

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WV 25311-1085

FILED IN THE OFFICE OF
THE SECRETARY OF STATE
THIS DATE Jan-24, 1990
ADMINISTRATIVE LAW DIVISION

*Series 69
B.D. aff 1-24-90*

Series 69

WV MILITARY REGULATION (ARMY)
NUMBER 58-1

22 December 1989

MOTOR TRANSPORTATION
NON-TACTICAL (ADMINISTRATIVE USE) VEHICLE MANAGEMENT

REFERENCES.....	1
PURPOSE.....	2
APPLICABILITY.....	3
RESPONSIBILITIES.....	4
DOMICILE-TO-DUTY PLOICY.....	5
NON-TACTICAL VEHICLE MANAGEMENT.....	6
ACCIDENT PROCEDURES.....	7
WRECKER AND/OR EMERGENCY ROADSIDE REPAIR SERVICE.....	8
APPROVING AUTHORITY FOR AUVs.....	9

1. REFERENCES

- a. AR 58-1
- b. AR 385-10
- c. AR 385-40
- d. AR 385-55
- e. AR 700-88
- f. DA PAm 738-750
- g. NGR 58-1
- h. NGR 58-2
- i. NGR 58-3
- j. NGR 750-1
- k. TM 38-600
- l. AGD-WV SOP Ltr for Maintenance Number 5 and 1
- m. USPFO SOP
- n. WVMR 55-312

2. PURPOSE. This regulation sets forth policies, procedures, and administrative requirements to be used by this State in the management of general transport administrative vehicles that are provided for administrative "Official Use" only. It further describes the role of the State Transportation Motor Pool and Sub-pools.

3. APPLICABILITY. This regulation applies to all West Virginia Army National Guard Units.

4. RESPONSIBILITIES.

- a. Surface Maintenance Manager:

(1) Responsible for the management of all ARNG administrative use motor vehicles (AUV) in accordance with this regulation.

(2) Duties outlined in this regulation will be in addition to primary job assignment.

b. Maintenance Manager:

(1) Serves as the Property Book Officer for all administrative use vehicles (less recruiter vehicles).

(2) Duties will be in addition to primary job assignment.

c. State Recruiting and Retention Manager (RRM):

(1) Has first line supervisory responsibility for use of GSA vehicles employed in the recruiting program. This includes approval of domicile-to-duty use IAW the policy outlined in paragraph 5 of this regulation.

(2) Ensures all vehicles are dispatched on DA Form 2401 and NGB Form 2408-1 is utilized for recording usage at the end of each duty day.

(3) Maintains an internal control file of documents to review/monitor vehicle usage and domicile-to-duty travel. Included within this file will be:

(a) A mileage log (NGB Forms 2408-1 as completed will suffice). This is to be used as the source document if a need exists to rotate vehicles between areas in order to equalize mileage. These forms are to be retained in this file until the report addressed in paragraph 4c(4) is submitted.

(b) A current record of all vehicles in domicile-to-duty status to include operator's name, address and location where vehicle is parked.

(4) Furnishes an annual odometer reading (as of 30 September) on each GSA vehicle to the Surface Maintenance Office. This is to be prepared on the Nontactical Vehicle Use Data Form (AGO Form 400-15) -See AGD-WV SOP LETTER FOR MAINTENANCE NO. 18. This is to be furnished to the SMM NLT 3 October of each year. If a vehicle is exchanged with GSA during the report period, the odometer, at time of turn-in, will be read and this mileage will be reported on the annual report.

(5) Maintains current GSA Forms 1152 as internal

control documents to back entries on the HD, WV-STARC property book.

5. DOMICILE-TO-DUTY POLICY.

a. Vehicles will not be used for transportation by individuals or groups to and from domicile and place of duty or kept overnight at places other than the motor pool or sub-pool except as follows:

(1) When a person is proceeding on TDY directly from their domicile and they have been authorized the use of a government owned vehicle for that purpose and it has been determined by the head of the installation or activity (See para 9) that it would be infeasible, more costly or impractical to have the DOD member proceed first to the normal duty station to obtain the vehicle before leaving on the directed TDY.

(2) When in TDY status and the vehicle is required to get to and from place of lodging/meals.

b. Authorization for domicile-to-duty usage is to be carefully controlled and must be in the best interests of the government. 6. NON-TACTICAL VEHICLE MANAGEMENT.

a. The State Transportation Motor Pool (STAMP) is located at the Surface Maintenance Office in Point Pleasant, WV. It has been established for the purpose of property accountability, control, management, and maintenance. In addition to the STAMP, several State Transportation Motor Sub-pools have been established. Normally they are a satellite activity of a maintenance facility.

The STAMP, as well as the Sub-pools, are hand receipt locations. The parent unit, supporting OMS, and responsible officer are established as published in paragraph 9, this regulation.

b. Official use is a matter of administrative discretion to be exercised by the STAMP or Sub-pool supervisor within the guidelines of AR 58-1. The general rule is to prevent the use of government owned vehicles for private or personal convenience and uses not in the best interest of the government. The Adjutant General has designated the Deputy Chief of Staff for Logistics as his representative to determine "Official/Non-Official" use.

Questionable requests are to be directed to TAG-WV, ATTN: DCSLOG, 1701 Coonskin Drive, Charleston, WV 25311-1085.

c. Authorized Usage and Operation.

(1) The State Transportation Administrative Motor Pool and Sub-pools have been established for use by West Virginia Army National Guard personnel and Army Advisors. These established motor pools will be operated in accordance with policies and procedures set forth in AR 58-1, NGR 58-1, NGR 350-1 and other references contained in paragraph 1.

(2) Non-Tactical Vehicles (Administrative Use) will not be used for attendance at schools without written approval from NGB-ARL. Persons attending courses conducted by the West Virginia Military Academy ILO inactive duty training are excluded from this regulation.

(3) Out of state use of non-tactical vehicles for TDY purposes must be approved by the approving authority indicated in paragraph 9, this regulation. Approval will be based upon whether the non-tactical vehicle is the most effective mode and whether commercial means are available.

(4) STAMP vehicles may be operated for official duties within the boundaries of the State of West Virginia or to points within the state which would require travel through other states, without specific approval of the approving authority. Units and activities located in communities may operate across state borders within a twenty-five mile radius to conduct official business without specific approval.

(5) Non-Tactical Vehicles will not be used for travel to National Guard Training Assemblies unless the use of the vehicle would be advantageous to the government, and such use is approved by the commander/approving authority. Examples of authorized usage are staff visits, meetings, inspections, technical assistance (to include MAIT and COMET), and delivery of federal property.

d. Requests for Use of Administrative Use Vehicles.

(1) Requests for non-tactical vehicles will be sub-

mitted to the hand receipt holder or sub-pool supervisor within a command for authorized local use. All requirements for use of buses will be forwarded to The Adjutant General's Office, ATTN: WVAR-L-MC, 1701 Coonskin Dr., Charleston, WV 25311-1085.

(2) Requests for use of non-tactical vehicles for use outside the State of West Virginia or other use requiring special authorization are to be forwarded to the approving authority indicated in paragraph 9 in sufficient time to make other arrangements in case the request is disapproved. Requirements for vehicles that cannot be supplied by the local STAMP sub-pool will be forwarded to the DCSLOG.

e. Vehicle Operation and Use.

(1) Administrative Use Motor Vehicles will be operated only when properly recorded on the STAMP or STAMP Sub-Pool DA Form 2401 (Organizational Control Record for Equipment) and dispatched with Equipment Record Folder, to include DA Form 2404 and DA Form 2408-1. Drivers are to be briefed relative to authorized usage of the vehicle, procedures for emergency road service and other matters related to the intended use prior to dispatch.

(2) The vehicle operator must at all times, have in his possession a valid state drivers license and a valid US Government Motor Vehicle Operators Identification Card (OF 346), issued in accordance with AR 600-55 and WVMR 600-55.

(3) Administrative Use Motor Vehicles will not be assigned for the exclusive use of any officer or individual but will be assigned to the appropriate Transportation Motor Pool or sub-pool for priority dispatch for authorized official use. Continued dispatch and recurring dispatch of vehicles for convenience is not authorized. Dispatch of vehicles must be accomplished to insure that all vehicles in the sub-pool are used, not just a few.

(4) Oversize and overweight vehicles will have a special permit where required (See WVMR (ARMY) 55-312). Escort vehicles will be used at all times that oversized vehicles are on the highways. (5) STAMP vehicles will be utilized for "OFFICIAL USE ONLY" and will not be used to transport unauthorized individuals.

f. Safety.

(1) Safety practices will be followed in accordance with safety programs established in AR 385-10 and as directed by this office.

(2) Operators of administrative use motor vehicles will comply with all federal, state and local laws, ordinances and traffic regulations.

(3) Seat belts, where installed in STAMP vehicles will be utilized by personnel riding therein; which includes the driver and all passengers. In order to acquaint drivers and other personnel who normally use these vehicles with the value of seat belts, periodic instruction will be given in seat belt education by responsible officers at STAMP and each sub-pool.

(4) Approved highway warning devices will be carried in all TMP vehicles at all times. Additional warning devices are available at the CSMS (STAMP) for issue for specific trips when warranted by local or other special considerations. Instructions for their use are contained in AR 385-55.

(5) In accordance with AR 385-55, the following vehicles will be equipped with an approved type fire extinguisher; all buses, carryalls, station wagons, patient transport vehicles and any vehicle used to transport flammables, explosives or other dangerous materials.

g. Maintenance of Vehicles.

(1) Maintenance of administrative use motor vehicles will be accomplished in accordance with instructions contained in TM 38-600 and DA Pam 738-750 as supplemented by AGD-WV SOP Letter for Maintenance Number 7 and will be performed by operators, supporting OM Shops and CSMS. Servicing of GSA vehicles will be performed IAWGSA instructions (copy in each equipment record folder).

(2) Vehicle operators are responsible for before, during and after operation Preventive Maintenance Checks and Services (PMCS). In the event that scheduled preventive maintenance services become due on a vehicle while on an extended trip, it is the responsibility of the operator to have the services performed at an appropriate maintenance facility and to ensure that proper entries are made on DD Form 314 upon return. GSA

vehicles will be scheduled for service by GSA. Drivers/operators are responsible for promptly reporting any faults with the vehicle by identifying the faults on DA Form 2404 (daily).

h. Vehicle Operation and Maintenance Records.

(1) Operations and maintenance records for all administrative use motor vehicles will be maintained as outlined in DA Pam 738-750 and AGD SOP for Maintenance Letter Number 5.

(2) Equipment record folder for administrative use motor vehicles will consist of appropriate forms which will be posted as required.

(3) Organizational Control Record for Equipment (DA Form 2401) and operational records, other than equipment record folders, will be maintained at the origination point.

(a) Organizational Control Record for Equipment will be used until all lines are filled, retained for thirty (30) days from date of last entry then destroyed, unless.

(b) A record of accident or other unusual occurrence is recorded on DA Form 2401, whereupon it will be retained until destruction is authorized by STAMP Supervisor.

(4) Responsible officers for motor pool and sub pool operations will ensure that daily vehicle operating data is recorded on DA Form 2408-1 and DA Form 2404 (daily).

i. Security of Non-Tactical Vehicles.

(1) Security of non-tactical vehicles is a command responsibility as with any other vehicle.

(2) Non-tactical vehicles will be locked at all times when not in use and will be kept in a secure area when available.

(3) Keys for non-tactical vehicles will be secured when not issued. Commanders and hand receipt holders will ensure that all operators are aware that when vehicle equipment record folders are issued to them, they assume responsibility for keys to the vehicle dis-

they assume responsibility for keys to the vehicle dispatched to them. The policy will be part of the unit/activity SOP for security of vehicles.

7. ACCIDENT PROCEDURES.

All accidents will be reported through command channels by telephone to the WV-STARC Safety Office.

9. APPROVING AUTHORITY FOR AUVs:


STAMP SUB-POOL #	SUPPORTED UNIT	LOCATION	DISPATCH POINT	APPROVING AUTHORITY
NONE	STAMP	Pt. Pleasant	SMO	SMM
1	AGD	Charleston	OMS #1	CAO
2	OUSPFO	Buckhannon	USPFO	Admin. Asst.
3	1/150th AC	Bluefield	OMS #3	AO, 150th
3A	OMS #8	Beckley	OMS #8	AO, 150th
3B	OMS #3	Williamson	OMSS #3B	AO, 150th
4	ATS	Kingwood	ATS	Fac Mg
4A	1/201st FA	Fairmont	1/201st FA	AO, 201th
5	1092d EN	Parkersburg	OMS #5	AO, 1092d
5A	1092d EN	Moundsville	OMS #5	AO, 1092d
5C	AASF	Parkersburg	AASF	AASF Supervisor
5D	STARC	Parkersburg	OMS #5	CAO
6	OMS #6	Pt. Pleasant	OMS #6	SMM
7	OMS #7	Huntington	OMS #7	AO, Trp Command
8	111th EN	St. Albans	111th EN	AO, 111th
9	R&R Office	Charleston	R&R Office	RRM
10	CSMS	Pt. Pleasant	CSMS	CSMS Superintendent

*Or designated Alternate (other than OMS personnel)

FOR THE GOVERNOR:

8. WRECKER AND/OR EMERGENCY ROADSIDE REPAIR SERVICE.

Emergency purchases are authorized for EMERGENCY roadside vehicle repair parts or services, not to exceed \$150.00 per action. Approval of costs exceeding \$150.00 must be obtained from the Surface Maintenance Manager for West Virginia. GSA vehicles will be repaired IAW GSA instructions placed in each Equipment Record Folder.


 JOSEPH J. SKAFF
 Major General, WVARNG
 The Adjutant General