



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
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ALBANY GA 31704-0302

MCLBAO 11240.16B  
LSD4004  
20 June 14

MARINE CORPS LOGISTICS BASE ALBANY ORDER 11240.16B

From: Commanding Officer, Marine Corps Logistics Base Albany  
To: Distribution List

Subj: GARRISON MOBILE EQUIPMENT ADMINISTRATION, OPERATIONS, AND MAINTENANCE

Ref: (a) DoD 4500.36-R  
(b) MCO 11240.66D  
(c) MCO P11240.106B  
(d) TM-11240-15/3F  
(e) BO P4790.2B  
(f) BO P5100.1J  
(g) Code of Federal Regulations-49  
(h) NAVSEA SW020-AF-HBK-010 Ninth Revision  
(i) OSHA-29 CFR 1910.178-181  
(j) TM 4700-15/1  
(k) NAVFAC p307  
(l) MCO P11262.2A  
(m) MCO 5110.19E W/CH 1-3  
(n) NAVSEA OP 5/Volume 1  
(o) NAVMC 10964  
(p) NAVSUP PUB 538, -Chap 4, MHE Licensing  
(q) USC §133 and 1349

Encl: (1) GARRISON MOBILE EQUIPMENT ADMINISTRATION, OPERATIONS, AND  
MAINTENANCE PROCEDURAL GUIDANCE

1. Situation. Rising costs of fuel, labor, parts, vehicles, and other necessities, coupled with a practically static vehicle and equipment inventory, have placed added emphasis on the need for proper maintenance standards and operational controls on the administrative use of motor vehicles. This Order clarifies and stipulates responsibilities of vehicle operators and their supervisors within Marine Corps Logistics Base (MCLB) Albany activities, organizations, and tenants.

2. Cancellation. BO P11240.16A.

3. Mission. To set forth policies covering administration, management, and utilization of the administrative use of motor vehicles. These policies and procedures are mandatory for all personnel concerned with the use and supervision of operators and equipment. References (a) through (q) are applicable.

4. Execution

a. Commander's Intent. The Logistics Support Division (LSD) Director, under the direction of the Commanding Officer, MCLB Albany has managerial

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responsibility for the functional area of Garrison Mobile Equipment (GME). This responsibility is exercised through central inventory management, planning, programming, guidance, replacement of equipment, accounting for inventory, and monitoring the equipment allowances.

b. Concept of Operations. Commanders, Directors, and Officers-in-Charge are responsible for the operation and management of the GME assigned to their area.

(1) Each division or branch with GME assigned will appoint a responsible person to be accountable for equipment on-hand and ensure that operator maintenance is performed. It is incumbent upon all personnel exercising supervisory responsibility to prevent abuse or misuse of equipment, and promote safe operation, proper care, and productive use.

(2) Operators assume direct responsibility for equipment when it is assigned or dispatched to them. This responsibility includes having valid government license, safe operation, proper use, performance of maintenance as may be prescribed, and collection of operational data as required.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be forwarded to the Commanding Officer, MCLB Albany via the Director, Logistics Support Division.

6. Command and Signal

a. Command. This Order is applicable to all MCLB Albany personnel, tenant commands, and organizations operating aboard the installation.

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

  
DONALD J. DAVIS

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LOCATION SHEET

Subj: GARRISON MOBILE EQUIPMENT ADMINISTRATION, OPERATIONS, AND MAINTENANCE

Location: \_\_\_\_\_  
(Indicate the location(s) of copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

### Mission and Responsibilities

1. Mission. The mission of the GME Branch is to provide safe, economical, effective, and responsible administrative use of motor vehicles and equipment. GME provides transportation to organic units, maintains the GME fleet in a state of readiness to permit accomplishment of the Base's mission, and to provide services to tenants as directed.

2. Restrictions

a. Operator Approval. Operation of administrative used motor vehicles and equipment by Marine Corps Officers is restricted by reference (b). Only those Marine Corps Officers who are approved in writing by the CO, MCLB Albany will be permitted to operate administrative-use motor vehicles and equipment.

b. Additional Equipment Specifications. Ambulances, dump trucks, firefighting equipment, garbage compaction units, radio-equipped vehicles, special maintenance (emergency maintenance) trucks, special purpose vehicles, and the wrecker will be used exclusively for the purpose intended due to additional equipment specifications they must meet.

c. Limitations. Operation of administrative use vehicles will be limited to hard surface roads and streets, such as asphalt, cement, gravel and improved roads, and only where no damage to the vehicle can be realized.

d. Class B. Class B assigned administrative-use vehicles will not be used by personnel to conduct temporary additional duty (TAD). Administrative use vehicles are provided to conduct official business only aboard the Base and in the immediate vicinity. TAD travel shall be performed without resorting to Class B assigned vehicles.

3. Resource Management. The management exercised at the activity level is the single most important factor in the effectiveness of the GME Program. Some essential elements for effective operation and resource management are:

a. Collection of operational and maintenance cost data to support allowance and inventory actions and to develop cost/performance evaluation and reporting.

b. Control measures to assure proper operator maintenance and inspection.

c. Expeditionary and timely performance of corrective and scheduled maintenance.

d. Flexibility to meet changing requirements.

e. Maintenance of allowances and sub-allowances.

f. Maximum pooling of all equipment.

g. Most economical use of equipment and labor.



- h. Procedures for proper assignment and use of equipment and vehicles.
- i. Rotation of equipment among using organizations to equalize use (hours and miles).
- j. Safety, security, and proper use of equipment.
- k. Training and licensing of personnel.

4. Pertinent Publications

- a. DoD 4500.36-R, Management, Acquisition and Use of Motor Vehicles. Provide detailed policies and instructions concerning official use domicile-to-duty utilization of government motor vehicles.
- b. MCO 11240.66D, Standard Licensing Procedures for Operators of Military Motor Vehicles. Establish standard licensing procedures for operation of government-owned or controlled vehicles.
- c. MCO P11240.106B, Garrison Mobile Equipment. Establishes policies and provide instruction for the control of GME inventories, preparations, and submissions of prepared reports. In addition, this Order contains a complete listing of GME items by code and nomenclature.
- d. TM-11240-15/3D, Motor Vehicle License Examiner Handbook. Establishes uniform instructions and procedures to Marine Corps License Examiner's for the issuance or denial of U.S. Government Motor Vehicle Operator's Identification Card.
- e. BO P4790.2B, Maintenance Management Standing Operating Procedure (MMSOP). GME is considered a functional area of the Base's organic maintenance management program.
- f. BO P5100.1J, Safety and Occupational Health Program. The safety instructions and requirements of this Order are applicable to all civilian employees, military personnel and their dependents working and living aboard the Base.
- g. Code of Federal Regulations-49 (CFR). Ensure track, ties, and beds are maintained in compliance with Federal Railway Agency Standards.
- h. NAVSEA SWO 20-AF-HRK-010, Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives and Hazardous Materials, Glove Box Edition. Establishes in-transit and fire-fighting procedures, Appendix C, and SF-91 for all Navy and Marine Corps military, civilian and contractor personnel holding positions as hazardous materials drivers.
- i. OSHA-29 CFR 1910.176-181, Occupational Safety and Health Standards.
- j. TM-4700-15/1, Equipment Record Procedures. Establishes uniform policies and instructions for compiling, recording, scheduling and disposing of equipment records.
- k. NAVFAC P307, Management of Weight Handling Equipment.

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l. MCO P11262.2A, Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment.

m. MCO 5100.19E W/CH 1-3, Marine Corps Traffic Safety Program.  
Implements specific requirements regarding Driver Improvement Courses (DIC), Emergency Vehicle Operator Courses (EVOC), as well as tactical, government owned motorcycles and all-terrain vehicle (ATV) training.

n. NAVSEA OP 5, Volume 1, Ammunition and Explosives Ashore Safety Regulations for Handling Storing, Production, Renovation and Shipping.  
Chapter 12 contains information concerning transportation of ammunition, explosives, and related hazardous materials.

o. NAVSEA 10964, Application for Government Vehicle Operator's Permit.

p. NAVMED P-117, Manual of the Medical Department.

q. NAVSUP PUB 538, Chap 4, MHE Licensing.

r. The 10 USC §1344 and 1349.

## Chapter 2

### Operations

1. Transportation of Hazardous Materials and Hazardous Waste. The transportation of hazardous materials and hazardous waste will be at the direction and under the supervision of the Head, Environmental Branch, Installation and Environment Division. All such requests must be routed through the Head, Environmental Branch.

2. Transportation of Ammunition and Explosives. The transportation of ammunition and explosives will be at the direction and under the supervision of the Base Ammunition Chief. All requests for transportation of ammunition and explosives must be routed through and approved by the LSD Director.

3. Dispatching Trip Tickets/Master Log

a. Trip Ticket and Master Log. The Fleet Management System Database trip ticket and master log will be utilized to control equipment and collect pertinent data.

b. Master Log. The Fleet Management System Database master log will include these elements:

- (1) Miles/hours of operation.
- (2) Operator qualifications and assignment.
- (3) Operator inspection and maintenance.
- (4) Report of need for corrective maintenance.
- (5) Record of accidents and breakdowns.

4. Dispatchers. Dispatchers are on duty 0600 to 1630 daily excluding weekends and federal holidays. In addition to performing regular dispatching procedures, the Duty Dispatcher will also be responsible for the security of the GME area.

5. Pooling

a. Pooling and Sub-pooling. Administrative-use motor vehicles and equipment will be pooled to the maximum extent possible. However, sub-pools may be established where distance, economy, effectiveness, emergency considerations, and utilization indicate such establishment are warranted. All such sub-pools, equipment, and vehicles remain under the control of the Head, GME Branch.

b. Maximum Utilization. Administrative-use motor vehicles will be pooled to ensure maximum utilization. Available vehicles may be checked out from the GME Dispatcher as needed and returned each day.

6. Administrative-Use Motor Vehicles Not In Quarters Area. Motor vehicles will not be garaged or parked outside the confines of the Base and will not be parked in the housing areas nor at the domicile of the user. When

necessary to retain vehicles overnight, it is the responsibility of the operator to ensure the safety and security of the vehicle.

7. Control. All administrative-use motor vehicles and vehicles assigned to Base agencies, offices, and units are available to be reassigned by the Head, GME Branch to augment transportation for any other Base agency, office, or unit when required to accomplish a mission or to complete an assignment.

#### 8. Assignment Classifications

a. Assignments. Subsequent to pooling of administrative-use motor vehicles and equipment resources, effective management of resources is screened against mission requirements. Types of assignments are:

(1) Class A Assignment. A continuing assignment of a passenger-carrying vehicle on the basis of responsibility inherent in the position when the immediate availability of transportation is deemed necessary and approved by HQMC is a Class A assignment.

(2) Class B Assignment. This assignment authorizes recurring dispatch of the same equipment for activities and functions which by their nature require the use of the same equipment on a daily basis. Vehicles in this category will not be assigned for convenience purposes to preclude use of pool vehicles; i.e., Class C assignments. Authorization for dispatch must be approved by the Commanding Officer, MCLB Albany.

(3) Class C Assignment. These are pool vehicles. Maximum pooling of vehicles will be emphasized. Class C assigned vehicles are available for supplemental use and are dispatched for short durations, not exceeding 24 hours. These vehicles are checked out from the GME Dispatcher as needed and returned to the GME compound.

#### b. Procedures for Requesting Service

(1) Class A Assignments. Request for Class A continuous assignments must be prepared for submission to HQMC via the normal chain of command. Each endorsement will contain specific justification and recommendations to provide necessary information on which to base an appropriate decision. Tenant commands shall be responsible for preparing necessary justification for submission to the CO, MCLB Albany for subsequent HQMC approval.

(2) Class B Assignments. Request for Class B assignment will be submitted to the Director, LSD via the normal chain of command.

(3) Class C Assignments. Vehicles may be dispatched for periods exceeding 1 day with approval of the Head, GME Branch, located in Building 5400, within 30 minutes of the time for which dispatch is requested. Otherwise, the vehicle will be released to another customer.

#### 9. Taxi Service

a. Official Duties and Services. A radio-taxi service, telephone number (229)639-5639/5665, is available as required to perform official duties and services. Radio-taxi service is to be used for official business only. The dispatcher will consolidate requests for service to assure maximum utilization; however, delays and waiting time will be held to a minimum.

Taxi services may not be scheduled in advance and no standing or repetitive services are allowed. Taxi operators are not authorized to pick up additional passengers or cargo as may be requested by passengers or other personnel at route points or destinations.

b. Delivery Services. The taxi service will perform missions, which involve distribution of guard mail, messenger services, pickup and delivery services, nor other services not specifically directed by the dispatcher. Taxi service may wait a maximum of three minutes at the location to pick up customers. Personnel requesting taxi service must meet the taxi operator at the specified location. Taxi operators are not authorized to leave their taxi to locate passengers.

c. Request for Taxi Service Will Include

(1) Requestor's name, grade, office to which assigned, and telephone number.

(2) Location where service is desired (e.g. agency, building number, office or other definitive location).

(3) Number of passengers.

(4) Destination.

d. One-Way Destination. Taxi service will be one-way to destination. The return trip, if desired, will require another request to the dispatcher.

10. Request for Transportation Other Than Taxi Service. In those instances where transportation requirements cannot be accomplished with equipment of Class B assignment, assistance shall be requested from GME Branch. The request will be properly formatted according to Naval format. All requests will be submitted to the LSD Director, specifying:

a. Requestor's name, grade/rank, organization and telephone number.

b. The location where equipment is required (e.g. area, building number, office, etc.) and destination to be traveled.

c. Date and hour the equipment will be needed.

d. Type and quantity of cargo to be transported.

e. Number of passengers to be transported.

f. The approximate length of time equipment will be required.

g. The name of the operator if requestor is to provide the operator.

11. Official Use of Equipment. Government equipment and vehicles will be used For Official Use Only.

a. Restrictions. Government equipment and motor vehicles will not be used for personal convenience or private reasons to visit banks, clubs, commercial activities, commissary stores, exchange retail stores, restaurants, 7-Day Store, gas station, or any other agency or business

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activity to perform other than official business. Traveling to and from, or stopping at base recreational facilities, such as the fitness center, bowling alley, or station theater for personal recreational purposes is prohibited.

(1) No stopping at a personal residence, parking GME vehicles at a personal residence, or off base location unless specifically required as part of a mission, such as the Director, Marine Corps Community Services (MCCS) supervising an event.

(2) Vehicles leased or Marine Corps-owned should not be operated off base or on local, state or federal roadways without being properly dispatched. The person the vehicle is dispatched to is responsible for any abuse incurred accident while using the vehicle for other than official business.

b. Misuse. Reference (b) mandates a 30-day suspension without pay for any willful misuse of a government vehicle by a civilian employee. For military personnel, charges may be brought under the appropriate provisions of the Uniform Code of Military Justice. In addition, using GME vehicles for other than official purposes may constitute a violation of the Standards of Conduct. The Standards of Conduct are applicable to all Federal employees, including military personnel.

c. For Official Use Only. The legend "For Official Use Only" sums up the purposes for which administrative-use motor vehicles are provided, i.e. so official duties requiring transportation can be effectively performed in a timely and efficient manner. In addition, factors of public interest will be given consideration in determining the appropriateness of using such transportation. Some are:

(1) Economy. Each person is legally and morally responsible for exercising thrift in the expenditure of public resources. This means using other types of transportation, either commercial or private, when more economical and reasonable availability. Administrative discretion should preclude furnishing government transportation for activities considered to be non-essential.

(2) Liability. The possible liability incurred as a result of personal injury or damage of property will be taken into consideration when authorizing transportation for civic groups, religious organizations, scout activities, and quasi-official organizations and agencies.

12. Summer Hire. When a summer hire is employed aboard MCLB, Albany, they will NOT be authorized or licensed to operate any government-owned equipment. This includes automotive, material handling, or engineer equipment.

13. Improper Authorization. Any employee or representative of the government who directs or authorizes equipment/ vehicles be used for other than official purposes shall be subject to appropriate administrative or disciplinary action.

14. Domicile to Duty. Domicile-to-duty is transportation between home and place of employment, in whole or in part, and will not be performed with government vehicles since an employee is responsible for his/her daily commuting to any place within the local commuting area where the employee is assigned to work. This restriction on transportation between domicile and

place of employment applies to transportation to, from, and within, as well as transportation wholly outside the DoD installation.

15. Bus Service. Adequate bus service will be provided to support groups of individuals on official business between offices and meeting places.

16. Activity Bus Service. Adequate bus service will be provided as required to support assigned missions.

a. Other Installations. Group transportation of Marines will be provided to other installations upon request.

b. Proper Planning. Scheduled activity bus service requires planning to assure best routes, services, and schedules.

c. GME Buses. GME buses will be operated only by GME Branch Personnel.

d. Bus Requirements. Buses will not transport more than the designated capacity of the bus. Passengers will not be allowed to stand. Each passenger will have a seat. Passengers will not be permitted to "double-up" in the seats, sit on the floor, or sit/stand in the step-well. Chairs and stools will not be added to increase seating capacity.

17. MCCS. Bus service in support of authorized MCCS programs may be provided when such bus transportation can be provided without detriment to the mission of the Base. However, such service may be reimbursable.

18. Other Services Which May Require Bus Transportation. Other services which may require bus transportation are:

a. Groups of personnel representing the Base in events.

b. Special base-sponsored activities and special events costs will be recovered on a reimbursable basis for all maintenance and operator costs of this service.

19. Permissible Operation Distance (POD)

a. The POD is a guide for determining when it is more economical to use commercial transportation.

b. The POD for the Base is 100 miles but that can be waived by the CO, MCLB or people he delegates that authority to.

20. Minimum Walking Distance. The minimum walking distance is the distance between points of travel beyond which the GME Branch may provide transportation. The minimum walking distance for the Base is 1/4 mile or about four blocks.

21. U.S. Government National Credit Card Standard Form NR-49. When a purchaser utilizes the credit card to purchase fuel, he/she will utilize self-service facilities.

a. The credit card is the single credit card used to obtain service station supplies and services where dealers will honor the Standard Form NR-149.

b. Supplies are defined as regular grade gasoline, unleaded gasoline, diesel fuel, oil, and premium grade lubricating oil. These are regularly refined products that are commercially furnished to the public at service stations.

c. Purchases from service stations will be reported by operators to the Head, GME Branch. The customer's copy of the service station charge slip (invoice) will be turned in with the trip ticket when the vehicle is returned to the pool. The vehicle operator is responsible for returning the "Credit Card" to the Head, GME Branch. Tires, tubes, spark plugs, batteries, fan belts, and other accessories may be purchased only in case of emergency. The emergency must be such that the vehicle operator would be unable to continue the mission or return to MCLB Albany with reason-able dispatch and safety without the purchased items. The items replaced will be returned with the "Credit Card" and the purchase invoices.

d. Credit Card purchases will only be used to service USMC/GSA vehicles and authorized tenant vehicles at service stations having a government contract.

e. Credit Card purchases will only be for those items and supplies required to return to MCLB Albany.

f. Credit Card purchases will be made from self-service pumps. Only diesel fuel, unleaded regular gasoline, or E85 fuel will be purchased.

g. Operators making a Credit Card purchase will be responsible for entering the vehicle registration number on the customer's copy of the service station charge slip (invoice). NOTE: When fuel is purchased, use the blocks provided to enter the following required information:

- (1) Description of the item purchased if other than fuel or oil.
- (2) The quantity purchased.
- (3) The USMC and GSA registration number of the vehicle.
- (4) Mileage (odometer) reading of the vehicle and the hour meter reading if the vehicle is equipped with an hour meter.
- (5) The date and time of the purchase and the city, state, and zip code if not printed on the dealer invoice.
- (6) Legible signature and printed last name.
- (7) Activity to which purchaser is assigned. The vehicle operator holding a credit card will be responsible for all purchases made while the credit card is in his/her possession.
- (8) The price per unit.
- (9) The total amount of each item purchased; i.e., the number of units.



21. Utilization. Utilization goals for the Base shall be based on the number of miles traveled each year or the number of hours used each year. Utilization goals are used to justify assignment of equipment and to be used as a replacement guide. Utilization Goals are outlined in Table 2-1 below.

Table 2-1.--Utilization Goals

Equipment Type	Annual Mileage	Equipment Type	Annual Mileage
Bus, Intercity	8024	Troop Transportation	4384
Sedan, Mid-size	4273	Pickup 4 X 4	3200
Truck, Van 3-ton	3075	Truck Stake 3-Ton	1600
Truck, Dump 5-ton	3119	Truck, Tractor 5-ton	2344
Truck, Dump 10-ton	0612	Forklift, Fuel 4,000 lbs	345
Truck, Dumpmaster	3658	Forklift, Fuel 6,000 lbs	298
Truck, Fire	1989	Forklift, Fuel 15,000 lbs	104
Truck, Tractor 10-ton	1494	Forklift, Fuel 19,000 lbs	162
Truck, Fuel 2,000 gal	2823	Forklift, Fuel 25,000 lbs	150
Truck, Fire Pumper	1782	Forklift, Elec. 4,000 lbs	127
Stock Selector	65	Forklift, Elec. 6,000 lbs	155
Warehouse Tractor	147	Scooter, Fuel	350
Scooter, Elec.	120	Truck, Pallet	72

### Chapter 3

#### Procurement

#### 1. General Information

a. Allowances. The total number of GME items may not exceed allowances which have been established by HQMC. The number of GME items is limited to the minimum number and types required to provide essential services under normal working conditions.

b. Modification of Allowance. Requests for modification of allowance will be submitted by GME Fleet Manager to CMC (LFS-2) through normal channels and must include:

(1) The Table of Equipment (T/E) Number.

(2) Equipment Code.

(3) Current Allowances.

(4) Request Allowances.

(5) Complete justification for the request (functional, transfer, mission change, new function), how the equipment and vehicles will be used, cargo to be transported, number of passengers to be served, destinations, anticipated number of miles to be accumulated each month, number of hours used anticipated each month, which equipment and/or vehicles will be released by this modification, and any additional information pertinent to this request.

2. Rates. Rates for equipment and vehicle usage will be published annually and shall be used for reimbursable customers.

## Chapter 4

### Leasing

1. General Information. GME equipment and vehicles will be leased as prescribed in reference (c). The GME Fleet Manager is the only authorized person to commercially lease GME equipment. Leasing of GME equipment and vehicles may be considered to satisfy non-recurring or unscheduled requirements where Marine Corps-owned equipment is not available for use due to operational demands.

a. Short-term Leases. Short-term leases of 60 days or less duration are not renewable, and will require the local commander's approval. Short-term leases are used primarily when Marine Corps equipment is not available or economical to use.

b. Long-term Leases. Long-term leases will be for 60 days or longer and must be approved by the CMC (LFS-2). The activity must have a T/E allowance for the equipment, a T/E deficiency in the Marine Corps-owned equipment, and an expected need for a specific duration. The activity must provide funds for the lease. Requests for a long-term lease must include:

- (1) Number of items of equipment required by type.
- (2) Justification of need.
- (3) Estimates of cost per share.
- (4) Anticipated period required.
- (5) Statement of availability of funds.
- (6) Statement that lessee will perform all maintenance.

## Chapter 5

### Safety, Accident Prevention, and Reporting

#### 1. General Information

a. Accidents Involving Marine Corps Equipment. Accidents impose an alarming and unnecessary drain on Marine Corps resources. To avoid these losses, an aggressive and continuing safety program will be conducted. The emphasis will be on safety of equipment operation and accident prevention programs designed to stimulate safety consciousness. Accident prevention will include:

- (1) Periodic equipment safety inspections and corrective measures.
- (2) Equipment safety education, orientation, and observance of recognized safety practices and procedures.
- (3) Reporting, investigating and analysis of equipment accidents.
- (4) Continuing equipment and vehicle safety training designed to reduce accidents, improve operator attitude and capability, and create a more favorable operating atmosphere.
- (5) Appropriate action against safety violators.

b. Managers, Supervisors and Operators of Equipment. Ensure that all are familiar with safe operation of equipment, current directives, laws, regulations, and rules which govern the safe operation of equipment to include:

- (1) Mandatory use of seat belts, lap straps, shoulder restraint harnesses and other equipment and vehicle safety devices.
- (2) A prohibition against smoking in equipment and vehicles by operators and passengers.

c. Prior to Operation of Marine Corps Equipment or Vehicles. The operator will be certain the equipment contains a copy of:

- (1) Operator's Report of Motor Vehicle Accident, Standard Form SF-91.
- (2) Accident Identification Card, DD Form 518.

#### d. Accident Reporting Procedures

(1) All accidents involving Marine Corps equipment and vehicles will be reported immediately.

(2) The operator of a Marine Corps vehicle involved in an accident will:

- (a) Stop immediately.
- (b) Render assistance as may be necessary or warranted.
- (c) Immediately notify:

1. The Base Military Police Desk Sergeant, Law Enforcement Office, must be notified of all accidents involving government vehicles, both on and off the installation. For off-base accidents, local police authority will also be notified.

2. GME Branch Dispatcher.

(d) Take precautions to prevent additional involvement by placing warning flags, flares, signal persons or other devices necessary to warn other motorists.

(e) Do not move equipment or vehicle unless:

1. It is necessary to prevent further injury, suffering, and death.

2. Directed to do so by the police.

3. Authorized to do so by accident investigator.

4. It is necessary to clear a traffic lane.

(f) Complete the SF-91.

(g) Do not make any oral or written statements to anyone about liability, investigative findings, or the possibility of any claims approval.

(h) Complete the DD-518 and give it to the other vehicle operator.

(i) Operator will not leave the scene of the accident until authorized by proper authority.

(j) Deliver the completed SF-91 to the Head, GME Branch, Building 5400, no later than 1200 the first working day following the date of the accident.

e. Injury Prevention. In the event of injury preventing the operator from completing the SF-91, the operator's supervisor will complete the SF-91.

f. Claims Officer. Instruct all persons desiring information about the accident to contact the Claims Officer at the Staff Judge Advocate's Office in Building 3500.

g. Accidents with Marine Corps Equipment. Each accident involving Marine Corps equipment will be analyzed or investigated and a determination made concerning the causes and surrounding circumstances to include how the accident could have been prevented.

h. Prompt and Proper Reporting. Operators who do not promptly and properly report administrative-use motor vehicle accidents and mishaps will be considered for appropriate administrative or disciplinary action.

i. Appropriate Action. Upon a recommendation from the GME Fleet Manager, the CO, MCLB Albany may direct a personal liability investigation of

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a vehicle operator whose negligence, inattention, carelessness, or disregard for safety standards caused or appeared to have caused the vehicle accident. Appropriate disciplinary action will be initiated as warranted.

## 2. Base Road Master

a. The Base Road Master has authority to check all government operators and vehicles of MCLB, the Military Family Housing areas, and the authorized connecting routes.

b. The Base Road Master is responsible for enforcement of all rules and regulations covering the proper use and care of GME equipment.

## 3. Safety

a. Equipment. Administrative-use motor vehicles and equipment must be equipped with directional turn signals, emergency flags, flares or battery operated warning devices, and other safety equipment required by law or Department of Transportation (DOT) regulations.

b. Approved Warning Kits. Ambulances, buses, fire-fighting equipment, police and patrol vehicles, truck-tractors (with and without trailer), and vehicles capable of transporting 10 or more passengers (including the vehicle operator), and vehicles with a rated cargo capacity of more than 1 ton will be equipped with approved-type highway warning kits.

c. Operator Responsibility. When vehicle operators must make emergency stops on a traveled portion of a highway or street, the operator will:

(1) Move the equipment to the shoulder of the road.

(2) When lights are required for safe driving, a flashing light, lighted flare, or fuse will be placed in the obstructed lane at a distance of not less than 500 feet at a point between the vehicle and the direction from which traffic will approach. This warning device will be posted prior to any attempted repairs.

(3) Four-way flasher lights will be on and lighted flares, fuses, or lighted signal devices will be placed:

(a) One in the center lane of traffic occupied by the vehicle and placed not less than 200 feet distance from there to the direction of traffic approaching in that lane. If the vehicle is on or over the shoulder and does not occupy a traffic lane, warning devices will be placed on the edge of the roadway.

(b) One placed not less than 200 feet from the vehicle in the opposite direction.

(c) One placed on the traffic side of the vehicle 10 feet from the vehicle in the opposite direction.

(d) One placed on the traffic side of the vehicle rearward in the direction from which traffic using the lane would approach.

(e) If a vehicle is stopped within 300 feet of a curve, crest of a hill or other obstruction to view the warning device will be placed to afford ample warning to other vehicular traffic. In no case will it be less than 200 feet, not more than 300 feet from the vehicle that is disabled, if possible.

(f) During the time when lights are not required, red flags or reflectors with flags attached will be placed as prescribed above. Flasher lights, lighted flares, and fuses may be used.

(g) To prevent ignition of cargo, care will be taken in the lighting and placing of flares.

(h) When convoys or any components thereof must be stopped under the conditions outlined above, the Convoy Commander will be responsible for ensuring adequate guards and emergency warning devices are utilized.

(4) Towed trailers will be connected to the towing vehicle by means of two safety chains or cables in addition to the connecting device. The chains or cables will be crossed and attached to the vehicles near the point of bumper attachment. The length of chain used will be no more than necessary to permit free turning of the vehicles. The chain will be attached to the tow bar at the point of crossing or as close as practical. Rear reflectors/lights will be utilized. Equipment will only be towed with vehicles comparable to weight being towed.

4. Disabled Administrative-Use Motor Vehicles. In the event of a breakdown, vehicle operators will remain with the vehicle until properly relieved. The operator will be responsible for the safety and security of the vehicle and its load.

a. Notification. As soon as possible the operator will notify the GME Branch Dispatcher and advise of:

- (1) Location.
- (2) Time of disablement.
- (3) Nature of disablement.
- (4) Description of cargo and its condition.
- (5) Number of passengers and their condition.
- (6) Location and telephone number calling from.

b. Posted Devices. Warning devices will be posted as required to warn other operators.

c. Reporting. The vehicle operator will not leave disabled vehicle unattended except for the time necessary to report the disablement and receive instructions.

d. Manager's Responsibility. GME Fleet Manager will take appropriate actions against operators if they fail to report any accidents or incidents.

5. Passenger Restrictions

a. Cargo Bed. Passengers will not be permitted in the cargo bed of dump trucks.

b. Stakes. Passengers will not be allowed in the back of trucks, pickups, and cargo with stakes unless the vehicle is specially designed to carry passengers.

6. Passenger Capacities

a. Restraints. In addition to the operator, two passengers may occupy the front seat of vehicles having a one-piece (bench style) front seat and steering column mounted gear shift, provided seat belts and/or shoulder harness restraints are available for each person.

b. Safety Devices. Persons will not be permitted to ride on any bumper, fender, hood, running board, side, tailgate, or any other part of any equipment not specifically designed for passengers and equipped with safety devices.

c. Protrude. Passengers will not be permitted to ride in any equipment where any part of the person's body, equipment, weapon, or anything else worn or carried protrudes beyond the exterior of the passenger compartment.

d. Appointment. Activities utilizing buses to transport groups will appoint a responsible person to take charge of passengers being transported. The person appointed will ride in the bus or equipment and will be responsible for assuring that passengers will refrain from careless or malicious damage to the equipment, to maintain proper decorum and to be certain equipment and supplies are not left on the bus.

e. Emergency Doors. Bus emergency doors will not be used unless there is an emergency.

f. Capacity. Government equipment and vehicles will not be loaded in excess of the authorized passenger capacity. No passengers may stand on the bus. Fifteen-passenger vans are limited to transporting 12 passenger's off-base and on-base.

7. Operator Fatigue or Illness. No driver or operator shall operate administrative-use motor vehicles or equipment while the operator's ability or alertness is impaired or likely to become impaired through fatigue, illness, or any other cause.

8. Drugs, Intoxicants, and Other Substances. No operator shall be on duty and possess or be under the influence of or use any drug, hallucinogen, intoxicant or mind-altering substance or any other derivatives of these substances.

NOTE: These restrictions do not apply to the possession or use of a substance or drug administered to the operator by or under the instructions of a physician who has advised the operator the substance will not affect the operator's ability to safely operate equipment.



9. Vehicle Backing. Operators will execute backing maneuvers when the operator has ascertained the maneuver can be performed safely.

a. Visual Inspection. When the operator has restricted vision in the area in which the equipment must be maneuvered, the operator will dismount and make visual inspection by walking around the equipment to ascertain the location of obstacles in relation to the equipment and to make determination that the equipment can be safely maneuvered in the area.

b. Guide. When the operator has greatly restricted vision and believes it necessary to have a guide assist, the operator will obtain a guide for assistance.

c. Maneuvering of Equipment. Operators are solely responsible for the maneuvering of their equipment and vehicles with or without assistants or guides.

10. Grade or Incline Parking. When parking on a grade or incline operators will position their equipment in a proper position and:

a. Park. Place the gear shift selector in the PARK position.

b. Upgrade. When parking on an upgrade, the operator will turn the front wheels away from the curb.

c. Downgrade. When parking on a downgrade, the operator will turn the front wheels sharply toward the curb and set the parking brake.

11. Operator Responsibility. Operators are responsible for the safe operation of their vehicle, the safety of the cargo, and the passengers.

a. Safekeeping and Maintenance. Operators are responsible for the safekeeping and maintenance of all accessories and tools assigned to the equipment.

b. Laws. Operators of equipment and vehicles will comply with all traffic laws, rules and regulations prescribed by the local authority, county, state, federal and military authorities.

c. Keys. Operators are responsible for ensuring that all keys are removed from equipment when unattended or parked.

d. Engine. Operators are responsible for ensuring that engines are not allowed to idle. If the engine is not required to be operating, it will be shut down.

12. Speed Limits. The posted speed limit is the maximum speed allowed for Marine Corps and GSA owned vehicles.

a. Maximum Speed. The allowable maximum speed limit may be limited by prevailing traffic, road surface, visibility limitations, weather conditions and restrictions or a combination of these and other limiting conditions which demand a slower, more careful and prudent speed to allow the vehicle operator to reach his destination safely and without accident or incident.

b. Distance. Vehicles will not be operated at any speed greater than the speed which will allow the operator to stop within the clear distance ahead.

c. Exceed Posted Speed. Emergency vehicles may exceed posted speed limits under extreme emergency conditions but only after approval has been granted by an appropriate authority or supervisor.

(1) Emergency vehicles will not be operated at a speed greater than prudent or reasonable, considering the mission, road surface, safety of passengers and vehicles, weather conditions and the gravity of the situation.

(2) Operators of emergency vehicles are not relieved of the responsibility to drive with due regard for the safety of others while responding to emergencies.

(3) Operators of emergency devices and equipment; i.e., bells, horns, multi-color light bars, pulsating beacons and lights, etc., are merely requests for the right-of-way and do not guarantee the right-of-way will be provided. Ultimate responsibility rests with the driver of the emergency vehicle.

### 13. Operator Safety

a. Following Distance. The operator of an administrative-use motor vehicle will not follow another vehicle at a distance which is not reasonable nor prudent; and will maintain appropriate regard for the relative speeds of the vehicles, amount of traffic, condition of highway, visibility, and type of vehicle directly ahead. Normal following distance is one vehicle length for each 10 mph of speed.

b. Safe Stops. The operator of an administrative-use vehicle will not follow another vehicle so closely that it would preclude stopping safely and easily if the vehicle ahead should make an emergency stop. Adjust speed and space accordingly.

c. Lane. Operators of administrative-use motor vehicles will always drive to the right and remain in the right lane except when making left turns on a dual highway or when passing a slower moving vehicle or parked vehicle.

14. Seat Belts. The use of seat belts, shoulder restraint belts, and harness systems is mandatory for the passenger when vehicles are so equipped. Operators will not move their vehicles until seat belts and shoulder restraints are properly fastened and secured.

15. Duty Hours. Operators will be limited to a 15-hour duty day and no more than 10 hours driving time during any 1 day. The 10 hours driving time shall start when the operator first operates any equipment or vehicles and shall end 10 hours later or at the end of the 15-hour duty day. The operator shall have 8 hours of consecutive uninterrupted rest.

## Chapter 6

### Maintenance

1. General. Maintenance is the care exercised and the work performed to keep equipment and vehicles in an economical, efficient, safe, and serviceable operating condition during normal service life.

#### 2. Responsibilities

a. Benefits. The Head, GME Branch is responsible for maintenance on all administrative-use motor vehicles and equipment and for obtaining the maximum benefits provided by warranties of the manufacturers.

b. Maintenance. The operator is responsible for all first-echelon maintenance (operator's inspection and maintenance) which will be performed before the equipment or vehicle is operated. The operator will perform the first-echelon maintenance before the equipment or vehicle will be accepted into the automotive maintenance shops for repair, maintenance, or service.

#### 3. Maintenance Performed by the Operator

a. Preventive Maintenance. The vehicle operator is the most important single factor in preventive maintenance. Operator inspection and maintenance will be performed by operators and/or users of all administrative-use motor vehicles. Operator inspection and maintenance is defined as the maintenance performed by the operator of the equipment in providing the proper care, use, operation, cleaning, preservation and such adjustments, minor repairs, testing and parts replacement as may be prescribed in reference and pertinent technical publications.

b. Corrective Action. Whenever a vehicle is inspected by the GME Vehicle Inspector and the vehicle is not being properly maintained, it will be reported in writing to the head of the activity to which the vehicle is assigned. If a vehicle is found not to be in a safe operating condition, discrepancies have not been reported or noted by the using activity, or further operation of a vehicle will cause additional damage, the vehicle will be dead lined and retained until corrective action has been taken by the head of the using activity.

4. Corrective Maintenance (CM). The CM is the total of the maintenance actions performed, as a result of a failure to restore an item of equipment in a serviceable condition. The CM process commences when an item of equipment is reported as requiring CM. It terminates when the item is restored to a serviceable condition or is declared not repairable.

5. Scheduled Maintenance (SM). The SM is the sum of actions taken to maintain equipment in a serviceable condition. This is accomplished by providing systematic inspections to detect potential failures before they occur or to correct failures before they develop into major defects. A systematic SM program of inspecting, cleaning, servicing, and adjusting is the key to equipment readiness. The SM is normally done by using unit operators and owning unit mechanics. A good SM program will help prevent early breakdowns or failure of equipment, thus assisting in preventing costly, complex, and time consuming repairs. A sound SM program also optimizes maintenance resources. The services are, in general, cyclic in

nature based upon usage of time intervals. Also these are referred to as preventive maintenance (PM). PM services will be performed:

- a. Administrative use motor vehicles: every 12 months or 7500 miles.
- b. Electromotive drive equipment: every 6 months.
- c. Firefighting equipment: every 6 months or 3000 miles.
- d. Law enforcement vehicles: every 3 months or 3000 miles.
- e. Forklifts: every 6 months or 250 operating hours.

6. Maintenance Priority. Certain equipment and vehicles in the GME fleet will receive priority scheduling and maintenance based on the importance of that vehicle.

7. Repairs and Modifications. Repairs and PM on administrative-use motor vehicles will be performed in accordance with reference (c).

a. Scheduled PMs. The GME Support Section will schedule PM of administrative-use motor vehicles and will notify using activities when vehicles and equipment are to be delivered to the maintenance facility. GME Branch will provide a transport for pickup and delivery of Material Handling Equipment (MHE) up to 6,000 pounds (diesel/electric) and any other special purpose equipment. Delivery of all other vehicles/equipment will be accomplished without delay. GME Branch will notify sections each week of which equipment is due for PM, and additionally, which equipment is highest priority. In addition to emergency equipment, such as ambulances and fire trucks, highest priority equipment may include forklifts, especially in those instances where a piece of equipment is used on multiple shifts continuously.

b. Authorization. Activities using GME equipment and vehicles will not make repairs, modifications, or changes to administrative-use motor vehicles and equipment without written authorization from the Director, LSD.

8. Maintenance Records. The GME Branch will maintain maintenance records in the Fleet Management System Database.

9. Administrative Use Motor Vehicle and Equipment Abuse and Misuse

a. Omissions. Administrative-use motor vehicle and equipment abuse is any act or omission, which may result in damage to equipment or vehicles.

b. Use. Administrative-use motor vehicle and equipment misuse is any unauthorized use of equipment or vehicles.

c. Action. Evidence of abuse and/or misuse will be reported through channels to the head of the activity to which the vehicle is assigned. Appropriate action will be taken in instances of abuse and misuse.

10. Failure to Comply with Scheduled Maintenance. When notified by GME that a PM is due on a vehicle or piece of equipment, the Responsible Officer (RO) of each organization has the duty to prepare the vehicle for pick up or delivery on the date and in the manner agreed upon with GME staff. If the vehicle or equipment cannot be made available at the time of the initial

request for service from GME, then the RO of the organization will contact GME in writing the same day to describe the reason for the delay and when to expect the vehicle will be available for the PM to be performed. Continued non-availability of the vehicle or equipment for PM service shall result in the following actions by:

a. Following one week of non-compliance with PM service request, Branch Head, GME, will notify the director of the organization operating the equipment, in writing, that service is due, date PM was first due, and document GME's efforts to have the equipment serviced with PM. A carbon copy of the notice will be provided to the head of LSD and the supervisor of the operator(s) of the equipment.

b. Continued non-compliance for one month will result in the head of LSD notifying the director of the organization. Maintaining Marine Corps equipment and vehicles is a joint responsibility for all organizations and employees.

c. Non-compliance for six months or longer will result in notification by the CO, MCLB Albany stating that the organization is out of compliance with established base policy, and any further delay in scheduling and following through with PM will result in the vehicle being dead-lined.

10. Repair of Privately-Owned Vehicles (POVs) and Property. POVs, parts, or accessories will not be serviced, repaired, or manufactured in any GME facility. Government-owned tools, equipment, parts, or supplies will not be used to service or repair any privately owned property. POVs are only allowed in designated parking spots in the GME complex.

11. Automotive Shops Safety Precautions

a. Ventilated. GME garages, shops, and other enclosures used for vehicle maintenance and repair will be well ventilated as a precaution against exhaust from engines. Doors, windows, or exhaust systems in garages, shops, and, other enclosures will be utilized to remove exhaust gases.

b. Certification. Fuel-carrying vehicles (re-fuel) will only be permitted in specifically designated shops and only after the fuel tanks of such vehicles have been purged. Fuel-carrying vehicles will have a certification by the Fire Marshal that fuel tanks are safe prior to putting the vehicles in the shop.

c. Policed. GME shops and parking areas will be thoroughly policed by employees on a daily basis. Hazards which could result in personal injury or property damage will be eliminated.

d. Horseplay. Personnel will observe safe working habits and will not engage in "horseplay." Shop equipment will be maintained in a safe manner and a serviceable condition and all safety devices and protective gear will be utilized and worn.

12. Wrecker Service. The GME wrecker is normally used for the recovery of government vehicles. Each time the wrecker is required, it will be dispatched by the GME dispatcher utilizing a NAVMC 10627 VEHICLE AND EQUIPMENT OPERATIONAL RECORD.

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a. Privately Owned Vehicle. The Marine Corps GME wrecker will not be used to move POVs unless requested by PMO to:

- (1) Move a POV to a designated compound area.
- (2) Move a POV to a location where the POV will not be a hazard to traffic.
- (3) Move a POV to protect against loss of life, further suffering, or damage to property.
- (4) For POVs, this service will be performed on Base only. This service will be performed upon completion of a Hold Harmless Agreement executed by the POV owner if feasible.

## Chapter 7

### Inventory Management

1. RO. The RO will be appointed in writing by the CO, MCLB Albany.
  - a. Visual Inventory. The RO will visually inventory all GME equipment and collateral equipment quarterly and report the inventory results to the Base Property Officer.
  - b. Change of RO. In the event of a change of RO, a joint inventory will be conducted with the present and the newly appointed RO.
2. Relieving RO. Within 10 days of assignment, the relieving RO will sign the original Equipment Custody Records, which are maintained by the Base Motor Transport Unit Property Officer. Sub-signing for equipment from the RO will be done through the use of computer printout sheets.
3. T/E Allowances
  - a. Authorization to Maintain Equipment. The T/E allowances serve as a procurement goal and an authorization to maintain equipment.
  - b. Disposition Instructions. When equipment and vehicles meet prescribed criteria, disposition instructions will be requested from the CMC (LFS-2).
4. GME Branch File Maintenance
  - a. Receipt of Equipment. Upon receipt of equipment, it will be reported to the CMC (LFS-2) by forwarding a copy of the DoD Property Record, DD-1342, annotated with the code and USMC Registration Number.
  - b. Maintaining Equipment. While under warranty, maintenance shall be performed as required by the manufacturer in order to maintain equipment in good working order.
  - c. Utilization Data. Utilization Data will be submitted annually during the inventory audit to the CMC (LFS-2).
  - d. Updated Information. Updates will be submitted through automated methods by coordination with the CMC (LFS-2).
5. Equipment Disposal Procedures. Disposal procedures will be as prescribed in reference (d).
6. One-Time Repair Limit
  - a. Limited Technical Inspection (LTI). When equipment and vehicles require extensive repairs, an LTI will be prepared to determine if this item is economical to repair.
  - b. Waiver of the Limit. If the repair estimates exceeds the one-time repair limit, either disposal instructions or a waiver of the limit will be requested from the CMC (LFS-2). The request will include only a completed LTI and a cover letter. In the case of a request for a waiver, the cover letter will contain the necessary justification.

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7. Transfer of Equipment. The transfer of GME equipment will be as prescribed in reference (d).



Chapter 8

Railroad Operations

1. Railroad Operation. LSD is responsible to use their mobile rail car mover to perform special switches for tenant commands. LSD is responsible for the maintenance for their mobile rail car mover.

## Chapter 9

### Licensing

#### 1. Application and Initial Screening

a. General. The NAVMC-10964, Application for Government Vehicle Operator's Permit, is the official document to initiate licensing action. In conjunction with the initial interview with the applicant, this process establishes the prerequisites for granting of the OF-346.

#### b. Issuance of A New License for Civilian Employees and Military

(1) NAVMC-10964. The applicant fills out the NAVMC-10964 and their supervisor signs item 17.

(2) OF-345. Complete OF-345, Physical Fitness Inquiry for Motor Vehicle Operators for medical certification.

(3) Training. GME will provide the applicant with training of driving skills for the vehicle(s) on which applicant is being licensed.

#### c. Upgrading a Valid/Existing License for Civilian Employees and Military

(1) NAVMC 10964. The applicant fills out the NAVMC-10964 and their supervisor signs item 17.

(2) Learner's Permit. GME issues a learner's permit if road time is required.

(3) Training. GME will provide the applicant with training of driving skills for the vehicle(s) on which applicant is being licensed.

d. License Renewals for Civilian Employees and Military. An OF-346 may be renewed 180 days prior to and up to 60 days after the current expiration data. If the applicant's license has been expired more than 60 days, the applicant must receive a new license per paragraph 3-2 of reference (f).

(1) NAVMC-10964. The applicant fills out the NAVMC-10964 and their supervisor signs item 17.

(2) OF-345. The operator will complete OF-345, Physical Fitness Inquiry for Motor Vehicle Operators for medical certification.

#### e. Issuance of Duplicate License for Civilian Employees and Military

(1) NAVMC-10964. The applicant fills out the NAVMC-10964 and their supervisor signs item 17.

(2) Issuance of License. GME will issue a new OF-346 for all verified vehicle qualifications, using the original card number.

#### f. Hazardous Material License for Civilian Employees and Military

(1) NAVMC-10964. The applicant fills out the NAVMC-10964 and their supervisor signs item 17.

(2) Training. GME will provide the applicant with 12 hours of training on specifics on which applicant is being licensed. Due to the 2 year recertification requirement for explosive and hazardous materials licenses, a separate OF-346 will be issued.

## 2. Testing for Civilian Employees and Military

a. General. Applicants who are physically qualified and have submitted the required applications forms must undergo written and performance testing to meet the qualifications for issuance of an OF-346. Where practicable, the written tests will be administered first followed by skills testing. If the applicant fails any portion, the applicant cannot retest for 24 hours.

b. Procedures for written test administration. The licensing office will control testing material and determine who administers the test.

c. Recording Action. Test scores will be recorded on the NAVMC-10964. Original tests will be maintained in the Driver's History File. No applicant will be allowed to take copies of any test when leaving the licensing office.

d. Procedures for Skills Testing. Applicants who have successfully passed the written test are eligible to take the skill tests. The purpose of these tests is to give the examiner an opportunity to accurately judge the applicant's ability to operate and maintain the vehicle. The examiner must be fully qualified to operate the equipment during testing and has the responsibility to stop a skills test in the interest of safety. A test terminated due to safety will constitute a failure of that test. Scoring is annotated on NAVMC-10965, Skill and Road Test Score Sheet. An applicant must pass each Skills Test to be licensed for a vehicle.

## 3. Applications

a. All OF-346 applicants must be able to produce a current valid state driver's license that is valid for the class and weight of the vehicle which they will be driving.

b. All applicants must pass the Motor Vehicle Record check.

4. Procedures for Issuing Licenses. Applicants will complete the OF-346, giving full and complete information. Standard statements for the back of the OF-346 are: medical certificate required, corrective lenses required, hearing aid required, on-base only until the age of 21 and, on-base only. Make sure all necessary restrictions are entered on the back. All vehicles requiring medical certification must be annotated with an "\*\*\*". The licensing official/licensing officer signs the front of the form in the block marked: "Signature of Issuing Official." The qualifying official/licensing examiner signs the back, next to each qualification entry. The operator must carry their OF-346 whenever they operate the vehicle.

a. Learner's Permit. A learner's permit is issued for a period of no longer than 6 months. On the back of the OF-346, under "Restrictions," enter the notation "Must Be Accompanied by Licensed Driver." Also enter the notation "Medical Certificate Required."

b. Lamination. Lamination is not authorized on any part of the license.

5. Material Handling Equipment Licensing (MHE)

a. General

(1) The possession of a valid MHE license, in and of itself, does not authorize any individual to operate MHE to handle ammunition and explosives.

(2) Personnel shall pass a periodic physical examination, as specified by Article 15-71B of reference (q). Each MHE operator must possess a current Medical Examiner's Certificate. This must be on their person while operating any equipment. Proof will be annotated on license.

b. Initial Operator Training. GME will train and certify all Civilian and Military MHE Operators. The applicant will specify the MHE their employee will operate during his/ her employment. The applicant will complete the NAVMC 10964; Application for Vehicle Operator's Permit and forward the form to the GME Licensing Examiner's Office. The applicant will receive a medical examination at the Naval Clinic on MCLB Albany to determine if he/she is medically qualified to receive a government vehicle operator's permit. The applicant will be required to receive a medical reevaluation every 5 years until the age of 60 at which time the reevaluation will be annual. If the applicant is found to be medically qualified after reevaluation, the applicant will be required to attend a MHE refresher training course.

c. Refresher Operator Training. The Licensing Official is responsible for the content, duration, and documentation of refresher training per reference (c). An MHE operator shall attend refresher training whenever:

(1) The operator has been observed to operate MHE in an unsafe manner.

(2) The operator has been involved in an accident or near-miss accident.

(3) The operator has received an evaluation that reveals that the operator is not operating the MHE safely.

(4) The operator has not operated MHE within the past 12 months to verify that job skills have not degenerated.

(5) The operator is assigned to drive a different class, lift code or type of MHE.

(6) A condition in the workplace changes in a manner that could affect safe operation of the MHE.

d. License

(1) A license is required for all electric and internal combustion powered MHE operators. A license is not required for manually-powered MHE operators. MHE training course will consist of 6 hours of classroom and 34 hours of behind the wheel time on the type and class of MHE the employee will be required to operate. The employee will be required to master the written

and performance testing with a passing score of 80% to meet the qualifications for issuance of a learners permit. If the applicant fails any portion, the applicant cannot retest for 24 hours. Test scores will be recorded on the NAVMC 10964. Once completed, original test will be maintained in the driver history file. Refresher training is required for MHE Operator License renewal every three years through the licensing office.

(2) A learner's permit for MHE operator will be issued for 90 days. During the 90 day period employees may operate MHE only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence and where such operation does not endanger the employee or other employees.

(3) The licensed operator must observe the employee completing the on the job training. Once on the job training is complete, the employee will return to the licensing office with a source document from his/her supervisor stating that on the job training requirement is complete.

(4) If the applicant fails to complete the one the job training and return it to GME then they will have to start the licensing process over and go through training again.

(4) Supervisor, Employees, and MHE Operators that use government MHE will take action to become familiar with the contents of the references and ensure that all members of their command are briefed and are aware of the requirements as set forth in this Order.

(5) OF-346, reference (f), "U.S. Government Motor Vehicle Operator's Identification Card," shall serve as the license and is valid for 2 years provided the medical examination certificate has not expired. No other equipment, vehicles, etc., shall be annotated on the MHE license.

e. Safety Requirements

(1) Read manufacture's operator's manual for MHE for which he/she is assigned. Be able to perform the vehicle pre-operational inspection. Have knowledge of the vehicle controls and instrumentation; where they are located, what they do and how they work.

(2) In accordance with reference (a), all MHE operators will wear personal protective equipment (PPE). Personal protective equipment is defined as steel-toed shoes, gloves, and hard hat as a minimum. The assigned unit is responsible for providing all necessary PPE for the employee to attend MHE training course.

6. Administrative Requirements/Qualifications for Explosive Drivers

a. Civilian and Contractor drivers shall meet commercial driver's license (CDL) endorsement requirements cited in reference (g). Military drivers are exempt from CDL requirements.

b. Both military, civilian and Contractor drivers shall have a Medical Examiner's Certificate (MEC).

c. Valid State License. Civilian explosive drivers must possess a valid state license with CDL endorsements when driving off-base on public roads or crossing public roads.

d. Medical Examiner's Certificate. Military explosives drivers, both active duty and reserve, shall undergo a medical examination every 5 years until the age of 50. From age 50, examinations shall be conducted every 2 years until age 60, when examinations will be conducted annually. Civilian drivers, including contractor personnel, shall undergo medical examinations every 2 years until the age of 60. After age 60, a medical examination is required annually.

e. Age and Experience. Explosives drivers shall be 18 years of age or older to operate motor vehicles transporting HM on-station, and shall be 21 years of age or older for off-station operations.

f. Explosive Safety Training Courses. All personnel involved with the preparation and shipment of HM by military owned vehicle (MOV) or commercial carriers must receive training per reference (g) and DoD regulations. Reference (h) provides a more complete listing of explosives safety training courses offered by a variety of activities.

g. Explosive Drivers Course. All explosive drivers shall receive at least 12 hours of instruction and training in the areas outlined in the following course description: Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT) HM Driver Training Course. This course is used for drivers of ammunition, explosives and related HM both on-station and over public highways. Each activity will use this curriculum or their equivalent course to satisfy the 12-hour training requirement of paragraph 2-3.1.1 of reference (k), and to develop a 4-hour refresher-training course. The refresher course is required to be taken every 2 years for drivers to maintain qualifications.

h. Personnel Assignments. Per reference (h) no driver shall drive more than 10 hours following 8 consecutive hours off duty; nor shall a driver drive for any period after having been on duty 15 hours following 8 consecutive hours off duty.

Table 9-1.--Basic Summary of Licensing Requirements

TYPE OF DRIVER	ON BASE	OFF BASE
UP TO 10,000 GROSS VEHICLE WEIGHT (GVW) AND LESS THAN 15 PASSENGERS		
Civilian (incidental)	OF-346 and valid state license	Valid state license with CDL endorsement
Civilian motor vehicle operator (MVO)	OF-346 and valid state license	Valid state license with CDL endorsement
Military (all)	OF-346	OF-346 (see 49 CFR Part 383.3(c))
Military-Naval Construction Force, Special Operating Units	OF-346	OF-346
OVER 10,000 GVW OR MORE THAN 15 PASSENGERS		
Civilian (incidental)	OF-346 and valid state license	Valid state license with CDL endorsement
Civilian MVO	OF-346 or valid state license	Valid state license with CDL endorsement
Military (all)	Of-346 or valid	Meet state requirements

	state license	
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7. Contract Employees

a. All contractors must be certified and issued an OF-346 by GME before they can use any GME vehicles.

b. GME will not provide training for any Contract Employee.

c. Contractors will provide the following to GME to obtain a OF-364:

1) Copy of their training certificate from an outside source for any type of vehicle they are going to operate.

2) Copy of a medical screening that shows they are medically qualified to operate their required vehicle.

3) A filled out NAVMC-10964.

4) Valid state driver's license.

d. Contractors are required to complete the required learner's permit and on the job training that is required from civilian employees.

7. Forms & Reports

a. U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346. Not valid unless the notation "Explosives Driver must hold a current medical certificate" appears on the permit, the driver cannot be assigned to transport Hazardous Material. Individuals holding an OF-346 shall always have the permit on their person when operating a vehicle. It shall be their responsibility to apply every two years for renewal of the driver's permit.

b. Medical Examiner's Certificate. To qualify as explosives drivers, Navy, Marine Corps and contractor personnel are required to meet the physical standards established by the Federal Motor Carrier Safety Administration (FMCSA) and set forth in reference (g). Applicants who pass the prescribed physical examination shall be issued a Medical Examiner's Certificate. A licensed medical doctor or osteopath, civilian or military, shall complete and sign the certificate. Explosives drivers shall be responsible for keeping their certificate current by submitting to reexaminations as required by paragraph 2-2.3 of reference (j). Civilian and contractor personnel shall be required to carry the original certificate on their person while driving. Military personnel shall be required to carry a duplicate copy on their person while driving.



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Chapter 10

Load-Testing

1. General

a. Requirements/Policies for the Inspection, Testing, and Certification of Tactical Land and GME Equipment. Reference (l) establishes the requirements/policies for the inspection, testing, and certification of tactical and GME respectively. Reference (k) and (l) list pertinent safety instructions and guidelines.

b. Load-Testing. Historically, load testing has been performed, especially in the Marine Corps, when not required by the Department of Labor's Occupational Safety and Health Administration. A study revealed that this practice has resulted in unnecessary expenditure of time, manpower, and material. As a result, significant changes have occurred for the requirements of load-testing and certification procedures associated with load-testing equipment.

c. Requirements for Inspection, Testing, and Certification of Commercial Load-Lifting Equipment. Chapter 9 of reference (k) list requirements for inspection, testing, and certification of commercial load-lifting equipment. Included is all mobile equipment commonly referred to as cranes, wreckers, forklifts, and aerial personnel devices, which are used to lift loads vertically. Cranes, derricks, hoists, winches and monorails which are permanently installed in facilities are not mobile; therefore are not covered by this Order. Reference (k) states, that tactical wreckers fall into the classification of cranes for the purpose of inspection, testing, and certification. Hydraulic jacks and jack stands shall be maintained and inspected per the instructions in their respective technical manuals (TM's).

d. This Order is applicable to each division, branch, section, and tenant commands located aboard MCLB Albany which owns, uses, or handles Marine Corps-owned, load-lifting or weight handling equipment. Included are all facilities support items, retrievers, "A" frames, chain hoists, and winches which are used to lift loads vertically. Excluded from this order are the overhead industrial and bridge cranes located in the MCLB Albany. All hydraulic jacks and jack stands located in the maintenance facilities are also exempt from load-testing, but such items must be visibly marked with the rated load capacity.

2. Responsibility

a. The CO, MCLB Albany has the ultimate responsibility for ensuring the effective accomplishment of inspection and load-testing of Marine Corps-owned load-lifting equipment organic to the Command, tactical load-lifting items that are distributed from the Command to the Fleet Marine Force (FMF), and field users. Certifying Officers appointed by the CO shall have the responsibility of ensuring the safety and reliability of load-lifting equipment through the vigilant monitoring and evaluation of load-test performances to include the completion of necessary records and administrative forms as required. Inspection personnel and test directors appointed by certifying officer(s) will physically direct and coordinate the proper accomplishment of load-test tasks and sequences contained in reference (e).



b. Director, LSD

(1) Ensure inspections, testing, and certifications are conducted per reference (c) and appropriate TM's.

(2) Ensure weight capacity and test data are properly stenciled on the equipment and that equipment records are properly annotated before placing load-lifting equipment into service. Each item of load-lifting equipment shall be certified as condition inspected at least annually. Hydraulic jacks and jack stands shall be marked with their rated load capacity.

(3) Nominate an individual to be appointed in writing by the Commanding Officer as certifying officer to oversee the proper performance of inspections and load-test of commercial garrison equipment and general supply support items which are applicable to subject requirements.

(4) Disseminate to pertinent personnel the contents of reference (c) to the maximum possible extent.

c. Head, GME Branch

(1) Identify and coordinate the inspection and load-testing of all commercial GME items (e.g. forklifts, wreckers, mobile cranes, aerial platform trucks) which have load-lifting applicability.

(2) Ensure annual inspection and load-testing of all general supply and facilities support load-lifting items (e.g. "A" frames, hoists, winches) that are located within the confines of Marine Depot Maintenance Command (MDMC) and Fleet Support Division (FSD) are completed and are within all load-lifting capability.

(3) Provide the necessary facilities, equipment, and personnel for the conducting of inspections and load-lifting of GME and general supply items.

d. Director, FSD

(1) Ensure that all Marine Corps-owned tactical, load-lifting, and weight handling equipment; i.e., wreckers, cranes, forklifts and retrievers shipped from this Command are load-tested, properly marked, prior to transfer to the FMF/field users in accordance with reference (p).

(2) Make liaison with and deliver to the Commander, MCA (Code 882), all items of tactical load-lifting equipment requiring inspection and load-testing prior to shipment to FMF/field users.

e. Commander, MDMC

(1) Provide the necessary facilities, equipment, and personnel for the accomplishment of inspection and load-tests of Marine Corps-owned tactical and load-lifting equipment shipped from this Command.

(2) Ensure that all tactical load-lifting equipment delivered to MDMC by FSD for inspection and load-testing is properly and appropriately processed.

(3) Nominate an individual to be appointed in writing by the CO, MCLB Albany as certifying officer to coordinate and monitor the performance of inspections and load-tests on tactical load-lifting equipment intended to be delivered to field users.

f. Director, FSD and Commander, MDMC. Coordinate cases when on-hand organic and establish liaison with the Director, LSD in GME and general facilities support items require load-testing. It is imperative that the content of this Order is disseminated to all personnel assigned duties in this regard to ensure maximum command compliance with the inspection and load-test requirements in accordance with reference (a).

g. Certifying Officers, Test Directors, and Inspection Personnel. When appointed as certifying officers, test directors, or inspectors, perform and execute assigned responsibilities in accordance with reference (a).