECTIVE EQUIPMENT

8.13.1 Workers must ensure that they are using the right PPE for the job. Some of the PPE we have on hand at Camp Frank D. Merrill are as follows: safety goggles, gloves, hard hats, face shields, welding mask, aprons, dust mask, chemical gloves, and ear plugs.

8.13.2 All persons working in or around the Motor Pool are required to have on at the minimum steel toed boot and pants. But, in addition workers must ensure that long sleeves are rolled up when working around equipment and that all jewelry is removed before working as well. It is the responsibility of every worker to ensure that they are staying safe and that their fellow workers are staying safe as well.

8.14 STORM WATER & SPILL CONTAINMENT

8.14.1 All equipment parked must have a drip pan underneath the equipment when not in operation. A daily inspection of the drip pans must be completed to ensure that there is no rain water or leak deposits. If a leak is found mechanics must take the proper precautions to repair the leak and if there is water it must be emptied and placed back under the vehicle.
8.14.2 For fluid leaks that make it to drains: first the leak must be stopped and then you must use the proper items from the spill response kit to contain and capture the fluid.
8.14.3 For spills and leaks that may be hazardous or dangerous do not attempt to contain the leak yourself. Call for assistance from the fire department and report the incident to your supervisor.
8.14.4 When fluids are spilled on the floor or ground they are to be cleaned using dry sweep and once the spill has been neutralized the used dry sweep is to be placed in two plastic bags and disposed in the solid waste container.
8.14.5 If fluids are spilled in the secondary containment units, the units must be cleaned out by draining the fluid into the used fluid drums and then dry sweep must be used to capture any fluids left.
8.14.6 A list of daily, weekly, and monthly inspections can be found on the Environmental Compliance Inspection Form located in Appendix A of this SOP.
8.14.7 All inspections are annotated and kept on record for future reference and for inspections.
8.15 POC is the Camp Merrill Transportation Supervisor at 706-864-3367 ext. 282.

9. CAMP RUDDER

9.1 LOCATION

Eglin Air Force Base, Florida
Telephone 850-882-1293/1084, Fax 850-882-1214

9.2 HOURS OF OPERATION

The hours of operation are normally 0700-1530, Monday through Friday, excluding Federal holidays. However, these are flexible in support of the Program's Mission.

9.3 REFERENCES

9.3.1 AR 58-1, Management, Acquisition and Use of Non-Tactical Vehicles
9.3.2 DOD 4500.36R Management, Acquisition and use of Non-Tactical Vehicles
9.3.3 USAIC Regulation 56

9.4 NON-TACTICAL VEHICLE MAINTENANCE

9.4.1 The site manager is responsible for the non-tactical vehicles assigned to the sub-motor pool.
9.4.2 Vehicle operators will provide DA Form 2404 and submit the form to the dispatcher. Vehicles must be cleaned and all fluids must be at their maximum. The dispatcher will review the DA Form 2404 and submit the form to Fort Benning, Georgia TMP. The TMP will review for any deficiencies, ending mileage, approved vendor to be selected to provide repairs and the start date of those repairs for submission into TRAMS. If the non-tactical vehicle was supplied by ASC, maintenance services and record keeping will be provided by the contractor.
9.4.3 Dispatcher will coordinate with the Site Manager for vehicle transport to/from vendors; will provide keys, copy of DA Form 2404, credit card and instructions if necessary for the vendor. If wrecker/tow service is needed, an authorized vendor shall be selected to tow vehicle from TMP.

9.4.4 Vehicle operators will ensure that a fuel receipt along with the license plate number written at the top of the receipt will be turned into dispatcher along with the credit card.
9.4.5 Credit cards for fuel will not be signed out for more than two hours unless a prior arrangement has been made.
9.4.6 When notified by the vendor that the vehicle repairs are complete, the dispatcher will again coordinate with the Site Manager for support of vehicle pick-up. The dispatcher upon return of the vehicle will forward the original DA Form 2404 with the stop date of the completion of maintenance along with the original vendor invoice for submission and re-dispatch into TRAMS.

9.5 DISPATCHING OF NON-TACTICAL VEHICLES:

9.5.1 The Government is responsible for the approval for the assignment/reassignment of GSA vehicles in the Fort Benning, Georgia GSA vehicle fleet for Camp Rudder. The Government will determine which vehicles are assigned to Battalion and which vehicles are part of the "U –drive it" pool available for general dispatch.
9.5.2 The 6th Army Ranger Training Battalion Commander is responsible for assigning dispatch request authority.
9.5.3 The approving authority is responsible for insuring that any dispatches beyond a 100 mile radius of Camp Rudder (with the exceptions of trips to Fort Benning, Georgia and Camp Merrill) receive approval from GSA officials.
9.5.4 Individuals who need to utilize a GSA vehicle for official business must fill out a vehicle request and have it approved. The requestor must check with the TMP dispatcher to determine if a vehicle is available.
9.5.5 The requestor will then take the form to the approving authority. If the requestor and the alternative driver (if applicable) will be traveling out of the local area, the approving authority will ensure that prior to the vehicle request being approved that the driver(s) of the GSA vehicle receive a safety briefing. The completed request will then be forwarded to the TMP dispatcher with a 24 hour lead time.
9.5.6 When reporting to the TMP to dispatch a GSA vehicle, the individual must have in their possession a valid driver's license and a current DDC card. If the individual is attempting to dispatch a GSA vehicle over 1 (one) ton the operator must have in their possession a valid OF 346 that indicates that they are qualified to operate the equipment approved for dispatch.
9.5.7 The dispatcher will provide the customer/driver with a dispatch package with all required contents (DA Form 2404, SF Form 91, DD 518 and all required GSA vehicle material). If a GSA credit card is required, the operator will sign in and out for the card.
9.5.8 The GSA vehicle operator is responsible for before, during and after PMCS. Operators should record any deficiencies on DA Form 2404. Serious or deadline deficiencies should be reported to the dispatcher immediately. Operators while on dispatch are responsible for the security of the GSA vehicles (locked when not in use). Upon return of the vehicle, the operator will return all items dispatched with the vehicle and provide the ending mileage. Vehicles not on dispatch will be secured in the TMP at Camp Rudder.

9.6 PASSENGER AND CARGO SERVICES

9.6.1 The contractor shall provide vehicle operators for commitments and approved requests as required to support Remote Camp activities, soldiers training transport requirements and other special activities /requirements.
9.6.2 The contractor shall also provide vehicle and driver support other than normal duty

hours and on weekends and holidays for approved support.

9.6.3 The types of vehicles and qualified drivers to supply these services shall be trucks, buses and the associated equipment (trailers both commercial and tactical) with the licensee holding a commercial driver's license.

9.6.4 Cargo services shall also be provided using available equipment assigned to the TMP to include the loading and unloading of cargo using a forklift.

9.7 AIRCRAFT REFUELING

9.7.1 The contractor shall provide fuel delivery services at the discretion of the 6th Army Ranger Training Battalion.

9.7.2 The primary refueling duties are to insure that MEDEVAC aircraft in support of Program of Instruction are fueled in a timely manner during real-time medical emergencies and training missions.

9.7.3 The secondary refueling duties include the refueling of training air assault aircraft in support of training missions.

9.7.4 Other requirements shall include accountability, inventory, product measurement and testing and AVFUEL card management.

9.8 COURIER SERVICE

9.8.1 Courier service will be provided for Camp Rudder to and from Fort Benning, Georgia.

9.8.2 This service will operate up to two times a week.

9.8.3 The courier shall transport personnel, cargo, medical supplies, unserviceable equipment, necessary correspondence and any other materials in the most efficient means possible.

9.8.4 Each scheduled trip will accommodate the requirements of the Battalion Commander and the Site Manager and thus will be flexible.

9.9 POC is the Camp Rudder Transportation Supervisor at 850-882-1293.

10. CUSTOMER SATISFACTION

All personnel will work diligently to ensure customers are processed well within the time frame established by all governing regulations. Customer satisfaction is measured through the Army's online ICE system. http://ice.disa.mil/index.cfm?fa=site&site_id=256

11. PROCESS IMPROVEMENT

Suggestions for improving this process are encouraged from all personnel who participate in it. Any suggestions for improvement should be forwarded to the Fort Benning LRC Transportation Division Chief at 706-545-4788.

12. ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG)

LOCATION

Building 2411, 6007 Indianhead Road

Telephone 706-545-7018, Fax 706-545-8814

Hours of Operation: As required per Mission

RESPONSIBILITIES OF A/DACG

Validate all load plans, cargo, and passenger manifests, as complete and accurate.

7.2.2 Supervise load teams.

7.2.3 Provide technical assistance to airlifted unit on preparing cargo, ISU 90and passengers for

airlift.
7.2.4 Coordinate airflow information and control airlift equipment and any mission support load teams that may be involved.
7.2.5 In conjunction with the deploying unit and A/DACG, coordinate the inspection of cargo offered for airlift to ensure it is movement ready.
7.2.6 Coordinate and control the processing of units for deployment or redeployment.
7.2.7 Confirm number of personnel and type and quantity of cargo and equipment to be moved.
7.2.8 Determine time frame during which on-loading and off-loading will be accomplished.
7.2.9 Confirm the locations of departure and arrival airfield(s), marshalling, and unit area(s) in conjunction with the installation and the deploying unit.
7.2.10 Establish liaison with deploying unit and other supporting activities.
7.2.11 Coordinate US (to include US territories and possessions) and foreign agricultural, customs and immigration clearance requirements and procedures.
7.2.12 Determine special requirements and coordinate support for personnel and equipment including weighing devices, pusher vehicles, and de-fueling stations, inspection area, and maintenance/POL
7.2.13 Confirm unit deployment schedule and airflow.
7.2.14 Validate shoring and floor protection requirements and ensure 463L dunnage availability and disposition.
7.2.15 Obtain list of unit personnel and equipment to be on-and off-loaded. Problem items will be identified for load planning and coordination with mobility force.
Ensure the respective Service deployment AIS is available to facilitate movement and capture information to include ITV information/data.
7.2.17 Providing communications to the AHA, call forward area, the deploying unit command post, and to the IOC
7.2.18 Provide support equipment for loading and unloading
7.2.19 Accept each aircraft load from the mobility force at the established release point.
7.2.20 Establish procedures to ensure accountability of pallets, nets and shipping containers is retained throughout the reception process and that shipping equipment is returned to the mobility force for retrograde as soon as practical.
7.2.21 Receive passenger and cargo manifests from the aircraft loadmaster.
7.2.22 Provide visibility over frustrated and undeliverable cargo.
7.2.23 Provide support to arriving units as determined during the joint planning conference.
7.2.24 Maintain and report cargo and passengers arrivals, to the GTN.
7.2.25 Release the aircraft load to the deploying unit CDR or representative at a pre-designated location.
7.2.26 Coordinate movement of aircraft pallets, nets, and dunnage to the unit marshalling area for pallet breakdown.
7.2.27 Establish required communications.
7.2.28 Coordinate with the mobility force to ensure personnel, cargo, and equipment are escorted to the correct aircraft.
7.2.29 Brief deploying units on the vehicle flow plan.
7.2.30 Maintain status of arrival, departure, and loading of chalks.
7.2.31 Obtain airfield diagrams for guides.
7.2.32 Inspect all loads upon receipt from alert holding area and ensure they are ready for Joint Inspection (JI).

7.2.33 Escort personnel and equipment from aborted aircraft to alternate aircraft or temporary holding area.
7.2.34 Ensure all incidents and accidents are investigated and reports prepared.
7.2.35 Coordinate with the Unit Movement Coordinators, Bldg 6, on reports required by higher headquarters.
7.2.36 Coordinate arrival of the mission loads with the deploying unit.
7.2.37 Receive and control aircraft loads.
7.2.38 38. Establish a frustrated cargo correction area for cargo that do not pass JI and/or for incorrect documentation.
7.2.39 Inspect documentation for accuracy and completeness.
7.2.40 Establish back-up communication with LRC.
7.2.41 Perform the JI of aircraft mission loads and manifests with the deploying unit and mobility force.
7.2.42 Escort prepared aircraft loads forward to the ready line segregated by load.
7.2.43 In the event of airlift abort or discrepancies in the allowable cabin load, reassemble aircraft loads with the assistance of the mobility force and make required manifest changes.
7.2.44 Ensure the deploying unit corrects JI discrepancies.
7.2.45 Establish and operate a passenger-holding area.
EQUIPMENT PROCESSING PROCEDURES
24 hours prior to departure, the AMO and/or UAO will be on hand at A/DACG one hour prior to arrival of first chalk. A/DACG personnel will meet arriving equipment and place in chalk order in the Alert Holding Area. If time allows, a pre-Joint Inspection using an A/DACG Airlift Inspection Checklist will be conducted in the Alert Holding Area.
7.3.2 Once the pre-inspection is completed, the equipment will be weighed. Vehicles with axles are marked with a front axle weight, intermediate axle weight (if applicable) and a rear axle weight. Utilizing a weight and distance formula; a center of balance is determined and marked on each vehicle. In addition, all dimensional data (Height, Width, and Length) will be verified. An equipment weight log will be kept and a copy passed to the AMO/UAO for preparation of the actual load plans. A pallet card will be filled out and affixed to all pallets and shipping containers.
7.3.3 Rolling Stock will be moved to the Call Forward Area after marking. When the JI is completed all equipment is staged in the Call Forward Area, the Load Plan and SDDG's are to be completed. It will remain there until called forward by the Air Force for aircraft loading. Equipment cannot be tampered with once placed in the Call Forward Area. Drivers must remain with their vehicles or in designated area until the vehicles are loaded on the aircraft
7.3.4 Any cargo not air movement ready, due to major deficiencies will be placed in the Frustrated Cargo Area, located in the forward portion Multi Purpose (Pallet Yard), for correction of deficiencies.
7.3.5 A/DACG will maintain constant coordination with the LRC to ensure that the most current information concerning aircraft availability, parking spots, and passenger load times is available to the Deployment/Redeployment Commander.
7.4 PERSONNEL PROCESSING PROCEDURES
7.4.1 Deployment/Redeployment units will proceed under direction of their commander to the Air Passenger Terminal, normally three hours before aircraft load time, and will enter only upon direction of the A/DACG.
7.4.2 The Deployment/Redeployment Commander or their designated representative will report

to the A/DACG five hours prior to departure time for Contingency/SAAM Airland missions.
7.4.3 One hour prior to departure the A/DACG Supervisor will receive a final signed copy of the manifest.
7.4.4 When the aircraft is ready for baggage loading, the A/DACG Coordinator will send escorts to the designated area to pick up aircraft loading detail. The A/DACG support will escort PAX to the aircraft.
7.5 CIVILIAN AIRCRAFT PROCEDURES
7.5.1 Passenger buses and baggage trucks will be weighed emptied at the Arrival Departure Terminal scales located at bldg 2448 as scheduled by A/DACG. Passenger buses loaded with deploying units along with loaded baggage trucks will return to scales located at bldg 2448 for gross weight as scheduled with deployment timeline.
7.5.2 The only authorized carry on baggage is one individual small arms weapon (crew serve weapons will be stowed beneath air craft) and one small carry-on bag that is no larger than 45 linear inches (L + W + H), (22 + 9 + 14); all hand-carried items must fit under the aircraft seat or in overhead compartment, if items do not fit they will be loaded into the aircraft baggage compartment.
For a current list of prohibited items aboard civilian aircraft, visit the Transportation Security Administration website at
HTTP://WWW.TSA.GOV/TRAVELERS/AIRTRAVEL/PROHIBITED/PERMITTED-PROHIBITED-ITEMS.SHTM.
7.6 463L PALLET AND NET PROCEDURES
7.6.1 463L Pallets and Nets will be inspected and stored according to appropriate Technical Order before being issued to a customer and after turn-in from customer.
7.6.2 A/DACG personnel will prepare damaged 463L Pallets/Nets for turn-in, and coordinate with Government Representative for specific procedures.
7.7 POC is the A/DACG Supervisor at 706-545-7018.