

ORIGINAL



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 11240.2B
S4/PWO

17 OCT 2011

AIR STATION ORDER 11240.2B

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE EQUIPMENT (GME)

Ref: (a) MCO P11240.106
(b) DOD 4500.36-R
(c) MCO P5580.2A
(d) ASO 11000.3A
(e) NAVFAC P-307
(f) Executive Order 13423

Encl: (1) SOP for GME
(2) Sample of Class "B" Request
(3) GME/GSA Pre-Vehicle Inspection
(4) GME Annual Mileage Allowances
(5) Mileage of Common Destinations (Round Trip)
(6) Example C-Pool Vehicle Request

1. Situation. To establish policy and procedures for the operation, maintenance, and management of all Garrison Mobile Equipment (GME) assigned to Marine Corps Air Station (MCAS) Beaufort. This revision incorporates additional instructions and policies contained in references (a) through (d).

2. Cancellation. ASO P11240.2A.

3. Mission. The mission of Motor Transport Branch is to provide GME services in support of the mission at MCAS Beaufort. Also, assign responsibility to effectively control the operation, proper use, and management of GME resources.

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. This Order provides guidance to all units and individuals of MCAS Beaufort who operate, maintain, or require the services of GME.

(2) Concept of Operation. This Order provides guidance on GME responsibility, vehicle assignment, and utilization that is centrally controlled in order to maximize the efficiency of the Air Station's limited assets. There are two categories of GME, Marine Corps owned and General Services Administration (GSA) leased vehicles.

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

ASO 11240.2B
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b. Coordinating Instructions. This revision incorporates additional instructions and policies contained in references (e) and (f).

5. Administration and Logistics. This Order will be reviewed on an annual basis. Recommendation for improvement and changes will be submitted to the Station Adjutant.

6. Command and Signal

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

b. Command. This Order is applicable to everyone aboard MCAS Beaufort, South Carolina.



B. C. MURTHA

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 11240.2B Ch 1
S4/PWO

30 MAY 2013

AIR STATION ORDER 11240.2B Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE EQUIPMENT
(GME)

Encl: (1) New page inserts to ASO 11240.2B

1. Situation. To transmit new page inserts to the basic order.
2. Execution. Remove the letterhead page, page 2-1, page 2-2, and replace with corresponding pages in the enclosure.

A handwritten signature in black ink, appearing to read "B. C. Murtha".

B. C. MURTHA

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



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 11240.2B Ch1
S4/PWO
30 MAY 2013

AIR STATION ORDER 11240.2B

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE EQUIPMENT (GME)

Ref: (a) MCO P11240.106
(b) DOD 4500.36-R
(c) MCIEAST CG'S POLICY LETTER 004.09
(d) MCO P5580.2B
(e) ASO 11000.3A

Encl: (1) SOP for GME
(2) Sample of Class "B" Request
(3) GME/GSA Pre-Vehicle Inspection
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DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

CHAPTER 2

Operations

1. General. GME assignment and utilization are centrally controlled to maximize the efficiency of MCAS limited assets. Marine Corps owned GME is permanently owned and will be retired to the Defense Reutilization and Marketing Office (DRMO) to stay within the Marine Corps even after it has been used to full potential. General Service Administration (GSA) leased is the second category and consists of a pre-agreed upon contract between the Marine Corps and GSA based on an amount of miles or years that will be used before the contract expires. Once the expiration of the contract occurs, the GME is then sent back to GSA. The assignment of GME to a single individual is discouraged and is dependent on billet and nature of mission because of the inherent cost of purchasing and leasing equipment.

2. GME Classification. GME is defined as all equipment that is commercially available and not intended for tactical use. This includes passenger and cargo vehicles, material and weight handling equipment, engineer equipment, and other specialized equipment. All GME will be designated as Class A, B, or C.

a. Class A (Continuous Dispatch). This class applies to automotive equipment requiring a continuous dispatch status. Per reference (a), the Commandant of the Marine Corps (CMC) is the only individual to authorize a Class A assignment. All other requests for Class A assignments are authorized and approved by Headquarters Marine Corps (HQMC).

b. Class B (Recurring Dispatch). This class is for functions that require the same equipment on a daily basis to accomplish official business.

(1) Authorization. In all cases, Class B assignments will be reviewed by the GME Fleet Manager on an annual basis. Activities will use the sample letter contained in enclosure (2) to justify continued assignment to this class.

(2) Annual Review. Due to the mileage limits on GSA leased vehicles, activities may be forced to switch vehicles with other activities after this review to evenly balance mileage on vehicles throughout the Air Station.

c. Class C (On call). All GME not assigned to either Class A or B will be pooled for use under this class. This equipment is available for the general support of the Air Station's mission.

3. Utilization Policy. Utilization goals in terms of mileage or hours of operation have also been established for each type of GME. These goals are compiled and maintained by the GME Fleet Manager.

4. Official Use Policy. Per references (a) and (b), GME may only be used for official purposes. Reference (c) further clarifies that personnel may only use GME and NAF vehicles when performing official duties. GME and NAF vehicles are not authorized for personal use or unofficial purposes. Use and assignment of GME and NAF vehicles is on legitimate official requirements and

not on the basis of rank, prestige, or convenience. Official use policies are extended to all vehicles rented and/or leased to augment the GME fleet.

a. Examples that do not justify the use of GME or NAF vehicles include, but are not limited to the following:

(1) Traveling to and from or stopping at eating establishments, whether on or off station, to include, but not limited to: the Enlisted Dining Facility, Officer's Club, Marine Corps Exchange (MCX) food court, and subway, unless specifically required as a part of official duties (such as a commander inspecting a messing facility);

(2) Traveling to and from or stopping at station MCX, Seven-Day store, food court, gas station, or any clubs to conduct personal business or for personal recreational purposes;

(3) Traveling to and from or stopping at station recreational facilities such as the fitness center, theater, bowling alley, etc. to conduct personal business or for personal recreational purposes;

(4) Traveling to and from or stopping at personal residences or parking GME or NAF vehicles at a personal residence or off station location.

b. Exceptions to official use policies based on operational impact may be requested via the chain of command to Marine Corps Installations East. Approved exceptions will be kept on file by the GME manager.

c. Chapter 10 of reference (d) provides that on duty MPs/police officers may use government subsistence. In accordance with reference (d), the Provost Marshall will establish in writing the areas where on duty MPs/police officers may stop for subsistence.

5. Specialized Equipment. Specialized items of GME including buses, wreckers, engineer equipment, Weight Handling Equipment (WHE), Material Handling Equipment (MHE), ambulances, and any other equipment not intended for light passenger and cargo service requires additional training and licensing prior to use.

6. Domicile to Duty. The use of GME for transportation from domicile to duty is prohibited. Exceptions to this policy are authorized by HQMC.

7. Permissible Operating Distance (POD). The maximum one way distance users may travel with GME is 100 miles. Authorization to travel outside of this distance must be obtained through the following steps:

a. Funding. All vehicles exceeding the one way distance of 100 miles must get funding approval from the Comptroller's Office.

b. Vehicle Availability. Station S-4 must contact the Motor Pool prior to approval of any vehicle requests.

c. Dispatcher. The Motor Pool will issue an equipment reservation number for the requested vehicle/fuel credit card to the requesting customer.



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 11240.2B Ch 1
S4/PWC
21 MAR 2012

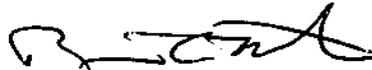
AIR STATION ORDER 11240.2B Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE EQUIPMENT
(GME)

Encl: New page inserts to ASO 11240.2B

1. Situation. To transmit new page inserts to the basic order.
2. Additional Subparagraphs. Refer to paragraph 4 chapter 2.
3. Execution
 - a. Delete subparagraph 1c, page 2-2, enclosure (1): "Enlisted Dining Facility."
 - b. Insert new subparagraph 1c, page 2-2, enclosure (1): "Laurel Bay Marine Mart."


B. C. MURTHA

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

ASO 11240.2B
17 DEC 2011

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GARRISON MOBILE
EQUIPMENT (GME)

Location: _____
(Indicate the location of the copy of this Order.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature

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CHAPTER 1

Mission and Organization

1. Mission. The Motor Transport Branch is to assign responsibility to effectively control the operation, proper use, and management of GME resources. It's mission is to provide GME services in order to support MCAS Beaufort. Services include:

- a. Supervision of Marine Corps owned GME assets.
- b. Liaison with the GSA concerning use and maintenance of leased vehicles.
- c. Performing operator training and periodic maintenance services on equipment.
- d. Enforcement of standards.

2. Organization

a. General. The branch is divided into two sections, Operations and Maintenance.

b. Operations. The Operations Contractor is responsible to the Public Works Officer (PWO) through the GME Fleet Manager to ensure daily vehicle requests are met. Motor Transport contract personnel will keep the current status on all GME, field requests for support, dispatch GME, and enforce usage standards.

c. Maintenance. The Maintenance Contractor is responsible for reporting the maintenance status to PWO and GME Fleet Manager for the timely servicing of Marine Corps owned GME. Motor Transport contract personnel will keep the current status on all equipment undergoing repairs.

d. GME Fleet Manager. The GME Fleet Manager shall be responsible for the overall management of the Operations and Maintenance Sections.

CHAPTER 2

Operations

1. General. GME assignment and utilization are centrally controlled to maximize the efficiency of MCAS limited assets. Marine Corps owned GME is permanently owned and will be retired to the Defense Reutilization and Marketing Office (DRMO) to stay within the Marine Corps even after it has been used to full potential. General Service Administration (GSA) leased is the second category and consists of a pre-agreed upon contract between the Marine Corps and GSA based on an amount of miles or years that will be used before the contract expires. Once the expiration of the contract occurs, the GME is then sent back to GSA. The assignment of GME to a single individual is discouraged and is dependent on billet and nature of mission because of the inherent cost of purchasing and leasing equipment.

2. GME Classification. GME is defined as all equipment that is commercially available and not intended for tactical use. This includes passenger and cargo vehicles, material and weight handling equipment, engineer equipment, and other specialized equipment. All GME will be designated as Class A, B, or C.

a. Class A (Continuous Dispatch). This class applies to automotive equipment requiring a continuous dispatch status. Per reference (a), the Commandant of the Marine Corps (CMC) is the only individual to authorize a Class A assignment. All other requests for Class A assignments are authorized and approved by Headquarters Marine Corps (HQMC).

b. Class B (Recurring Dispatch). This class is for functions that require the same equipment on a daily basis to accomplish official business.

(1) Authorization. In all cases, Class B assignments will be reviewed by the GME Fleet Manager on an annual basis. Activities will use the sample letter contained in enclosure (2) to justify continued assignment to this class.

(2) Annual Review. Due to the mileage limits on GSA leased vehicles, activities may be forced to switch vehicles with other activities after this review to evenly balance mileage on vehicles throughout the Air Station.

c. Class C (On call). All GME not assigned to either Class A or B will be pooled for use under this class. This equipment is available for the general support of the Air Station's mission.

3. Utilization Policy. Utilization goals in terms of mileage or hours of operation have also been established for each type of GME. These goals are compiled and maintained by the GME Fleet Manager.

4. Official Use Policy. GME may only be used for official use only. This term is defined as a means of travel or duties performed by a person in an official capacity as a member of the military or United States Government. Use of GME for personal purposes is prohibited. Official use policies are

extended to all vehicles rented and/or leased to augment the GME fleet and is outlined in references (a) through (c).

a. Exceptions or Determinations. Reference (c) states that exceptions to the official use policies or determinations of official use must be requested via the chain of command to the Chief of Staff, Marine Corps Installations East (MCIEAST). Approved exceptions and determinations will be kept on file by the GME Manager.

b. Use of Military Police Vehicles for Subsistence. Per reference (d), it is not contradictory for military police, while on duty, to conduct a brief stop to subsist at dining facilities, the Base Exchange, 7 Day Stores, etc. The Provost Marshal shall establish in writing those areas where on duty military police may make an expedient stop for the purpose of subsisting.

c. Use of Fire Department Vehicles for Subsistence. Per reference (c), a determination has been granted that MCAS Beaufort Structural and Aircraft Fire Department use of government vehicles to travel to dining facilities aboard the Air Station is considered to be in the line of duty and official use. Government dining facilities aboard the Air Station are restricted to the following:

- (1) Enlisted Dining Facility
- (2) Officer's Club
- (3) Base Exchange and Eatery
- (4) Subway Restaurant

5. Specialized Equipment. Specialized items of GME including buses, wreckers, engineer equipment, Weight Handling Equipment (WHE), Material Handling Equipment (MHE), ambulances, and any other equipment not intended for light passenger and cargo service requires additional training and licensing prior to use.

6. Domicile to Duty. The use of GME for transportation from domicile to duty is prohibited. Exceptions to this policy are authorized by HQMC.

7. Permissible Operating Distance (POD). The maximum one way distance users may travel with GME is 100 miles. Authorization to travel outside of this distance must be obtained through the following steps:

a. Funding. All vehicles exceeding the one way distance of 100 miles must get funding approval from the Comptroller's Office.

b. Vehicle Availability. Station S-4 must contact the Motor Pool prior to approval of any vehicle requests.

c. Dispatcher. The Motor Pool will issue an equipment reservation number for the requested vehicle/fuel credit card to the requesting customer.

d. Conflicts. GME Fleet Manager will resolve all vehicle issues.

e. Requests. The utilization of government vehicles inside or outside the POD will be submitted in writing at a minimum of two working days in advance.

f. Official Orders. Government vehicles will not be authorized for use for personnel traveling on official orders (e.g., medical appointments, TAD, or training) where funding is approved for per diem and lodging. Arrangements should be made for commercial transportation through the Defense Travel System (DTS).

g. Unofficial Orders. Government vehicles may be authorized for use by personnel not traveling on official orders (e.g., pick up or drop off personnel to the airport for deployment) when transportation is required for two days or less.

h. Delivery or Receipt. If transportation is required for the purpose of delivery or receipt of equipment, and loading or unloading does not allow for immediate return to the MCAS Beaufort, two days may be authorized for that particular mission only.

i. Extended Use of Vehicle. If transportation is required for more than two days, a government vehicle will not be authorized and arrangements should be made for commercial transportation.

8. Support Requests. Requests for passenger and cargo GME support will be submitted to the dispatcher via email to vehicle@beaufort.usmc.mil or by phone at 228-7058.

a. Scheduled Request. Submit requests at least two working days in advance. GME is scheduled on a first come, first served basis. Priorities are established based on mission.

b. Unscheduled Request. It is understood that unpredictable occasions arise and prevent prior planning. Customer support is the mission and every effort will be made to provide that support. In that case, contact the Motor Transport dispatch office at 228-7058.

c. Maintenance Services. In the event of a breakdown or other mechanical difficulties, notify the dispatcher. If after 1600 the dispatcher cannot be reached, notify the Officer of the Day (OOD) by phone at 228-7121. Arrangements will be made through the Fleet Manager for recovery or replacement of a USMC owned vehicle. In the event of GSA leased vehicle mechanical difficulties, please contact the GSA Maintenance Control center at 1-866-400-0411 and arrangements will be made for recovery or replacement of the vehicle.

d. Specialized Services. For services requiring engineer, MHE, WHE, boom trucks, man lifts, or other equipment contact the Public Works Trouble Desk at 228-7527. This equipment requires a work ticket and is scheduled based on mission priority.

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9. Reimbursable Expenses. Due to budget constraints, more expenses have shifted to the customer. Use of GME outside the immediate area cannot be viewed as method of paying for gas and mileage.

a. Mileage. The GME fleet operates under an annual mileage cap from both GSA and HQMC. Travel to destinations outside the POD may be made, provided the activity makes prior arrangements, with the Comptroller for the transfer of funds to cover the mileage rate. The table of mileage rates has been established by the GME Fleet Manager and is available in enclosure (4).

b. Fuel. The cost of fuel when operating outside the POD is borne by the using activity. A GSA fuel card is available for use by Air Station activities.

(1) Tenant organizations will be charged for costs associated with the use of government vehicles. There will be a mileage charge on all GSA leased vehicles, in addition to the fuel cost. The final fuel cost will be governed by the Defense Logistics Agency (DLA).

(2) Credit cards used for fuel purchases will no longer be issued by the Motor Pool to tenant commands (e.g., MWSS-273, MLG-23, MALS-31, MAG-31 and MACS-2) when vehicles are dispatched outside the POD. Each unit is responsible for obtaining a fuel credit card to cover fuel expenses.

(3) Tenant commands will establish a funded account with the Comptroller Department to recover funds for mileages when traveling outside of the 100 mile POD. Additionally, vehicle repairs as a result of driver neglect or misuse will be charged directly to the tenant command.

10. Maintenance Services. The cost of performing preventive maintenance services to GSA leased vehicles is reimbursed to MCAS Beaufort. The cost of repairing damaged GSA leased vehicles is reimbursed to GSA by MCAS Beaufort.

11. Dispatching. All Class C GME requires a daily trip ticket to operate off the installation. Normal hours of dispatching are from 0730-1600. If a vehicle is scheduled for departure prior to these hours, the vehicle will be picked up on the preceding work day from Building 843 (located behind Public Works). All trip tickets and GSA gas credit cards for vehicles returning after these hours will be returned to the Motor Pool the following work day no later than 0730.

12. Road Inspection of GSA/GME Vehicles. During working hours, which are 0730 to 1530, the MCAS GME Fleet Manager may, as deemed necessary, perform periodic inspections of all administrative use motor vehicle equipment while in operation, at the using unit, or on the road. Vehicles may be stopped and inspected to determine the mechanical condition of the vehicle and to check the operator's compliance with current operation and preventive maintenance instructions.

13. Monthly Vehicle and Mileage Verifications. The first week of each month, from 0730 to 1530, all GSA/GME vehicles will report to the station motor pool for a visual vehicle safety inspection and mileage verification. Inspection results and all deficiencies will be submitted to the Station S-4 for action.

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14. Operator's Responsibilities. CO's and supervisors will designate responsibility for each item of GME to an individual. That individual is responsible for the security, safe operation, preventive maintenance, and administrative reporting listed herein. The listed responsibilities are not meant to be all inclusive, but rather a guide outlining minimum requirements.

a. Security. When not in use, GME shall be secured in such a manner to prevent theft, damage or destruction. Automotive equipment shall be locked. Keys shall never be left in the ignition of unoccupied automotive equipment and shall be appropriately secured to prevent unauthorized access.

b. Authorization. Operators shall present proper identification and a driver's license. Military members under the age of 26 shall present a Driver's Improvement Card before a trip ticket will be issued.

c. Operating. GME operation while under the influence of alcohol or illegal drugs, fatigued, ill, or when not properly licensed is prohibited. Operators shall, at all times, conduct themselves in a manner befitting a representative of the United States Government.

(1) Seatbelts. Use of seatbelts in GME for operators and passengers is mandatory. Additionally, all passengers will remain seated while the vehicle is in motion.

(2) Cell Phones. Use of cellular phones by operators while the vehicle is in motion is prohibited.

(3) Smoking. Smoking and the use of smokeless tobacco in GME vehicles is prohibited.

(4) Cargo. The mixing of cargo and passengers is prohibited. Prior to the operation of GME, all loose cargo will be secured.

(5) Uniform. All military personnel are required to be in the proper duty uniform unless permission has been previously granted to deviate from this requirement.

(6) Parking Location. GME shall not be parked outside the Air Station, including personal residences, without GME Fleet Manager approval.

(7) Flight Line. All personnel required to drive on the flight line shall contact the Air Traffic Control (ATC) training department to receive proper flight line indoctrination prior to driving on the flight line.

15. Operator Primary Mission. The operator is responsible for all operational checks conducted before, during, and after the use of the equipment. This includes checking the fluid levels, accounting for tools and equipment, and noting any problems or discrepancies with the equipment. The inspection forms for Class B and C GME are available from the dispatcher.

16. Fuel. Fuel is the operator's responsibility. Depending on the type of GME and organization, fuel is obtained from different sources. Most

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automotive equipment will refuel at the MCAS Fuel Station. If travel off base is authorized, a GSA fuel card shall be obtained from the dispatcher. Prior to the return of GME, operators will refuel the equipment.

17. Vehicle Turn In. GME shall be returned cleaned and fueled with the trip ticket properly completed. It is imperative that automotive equipment be returned at the designated time.

18. Vehicle Accidents. All accidents involving GME must be reported immediately to dispatch with a completed and signed Motor Vehicle Accident Report (SF-91). PMO shall be notified of all accidents involving GME. All accidents will be investigated by the proper authority. If it is found that driver neglect or misuse was involved then the repairs will be charged directly to the tenant command.

19. Maximum Walking Distance. The maximum distance personnel residing in the barracks will be required to walk to duty is one and a half (1.5) miles. Activities located further than this distance may request GME to transport personnel.

20. Responsible Officer's Duties. The responsible officer will sign for all GME from the Fleet Manager. This individual will act as the liaison for all assigned equipment by maintaining accountability, maintaining mileage reporting, ensuring proper use of GME, reporting accidents, updating fuel keys, responsible for safe keeping, and ensuring cleanliness of the equipment.

21. Vehicle Idling. Reference (f) requires the reduction of fossil fuel consumption and greenhouse gas emissions for Federal motor fleets. Idling is defined as continuing to operate the engine while the vehicle or equipment is stationary. Commercial motor vehicles and equipment shall never be left idling when unattended, unless it is specifically designed to operate in such a manner, to include generators or emergency power units which require power take off (PTO) to run auxiliary equipment.

a. Engine warm up periods will not exceed five minutes, provided proper air pressure and other critical settings of vehicle or equipment have been reached.

b. Excessive idling is considered vehicle or equipment abuse. Personnel who violate this policy may receive an official citation from local command authorities and may have their driving privileges restricted or revoked.

c. The following are exceptions to the five minutes idling and are limited to a 15 minutes idling time:

(1) Any vehicle that engages in transportation of distinguished visitors during periods of low or high temperatures or high humidity.

(2) Any vehicle or equipment operated during maintenance and diagnostic purposes, which is to be kept to the minimum time required.

(3) Emergency response units responding to an emergency call.

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(4) Buses or other transit vehicles in service while loading and unloading passengers.

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CHAPTER 3

Maintenance

1. General. The goal of the maintenance program is to minimize equipment downtime, reduce overall repair costs, and maximize readiness through a comprehensive program of inspection, preventive maintenance and service. Servicing at proper intervals, reporting equipment deficiencies, and quality control are the cornerstones of this program.

2. Maintenance Categories

a. Operator Inspection and Service. Prior to each operation, the operator will perform the necessary inspections and servicing to detect malfunctions which could render the equipment unsafe or unserviceable. For Class C automotive and engineer equipment, the trip ticket is used as a guideline when performing this maintenance. Upon completion of the mission, this form will be returned to the dispatcher for appropriate action. Class B GME will use the form contained in Enclosure (3). This form will be turned in to the dispatcher weekly.

b. Safety Inspection. This is used to identify defects for equipment which may not have scheduled maintenance performed. All equipment will receive a safety inspection annually. This interval may be shortened to satisfy state or local regulations. The inspections will meet all minimum manufacturer requirements. Servicing by qualified maintenance personnel recorded on a shop repair order (SRO) satisfies this requirement.

c. Corrective Maintenance (CM). CM is maintenance service performed to return GME to an operational status. Only qualified maintenance personnel assigned to, or authorized by, the GME Fleet Manager are permitted to perform this service.

d. Scheduled Maintenance. This is the periodic servicing of equipment and components based on time and/or usage intervals. Only qualified maintenance personnel assigned as, or authorized by, the GME Fleet Manager are permitted to perform this service.

3. Priorities. The following are priorities for the Motor Transport Branch:

- a. Emergency services.
- b. One of a kind Class B GME.
- c. Public Works Maintenance.
- d. All other Class B GME.
- e. Class C GME 3003.

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4. Repair Limits. Reference (a) contains the one time repair cost limits for GME. The ultimate decision to repair or replace equipment rests with the Commanding Officer. The cost of repair versus the equipment's current value, as compared to replacement cost, will generally be the basis for the decision.

5. Load Testing. All requirements involving load testing of WHE are included in reference (e).

17 OCT 2011

CHAPTER 4

Licensing

1. General. The effective management and control of GME is a shared responsibility between supervisors, operators, and enforcement officials. Proper licensing procedures, ensuring only qualified personnel operate equipment, and conducting spot checks are the keys to an efficient system.
2. Licensing Officer. The MCAS Ground Safety Manager is the licensing officer for all GME. He will assign, in writing, licensing examiners for the various area specialties (i.e., Emergency Vehicle Operator Course, engineer, material handling, etc).
3. Requirements. Only certain types of equipment require licensing beyond normal state operators permit. For new equipment, the Ground Safety Manager will evaluate the licensing needs and establish a requirement. In all cases, the dispatcher will not issue a trip ticket without viewing the operator's license. It is the responsibility of supervisors to ensure proper training of operators under their charge is up to date. The most common types of equipment that require licensing beyond the normal state operator's permit are listed below:
 - a. Emergency Vehicles. Ambulances, provost marshal, and fire department vehicles require an endorsement upon completion of a certified Emergency Vehicle Operator's Course (EVOC).
 - b. Motor Vehicles. Sedans, vans, trucks, buses, and other such vehicles with a gross vehicle weight (GVW) of over 10,000 pounds and/or carrying more than 15 passengers require additional training and licensing. This requires obtaining an OF 346 form from the Licensing Officer listing the type of vehicle and limits. All vehicles requiring medical certification must be annotated with an asterisk (*). The operator must carry a Certified True Copy of NAVMC-10969, and physical examination for motor vehicle operators.
 - c. Engineer Equipment. This classification includes bulldozers, backhoes, loaders, and other earthmoving equipment. A specialized license is required for this type of equipment.
 - d. Material and Weight Handling Equipment. This classification includes forklifts, cranes, and any other equipment designed to move bulk cargo. A specialized license is required for the type, weight, or size limit.
 - e. Specialized Equipment. This includes vehicles designed for use as fuel trucks, garbage trucks, street sweepers, boom trucks, aerial personnel devices, man lifts, and any other equipment not previously mentioned. This equipment requires a license by type, and in some cases, by weight.

13 Oct 2011

4. Licensing Procedures

a. Application. Applicants will contact the MCAS Ground Safety Office and make liaison with the appropriate examiner for the type of license required. Screening by COs or civilian supervisors as well as a medical officer is mandatory. Following the screening, an appointment for training and testing will be made. All applicants will receive a motor vehicle record check for civilian offenses. Additionally, motor vehicle record checks will be randomly conducted for all personnel possessing an OF 346.

b. Types of Permits. Applicants are categorized into one of the following categories:

(1) New Permit. This requires the motor vehicle record check and both the written general knowledge and road/practical application test.

(2) Learner's Permit. This permit is issued for a period of 180 days and requires the motor vehicle record check and the written general knowledge test.

(3) Renewal. The OF 346 is valid for a period of four years. The renewal requires the application, medical screening, and motor vehicle record check.

(4) Upgrade. To increase the size and weight of the GME to be operated, a required application and road/practical test must be completed.

(5) Duplicate. Issued to replace a lost or damaged permit.

(6) Endorsements. Endorsements are required for operators of GME to move or handle any type of explosive or hazardous material. These materials require specialized training and extreme caution must be used during operations. The Ground Safety Manager will appoint examiners to conduct necessary training.

47 OCT 2001

SAMPLE OF CLASS "B" GME REQUEST

LETTERHEAD

From: Unit/Department
To: GME Fleet Manager

Subj: REQUEST FOR ASSIGNMENT OF CLASS "B" GME

Ref: (a) ASO P11240.2

1. (Insert Unit/Department) requests a class "B" assigned GME.
2. Justification: (Insert justification; limit to one page and include number of trips per day on average and purpose of the trips. Also discuss why current class "B" assignments or class "C" assignments will not fulfill your mission requirement.)
3. Point of Contact is (insert Name of SNCO or above) at (insert phone number).

I. M. MARINE

17 OCT 20"

GME/GSA PRE-VEHICLE INSPECTION

Vehicle Type:	Tag Number:
Operator's Name:	Organization:
Mileage:	Hours:

Perform the checks and services prior to operation, and submit on a weekly basis to Station Motor pool Building #843. All deadline deficiencies must be reported and corrected prior to operation. Note all discrepancies.

ITEM	S	U	NOTES
Damage to Exterior			
Leaks			
Tires			
Lights and Turn Signals			
Engine Oil Level			
Transmission Oil Level			
Power Steering Fluid Level			
Radiator Fluid Level			
Brake Fluid Level			
Air Cleaner			
Drive Belts			
Battery			
Damage to Interior			
Cleanliness			
Seat Belts			
Gauges and Instruments			
Emergency Brake			
Service Brake			
Clutch			
Air Tank			
Unusual Noises			

I certify that I have performed the above listed checks and services.

Operator Signature:	Date:
Supervisor Signature:	Date:

OCT 2011

GME ANNUAL MILEAGE ALLOWANCES

Type of Vehicle	Annual Mileage Allowance	
Sedan		10,000
Station Wagon		10,000
Bus, Body on Chassis		9,000
Bus, Integral		25,000
Truck, Cargo, Pickup Under 5k GVW	4x2	9,000
Truck, Cargo/Multipurpose Under 10k GVW	4X4	9,000
	4X2	8,000
Truck, Cargo/Multipurpose 10-23k	4x2	8,000
	4x4	7,000
	6x4	6,000
Truck, Cargo/Multipurpose Over 23k		7,000
Truck, Carryall		9,000
Truck, Tractor Under 25k		7,000
Truck, Tractor 25-46k	4x2	7,000
	4x4	6,000
	6x6	5,000
Truck, Tractor Over 46k	6x4	6,000
	6x6	5,000
Engineering Equipment		250 (Hours)
Material Handling Equipment		250 (Hours)

17 OCT 2011

MILEAGE OF COMMON DESTINATIONS (ROUND TRIP)

CITY & STATE	MILEAGE
Hilton Head, SC	80
Savannah, GA	100
Townsend, GA	210
Charleston, SC	125
Albany, GA	525
Cherry Point, NC	670
Cecil Field, FL	400
Camp LeJeune, NC	500
Augusta, GA	240
Fort Gordon, GA	250
New River, NC	560
Norfolk, VA	920
Jacksonville, FL	400
Quantico, VA	1060

Flat Rate Round Trip Mileage Cost per vehicle

<u>Location</u>	<u>Light Veh</u>	<u>Med Veh</u>	<u>Hvy Veh</u>
Camp LeJ/Cherry Pt/New River	85.00	145.00	220.00
Cecil Fld/Jax	60.00	100.00	155.00
Augusta/Ft Gordon	37.00	60.00	95.00
Albany	80.00	130.00	205.00
Townsend	30.00	55.00	80.00
Quantico/Norfolk	150.00	250.00	385.00

Types of Vehicles

Light vehicle: sedans, small suv's, station wagons, passenger vans, cargo vans, pickups

Medium vehicle: 15-passenger vans, 3-ton stake bed trucks

Heavy vehicle: 5-ton stake bed trucks, tractor trailers, buses, wreckers, pump trucks.

Rates may increase/decrease due to fuel cost.

17 OCT 2011

EXAMPLE C-POOL VEHICLE REQUEST

Letterhead

From: Unit/Section
To: Station Motor Pool, Marine Corps Air Station Beaufort
Sub: VEHICLE REQUEST

1. The following support is requested:

<u>Vehicle requested</u>	<u>Quantity</u>
8-PAX Van	1

Dates Required

1200 17 February - 1600 18 February XXXX

Point of contact

Point of contact is _____ 0at 228-XXXX.

Mission for vehicle:

VIP Site Visit

Name
XXXXX Department
228-XXXX

I.M. MARINE