UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 11240.1
G-4

APR 25 2018

I MARINE EXPEDITIONARY FORCE ORDER 11240.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR MOTOR TRANSPORT
(SHORT TITLE: I MEF MT SOP)

Ref:
(a) MFCO/MFPO P11240.7
(b) MCO 4790.2
(c) MCO 11240.106B
(d) NAVMC 3500.39C
(e) MCO P1200.17E
(f) MCO 1510.121A
(g) MCO 11240.118
(h) TM 11240.15/3G
(i) NAVSEA SW020-AF-HBK-010
(j) DoD Directive 4500.36
(k) MCIWESTO 11240.3W CH1
(l) MCO 1650.17
(m) MCO 1650.61
(n) MCO P4400.150
(o) IMEFO 4790.1
(p) TM 4700-15/1H
(q) MCO 11262.2A
(r) MCO 5100.19F
(s) IMEFO 5101.1
(t) MCO P8020.10
(u) JAGINST 5800.7F
(v) IMEFO 4670.1
(w) UM 4000-125
(x) MCO 4400.82F
(y) MCO 4855.10B
(z) NAVMC 10772
(aa) NAVMC 2671
(bb) MCWP 4-11.3
(cc) MCRP 4-11.3
(dd) MCWP 4-11
(ee) MCWP 3-35.6
(ff) TM 3835-OI/1B
(gg) DD Form 2133
(hh) DD Form 1387-2
(ii) 29 CFR 1910
(jj) OPNAVIST 5100.23G
(kk) OPNAVINST 5102.1D
(ll) MCO 3500.27B
(mm) MCO 5100.8
(nn) NAVMC 2692

Distribution List A: Approved for public release, distribution is unlimited.

(oo) 49 CFR
(pp) MCRP 4-11.3H
(qq) MSTP Pamphlet 4-0.1
(rr) FM 55-15
(ss) MCIWEST-MCB CAMPENO 5100.3

1. Situation. Reference (a) directs all Marine Forces Pacific (MARFORPAC) commands to publish a standard operating procedures (SOP) for Motor Transport (MT) tactical vehicles, government owned vehicles (GOV), and garrison mobile equipment (GME).

2. Mission. In accordance with reference (a), establish policy and procedures for the efficient, effective, and standardized management of I Marine Expeditionary Force (I MEF) MT tactical vehicles, GME, and non-tactical vehicle (NTV) assets.

3. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. It is my intent that commanders and their staffs use this SOP and applicable references to ensure efficient and effective operations and maintenance of our tactical and GME/NTV assets. Adherence to this order is critical to maintaining our combat readiness as well as ensuring the safety of our personnel.

(2) Concept of Operations. Commanders are responsible to review and implement the provisions of this order and to ensure that all personnel performing MT and GME duties adhere to its contents.

b. Subordinate Element Mission. Comply with the intent of the references and the content of this order.

c. Coordinating Instructions. Submit recommended changes via the chain of command to the Assistant Chief of Staff, G-4.

4. Administration and Logistics. All I MEF orders are available electronically from the I MEF Adjutant.

5. Command and Signal

a. Command. This order is effective the date signed.

b. Signal. Applicable to all commands, organizations, units, and personnel assigned to I MEF.

LEWIS A. CRAPAROTTA

DISTRIBUTION: I, II

Copy to: MCIWEST, G-4

LOCATOR SHEET

Subj: I MEF MOTOR TRANSPORT SOP

Location: _____

Date Out	Name	Rank	Location	Date In

RECORD OF CHANGES

Log completed change action as directed.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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CHAPTER 1

ADMINISTRATION

1000. GENERAL. This Order is applicable to all commands of (I MEF). Should the provisions of this Order conflict with directives of higher authority, the latter shall prevail.

1001. INTRODUCTION.

To maintain motor vehicle transportation at its highest state of readiness requires proper supervision at all command levels. The mission of the I MEF is such that MT is a vital link in support tasks and in the internal operations of the whole I MEF command and its major subordinate commands (MSC). Maximum efficient utilization of equipment must be maintained through the establishment of procedures which; prevent misuse, abuse, and ensure effective maintenance programs that promote maximum equipment availability. This requirement includes employment of qualified personnel, delineation of records and periodic inspections.

1002. RESPONSIBILITIES

a. The Commanding General (CG), I MEF is responsible for managing, planning and coordinating MT support for all I MEF units. This will be accomplished by utilizing the Transportation Capacity Planning Tool (TCPT) and Global Combat Support System-Marine Corps (GCSS-MC) systems to track unit readiness, on hand strength, asset visibility, and operational tempo.

b. The responsibility for MT functions within each Major Subordinate Command (MSC) 1st Marine Division, 1st Marine Logistics Group (MLG), 3d Marine Air Wing (MAW), I Marine Information Group (MIG), 11th, 13th, and 15th Marine Expeditionary Unit (MEU) rests with the commander and includes proper management of personnel, equipment and facilities. Commanders will ensure the unit's maintenance program is conducted per the current edition of reference (b).

c. All I MEF personnel have the duty to prevent abuse and misuse of MT equipment and to initiate prompt corrective action, as may be required, in the interest of safe operation, preservation of equipment, and the safety of personnel. The senior military member in any vehicle will be responsible for the safe and proper operation of the vehicle. Additionally, each commander has the responsibility to ensure that vehicle Drivers/Operators are properly trained and understand their tasks in the execution of I MEF's mission.

d. Motor Transport Officers (MTO), Motor Transport Chiefs (MTC), and GME responsible officers (RO) are directly responsible to their Commanders in all matters pertaining to and affecting the administration, operation and maintenance of assigned MT resources. Detailed information setting forth MTO, MTC, and MT maintenance officers (MTMO) specific responsibilities are contained in the current editions of references (b), (c), and (d). Additional guidance concerning the integration and operational employment of MT resources can be found in those publication listed in Appendix A.

e. Every driver/operator (military and civilian) of government owned, leased or rented motor vehicles is responsible for the vehicle assigned and for its equipment. The operator is also responsible for:

(1) Performing preventive maintenance checks and services (PMCS) to include verifying appropriate level of fuel, engine oil, transmission fluid, engine coolant, battery electrolyte (water), and proper inflation of tires.

(2) Prompt reporting of vehicles defects and mechanical problems.

(3) Proper care and maintenance of all tools and accessories assigned.

(4) Accomplishment of prescribed operator vehicle inspection and maintenance services in accordance with applicable technical manuals.

(5) Operation of vehicle in accordance with regulations and safety requirements established by federal and state, parent command, this Order and higher authority.

1003. MOTOR TRANSPORT STANDARD OPERATING PROCEDURES

a. All MSC's within I MEF will prepare and maintain a MT SOP in accordance with this order. All personnel directed to perform duties in the MT billets will be thoroughly familiar with the provisions of this Order and that of their parent command. At a minimum, SOP's must address the following:

(1) Traffic regulations.

(2) Dispatching control and operational records.

(3) Designated records.

(4) March movements.

(5) Towed loads.

(6) Equipment recovery.

(7) Fuel conservation.

(8) Vehicle safety.

(9) Tactical and operational considerations.

(10) On-vehicle equipment (OVE).

(11) Maintenance records and reports.

(12) Quality control.

(13) Maintenance related programs.

(14) Vehicle road testing.

(15) Related safety programs.

(16) Publication control system.

(17) Inspections.

(18) Operations.

(19) Utilization and leasing of vehicles.

(20) Accidents and damage.

(21) Roadmaster program.

(22) Deployment support procedures.

(23) Licensing.

(24) Transportation Capacity Planning Tool process.

1004. PERSONNEL QUALIFICATION

a. MT operations and maintenance personnel should be capable of performing their duties in accordance with references (e), (f) and (d). Chapter 8 of this Order addresses the Commander's responsibility to ensure technical military occupational specialties (MOS) proficiency if assigned personnel are occupational field 35XX.

b. The proper selection, training, qualification and supervision of vehicle drivers/operators are essential to the effective accomplishment of I MEF's mission.

c. Programs for selection, training and qualification of drivers/operators will be in accordance with references (g) and (h).

d. A thorough planned and implemented vehicle operator training program ensures the selection of personnel with the physical and mental qualifications are necessary to operate government vehicles. Selected personnel should continue training in every phase of military vehicle operation to ensure continued safe operation.

e. Officers may be licensed on tactical vehicles if deemed mission essential. Officers that have been screened and satisfy the requirements in this order and reference (h) are eligible to be licensed on MT tactical equipment.

f. Operation of a GOV is strictly prohibited unless the operator is fully qualified in accordance with current directives. Drivers/operators must have in their possession a valid Motor Vehicle Operator's permit (Optional Form (OF)-346) in accordance with references (g) and (h). OF-346 not required for non-tactical vehicles.

1005. SPECIAL QUALIFICATION. All motor vehicle drivers/operators required to haul hazardous materials, explosives or operating specialized equipment must be found qualified in accordance with the current editions of references (a), (g), (i) and local regulations.

1006. OFFICIAL USE

a. Official use of government owned, leased or rented motor vehicles is restricted to that transportation essential to the successful operation of any activity the Marine Corps is authorized to conduct, in order to ensure official duties requiring transportation can be effectively performed in a

official duties requiring transportation can be effectively performed in a timely and efficient manner. The use of government vehicles for transportation not directly related to performing official duties as set forth in reference (c) is prohibited. This restriction precludes the use of tactical or commercial vehicles for travel to or from places of domicile, recreation areas, social engagements, commissaries, exchanges and service clubs for personal reasons. When questions arise concerning the official use of a vehicle they will be resolved in favor of the strictest compliance with established statutory provisions. Civilians and dependents may not be transported in I MEF government vehicles without the approval of the Commanding Officer. When approved, a waiver of liability (hold harmless agreement) is required to be filled out by civilians and dependents. Hold harmless agreement is a locally generated form approved by MSC Staff Judge Advocate. See Appendix B for example.

b. Additionally, appropriated funds or revolving funds may not be expended for the maintenance or operation of any Marine Corps owned, leased or rented motor vehicles not used exclusively for official use.

c. Commanders are responsible for ensuring strict compliance with the instructions and restrictions concerning use of government owned, leased and rented vehicles contained in references (c), (j), and (k) concerning use of government owned, leased or rented equipment, and this order.

d. Use of equipment for other than official use may result in administrative/disciplinary action.

1007. USE OF GOVERNMENT FACILITIES FOR PRIVATELY OWNED VEHICLE (POV) REPAIR

a. POVs, parts, accessories, and equipment will not be stored, repaired, serviced, or manufactured in any I MEF government motor pool, shop, garage, or building, unless authorized by the unit commander.

b. I MEF government owned tools; equipment and supplies will not be used to service or repair such private property, unless authorized by the unit commander.

1008. AWARDS, RECOGNITION, AND MARKINGS

a. Awards and recognition for exceptional professional performance should be conducted in accordance with references (l) and (m).

b. Commanders are encouraged to establish awards that recognize drivers/operators for exceptional professional performance and are encouraged to assign each vehicle to an operator. Recommended dimensions of driver/operator nameplates are 3 inches by 18 inches, with green backing and black lettering.

c. Special recognition and drivers/operators placards are for use in garrison only. They should not interfere with the functioning of the vehicle windshield, radiator, nor should they be eccentric or in poor taste.

d. United States Marine Corps Installations and Logistics Awards Program (MCILAP).

(1) The purpose of the MCILAP is to recognize the outstanding MT achievements of individual Marines and Marine Corps organizations.

(2) There are a total of 11 award categories encompassing all aspects of the MT military occupational field.

(3) More information can be found in reference (m).

1009. DESKTOP PROCEDURES AND TURNOVER FOLDERS

a. Desktop procedures and turnover folders must be maintained as required by reference (b). They should be uniform and simple. Not every billet requires a desktop procedure or turnover file.

(1) Desktop Procedures. Desktop procedures should include a list of procedures, references, and points of contact and related information concerning billet responsibilities. The information should be functional and complete to the extent that a billet holder could be replaced without a contact relief.

(2) Turnover Folder. Turnover folders are a description of billet responsibilities contained in a binder and indexed to facilitate its use. Turnover folders are organized with sections dedicated to duties, references, policy, points of contact, et cetera.

1010. INSPECTIONS

a. Inspecting is a varied process consisting of evaluations ranging from formal inspections for compliance to an operations spot check of Preventive Maintenance services conducted.

b. The types of inspections used to examine MT procedures and readiness is as follows:

(1) Commanding General's Readiness Inspection (CGRI). CGRI is a readiness-oriented inspection to promote Marine Corps combat readiness, integrity, efficiency, effectiveness, and credibility through impartial and independent inspections and assessments, inquiries, and investigations.

(2) Logistics Readiness Evaluation (LRE). The LRE is responsible for assessing compliance with established policy and improving materiel readiness procedures. The LRE balances policy compliance posture regarding logistical support of operations (accountability, readiness reporting, maintenance and sustainability), provides training, guidance, and assistance to the logistics commodities.

(3) Marine Expeditionary Unit (MEU) Readiness Inspection. MEU readiness inspection will be conducted at the following times: (E-185) MEU initial deployment inspection; (E-90) MEU pre-deployment inspection; (R+8) MEU post-deployment inspection.

(4) Commanding Officer. The commander should make announced and unannounced inspections, as well as encourage key members of the staff to do so.

(5) MTO/MTC. Most important is the MTO/MTC's ability to inspect the unit's operations. This includes assessing the status of his motor pool by use of inspection checklists and appraisal of quality control processes.

(6) Roadmaster. The presence of roadmasters positively impacts MT operations and maintenance within an organization. The Roadmaster Program provides commanders with continuous random monitoring of operator performance, unsafe MT practices and observed conditions of MT resources.

CHAPTER 2

TACTICAL MOTOR TRANSPORT OPERATIONS

2000. GENERAL

a. Tactical and logistic considerations govern the employment of transportation resources. Proper utilization of MT resources is vital to mission accomplishment.

b. Commanders are encouraged to manage MT operations from a common pool to conserve personnel and equipment assets.

c. At no time will a motor vehicle be left abandoned, except for the time required to call for assistance. Under no circumstances may a vehicle be left unattended when loaded with hazardous material while operating in a garrison environment. All tactical vehicles left unattended outside the motor pool will be secured with a locking device.

d. The marking of organizational vehicles, except for Unit Identification Code numbers, is prohibited per reference (n). Drivers'/operators' names may be included per chapter one of this SOP.

2001. OPERATOR ASSIGNMENT

a. Commanders will assign each vehicle to an operator whenever possible. Ideally such assignments will be of sufficient duration to enable the operator to develop pride of ownership.

b. Drivers/Operators will be assigned the responsibility of both a prime mover and towed unit.

c. Tactical prime movers and towed assets that cannot be assigned to an operator may be inducted into an authorized administrative storage program per reference (o).

2002. DISPATCH CONTROL AND OPERATIONAL RECORDS

a. General

(1) Dispatchers must be assigned in writing by the unit MTO. A copy of this appointment letter will be maintained in the desktop procedure file of the dispatcher for the duration of the assignment.

(2) All United States Marine Corps vehicles, to include GME/NTV, must be dispatched in accordance with reference (p). This includes but is not limited to: all trailers, M777 Howitzer, All Terrain Vehicle, Utility Task Vehicle, and boat trailers.

(3) Units are required to use the TCPT for garrison and field dispatching of equipment. If TCPT is unavailable, field dispatching procedures will be in accordance with reference (p) and when available data will be transcribed into TCPT. All TCPT outputs to include the NAVMC 10031 must be in accordance with reference (p).

c. Dispatching Control

(1) Before an operator is dispatched, the dispatcher will verify at a minimum the operator has in their possession:

(a) Military Identification card

(b) Valid state driver's license

(c) Valid United States Government Motor Vehicle Operator's Permit (OF-346)

(d) Proof of Driver/Operator's Improvement training (if under 26 years of age)

(e) NAVMC 10627 Vehicle and Equipment Operational Record

(f) SF-91 Operator's Report of Motor Vehicle Accident

(g) SF-94 Witness Statement Form

(h) DD-Form 518 Accident Identification Card

(i) Strip maps

(j) Hazardous substance release, spill report, spill response notification procedures

(k) Emergency response numbers; 911, Provost Marshall Office, Fire Department and Environmental Security

(l) Reliable communications device in each convoy of 4 vehicles or more

(m) Basic issue items (BII)/OVE gear, fire extinguisher, warning triangles, chock block and cargo straps as required

(2) When wreckers are dispatched, a Load Test Equipment Daily Checklist for recovery vehicles is mandatory in accordance with reference (q). The completed boom inspection form is attached to the trip ticket and kept for 30 days or when discrepancies are noted, and will be turned in with the vehicle for maintenance.

(3) When dispatching tactical vehicles, assistant drivers/operators will be used. Assistant drivers are not required to be 353X MOS certified or licensed to operate the government motor vehicle, unless transporting hazardous cargo. Assistant drivers are required to act as ground guides, observe vehicles or terrain, which may be in the operator's blind spot and act as a guide in confined spaces. The assistant drivers will remain awake and alert while the vehicle is in operation.

(4) Vehicles will not be dispatched until the driver/operator conducts before operations checks and services as prescribed in the vehicle Technical Manual (TM) TM-10. Equipment drivers/operators have the responsibility to identify equipment defect or problems, which makes a vehicle unsafe to operate.

Vehicle and Equipment Operational Record (NAVMC 10627) and Daily Dispatching Record of Vehicles (NAVMC 10031) must be administered in accordance with reference (p). In regards to tracking operator mileage the prime mover will be recorded and count towards operator mileage accumulation for historical data to include mileage awards. Mileage will be estimated and entered on the both the NAVMC 10627 and the master log when speedometers are inoperable.

2003. TRAFFIC REGULATIONS, SPEED LIMITS, AND SAFETY MEASURES

a. MSC's must train government vehicle drivers/operators to comply with federal, state, and military traffic regulations. Unit training programs must include instruction on traffic regulations on a semi-annual basis.

b. Tactical vehicles, to include towed loads, may not be operated over the operational speed restrictions listed in applicable technical manuals or the posted speed limit, whichever is lower. Consideration must be given to surface conditions, road width, traffic conditions, weather conditions and vehicle loads in determining a safe speed. The maximum speed for off-road operation is 25 mph.

c. Before backing, the driver/operator must determine if backing can be accomplished safely. When backing is required, the assistant driver or a passenger must dismount and act as a ground guide. When a ground guide is used, the vehicle driver/operator will keep ground guide in sight in his mirrors at all times. If vehicle driver/operator cannot see the ground guide for any reason, he will immediately stop the vehicle. If no assistance is available the driver/operator must dismount and walk around the vehicle before moving. At no time will the ground guide stand in between the vehicle backing and an immovable object such as another vehicle, trailer or building.

(1) The maximum speed for operating in reverse is 5 mph.

(2) For vehicles not equipped with an automatic reverse warning beeper, the horn will be sounded when vehicle is placed into reverse.

d. Drivers, Vehicle Commanders, and passengers are prohibited from tobacco use in any form, i.e, e-cigarettes/vaping, smokeless tobacco, or eating while operating or being transported in GOVs.

e. Tactical vehicles will have headlights on at all times when operating on hard surface roads. Headlights may be turned off during tactical training evolutions or when the tactical situation dictates. Vehicles entering or crossing hard surface roads will turn headlights on.

f. Drivers/operators must ensure cargo is properly secured prior to moving. Bindings should be periodically checked during movement to ensure that loads do not shift.

g. Drivers/operators must be given an opportunity for eight hours of sleep for every 10 hours of operation within a 24-hour operation period per reference (r).

h. Drivers/operators and assistant drivers use of a helmet and improved modular tactical vest (IMTV) is strongly recommended; O-5 level and higher commanders may determine the level of personal protective equipment (PPE) used by vehicle drivers/operators and crew members when operating on hard-surface/paved roads during administrative type movements, per reference (s).

When seat belts are not installed or when operating off of hard-surface/paved roads, vehicle driver and occupants are required to wear, at a minimum; Kevlar helmet or organizational/unit issued non-ballistic helmet and armored protection level (APL) 1, per reference (s). For all personnel riding in cargo areas, use of Kevlar helmet, IMTV/APL 1 and seat belts are mandatory anytime the vehicle is in motion. Additionally, the cargo area opening shall be secured with a troop strap if the vehicle is so equipped, per reference (s).

i. Light tactical vehicle's drivers/operators that operate Utility Task Vehicle (UTV) and Internally Transportable Vehicle (ITV) will wear appropriate safety gear at all times. Items include: a Department of Transportation approved helmet, impact or shatter resistant goggles or full face shield attached to the helmet, knee and elbow guards, long sleeved shirt or blouse extended to the wrist, and full fingered leather gloves.

j. Light tactical vehicle drivers/operators will have headlights on when traveling to and from training areas. Only when a unit transitions to a tactical off road environment may a rider turn off the headlight and remove mirrors if applicable. Headlights and mirrors are mandatory when riding on paved roads.

k. The use of cellular telephones or other hand held devices by the vehicle driver and vehicle commander is strictly prohibited while vehicle is in motion.

l. Per reference (r), the wearing of portable headphones, earphones, or other audio devices by Driver/Vehicle Commanders while operating any motorized is prohibited.

m. Eye protection will be worn by any operator or passenger whose face is exposed to the environment while operating GOVs.

2004. SPECIAL PURPOSE VEHICLES

a. Special purpose vehicles such as ambulances, communication vehicles, weapon carriers, and wreckers are restricted to the uses for which the vehicles were designed. Administrative use and transporting personnel or cargo is prohibited.

b. Drivers and Vehicle Commanders of special purpose vehicles such as wreckers, refuelers, and the Logistics Vehicle System Replacement (LVSR) are authorized to wear coveralls. Rank insignia must be worn on the collars of coveralls, as worn on the utility uniform. Safety boots are required when operating special purpose equipment.

c. Coveralls may not be worn under the following circumstances:

(1) To or from place of work

(2) At exchanges, commissary, dining facilities, or clubs

d. Physical training gear may not be worn while operating GME. During Professional Military Education, morale, welfare, and recreation activities the operators for GME must be in uniform or proper civilian attire if authorized by an O-5 commander and above.

2005. TOWING, PASSENGERS, AND CARGO

a. Maximum personnel and tonnage capacities are established in appropriate equipment technical manuals.

b. The safety pin in the towing pintle must be installed while towing.

c. Rigid Raider Craft trailers are limited to speeds no greater than 40 mph.

d. Drivers/operators are responsible for ensuring that safety chains, vehicular electrical cables, and brake connections are coupled with air supplies turned on before moving towed units. Safety chains must be properly installed. If the vehicle being towed has no power to run hazard lights, a "Vehicle in Tow" sign will be used.

e. The transport of personnel in towed vehicles or trailers is strictly prohibited.

f. Passengers are prohibited from consuming alcoholic beverages. Vehicle drivers/operators are authorized to refuse the transportation of individuals suspected to be under the influence of alcohol or drugs unless the individual is under the control of someone who can sufficiently restrain the individual to allow the operator to drive safely.

g. Recovery Towing. The operators manuals, TM 9-4910-593-12&P and FMFRP 4-34 provide guidance on methods for the safe recovery of vehicles without the utilization of a recovery vehicle and should be reviewed prior to any recovery operation. Tactical recovery vehicles may not exceed 35 mph when towing on paved roads and may not exceed 15 mph when towing off road. When available, utilize amber warning beacons or auxiliary lights mounted on recovery vehicles to warn oncoming traffic during retrieval operations and when the recovered vehicle has no rear illumination. Beacons or auxiliary lights will not be displayed while the recovery vehicle is in route to or from the recovery site.

h. Transportation of passengers off base in the cargo area of a tactical vehicle is only authorized as follows; Utilization of Medium Tactical Replacement Vehicle Armored Troop Carrier, 4 point seat belts, 353X Motor Transport Operator, Operation Risk Assessment, and approval of an O-5 or above commander's authority. The only exception to this will be an MOS 08XX towing an M777 howitzer with a brake watch and one trailer monitor while towing the A4/M32K-10 munitions trailer.

i. Cargo. Vehicle drivers/operators are responsible for ensuring that cargo is properly positioned and secured to prevent damage to the load. Drivers/operators must also prepare their vehicle for unloading and act as guides for material handling equipment.

(1) Instructions for transporting dangerous materials are contained in reference (i) and paragraph 2006 of this chapter.

(2) Cargo and passenger loads will not be mixed except when passengers carry personal equipment, such as Individual Issue Facility, or government issued.

(3) State and Federal law require that all cargo to include Modular Lightweight Load-carrying Equipment packs, UIF/IIF gear, camouflage poles and bags must be contained inside the vehicle. No cargo or gear can extend beyond the confines of the vehicle. This restriction applies to all military vehicles that use state or federal roads.

2006. HAZARDOUS CARGO (AMMUNITION, EXPLOSIVE, HAZARDOUS MATERIAL, HAZARDOUS WASTE)

a. Transporting hazardous/dangerous cargo must be conducted in compliance with the instructions contained in references (t) and (i).

b. Drivers/operators transporting hazardous/dangerous cargo are required to meet the physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations.

c. Vehicle drivers/operators transporting Ammunition and Explosives (A&E)/Hazardous Materials (HAZMAT) will have the following documentation and safety equipment;

(1) Glovebox Edition of reference (i)

(2) Motor Vehicle Inspection Form (DD Form 626) Transporting HAZMAT. A Motor Vehicle Inspection Form (DD Form 626) will be completed in duplicate. One copy will be retained by the dispatcher with trip ticket once the driver/operator completes the mission, and the final copy provided to the Ammunition Supply Point (ASP).

(3) Dangerous Goods Shipping Declaration (DD Form 836).

(4) Fire extinguisher appropriate for the type of A&E being transported.

(5) Dunnage and straps to properly secure A&E/HAZMAT in accordance with reference (t).

(6) Tarps as necessary.

(7) Placards appropriate for type of A&E/HAZMAT being transported.

d. Motor vehicles transporting explosives will be plainly marked in accordance with reference (i). Signs will be of sufficient size to allow for the placement of foreign language markings.

e. All off base movements for transportation of hazardous material within the I MEF Area of Responsibility (AOR) used must be approved by the Marine Air Ground Task Force Movement Control Center (MAGTF)(MMCC). Prior to movement, the unit must submit a ground transportation request (GTR).

f. Trucks with iron or steel beds may not be used for hauling munitions unless the cargo is positioned on wooden pallet or fiberboard dunnage.

g. The A&E compatibility groups must be strictly adhered to. Mixed loading of A&E with the following materials is prohibited:

(1) Ignitable or flammable material.

(2) Cargo that could increase the damage if present during an accidental detonation, such as poisons or radioactive substances.

(3) Ignition materials (fuses and primers) together with explosives, bombs, torpedoes, projectiles, or rockets except those munitions/missiles that have a fuse designed to be shipped as an integral part of the munitions.

h. Drivers/operators, Vehicle Commanders, and supervisory personnel are the only authorized personnel permitted to ride in a vehicle transporting A&E/HAZMAT.

2007. INSTRUCTIONS FOR HEAVY LIFTS

a. Size, Weight and Load Limitations. California Transportation (CALTRANS), Arizona Department of Transportation (ADOT), other states' agencies, and local civilian authorities set forth the dimensions and weight of vehicles permitted to operate on public highways. These standards also apply on bases and stations within the I MEF Area of Responsibility (AOR) with the exception of the requirement for permits. Limitations vary considerably among states and local jurisdictions. Other limitations include hours and days of movement for oversize/overweight vehicles, which may subject highway users to unusual hazards. Such limitations are predicated on traffic congestion periods and hazardous operating conditions.

b. Transportation Movement Request (TMR). Commanders will submit a TMR to the I MEF MMCC for the movement of all oversize and overweight cargo requirements off-base.

c. Vehicles and Loads Requiring Special Permits. Vehicles exceeding the dimension or weight specifications within the I MEF AOR are required to have routes approved through the I MEF MMCC. Units operating outside of I MEF AOR are required to check with each state agency to confirm load restrictions for that state.

(1) Width. The maximum allowable width from the outside of one tire to the outside of the opposite tire must not exceed 96 inches. Neither the vehicle nor load width may exceed 96 inches.

(2) Length. A vehicle or combination of vehicle and trailer exceeding 65 feet requires a permit.

(3) Height. The allowable maximum height of any vehicle is 13 feet 6 inches.

(4) Weights. Vehicles in excess of 80,000 lbs. Units may weigh equipment at their installation weigh station.

d. Oversize Vehicle Permit (DD Form 1266). The MMCC is responsible for the initial coordination with Southwest Region Fleet Transportation for oversize vehicle permits. MSCs will submit requests for oversize vehicles permits to the MMCC no later than 14 days prior to movement. Requests will be submitted using an automated version of DD Form 1266. MMCC personnel are available to assist in the completion and submission of DD Form 1266.

e. Recovery vehicles operating within the boundaries of California and Arizona are not required to obtain permits. Caution must be used in selecting a route of travel when towing equipment.

2008. ON-VEHICLE EQUIPMENT (OVE). OVE must be stored in a secure area within the motor pool. When transporting OVE, it must be properly secured in the tactical vehicles storage compartments and will not be placed in the cab of the vehicles at any time. Monthly inventory will be conducted and maintained in accordance with references (b) and (n).

2009. PARKING. When a vehicle is parked, a chock block and parking brake will be applied/used at all times.

2010. ACCIDENT REPORTING AND INVESTIGATIONS

a. There is a perception that motor vehicle accidents are part of the cost of doing business. The vast majority of accidents are the result of willful negligence or inexperience. Mishaps and accidents are not part of doing business, they are the result of doing business poorly. Failing to prepare, supervise, enforce, educate or even to become involved with transportation operations will result in accidents.

b. MSC Commanders will:

(1) Notify I MEF G-4 Motor Transport Office within 24 hours of a tactical vehicle mishap using MSC accident/mishap notification report forms. See Appendix C for example. Additionally, create a mishap report in the TCPT Transportation Tab, using the drop down menu in the Safety tab.

(2) Establish a program that stresses professional driving and teaches advanced driving techniques.

(3) Establish a recognition program for safe drivers/operators.

(4) Consider revocation or suspension of driving privileges for repeat traffic offenders.

(5) Consider administrative or disciplinary action for moving violations.

c. MTO's will:

(1) Increase visibility of the command's actions following an accident. Recommend that all facts of an accident, investigating officer's findings, and punishments be publicized to the command.

(2) Define and develop the role of staff Non Commissioned Officer in teaching, supervising and reinforcing the unit's safe driving programs.

(3) Conduct route recons for training area movements. Develop preferred routes for movements and make recommendations.

c. References (u) and (v) provide guidance concerning accident investigations.

(1) In the case of an accident, an SF-91 will be completed by the operator as soon as possible.

(2) The driver/operator of any GOV, to include tactical vehicles and GME, involved in any accident or collision on base will immediately notify

their command and PMO. Commands and local law enforcement will be immediately notified for all accidents or collisions involving GOVs, tactical, and GME off base.

(3) Vehicles involved in an accident may not be dispatched until the vehicle is released from the investigation.

2011. PROHIBITED/RESTRICTED ROADS AND BRIDGES

a. Tactical vehicles are prohibited/not authorized for use on the following roads and highways (Hwy) per this order:

(1) Rattlesnake Canyon Road, Camp Pendleton during peak traffic hours, from 0600-0900 and 1530-1830

(2) Coronado Bridge, San Diego during peak traffic hours, from 0600-0900 and 1530-1830

(3) Hwy 74

(4) Hwy 76 - East of Interstate 15 (I-15)

(5) Hwy 78 - East of Interstate 15 (I-15)

(6) Hwy 79

b. MSC's are authorized to submit for tactical vehicle movement using Hwy 76 and Hwy 78 East between I-5 and I-15. Tactical vehicles are restricted from use of the below roads during the below times:

(1) I-5 - During peak traffic hours, from 0600-0900 and 1530-1830

(2) Hwy 76 - During peak traffic hours, from 0600-0900 and 1530-1830

(3) Hwy 78 - During peak traffic hours, from 0600-0900 and 1530-1830

2012. VEHICLE ABUSE AND MISUSE

a. Vehicle Abuse. Vehicle abuse is any act or negligent oversight which results in damage to a vehicle. Vehicle damage requires an investigation to determine accountability as prescribed by reference (n).

b. Vehicle Misuse. Vehicle misuse will not be tolerated. Vehicle misuse includes but is not limited to the following:

(1) Stopping at any exchange facility, commissary, post office, Semper.

(2) Fit gym, private residence, or non-military buildings.

(3) Use of special purpose vehicles for administrative runs.

(4) Any personal use of a government vehicle not associated with military operations.

(5) Ineffective consolidation of runs requiring more vehicles to be dispatched than required. Vehicle misuse will be reported to the MSC MTO.

CHAPTER 3

TACTICAL VEHICLE MAINTENANCE

3000. GENERAL

a. The purpose of tactical MT assets is to support mission accomplishment. Command interest and supervision are the keys to a good maintenance program.

b. Maintenance is a combination of all actions taken to keep equipment in a serviceable, combat ready condition. Maintenance by definition is the cleaning, classification as to serviceability, testing, servicing, adjusting, repairing, rebuilding, modifying and inspection of equipment.

(1) There are two levels of maintenance (LOM):

(a) Field level maintenance (organizational and intermediate maintenance) is maintenance that does not require depot maintenance capability and is performed by crew/drivers/operators and technicians within Marine Corps organizations and activities.

(b) Depot Level Maintenance. Operated by Marine Corps Logistics Command (MCLC).

(2) Maintenance will be performed in accordance with the unit's table of organization (T/O), table of equipment (T/E), mission statement, applicable technical manuals, authorized supply manuals, publications, and current orders and directives covering field level maintenance. This is the responsibility of the using unit.

c. The key to an efficient maintenance program is proper supervision by leaders. One of the determining factors in an effective MT maintenance program is a systematic command inspection program. Commanders will establish an internal maintenance inspection program.

d. Units are authorized to perform only that level of maintenance, which is authorized in their T/O, T/E, mission statement, and as applicable by technical manuals (TMs), technical instructions (TIs), modification instructions (MIs) and reference (w).

e. The following guidelines apply to I MEF units:

(1) Repairs should be performed at the lowest level of maintenance consistent with the nature of the repairs.

(2) Repairs beyond the capability of units will be evacuated to the next higher level, or a maintenance support team will be requested from the Intermediate Maintenance Activity (IMA).

3001. PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)

a. The unit owning the equipment must establish a program and perform timely PMCS on equipment. PMCS includes the checks and services performed by personnel for maintaining equipment in satisfactory operating condition. This is achieved by accomplishing systematic inspection, detection, and correction of incipient failures either before they occur or before they

develop into major defects. A systematic evenly scheduled PMCS program consisting of inspecting, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness. An imbalanced scheduled PMCS will cause a back log. The timely, effective performance of operator and organizational PMCS is a prerequisite for equipment readiness. The goal of PMCS is to prevent and reduce corrective maintenance. Commanders will ensure that the required PMCS are promptly and correctly completed.

b. Motor stables provide an effective, comprehensive and systematic means of performing operator crew level maintenance requirements on MT vehicles. With proper supervision, motor stables provide a means to train the motor vehicle operator/crew on correct operator/crew maintenance procedures. Motor stables also serve, as a means for inspection as well as a means to conduct pre and post deployment maintenance. When discrepancies are identified, operator/crew will determine if repairs are within their capabilities. When repairs are beyond the operator/crew capability, a maintenance technician will be notified immediately. When conducting motor stables at a minimum sections will have the flowing; operators tool bags, vehicle TM-10, appropriate oils/grease, rags, motor transport mechanic, and a motor transport chief.

c. Performance of PMCS will be in accordance with the current edition of references (b), (p), (w), local Maintenance Management SOP's and appropriate technical publications. PMCS must be coordinated between the operations and maintenance OICs/SNCOICs.

d. Considerations of deadline and evacuated equipment must be made when conducting scheduled PMCS. Coordination with the supporting maintenance activity to ensure that the equipment receives adequate PMCS after evacuation to a maintenance facility is the responsibility of the owning unit.

3002. CORRECTIVE MAINTENANCE (CM)

a. The owning unit is responsible for the timely performance of all CM actions within its authorized LOM. The designated IMA is responsible for the timely performance of all field level CM actions exceeding the owning unit's authorized maintenance tasks.

b. Commanders will develop and implement standardized procedures for the management and coordination of CM. CM will be performed in accordance with procedures established in the current edition of references (b), (w) and applicable technical manuals.

c. If required, contact team support/over flow maintenance is available from the 1st MLG G-3/G-4 and can be requested through the chain of command.

d. The economical repair criteria contained in the current edition of reference (x) will be followed.

3003. LIMITED TECHNICAL INSPECTIONS. Limited technical inspections (LTI) shall be accomplished per reference (n). Appropriate technical manuals maintenance allocation charts (MAC) shall be used as a systematic checklist by technicians during equipment inspections. Regardless of level of maintenance, technicians conducting LTI's shall use the NAVMC 10284 LTI Sheet.

3004. QUALITY CONTROL PROGRAM

a. Commanders are required to establish quality control programs in accordance with MMSOP's and reference (w).

b. Quality control requires a complete equipment inspection to determine proper completion of maintenance actions. Equipment records are to be completed per reference (p). Equipment inspections will be conducted by qualified supervisory personnel under actual or simulated operating conditions. Equipment not performing satisfactorily will be rejected and recommendations will be made for further maintenance action. The purpose of quality control is to check a procedure or task against known standards. Quality control procedures include both physical and administrative tasks. A quality control system must be established and implemented throughout all phases of the maintenance cycle within a command.

3005. MAINTENANCE RELATED PROGRAMS

a. Product Quality Deficiency Reports, SF-368, shall be submitted per the current edition of reference (y).

b. Painting and tactical markings of vehicles shall be accomplished in accordance with reference TM 4750-OD/1. Units should plan/budget and purchase with owning unit Operation and Maintenance dollars for a unit-level corrosion prevention and control (CPAC) program. Operator crew level corrosion prevention in accordance with technical manuals will be the first line of defense of mitigation for corrosion control. This will cover condition code one and two equipment. Units can request supplies and support from the corrosion support team via the MSC and I MEF MMO sections. This support can include approved paint for the purpose of touch-up and tactical markings. The local corrosion repair facility (CRF) will be used to support equipment in condition code three and four.

3006. MAINTENANCE STAND-DOWNS

a. Care must be given to ensure that the emphasis given to equipment maintenance parallels that given to training and operations. Equipment which is continually in use requires increased maintenance if it is to be kept operational. Maintenance stand-downs provide the commander with the opportunity to enhance the condition of equipment through a dedicated and intensive maintenance effort.

b. The following are some considerations for maintenance stand-downs:

(1) Maintenance stand-downs are designed to prepare units for training exercises or deployments and or to allow for maintenance/recovery after major exercises or deployments.

(2) Maintenance stand-downs should be planned and scheduled with the primary purpose of conducting maintenance and not for training. Training would prevent drivers/operators, technicians and support personnel from working on equipment and associated records.

(3) The focus of the effort should be identifying maintenance deficiencies, submitting requisitions, and conducting appropriate repairs.

(4) Detailed planning for maintenance stand-downs is required to ensure its effectiveness. Some recommendations for planning a stand-down include but are not limited to the following:

(a) List of equipment.

(b) List of objectives.

(c) Schedule shop spaces.

(d) Repair parts and demand-supported items stocks (DSI).

(e) Request personnel or equipment support to augment units capability.

(f) Fiscal planning.

(5) Some maintenance management related tasks include but are not limited to:

(a) Update desktop and turnover folders.

(b) Review training plan.

(c) Reconcile deadline report with Mechanized Allowance List (MAL); use reference (w) for current updated process.

(d) Update modification control procedures; use reference (w) for current updated process.

(e) Update calibration control records and procedures; use reference (w) for current updated process.

(f) Review/update demand-supported items, use reference (w) for current updated process.

(g) Conduct validation/reconciliation with supply/maintenance management clerk and maintenance sections.

3007. ROAD TESTING

a. Road testing may be accomplished by a licensed operator or shop use only licensed operator on a preapproved/designated route by the unit commander. All safety devices and road test signs must be displayed on the front and rear of the vehicle.

b. Care should be taken to ensure that the road testing of vehicles can be accomplished safely. Road testing will be restricted to command designated routes.

3008. MAINTENANCE TRAINING. Commanders are responsible for the implementation and conduct of a continuous training program for maintenance personnel to build stronger technical skills and accomplish T&R standards. Training and evaluation must encompass all aspects of service-maintenance, motor vehicle operations, and the supervision and management of unit MT operation and maintenance. This goal is the enhancement of all MT MOS's.

3009. EQUIPMENT MODIFICATION

a. Equipment modification procedures shall be established and managed in accordance with the guidelines, instructions and procedures contained in references (b), (p), (w) and (x).

b. Only those modifications of equipment authorized by published MI's and TI's are authorized to be performed.

3010. CALIBRATION. Calibration of test, measurement and diagnostic equipment (TMDE) will be conducted in accordance with references (b) and (w). Calibration records will be maintained in accordance with references (p) and (w).

3011. EQUIPMENT EVACUATION. The timely and proper evacuation of equipment requires the implementation of specific procedures and policies. Such procedures should include guidelines for performing pre-evacuation services by the unit owning the equipment and the maintenance activity receiving the equipment. References (b) and (w) provide information and guidelines.

3012. CANNIBALIZATION/SELECTIVE INTERCHANGE. Cannibalization and selective interchange will be strictly adhered to, in accordance with references (b) and (w).

3013. SUPPORT AND TEST EQUIPMENT

a. Support and test equipment consists of general mechanics tool sets, special tool kits and sets and test/measuring equipment.

b. Accounting and inventory of tool sets and kits will be in accordance with the current editions of references (b), (n), (w), local SOPs and directives.

c. SL-3s inventory sheets are required for tools, sets, kits and chests. However, locally produced forms or extracts may be used in accordance with references (p) and (w). Caution should be used to ensure that local extracts mirror the current SL-3.

d. Test and support equipment should be properly secured under lock and key in an area that would make forced entry difficult.

e. Missing or damaged components must be requisitioned as soon as possible after identification for accountability. Cleaning, care, and maintenance of support equipment are vitally important to ensure combat readiness.

3014. MAINTENANCE OF COMMUNICATION/ORDNANCE VEHICLES. Motor transport vehicles may be a component of an "ALPHA" or "ECHO" Table of Authorized Material Control Number end item or have a parent/child relationship within GCSS-MC. PM services of the vehicle should coincide with PM services of the radio or weapon components.

3015. LOAD TESTING AND CERTIFICATION

a. Load testing and certification of vehicles and equipment will be conducted in accordance with reference (q).

b. Load testing will be coordinated and conducted through the established and approved load testing facility.

3016. COMBAT READINESS STORAGE PROGRAM

a. Combat Readiness storage program (CRSP) provides unit commanders with an equipment storage program that will maintain their equipment in a combat ready status, use minimal resources, and return fully functional equipment to the owning unit at the end of the storage period per reference (o).

b. Equipment inducted into the CRSP will be stored for a period of no less than 18 months and no more than 36 months. Scheduled PMCS will be accomplished in accordance with the applicable technical publications and be current prior to induction. Equipment will not be held in the CRSP for longer than 36 consecutive months as per reference (b). This program is locally initiated in which vehicles are placed in a deadline status for non-usage/storage. Equipment must be exercised and preventive maintenance conducted quarterly, at a minimum.

3017. PUBLICATIONS

a. Commanders must ensure that adequate publications are available to support MT operations and maintenance via paper copy or electronic copy. Management of the publication program is prescribed in reference (b).

b. Reference (b) and Maintenance Management SOP's provide guides in determining publications requirements. Commanders should review the consolidated memorandum receipts (CMR) against their publication allowances to ensure they hold the supporting publications for all equipment in their possession.

c. Commanders are authorized to maintain technical publications above the unit's authorized LOMs for reference.

d. Publication control systems must be managed using internal control procedures.

(1) Publications related to organic assets, shown in SL 1-2 and SL 1-3, must be requisitioned when deficiencies are noted. These stock lists are published in the automated files of the Publications Library Management System (PLMS). It should be noted that use of PLMS is not mandated by higher headquarters policy but is highly recommended for publication control.

(2) Regardless of the type of filing system used, a unit's internal distribution list must show the quantity of each publication in the MT publications library.

(3) A copy of the internal distribution listing must be maintained. This is required to validate and review the content of the publication library.

(4) The validation record must be maintained and should contain backorder validation information conducted by the unit supply officer on a semiannual basis.

(5) The Command will report publication discrepancies or recommendations using reference (z) and the instructions contained in reference (aa).

(6) NAVMC 10772 is utilized to correct any technical manuals in the MT field that contain errors.

3018. ENTERPRISE LIFECYCLE MANAGEMENT PROGRAM (ELMP)

a. The objective of the ELMP is to ensure the continuing availability of serviceable equipment in the Operating Forces. ELMP plans, coordinates, and executes requirements determination, budgeting, and equipment returns for Marine Corps depot level maintenance. The Program is tasked with ensuring requirements/returns are aligned with operational requirements for ground weapon systems. It must be noted that ELMP quotas are few in number and change based upon operational requirements.

b. Depot Maintenance enables equipment readiness and operational availability by "refreshing" equipment to a like new condition before returning it to the warfighter.

3019. CONFINED SPACE ENTRY PROGRAM

a. The precautions and procedures contained herein are requirements for practices to protect entrants from the hazards of confined spaces. Hazardous atmospheres and unsafe conditions can exist within confined spaces such as manholes, sewers, vaults, tunnels, sump pits, wells, sub-cellars, excavations, water towers, voids, and other areas with poor ventilation or limited means of exit. A "hazardous atmosphere" is one that may expose entrants to the risk of incapacitation, impairment of ability to self-rescue (to escape unaided), and cause injury, acute illness, or the risk of death. Adequate safety measures must be taken to ensure or work in or around confined spaces.

b. Marine Corps Installations West-Marine Corps Base Camp Pendleton policy is to consider all confined spaces as containing unfavorable and unsafe conditions. Entry into, or work in or on, such spaces is prohibited until qualified personnel have performed the tests, evaluations, and prescribed procedures of this order and the pertinent references (MCIWEST-MCB CAMPENO 5100.3).

CHAPTER 4

SPECIAL MOTOR TRANSPORT OPERATIONS

4000. GENERAL. The intent of this chapter is to provide basic guidance for conducting MT operations in environments other than those routinely trained in. Commanders must make preparations for a variety of conditions and climates. MT personnel must be trained and equipment should be maintained in the highest state of readiness and prepared to operate in all types of environments.

4001. AMPHIBIOUS OPERATIONS

a. Amphibious operations will be planned and conducted in accordance with appropriate orders and directions. Command and control relationships between convoy commanders and vehicle drivers/operators, troop commanders, and embarkation personnel must be clearly delineated.

(1) Reference (bb) and the appropriate technical manuals for tactical vehicles provide pertinent information, instructions and guidance for the planning, preparations and conduct of MT operations and support of amphibious operations.

(2) Deep water fording kits must be installed on MT equipment prior to embarkation except when it inhibits or prohibits embarkation or debarkation. Refer to the appropriate TM-10 for fording operations.

(3) Post fording operations PMCS must be performed immediately after fording or as soon as possible. Fresh water wash down must be done as soon as possible to control corrosion caused by salt water.

(4) Maintenance checks and services of vehicles while on board ship are critical. If vehicles cannot be fully maintained, every effort will be made to complete maintenance while ashore.

b. Vehicle preparation for amphibious embarkation includes inspection to ensure the presence and satisfactory condition of all required equipment, tools and lifting fixtures. Preparation of vehicles for amphibious operations includes but should not be limited to the following:

(1) Fuel tanks should not exceed three-fourths capacity: the fuel, lubrication and cooling systems should be checked.

(2) Tires will have the proper amount of air pressure.

(3) Cargo compartment bows and canvas should be removed and secured.

(4) Windshields should be crated and lowered when required.

(5) Vehicles should be free of fuel, oil and coolant leaks and batteries free of corrosion, properly secured and connected.

(6) Cargo loaded in vehicles should be firmly secured and cross-lashed.

(7) Vehicles should be clearly marked as per embarkation SOP's.

c. Embarkation and debarkation must be executed in accordance with approved embarkation plans.

(1) Marshaling is the process in which units participating in an amphibious operation move to temporary sites in the vicinity of ports of embarkation and complete preparations for loading and combat.

(2) Staging areas are an assigned location where assigned forces of an amphibious operation assemble, prepare and load shipping all their equipment.

(3) The embarkation area is an area ashore, including a group of embarkation points, in which final preparations for embarkation are completed where assigned loads for various landing craft, ship, and boats are called forward for embark.

4002. COLD WEATHER OPERATIONS

a. Units designated for cold weather operations will train MT personnel in accordance with the guidelines delineated in references (cc) and (dd).

b. Cold weather operations are among the most physically demanding and hazardous operations required. Personnel must be indoctrinated in cold weather techniques and procedures and be aware of associated dangers.

c. Operation of equipment and handling of material in temperatures above 25 degrees (Fahrenheit) is not difficult and is common. From 25 degrees to minus 40 degrees (Fahrenheit), operations become more difficult but training can prevent many malfunctions of material and equipment failures. From minus 40 degrees to minus 65 degrees (Fahrenheit), maximum effort by all personnel is required to perform even the simplest task.

d. Maintenance of equipment is exceptionally difficult in a cold weather environment. Shop maintenance cannot be completed within normal time parameters because equipment must be allowed to thaw out or warm up before mechanics can make necessary repairs. When operating in a cold weather environment, it is important to consider the additional time required to perform tasks. Some considerations for cold weather include but are not limited to:

(1) Efficiency is reduced by the bulk and clumsiness of cold weather clothing.

(2) It is dangerous to touch cold metal with bare skin.

(3) If temperatures drop below minus 20 degrees (Fahrenheit), preventive and corrective maintenance requires additional time.

e. Movement in a cold environment is extremely hazardous. The lack of roads, soft wet terrain, snow, mountains, hills and waterways are some of the barriers to movement found in most cold weather areas of the world.

f. Operations in cold environments entail considerations of the forces of weather and temperature changes. Leaders must be able to recognize and understand the forces associated and use the environment to provide an edge in combat.

g. Commanders should consider the following additional requirements when faced with operating in a cold weather environment:

(1) Snow chains and limiter straps.

(2) Winterization kits (cargo and engine heater).

(3) Proper antifreeze mix.

(4) Petroleum, Oil and Lubricant requirements.

(5) Refer to applicable TM's for additional information/requirements.

4003. DESERT OPERATIONS

a. Units, which are alerted for desert operations, should intensify technical training on the effects of desert and arid environments on personnel and equipment. References (bb), (ee) and the technical manuals for vehicles preparation provide guidance.

b. Every precaution must be taken to prevent sand and dust from entering crankcases and gear housings of vehicles. Filters and lubricants require more frequent inspection and replacement.

c. High temperatures, like those experienced in desert conditions, will damage tires. During normal operation in a temperate climate, tires get hot and flex under load. When the air temperature is high, tires cannot cool off and the excess heat weakens the tires. A lower pressure can give tires more flotation and traction in sandy soils.

d. Cleaning out the air filter almost daily will aide in the engines performance allowing the air to flow in the intake.

4004. REFUELING AND DEFUELING

a. Commanders of units possessing refueler prime movers or refueler trailers will, to the maximum extent possible, pool their assets in a refueler pool to maximize efficient operations and dissemination of knowledge among drivers/operators.

b. One of the most important duties of refueler drivers/operators is the proper handling and dispensing of fuels. Training procedures for personnel and the inspection practices of supervisory personnel must be continuous and thorough to ensure the proper dispensing of clean fuel.

c. Units will ensure that sufficient refueler parking is available to allow for a minimum lateral separation of 25 feet (measured center to center of refueler tanks) between refuelers.

(1) Refuelers should be parked at a minimum of 100 feet from any inhabited building to include heads, messing facilities and berthing tents.

(2) Designated refueler parking must provide for free and direct egress from the parking area at all times. Objects to include other trucks will not block or hinder the egress of the refuelers parked in the parking area.

(3) Refueler drivers/operators must be well versed in proper handling and dispensing of fuels. Fuel handling procedures and quality surveillance practices must be in accordance with reference (ff).

(4) Ensure all mobile refueling vehicles (tanker trucks, Flatrack Refueling Capability (FRC), and sixcon fuel modules) are properly grounded and bonded prior to receipt or loading. Outer clothing, especially clothing made from wool, silk, or synthetic fiber, is an active static generator; cotton is the preferred clothing material.

(5) Ensure all safety and environmental measures are in place prior to any loading or fuel dispensing operations. At a minimum, this must include a 30 pound class A/B fire extinguisher on site, secondary containment at inlet and outlet ports, appropriate PPE, i.e, (fuel handling gloves, face shield, or goggles), and a spill kit with sufficient and serviceable materials. Do not refuel in an area where the possibility exists for an accidental discharge of fuel to reach navigable water.

4005. MARITIME PREPOSITIONING FORCE (MPF)

a. Maritime Prepositioning is a strategic deployment option that quickly combines the substantial prepositioned equipment and supplies loaded aboard the ships of the Maritime Prepositioning Ship Squadron (MPSRON) with a MAGTF to establish a formidable force.

b. The amount of MT items embarked aboard MPF is extensive. The Tri-MEF Maritime Prepositioning Force SOP (OH 1-5-1) provides detailed guidance on all aspects of MPF operations. Specific attention should be paid to those areas which outline and allude to MT operations and maintenance responsibilities during the various stages of MPF operations.

CHAPTER 5

DEPLOYMENT PREPARATION AND SUPPORT

5000. GENERAL

a. Deployment support encompasses the movement of forces and the sustainment associated with scheduled training and operations, contingency missions and crisis driven deployments for which no specific contingency plan exists.

b. Deploying MAGTF Commanders plan and organize deployments and establish the priority and sequence for the deployment of personnel, equipment and supplies.

c. The MAGTF Commander also coordinates the development plan with the Force Movement Control Center (FMCC), MAGTF Movement Control Center (MMCC) and Unit Movement Control Center (UMCC).

d. The MTO of a deploying unit is responsible for advising the Commander on all matters pertaining to MT operations and maintenance.

e. The MTO analyzes operations and contingency plans to determine supportability and recommends changes as appropriate. Prior to and during deployments, the MTO determines requirements and monitors the status of all MT equipment and personnel consistent with established priorities.

5001. MAINTENANCE WHILE ON DEPLOYMENT

a. Requirements to perform equipment maintenance while on deployment will not be deferred. Maintenance schedules should be anticipated so that equipment receives all scheduled maintenance services.

b. Special arrangements for vehicle maintenance, while embarked aboard ship should be made with the ship's Captain, ship's First Lieutenant or Combat Cargo Officer during or prior to loading of the ship.

c. Prime importance is the requirement for fresh water washing of vehicles after conducting amphibious landings and back loading of Naval shipping. The water used for wash downs need not be potable, but should have low salt/alkaloid content.

d. Commanders and MTO's will ensure that plans and provisions are established that direct that a pre and post deployment inspection of vehicles occur and the problem areas identified are corrected.

e. Vehicles will be prepared for embarkation in accordance with reference (cc), the appropriate vehicle technical manual, MSC and local embarkation SOPs and any special requirements of the ship upon which they are scheduled to embark.

5002. EMBARKATION CHECKLIST

a. Reference (cc) and vehicle technical manuals provide pertinent information, instruction and procedures for preparing vehicle movement by aircraft. Some general guidelines for movement of vehicles and cargo by aircraft are as follows:

(1) Vehicles and equipment will be inspected in the marshaling areas and reference (gg) will be completed.

(2) Vehicle drivers/operators must be instructed in and be familiar with basic safety rules.

(3) Vehicles must not approach the aircraft unless directed to do so and only then using a guide.

(4) Loading signals will be given by one person usually the aircraft loadmaster.

(5) Always remember that the aircraft always has the right of way.

(6) Hearing protection is mandatory.

(7) Safety is always paramount.

b. The following checklist will eliminate many problems often encountered during aircraft movement. However, if used in other type movements (e.g., ship) it will greatly assist in reducing or eliminating many of the problems encountered.

(1) Check for vehicle cleanliness (dirt/mud/snow).

(2) Check for and correct oil and fuel leaks.

(3) Remove excess items from vehicles (rags/equipment/personal items).

(4) Mark center of balance, gross weight, and axle tongue weights on both sides of vehicle.

(5) Pad windshields for air movement.

(6) Ensure fuel tank limitations are met.

(7) Check fuel caps. Ensure caps have serviceable seals.

(8) Expeditionary cans must be secured to vehicle. They must be clean and serviceable.

(9) Mirrors must be folded if they extend beyond the body of the vehicle.

(10) Secure batteries. Caps must have no cracks or fluid leaks.

(11) Secure OVE.

(12) Check tires for serviceability (leaks, etc.).

(13) Check tie-down points and pintle hooks. Check for cracks and damaged components of pintle hook.

(14) Tanker vehicles:

a. Water tankers should be drained.

b. Fuel (diesel) tankers should be drained, purging not required.

(15) Secondary loads must be secured to the vehicle in order to prevent movement. Use vehicle OEM tie down components with ratchet straps to secure the loads.

(16) Cargo in bed of vehicle must not be higher than the side racks.

(17) Dangerous cargo must be marked and identified:

a. Special Handling certification DD Form 1387-2 (reference hh) should be placed in windshield or affixed to the body of vehicle transporting dangerous cargo/material.

b. Hazardous cargo must be compatible with other cargo.

c. Hazardous cargo must have Special Handling certification DD Form 1387-2 attached.

d. Coordination with embarkation personnel for movement of hazardous cargo is essential.

(18) Agricultural inspections could be required and must be properly coordinated prior to embarkation for deployment or redeployment.

CHAPTER 6

GARRISON MOBILE EQUIPMENT/NON-TACTICAL VEHICLE

6000. GENERAL. GME/NTV provides non-tactical ground transportation and maintenance support. It consists of passenger vans, cargo vehicles, and material handling equipment. GME helps commanders meet ground transportation needs for administrative requirements while avoiding readiness degradation of tactical assets. GME fleet managers will not authorize transportation by government vehicles for unofficial purposes or cases based solely on reasons of rank, prestige, or personal convenience.

a. CLASSIFICATIONS OF GME

(1) Class A. Class A vehicles are assigned for official duties of a command position that has inherent responsibility which requires immediate availability of passenger carrying transportation. Class A vehicles are authorized in writing and reviewed annually by the Commandant of the Marine Corps. Class A is usually reserved for command positions (e.g., CG) per references (c) and (k).

(2) Class B. Class B vehicles are assigned to unit/sections whose activities and functions require the same type of equipment on a recurring daily dispatch. Organizations assigned class B equipment will appoint a MSC RO.

(3) Class C. Class C vehicles are pooled and dispatched by the Southwest Regional Fleet Transportation (SWRFT) Fleet Manager.

b. MSC REQUIREMENTS

(1) GME is assigned at the MSC level and each MSE will assign GME based on unit requirements.

(2) MSCs with assigned class B equipment will appoint an RO, in writing, and provide a copy of the RO letter to the SWRFT Fleet Manager. The RO is responsible for the control, accountability, and data collection for all GME assigned to that organization. The RO will be the official point of contact for GME administration and organizational matters.

6001. OPERATIONS

a. Vehicle Accountability. Upon assignment of GME to a unit's account, an inventory inspection will be conducted and the appropriate inspection form completed. This inventory inspection form will be maintained in the unit's vehicle folder for the life of the vehicle, showing history and condition of the vehicle upon receipt.

b. GME Pool. MSC commanders are encouraged to pool their GME assets into a single motor pool, in order to prevent duplication of service and personnel, prevention of abuse and misuse and to ensure enforceable management procedures.

c. Permissible Operating Distance (POD). The POD is a guide for determining the best economical use of GME assets. For Passenger numbers 15 and higher, it is normally more economical to use the services of commercial carriers/providers for transportation services when traveling outside the

immediate area of the installation. The POD within the SWRFT area of operations is normally 150-mile radius of the installation. Request for a waiver of this POD will be submitted to the appropriate fleet site manager who will make a determination that is in the best interests of the government. Examples of POD waiver are movements to MWTC Bridgeport, Yuma.

d. Electronic Monitoring Of Vehicles. Vehicles may be equipped with monitoring devices (video cameras, on-board computer data retrieving, and global positioning systems (GPS)) that can assist commands in monitoring safety problems and help reduce the cost of abuse. All commanders are encouraged to request briefs from their SWRFT fleet site manager on the implementation and capabilities of these tools.

6002. DISPATCHING

a. Per the current edition of MCO P11240.106b, reference (c), GME shall be dispatched on a daily basis (24 hours).

b. The GME fleet manager has authorized the use of automated or manual systems utilizing either standard or locally generated forms. However, the system employed will be compatible with Headquarters, Marine Corps (HQMC) reporting requirements. When using DD, NAVMC, or SF forms, prepare them per reference (p).

c. All drivers/operators must be dispatched with a written document, such as a trip ticket, locally produced form, or a logbook as proof of "authorization to drive", per the current editions of references (c), and (k).

d. MSC MTO/ROs will determine whether a logbook is used in key billets (CG's vehicles, Roadmaster). If used, a vehicle logbook will be maintained by the dispatching organization. The logbook will be properly filled out and remain in the vehicle at all times while the vehicle is dispatched. Logbooks shall be maintained by the dispatching organization and not stored in the vehicle when the vehicle is not dispatched.

e. Any system utilized will include the following elements:

(1) Unit name.

(2) Dispatch date.

(3) Dispatcher's printed name and signature.

(4) Fuel control, including quantity of fuel used.

(5) Miles or hours of operation, out and in.

(6) Operator name and section.

(7) Operator maintenance checks and services.

(8) Report of need for corrective maintenance.

(9) Personnel and cargo statistics.

f. Prior to dispatching, all GME will be inspected and the results of the inspection will be annotated. Upon completion of the mission, when the vehicle returns, the dispatcher will re-inspect the vehicle to ensure any vehicle body damage or vehicle inoperability is appropriately noted and corrective action taken prior to further dispatch of the vehicle. Vehicle inspection sheets shall be maintained for thirty (30) days.

g. At a minimum, GME vehicles will be washed monthly.

h. Mileage reports are due to SWRFT on the 15th of each month. MSC ROs will ensure they collect monthly mileage reports with enough time to meet the SWRFT reporting requirements. If the 15th falls on a weekend or holiday the mileage report is due prior to departing for the weekend or holiday.

i. When fuel keys/cards are assigned to a specific vehicle serial number, under no circumstances will a specifically assigned vehicle fuel key/card be used to fuel any vehicle other than the vehicle the key/card is assigned to.

6003. MAINTENANCE. GME/NTV maintenance within the I MEF AO, with the exception of crew/operator maintenance, is the responsibility of the SWRFT maintenance office.

a. Weekly Preventive Maintenance. Weekly PM checks and services are highly recommended and are the responsibility of the assigned unit. Current editions of references (c) and (k) identify requirements. These forms will be retained for 30 days.

b. Scheduled Maintenance. Scheduled maintenance is the action taken to maintain equipment in a serviceable condition and will extend the life of our GME fleet. Scheduled maintenance includes but is not limited to oil changes, filter changes, tune-ups and tire rotation. The maintenance branch at SWRFT coordinates all GME scheduled maintenance.

(1) Monthly, SWRFT disseminates a listing of vehicles that require maintenance. This list is further disseminated to all GME accounts within the MSCs. The SWRFT monthly maintenance report is tied directly to the monthly mileage reporting requirement.

(2) Upon receipt of this listing, MSC ROs will ensure vehicles requiring maintenance are turned into the nearest SWRFT maintenance facility prior to the date specified.

(3) During the maintenance cycle, all inquiries concerning the status of assigned GME will be referred to the MSC GME coordinator for action.

(4) Once repair or PM of a vehicle is complete, SWRFT will notify the MSC RO, who will coordinate the timely pickup of the vehicle by the owning unit.

c. Corrective Maintenance. Corrective maintenance is the correction of defects that occur between scheduled service or are detected during PM/scheduled service.

(1) SWRFT operates a quick fix station for vehicles requiring minor repair such as, headlamp replacement, turn signal replacement, etc. The quick fix station is located in Building 22143P. Vehicles requiring small

repairs, as discussed above, should be taken to the quick fix station as the first point of repair. If it is impractical to effect repairs, SWRFT will induct the vehicle into the regular maintenance operation, and notify the MSC RO that the vehicle has been inducted for repair.

(2) On-site road service is provided within the POD by SWRFT 24 hours a day by dialing (866) 400-0411. This service is used primarily for vehicles which will not start or which have failed during operation.

(3) Under no circumstances will tactical assets be used to recover GME equipment.

6004. OFFICIAL USE

a. General Information. The use of all GME/NTV shall be restricted to official purposes only. When questions arise concerning the official use of equipment, they will be resolved in favor of strict compliance with statutory restrictions and policies.

b. Automotive Equipment. The following is furnished as guidance on the official use of automotive equipment:

(1) Marine Corps owned or hired motor vehicles may be used to provide transportation, wholly or in part, for personnel going to or returning from temporary duty stations, where transportation is authorized by official travel orders. However, maximum use will be made of public services in lieu of dispatching vehicles from motor pools. Transportation between lodgings and duty stations for personnel on temporary duty may be provided when public or commercial facilities are inadequate or nonexistent. The temporary duty station of an individual does not necessarily justify the furnishing of transportation by GME. Use of GME in such cases will always be predicated on need, distance involved, and other conditions which justify use. Where adequate government bus systems operate, the use of Government vehicles or commercial rental is prohibited.

(2) Group transportation support may be provided for activities such as athletics, welfare, recreations, morale, and chaplains' programs determined by the responsible commander that failure to provide such service would have an adverse effect on the morale of service members.

(3) Transportation by government vehicles in support of morale, welfare, and recreational functions will be in accordance with the references and normally limited to supplementing Marine Corps Community Services (MCCS) vehicles. Units must coordinate with MCCS to ensure they have funds to reimburse SWRFT for all transportation expended to support these functions. Care must be taken that appropriated funded vehicles are not used to support non-appropriated funded activities.

(4) Transportation may be provided for military and civilian personnel officially participating in public ceremonies, official, social or civic functions, parades, and military field demonstrations. A waiver of liability should be obtained from all non-government personnel prior to transport.

(5) Prospective military recruits may be provided transportation in connection with interviewing, processing and orientation.

(6) Transportation by government vehicle is for official purpose only and will not be provided in cases where justification is based solely on reasons of grade, prestige or personal convenience.

(7) The use of motor vehicles, whether authorized on a full time or trip basis, is not authorized for private business or personal social engagements of the official concerned, family members or others.

c. Hold Harmless Agreement (HHA)

(1) Prior to transporting non-U.S. military personnel in Government owned or leased GME, a HHA must be completed and signed. See Appendix B.

(2) The HHA will be maintained by the dispatching authority until the movement is complete.

6005. ACCIDENT REPORTING

a. Standard Form (SF) 91. GME/NTV drivers/operators will ensure that an SF 91 (Driver's/Operator's Report of Motor Vehicle Accident) is available and carried within all GME/NTV. The SF-91 is available from SWRFT.

b. Department of Defense (DD) 518. GME/NTV drivers/operators will ensure that a DD 518 (Accident-Identification Card) is available and carried within all GME/NTV. The DD 518 is available from SWRFT.

c. If involved in an accident, the operator will:

(1) Stop immediately.

(2) Render assistance to any injured personnel. Avoid moving any seriously injured persons unless essential for their protection.

(3) Warn other motorists of any existing highway hazard.

(4) Notify civil and military police.

(5) Comply with state and local laws regarding reporting accidents.

(6) Leave the accident scene only when authorized to do so by proper authority.

(7) Express no opinion of liability, investigative findings, or the possibility of a claims approval.

(8) Exchange information with all parties involved. DD 518 is a means to provide all required information.

(9) Complete SF-91 and deliver it to the appropriate RO who will in turn deliver it to the SWRFT Fleet Manager.

(10) The SWRFT Fleet manager will notify the responsible command and may request an investigation, as appropriate for each accident involving Marine Corps owned or leased equipment. Considering available information, the SWRFT fleet manager will make a determination concerning the cause and extent of the equipment damage associated with the incident and offer

suggestions on preventing future occurrences. Commands may be held responsible for the costs associated with the repair of accident damage.

6006. INFRACTIONS/VIOLATIONS. Commanders will establish procedures for documenting infractions and corrective action taken for all personnel receiving violations while operating NTV/GME assets equipped with video cameras, on-board computer data retrieving and global positioning systems (GPS).

CHAPTER 7

SAFETY

7000. GENERAL

a. Commanders are responsible for all commodity safety programs. The key to a viable safety program is constant monitoring, frequent command visits and inspections to include safety incentives and awards program.

b. In order to prevent accidental deaths and injuries, it is important that an effective and aggressive safety program be in existence. An effective program must include the establishment and dissemination of safety regulations.

c. Commanders must ensure that:

(1) A safety training program is developed and initiated.

(2) Marines are constantly being made aware of safety hazards and that all precautionary measures are utilized.

(3) Safety precautions and regulations are posted in accordance with reference (ii) and other local regulations.

(4) Hazardous conditions that require action are addressed immediately.

d. Areas that must be addressed in unit SOP's include but are not limited to the following:

(1) Shop safety in general.

(2) Battery shop.

(3) Safety training.

(4) Personal protective equipment.

(5) Vehicle operation safety.

(6) Traffic safety enforcement.

(7) Transportation of explosive and hazardous material.

(8) Tire shop safety.

7001. SAFETY REPRESENTATIVE DUTIES

a. Commanders will appoint a unit safety representative in writing. This representative will assist the Commander in establishing and monitoring safety programs, safety incentives and awards program. Some of the responsibilities of the safety representative include but are not limited to the following:

(1) Ensuring that work areas are clean and maintained as a safe work environment.

(2) All fire extinguishers are properly maintained and assigned to personnel working within the motor pool and shop areas and that all fire exits and non-smoking areas are properly and clearly marked and identified.

(3) Proper loading and unloading procedures are posted and enforced.

(4) Identifying and correcting all safety hazards within the motor pool, maintenance shop and other important areas.

(5) Proper safety devices such as eye wash stations, hearing protection devices, etc. are maintained and placed in the required location.

(6) Ensuring that all hazardous storage areas are clean, properly marked and identified.

(7) Ensuring that escape plans are posted in high visibility areas.

(8) Conduct required inspections of motor pool and shop areas to ensure that all safety procedures are in effect.

(9) Submit work request through the proper channels and monitor the status and progress of the requested work whenever necessary to ensure compliance with safety regulations.

(10) Ensuring that appropriate areas maintain material safety data sheets (MSDS) for all hazardous material held within motor pools and shops.

(11) Ensuring that all personnel working within the motor pool and shop are familiar with the location of MSDS and familiar with the content of and knowledge in basic first aid techniques.

(12) Safety programs must comply with current editions of references (ii), (jj), (kk), (ll), (mm), (nn), federal, state and local regulations.

(13) Section safety reps must ensure that they maintain current editions of references (ii), (jj), (kk), (ll), (mm), (nn), federal, state and local regulations.

7002. SHOP SAFETY

a. An important area of any safety program is shop safety. The term "shop safety" is defined as any area where maintenance or industrial functions are performed. Within motor pools, this relates directly to maintenance shops, storage area, battery shops, and/or other areas where maintenance operations take place. Some considerations for developing a shop safety program are as follows:

(1) Shop safety is an essential part of a safety program. The constant awareness of potentially dangerous practices and conditions, and the immediate corrective action on the part of supervisors is essential.

(2) Inspections to eliminate unsafe practices, conditions and equipment are essential and should be a routine part of a shop safety program.

(3) Prior to integration of new Marines to an organization, safety familiarization training must be accomplished.

(4) Shop safety rules and regulations will be prominently posted in each area in which they are applicable and will be the subject of continuing emphasis in the unit MT SOP. Lesson plans, attendance rosters, and critique sheets must be kept in compliance with reference (nn) and made available during inspections.

(5) Safety posters and handouts will be made available to everyone and posted throughout the work area.

b. Basic safety procedures must be adhered to in any shop area. The following are some examples:

(1) Mechanics must remove watches, rings, and I.D. tags when performing maintenance.

(2) Tools should be returned to toolboxes as soon as a repair has been completed.

(3) Jack stands will be used when working underneath a raised vehicle.

(4) Mechanics will use warning signs when vehicles are on jack stands for maintenance.

(5) Tire cages will be used when inflating tires.

(6) Use proper protection equipment for respective tasks.

7003. DRIVER/OPERATOR SAFETY

a. Vehicle drivers/operators are critical to any effective safety program. All I MEF personnel are responsible for monitoring vehicle safety. When traffic violations such as speeding, improper passing and reckless driving are observed, the individual observing the violation will note the license plate number, time, date, location of vehicle and vehicle number. The information will be reported to the appropriate MTO, roadmaster or Military Police official. Only in extreme unusual or emergency situations should the vehicle be stopped.

b. Defensive driving must be the primary goal and is considered essential in the safe operation of motor vehicles. Drivers/operators must always be in control of their vehicle at all times. In addition to continuous training the following items, at a minimum must be operational/present before vehicle is allowed to go on the road:

(1) Turn signals.

(2) Emergency signaling devices.

(3) Horns.

(4) Headlights.

(5) Tail lights.

(6) Reflectors.

(7) Seat belts.

(8) Mirrors.

(9) Windshield.

(10) Windshield wipers.

(11) Tires.

(12) Fire extinguishers and Automatic Fire Extinguishing Systems.

(13) Brakes.

(14) Vehicle BII to include fire extinguisher and chock block. Chock blocks will be used anytime the vehicle is parked.

(15) Operator's Spill Kit for vehicles that are transporting bulk fuel or HAZMAT. Operator should be familiar with the proper use, the procedures to follow in the event of a spill and the contents of Appendix D.

c. It is imperative that the vehicle drivers/operators comply with the procedures contained in appropriate operator or technical manuals.

d. Use of a helmet and improved modular tactical vest (IMTV) is strongly recommended, 0-5 level and higher commanders may determine the level of personal protective equipment (PPE) used by vehicle operators and crew members when operating on hard-surface/paved roads during administrative type movements. When seatbelts are not installed, or when operating off of hard-surface/paved roads, vehicle driver and occupants are required to wear, at a minimum kevlar helmet or organizational/unit issued non-ballistic helmet and armored protection level (APL) 1 anytime the vehicle is in motion. For all personnel riding in cargo areas, use of kevlar helmet and IMTV/APL 1 is mandatory anytime the vehicle is in motion.

e. PPE and seatbelts will be worn at the commanders discretion after development of a risk assessment worksheet (raw). The movement of equipment on/off landing craft, or while conducting maritime prepositioning force operations where the wearing of OTV/MTV, helmet, and seat belts negatively impact personnel egress and increases the likelihood of drowning.

f. When the vehicle is equipped with seat belts, use of seat belts is mandatory.

7004. CRITICAL CONSIDERATIONS FOR OPERATOR AND VEHICLE SAFETY

a. In accordance with references (jj) through (nn), in the interest of Operational Risk Management (ORM) and to reduce the potential for traffic mishaps caused by operator fatigue:

(1) Vehicle drivers/operators will have at least eight hours of consecutive sleep and will not exceed a 16 hour duty day during any 24 hour period.

(2) Within that 16-hour period, the operator is limited to 10 hours of vehicle operation.

(3) Vehicle drivers/operators will not exceed the maximum allowable drive times: 10 hours per day, 50 hours per week, or 200 hours per month.

(4) Extreme caution and ORM will be assessed should an operator be assigned marksmanship training duties in conjunction with being dispatched in a government vehicle.

(5) These requirements may be waived by the commander when in areas of armed conflict.

b. When transporting HAZMAT, two HAZMAT certified drivers/operators will be assigned if the trip will require more than eight hours, and:

(1) Total driving time for both drivers/operators will not exceed 10 hours.

(2) Total duty period shall not exceed 16 hours.

c. Vehicle drivers/operators are prohibited from operating equipment within 12 hours after consuming alcohol.

(1) Vehicle drivers/operators are prohibited from operating equipment while under the influence of prescription/over the counter medication when the label indicates that use may cause drowsiness or directions advise against operating heavy machinery while taking the medication, as they may inhibit judgment or reaction time.

(2) Equipment drivers/operators shall report to their respective supervisors when they are under a physician's care and are taking prescription drugs which may inhibit the safe performance of their duties.

(3) While operating a government vehicle, drivers/operators are prohibited from the use of tobacco products or consuming food. Proper hydration practices before and after the missions are critical to success. Consuming water while operating a vehicle is authorized but should be done cautiously and while the vehicle is stopped.

(4) The wearing of portable headphones, earphones, or other listening devices while operating or A-driving a motor vehicle is prohibited. Use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, voices, and the ability to determine the direction from which a sound is coming.

(5) The use of portable music devices is prohibited during the operation of a tactical vehicle.

(6) The use of cell phones by drivers/operators is prohibited while the vehicle is in operation.

7005. SAFETY STAND-DOWNS. A safety stand-down is an effective way to pause from the tempo of operations and focus attention on safety as an essential element of operational readiness. Safety stand-downs provide an excellent opportunity to conduct safety training. Safety stand-downs are recommended to be performed on a quarterly basis. When a commander schedules a safety stand-down, all efforts will be made by MSE's to minimize TCPT taskers, however, units need to prepare and plan for routine garrison taskers while still conducting a safety stand-down.

7006. SAFETY RELATED TRAINING PROGRAMS

a. All 35XX and incidental vehicle drivers/operators assigned the responsibility of operating government vehicles will attend all scheduled safety classes.

b. Safety-related classes should include but not be limited to the following:

(1) Safe driving techniques.

(2) Restricted areas.

(3) First aid.

(4) Transporting hazardous materials.

(5) Vehicle operation at night or periods of reduced visibility.

(6) Shop and vehicle safety procedures.

(7) Use of power tools.

(8) Actions at the scene of a vehicle accident.

(9) Safety programs in general.

(10) Hazardous material handling and disposal.

(11) Use of material safety data sheets (MSDS).

7007. OPERATIONAL RISK MANAGEMENT (ORM)

a. Uncertainty and risk are inherent in the nature of military action. The success of the Marine Corps is based on the willingness to balance risk with the opportunity to take bold and decisive action necessary to win in combat. At the same time, Commanders have a fundamental responsibility to safeguard personnel and material resources and to accept only minimal level of risk necessary to accomplish an assigned mission.

b. ORM, reference (ll), outlines effective tools for maintaining readiness in peacetime and success in combat without infringing upon the prerogatives of the Commander. MT operations in garrison or field environments are dangerous. ORM is a decision making tool to be used at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success while safeguarding personnel and resources.

c. ORM must be included in the planning process of MT activities and continued through the execution phase of operations.

d. Inclement Weather Operations

(1) Speed will be reduced as conditions dictate.

(2) Following distances will be increased as conditions dictate.

7008. FREQUENTLY USED AND REQUIRED SAFETY REFERENCES.

Listed below are some frequently used safety references that are recommended to be maintained as part of a command's Safety Program:

(1) Reference (r), Marine Corps Traffic Safety Program (Drive Safe).

(2) Reference (kk), Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual.

(3) Reference (ll), Risk Management.

(4) Reference (mm), Marine Corps Occupation Safety and Health Policy Order.

(5) Reference (nn), Unit Safety Program Management Manual.

(6) American National Standards Catalog.

7009. BATTERY SHOP REQUIREMENTS AND SAFTEY.

Reference (mm) provides detailed information and instruction for the safe operation and maintenance of a battery shop. The following are considered minimum requirements of a battery shop:

(1) Assign battery shop NCO as collateral duty.

(2) Personnel are properly instructed in the hazards of a battery shop.

(3) Personal protective equipment available.

(4) A shower and eyewash are available.

(5) The facility is well ventilated, including operational exhaust system.

(6) Terminal straps are available and used for handling/carrying batteries.

(7) Warning signs are present and in plain view.

7010. SAFETY ACCIDENT INVESTIGATIONS

a. In accordance with reference (kk), the following require immediate reporting up the chain of command:

(1) All government GMV or GVO mishaps resulting in $5,000 or more in damage to the government vehicle, government property, or injury/fatality of DoD-personnel.

(2) A mishap caused by a GMV/GVO resulting in $5000 or more total damage including any private vehicle or private property damage.

(3) Any injuries/fatalities to non-DoD personnel.

b. Any tactical vehicle accident requiring a serious incident report or personnel casualty report will be reported to I MEF G-4 Motor Transport using the MSC Mishap/Accident Report Form or Appendix C.

7011. ROADMASTER PROGRAM

a. Experience indicates that the presence of a Roadmaster has a decided beneficial effect on motor transport operations within an organization. The Roadmaster program is designed to provide supervision, assistance and control at all echelons of command for USMC vehicles. In order to ensure adequate coverage of all I MEF organizations, Roadmasters from I MEF MSCs are authorized to stop and issue citations to drivers/operators of all USMC owned or leased, tactical or GME.

b. All I MEF-assigned Roadmasters will complete the Emergency Vehicle Operator's Course (EVOC) prior to operating a roadmaster vehicle equipped with overhead emergency/hazardous warning lights. Upon successful completion of EVOC, the student will provide his or her licensing authority an EVOC completion certificate in order to properly endorse their OF 346.

c. Roadmasters will have in their possession a valid medical examiners certificate, reference (h).

d. I MEF and I MEF MSC Roadmasters are the authority in matters pertaining to the safe and efficient operation of all government tactical and GME/NTV.

e. In accordance with reference (a) I MEF and I MEF MSC Roadmasters will:

(1) Work in conjunction with the Provost Marshal and will be guided by the laws, rules and regulations governing emergency vehicles.

(2) Provide supervision, assistance and control of tactical vehicle movements as required for I MEF units and attachments as well as other I MEF organizations upon request.

(3) Provide assistance to Convoy Commanders (CC) during the CC pre-movement inspection for all convoys consisting of 10 or more vehicles moving off base.

(4) Enforce all traffic laws during supported convoy movements.

(5) Patrol the road network, report unsafe road conditions due to weather, construction or major accidents and enforce current directives pertaining to MT.

(6) Conduct roadside safety inspections (check points) periodically to verify safe mechanical condition of vehicles and operator's compliance with rules and regulations governing current operational and maintenance directives.

(7) Issue Government Motor Vehicle Report (Roadmaster citations) to drivers/operators and passengers of all government vehicles who are not in compliance with the rules and regulations governing safe motor vehicle operations. Refer to Appendix E (Roadmaster Report), F (Roadmaster Citation) and G (Motor Vehicle Inspection Sheet) for sample Roadmaster documents.

Roadmasters will submit inspection reports and/or traffic citations to the appropriate headquarters for action. One copy of the report or citation will be provided to the operator for delivery to the parent organization, the other will be processed via the chain of command.

(8) MSC corrective actions in accordance with In Accordance With (IAW) roadmaster citations will be as follows:

(a) Drivers/operators who are cited will receive corrective action education and training IAW the orders and directives regarding the specifics of the citation by the owning command.

(b) Owning commands will respond back to the MSC G-3/G-4 identifying the specific education and training that was conducted with the operator IOT prevent any future violations of the orders and directives.

(9) Marines who do not possess proper credentials or trip tickets for tactical vehicles being operated will be secured until the owning unit is notified and corrective action is taken. The tactical vehicle will not be moved until all discrepancies have been corrected.

(10) Conduct command visits to unit MT facilities including dispatch offices to provide assistance and training IAW all areas of MT operations.

(11) Deadline (on the spot) all USMC assigned vehicles that are unsafe for operation due to safety or mechanical defects, operated by unqualified drivers/operators or are being misused.

f. Roadmasters are not authorized to stop, block, or otherwise interfere with civilian traffic off-base without local police authorization unless a vehicle breaks down or accident occurs and safety issues are involved.

CHAPTER 8

TRAINING

8000. GENERAL

a. MOS training/licensing programs for MT personnel, including incidental drivers/operators are a command responsibility. These programs are essential for maintaining unit proficiency, maintaining equipment, and enhancing individual skills.

b. Entry level training provides Marines with the basic skill qualifications for assignment within the MT occupational field. MOS proficiency is attained through formal schools, on the job training, and effective unit training programs.

c. Unit level MOS proficiency training requirements for occupational field 35XX apply regardless of whether Marines are assigned to the operating forces, base or stations units, to include being assigned duties outside of their primary MOS.

d. The current edition of the MT Training and Readiness (T&R) Manual, reference (d), provides information and instruction on training priorities, which are essential for developing and conducting the unit's MOS training.

8001. TRAINING AND READINESS MANUAL

a. The Ground T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Commanders and Subject Matter Experts (SMEs) from the operating forces develop core capability Mission-Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List. The MT T&R Manual is built around these core METs and other related Marine Corps Tasks (MCT). All events contained in the manual relate directly to these METLs and MCTs. A comprehensive Ground T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

b. The MT T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The MT T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The MT T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness.

c. The MT T&R Manual is comprised of 12 chapters. Chapter 2 lists the MT core METs, which are used as part of the Defense Readiness Reporting System (DRRS). Chapter 3 contains collective events from the team (3000-level), section (4000-level), platoon (5000-level), company (6000-level) and battalion/squadron (7000-level). Chapters 4 through 12 contain individual events for the entire MT occupational field.

d. The training of Marines to perform as an integrated unit in combat lies at the heart of the Ground T&R Program. Unit and individual readiness are directly related. Individual training and the mastery of individual core

skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. Mission-oriented performance objectives designed to improve skills shall be established as part of MT training program.

8002. TRAINING EVALUATIONS. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). Commanders shall ensure that a MT MOS training evaluation system is established and maintained to provide a historical record of training received and the skill level achievement of all Marines.

8003. UNIT QUALIFICATION TRAINING

a. Commanders shall develop and conduct training programs which qualify personnel to meet the training requirements listed in references (d), (e), and Marine Corps applicable training orders and bulletins.

b. Commanders will schedule and document technical training per reference (d). As a minimum, four hours of technical MOS training will be scheduled per month. Technical training must directly support the Commander's annual training plan and tactical exercise employment plan and training schedule in MCTIMS monthly training schedule.

8004. INCIDENTAL MOTOR VEHICLE DRIVER TRAINING

a. An incidental motor vehicle operator is one whose primary MOS is other than 353X.

b. Commanders may establish an incidental driver training and licensing program if they have licensing authority. At a minimum, the requirements of current editions of references (g) and (h) shall be met. All other federal, state and local requirements, as applicable to operation of motor vehicles, will be taught. Commanders may establish additional requirements as necessary.

8005. FORMAL SCHOOLS

a. Commanders are highly encouraged to schedule personnel for attendance at formal MOS-enhancing schools. Examples of these schools include, but are not limited to: Motor Transport Noncommissioned Officer Operations Course (MTNCOOC), Motor Transport Staff Noncommissioned Officer Operations Course (MTSNCOOC), Motor Transport Maintenance Officer Course (MTMOC), Fuel and Electrical Systems Component Repair Course (FESCR), Automotive Maintenance Technicians Career Course (AMTCC), and the Motor Transport Motor Maintenance Chiefs Course (MTMCC). These schools are taught at the Logistics Operations School (LOS), Marine Corps Combat Service Support Schools (MCCSSS), Camp Johnson, NC.

b. Commanders are highly encouraged to schedule personnel to attend advanced formal MOS-producing schools. Examples of these schools include, but are not limited to: Motor Transport Staff Noncommissioned Officer Operations Course (MTSNCOOC), Vehicle Recovery Course (VRC) and Semi Refueler Operator Course (SROC), which are taught at the Motor Transport Instruction Company (MTIC) in Fort Leonard Wood, Missouri.

c. Prerequisites, class report dates, class graduation dates, and other coordinating information can be found at the Marine Corps Training Information Management System (MCTIMS) website and the Motor Transport eHQMC SharePoint site:

(1) https://timsapp.tecom.usmc.mil/HomePort/

(2) https://eis.usmc.mil/sites/HQMCLP/LPC/LPCMotorTransport/SitePages/Home.aspx

d. Requests for quotas for all MT-related schools and courses will be forwarded through the chain of command to the MSC G-3.

8006. I MEF MOTOR TRANSPORT SYMPOSIUM. Quarterly, I MEF G-4 Motor Transport will host and convene a symposium. The purpose of this symposium is to discuss pertinent MT issues and disseminate guidance. Conference agenda items can be submitted for inclusion from any I MEF unit by contacting I MEF G-4 Motor Transport.

CHAPTER 9

LICENSING

9000. GENERAL

a. Tactical vehicle operator training programs for MT incidental drivers/operators is vital to the efficiency of MT operations and an individual's professional development.

b. The guidelines contained in this chapter provide the framework to comply with directives of higher authority and to achieve optimum training benefit. Detailed tactical wheeled vehicle licensing is contained in reference (h).

9001. LICENSING OFFICES AND PERSONNEL

a. Only those commands authorized a licensing code per reference (g) and approved by their MSC will conduct a tactical vehicle licensing program.

b. Licensing examiners will be MOS qualified 353X MOS.

c. All licensing examiners must be licensed on the equipment for which they are testing applicants.

d. All licensing officials and examiners will be appointed in writing by the commander. The licensing official and examiner cannot be the same person.

e. Classroom instruction will be conducted using approved programs of instruction (POI) materials from the formal learning center (FLC). Approved POIs can be obtained by contacting the Motor Transport Instruction Company, Marine Corps Detachment, Fort Leonard, MO.

f. Commanding officers have the authority and responsibility to suspend and revoke operator permits per reference (h). Commanders may revoke military and civilian personnel government equipment operator privileges, to ensure the safe operation of equipment.

9002. INCIDENTAL MOTOR VEHICLE DRIVER TRAINING

a. Incidental motor vehicle drivers/operators are individuals whose primary MOS is other than Motor Transport Operator, MOS 35XX, but are required to operate a tactical or commercial vehicle to perform their regular duties.

b. Incidental drivers/operators will be screened in accordance with reference (h).

c. MSC Commanders will monitor the training of incidental drivers/operators. This training must be accomplished prior to testing and licensing in accordance with reference (h). Commanders may establish additional requirements as necessary.

d. A printed certificate of completion for the on-line Marine Net Incidental Motor Vehicle Operator Course will be accepted by all licensing

examiners as proof of academic training and will be used as the basis for the issuance of a learner's permit OF-346 is completed.

9003. NEW JOIN MOTOR VEHICLE DRIVERS/OPERATORS

a. Camp Pendleton, MCAGCC 29 Palms, MCAS Miramar, and MCAS Yuma driving orientation is mandatory for all new Marines reporting to I MEF. Newly joined Marines will not be authorized to be dispatched/operate a vehicle on their own, outside a motor pool, until the orientation training has been completed. Although a mileage goal for familiarization is not required, the intent is for an experienced NCO to be the assistant operator and provide a driving orientation of the specific geographic location that the new join is stationed. Commanders will establish new driver/operator orientation routes. This is designed to:

(1) Invigorate NCOs IRT training their Marines.

(2) Identify unauthorized roads/routes and hazards.

(3) Gain familiarization with pertinent locations aboard I MEF installations.

(4) Evaluate the new drivers/operators skills to identify if additional driver training is required.

9004. SPECIAL OPERATOR QUALIFICATION

a. All motor vehicle drivers/operators, both tactical and commercial, required to transport ammunition and explosives (A&E) or hazmat/waste, must be trained in accordance with all local command requirements and references (i) and (oo).

b. Quotas for A&E and hazmat training must be coordinated with MSC licensing offices, and MSC G-3 Training to MCI-West.

c. COs will make the determination when an operator has sufficient military driving experience to be trained and licensed to haul hazardous/dangerous cargo.

d. In order to transport hazardous cargo the following operator requirements must be met:

(1) Possess a valid state driver's/operator's license.

(2) Possess a valid medical certificate.

(3) Possess a valid OF-346 with appropriate endorsements if transporting material in a tactical vehicle.

(4) Be at least 18 years of age to transport hazardous cargo aboard military installations.

(5) Be at least 21 years of age to transport hazardous cargo off military installations.

(6) Successfully complete the hazmat (fuel) or Ammo Operator's Course.

9005. UTILITY TACTICAL VEHICLE OPERATOR TRAINING

a. Drivers/operators of government-owned ATVs (straddle seat), UTVs, and recreational off-highway vehicles (ROHV) (side-by-side seat) must be appropriately licensed. A valid U.S. Government Motor Vehicle Operator's ID (OF-346), American Safety Institute (ASI) ATV or ASI ROHV endorsement fulfills the licensing requirement.

b. Before operation of government-owned ATV, UTV or ROHV, each operator shall successfully complete a rider or operator course. The course must include the following:

(1) The Motorcycle Safety Foundation (MSF)-approved curriculum taught by an MSF certified instructor.

(2) Hands on training.

(3) A performance-based and knowledge-based evaluation.

c. Marine Corps Base (MCB) Camp Pendleton (CAMPEN) Safety Office can provide training and certification for ATV, UTV and ROHV as required.

d. MCIWest MCB CAMPEN Safety Office cannot issue or endorse an OF-346. The Safety office will provide a completion certificate only. IAW reference (h), that certificate can be used by the units licensing examiner as proof of training, and the unit licensing examiner can endorse the OF-346 with the vehicle type listed on the certificate without any additional training.

CHAPTER 10

MOVEMENT CONTROL/CONVOY OPERATIONS

10000. MOVEMENT CONTROL

a. General. The success of military operations often depends on sound and timely deployment and logistical support. An efficient and effective transportation system for the movement of troops, equipment and supplies is essential to rapid deployment and the support of forces. Transportation systems consist of sea, ground, air transportation modes of operations, terminal operations such as ports and airfields, and movement control.

b. Movement control is the most critical part of a transportation system as inadequate control of logistic movement results in waste, reduced efficiency and loss of combat power. Movement control is the planning, routing, scheduling, and control of personnel and cargo movements over Lines Of Communication (LOCs). It also consists of validating movement requirements, allocating resources, coordinating movements, and force tracking of personnel and cargo during movement. Movement control balances requirements against capabilities and assigns resources based on the commander's priorities.

10001. FUNCTIONS OF MOVEMENT CONTROL. The functions of movement control consist of planning, validating, allocating, routing, managing priorities, coordinating and force tracking.

10002. MOVEMENT CONTROL AGENCIES

a. I MEF MAGTF Movement Control Center (MMCC). The MMCC is a permanent organization and is I MEF's movement control agency. The MMCC provides centralized movement control and highway regulation for moving personnel and material within the I MEF AOR.

b. MSC Unit Movement Control Center (UMCC). I MEF MSC UMCCs are permanent organizations and are the MCS's movement control agency. The UMCC provides centralized movement control and highway regulation for moving personnel and material assigned to the MSC. The UMCC ensures that units are prepared for embarkation, direct marshaling, coordinating assets, identifying additional support requirements, and coordinating the movement of forces to Unit Marshaling Areas (UMA). UMCCs are responsible for:

(1) The timely submission of MSC GTRs in order to support MSC unit training and movement.

(2) Report serial departure times, to include vehicle and passenger counts by movement credit number to I MEF MMCC.

(3) Report arrival times at rest areas, fuel stops and designated checkpoints by movement credit number to I MEF MMCC.

(4) Report arrival time at release points to include vehicle/passenger counts by movement credit number to I MEF MMCC.

(5) Inspect convoy serials prior to movement.

10003. MOTOR TRANSPORT MOVEMENTS

a. General. The success or failure of tactical or administrative MT movements depends on effective planning. Detailed information for administrative and tactical movements can be found in references (s), (v), (bb), (cc), (dd), (ee), (oo), (pp), (qq) and (rr).

(1) All off-base movements of 4 or more tactical vehicles requires coordination and clearance by the I MEF MMCC and local civilian authorities. All units requesting off-base movement of tactical vehicle convoys must submit a GTR using the TCPT system.

(2) All off-base movements of three or less tactical vehicles requires coordination with the MSC and MSC policy's will apply.

(3) TCPT training can be coordinated and scheduled through the unit S-3.

b. Ground Transportation Request. Units submitting GTRs must take the following into consideration:

(1) A tactical vehicle convoy is four or more tactical vehicles traveling at the same time to the same destination.

(2) All GTRs submitted will be routed through the unit's S-4s or UMCCs.

(3) All GTRs must be received at I MEF MMCC no later than (NLT) four working days prior to the date requested for movement.

(4) Unit S-4 or MSC UMCCs will serve as the point of contact for all questions concerning submitted GTRs.

(5) A submitted GTR is not an approved GTR, until I MEF MMCC has reviewed and approved GTR in TCPT.

(6) The primary purpose of a GTR number is to receive a movement credit in order to move tactical vehicles over a controlled route.

(7) It is recommended that when a unit submits a departure GTR, a return GTR will be submitted at the same time.

(8) At a minimum the following items will be attached to all GTRs:

(a) Manifest.

(b) Convoy brief.

(c) Strip maps.

(d) Roadmaster request.

(e) DD FORM 1265/1266 (if required).

(c) GTR Approval.

(1) Units will not be authorized to move over the road network until approval has been received from the I MEF MMCC.

(2) Units will review approved route prior to movement. The MMCC may dictate a different route, departure date or departure time in accordance with the priority of movement and route congestion.

(3) Changes made to GTRs by the MMCC are final.

d. Request for Changes. Authorization to change a road movement plan can be obtained from the MMCC. However, units are reminded that no deviation from the route or date of departure is authorized until the request has been submitted and approval has been received from the MMCC.

(1) Requests for changes to GTRs, which have previously been approved, must reference the GTR number in the request.

(2) Requests for changes to GTRs, which have not been approved, must reference the GTR number from TCPT.

(3) Depending upon previously scheduled movements, requests for changes may not be honored.

(4) Potential conflicts caused by making changes will be de-conflicted by the MMCC based on priority of movement.

e. Organization and Control

(1) All march movements shall be conducted per the current edition of references (v), (pp), (qq), (rr), local base/station, state and federal regulations. Command and control relationships between convoy and troop commanders shall be clearly delineated in both administrative and tactical movements.

(2) A convoy is defined as a group of vehicles proceeding under a single commander to the same destination over the same route organized for the purpose of control and orderly movement with or without escort protection.

(3) Convoy Commanders will be assigned for each convoy. The following are the minimum rank requirements for Convoy Commanders assigned to off installation movements:

(a) Corporal, four or fewer vehicles.

(b) Sergeant, five to nine vehicles.

(c) Staff Noncommissioned Officer or officer, 10 or more vehicles.

(4) Convoys may be broken down into the march column, serial or march unit.

(a) March Column. March column consists of all vehicles involved in a single move over the same route.

(b) Serial. Serial is a subdivision of the march column and will consist of no more than 20 vehicles, ensuring manageable groups of vehicles for ease of control.

(c) March Unit. March unit is a subdivision of the serial and will consist of no more than 10 vehicles.

(5) Convoys traveling off-base within the I MEF AOR shall be conducted only in open column formations.

(6) Convoy Commanders are responsible for column control and discipline. References (v), (pp), (qq), (rr) and Appendices (B), (C), and (D) provide guidance on planning and executing motor movements.

(7) I MEF/MSC Roadmasters can provide escort and convoy control assistance for Commanders upon request.

(8) Every vehicle in the convoy should have a strip map so that assistant vehicle drivers/operators can use them en route.

10004. CONVOY COMMANDER RESPONSIBILITIES

a. Before movement. Ensure vehicles are prepared for the overall movement, drivers/operators receive Convoy Commanders brief and strip maps and drivers/operators are properly licensed and trip ticketed. Ensure oversized vehicles are properly permitted in accordance with local, state and federal laws. Ensure convoy signs are affixed appropriately. Be available in the departure area to make on the spot corrections for deficiencies pointed out by Roadmasters.

b. During movement. Promptly report vehicle breakdowns, accidents, and arrival and departure time at check points. Route problems to UMCC for forwarding to MMCC via the GTR. Recover disabled vehicles and stranded passengers with organic support before requesting external support.

c. After movement. Ensure all vehicles, personnel and equipment are accounted for. Report the status to UMCC for forwarding to MMCC via the GTR. Refer to appendix (j) for a Convoy Commanders After Action-Report.

d. Maintenance Plan. Convoy Commanders must plan for and be prepared to execute maintenance during motor movements. Consideration must be given to operator pre-trip and rest stop maintenance checks, including vehicle fluids, lights, tires and belts. Maintenance en-route must also include a plan for contact maintenance at roadsides and a detailed vehicle recovery plan.

e. Safety. Convoy Commanders are responsible for compliance with safety regulations during motor movement. Military personnel may not direct civilian traffic except in an emergency.

f. Convoy Signs. Motor movements conducted in conjunction with training must display warning signs. Signs shall be yellow with black lettering. Letters on signs must be four inches in height. Signs will be displaced in the following manner:

(1) CONVOY FOLLOWS - Front of lead vehicle.

(2) END OF CONVOY - Rear of lead vehicle and front of last vehicle.

(3) CONVOY AHEAD - Rear of last vehicle.

g. Road Guard. When guards are used for convoy control, their position should be shown on the convoy strip map. Procedures must be published in the movement order to ensure that no guide is left behind. Road guards will wear reflective road guard vests.

h. Operational Risk Assessment. Prior to any convoy, a unit must complete an Operational Risk Assessment to minimize the risk inherent to convoy operations. At minimum, unit leaders need to evaluate the risk of civilian traffic, adverse weather conditions and prior unit lesson learned on each particular movement.

APPENDIX A

PERTINENT DIRECTIVES CHECKLIST

SECNAVINST 1650.1H	AWARDS PROCEDURES MANUAL
OPNAVIST 5100.23	NAVY & MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING MANUAL
MCO P1200.17E	MOS MANUAL
MCO P1600.6G	ACTS MANUAL
MCO P1510.73C	INDIVIDUAL TRAINING STANDARDS
MCO P4030.30C	PACKING AND PREPARATION MATERIAL FOR AIR SHIPMENT
MCO P4400.84	SPECIAL PROGRAMS MANUAL
MCO P4400.150	CONSUMER LEVEL SUPPLY POLICY
MCO P4790.1B	MIMMS INTRODUCTORY MANUAL
MCO P4790.2	FIELD-LEVEL MAINTENANCE MANAGEMENT
MCO P5215.1	MARINE CORPS DIRECTIVE SYSTEMS
MCO P5215.17D	MARINE CORPS TECHNICAL PUBLICATION
MCO P5320.5	PERSONAL REQUIREMENTS CRITERIA
MCO P5600.31	PRINTING AND PUBLISHING REGULATIONS
MCO P8020.10	MARINE CORPS AMMUNITION MANAGEMAENT AND EXPLOSIVES SAFETY POLICY MANUAL
MCO P11240.106	GME
MCO 1650.17F	MILITARY INCENTIVE AWARDS PROGRAM
MCO 3000.11E	GROUND EQUIPMENT READINESS REPORTING POLICY
MCO 4400.16H	UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)
MCO 4400.170	CONTROL AND ACCOUNTIBILITY OF PETROLEUM
MCO 4710.8	CRITERIA FOR DETERMINING ECONOMIC REPAIRS
MCO 4733.1B	MARINE CORPS TMDE
MCO 4790.18C	CORROSION PREVENTION AND CONTROL (CPAC)
MCO 4855.10	QUALITY DEFICIENCY REPORTING

MCO 5100.8	MARINE CORPS GROUND OCCUPATIONAL SAFETY AND HEALTH (OSHA)
MCO 5100.29B	MARINE CORPS TRAFFIC SAFETY PROGRAM
MCO 5102.1	MARINE CORPS GROUND MISHAP REPORT 29 CRF 1910 (OSHA) OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
MCO 5102.1D	MARINE CORPS GROUND MISHAP REPORTING
MCO 5110.1	MARINE VEHICLE TRAFFIC SUPERVISOR
MCO 10510.60	ADVANCED LOGISTICS ORDER STE-ICE-R
MCO 11240.66	STANDARD LICENSING PROCEDURES
MCO 11262.2	LOAD TESTING CRANES AND WRECKERS
MCBUL 5215	SEMI-ANNUAL PUBLICATION LIST
NAVMC 1017	TABLE OF AUTHORIZED MATERIAL
NAVMC 2761	CATALOG OF PUBLICATIONS
NAVSEA SW020-AF-HBK-010	GLOVE BOX EDITION (AMMO)
UM 4000-124	GLOBAL COMBAT SUPPORT SYSTEM MARINE CORPS (GCSS-MC) USER MANUAL
TM 4700-15/1	EQUIPMENT RECORDS PROCEDURES
TM 4750-15/1	PAINTING AND MARKING
TM 11240-14/2	CONVOY OPERATION IN GUERRILLA ENVIRONMENT
TM 11240-15/3	MOTOR VEHICLE LICENSING MANUAL
TM 11240-15/B	TECHNICAL CHARACTERISTICS MANUAL
TM 4710-14/1	R&E CRITERIA, USMC PROGRAM
TI 4790-15/1	PUBLICATION CONTROL SYSTEM SL-1-2 AND SL-1-3 INDEX OF AUTHORIZED PUBLICATIONS
TI 5600	SERIES PUBLICATION INFORMATION
TI 6850-15/1	CONSERVATION PROCEDURES
TI 10340-15/1	AUTHORIZED FUELS
TI 10350-35/1	SILICONE BRAKE FLUID
TI 10360-15/1	ANTI-FREEZE

TI 11240-12/21	PRESERVATION FOR INACTIVE STORAGE
SL 6-1/6-2	MARINE CORPS OPERATIONS HANDBOOK
GPNs	GLOBAL COMBAT SUPPORT SYSTEMS MARINE CORPS (GCSS-MC) ACTIVE PROCEDURAL NOTICES
MCRP 4-11.3H	CONVOY OPERATIONS HANDBOOK
MCWP 4-11	TACTICAL LEVEL LOGISTICS
MCWP 4-11.3	TRANSPORT OPERATION
MCWP 3-35.1	COLD WEATHER OPERATIONS

APPENDIX B

HOLD HARMLESS AGREEMENT

1. Observing United States Marine Corps (USMC) exercises is a valuable physical, social, and educational opportunity. The observation carries with it risks from extreme heat, lack of water, poisonous and carnivorous life forms, isolation, slipping, falling, falling building parts, cuts and abrasions from sharp edges and objects, subsequent infections, fire, electrical shock, hazardous and or toxic waste and substances, explosives, military ordnance and projectiles, and explosive conditions. I understand these risks create the possibility of permanent painful, disfiguring, disabling injury, or death.

2. In consideration of participation in observing USMC exercises, I consent to release the United States Government, the USMC, and any of their subdivisions, officers, military personnel, employees and agents, and partners from any liability arising from this observation. I consent to relieve the United States Government, the USMC, and any of their subdivisions, officers, military personnel, employees and agents, and partners from any duty of care they may owe to me, and I agree to take my chances of injury or death from the risks inherent in this observation. I agree that neither the United States, nor the USMC, nor any of their subdivisions, officers, military personnel, employees and agents, and partners will protect me against any of the risks inherent in this observation. I am aware of the risks inherent in this observation, and I am voluntarily encountering those risks.

3. I will never prosecute or assist in prosecuting any civil action against the United States Government, the USMC, or any of their subdivisions, officers, military personnel, employees and agents, or partners for any liability arising from any claim arising from this observation.

4. This agreement is binding on all persons and entities claiming by, through, for, or on account of their relation to me, including but not limited to my heirs, successors, and assigns.

5. I have considered purchasing insurance for this observation. I agree that neither the United States Government, the USMC, nor any of their subdivisions, officers, military personnel, employees and agents, or partners will insure me.

6. I know that consulting an attorney before reaching this agreement is prudent. I have had a full and fair opportunity to consult an attorney about this agreement, and I waive the further advice of counsel.

7. Should I sustain any injury during this observation of USMC exercises, I hereby authorize any emergency first aid, medication, medical treatment or surgery deemed necessary by licensed medical personnel.

8. I sign this agreement voluntarily of my own free will. No one has forced or coerced me in any way to sign this agreement.

_____ _____

Participant's Signature Date

_____

Printed First Name, Middle Initial, Last Name

APPENDIX C

(Use unit letterhead)

From: Major Subordinate Command G-3/G-4, Motor Transport Chief
To: I Marine Expeditionary Force, G-4 Motor Transport

Subj: I MARINE EXPEDITIONARY FORCE TACTICAL VEHICLE MISHAP NOTIFICATION

Ref: (a) TM 4700-15/1_ (will be replaced by NAVMC 4700, in draft)
(b) MSG/DTG: 122032Z FEB 16//

1. In accordance with the references, the following information is provided to inform I MEF G-4 MT of a tactical mishap.

2. **WHO**
MSC/UNIT: MSC/MSE
Rank/Driver: Rank Last, First
EDIPI: ##########

3. **WHAT**

Accident involving POV:	YES or NO
Number of civilian injured:	# (if 0, annotate 0)
Number of military injured:	# (if 0, annotate 0)
Accident involving GOV:	YES or NO
Number of military injured:	# (if 0, annotate 0)
Number of DOD personnel injured:	# (if 0, annotate 0)
Accident involving another tactical vehicle:	YES or NO
Number of military injured:	# (if 0, annotate 0)

4. **WHEN**
Date: YYYYMMDD
Time: HHHH

5. **WHERE**
Location: Description/name of location
Grid: (if possible)

6. **DETAILS OF MISHAP**
(EXAMPLE) SNM was driving into main gate and fell asleep at the wheel. Rear ended a POV. No one was injured. Damage to trunk of POV. No damage to Tactical vehicle. PMO and local authorities arrived. SNM cited. SNM had 8 hours of sleep prior to mission.

7. **MSE/UNIT MOTOR TRANPSORT LEADERSHIP**
MTO: Rank Last, First
MTC: Rank Last, First
Roadmaster: Rank Last, First

8. **Preparer of Mishap Notification**
Rank Last, First, Title, Phone, E-Mail

APPENDIX D

FORM SRF-1
HAZARDOUS SUBSTANCE RELEASE / SPILL REPORT

Date:	**Time:**	**Report #:**	**Area:**
POC:		**Phone #:**	**Rank:**
Material spilled:		**Bldg #:**	**Unit:**
Source:		**Amount:**	**Grid:**
Spill Cause:			
Areas Threatened or Damaged a. Beach [ ] b Water supply [ ] c. River [ ] d. Vegetation [ ] e. Other_____			**Potential Dangers:** a. Fire [ ] b. Toxic [ ] c. Explosion [ ] d. Other _____
Responders:	**Responder Action:**		
Weather Conditions:		**Samples Taken**	**Casualties**
Brief Description of Spill:			

Notifications:

a. Notifications must be made to Base Fire Department immediately (911) if Tier II or Tier III (refer to Integrated Contingency Core Plan, Spill Flow Chart)
b. Hazardous Substance Spill/Release: Phone 725-9768\9743 Fax 725-0207
c. Sewage Spill/Release: Phone Ext. 5-9761/9762; Fax 5-0207
d. Chain of Command: As directed

Reports:

a. Complete After Action Report.

APPENDIX E

(use unit letterhead)

REFER TO: **IN REPLY**

11240
MMCC

From: Motor Transport Chief, I Marine Expeditionary Force
To: Assistant Chief of Staff G-4, (XXX)
Via: Assistant Chief of Staff G-4, 1st Marine Expeditionary Force

Subj: ROADMASTER REPORT: (Rank FName LName, EDIPI/USMC)

Ref: (a) DOD 4500.36-R
(b) MCO 11240.106B
(c) MCO 11240.66D
(d) MCO 5110.1D
(e) MCIWEST 11240.3 w/ch1
(f) I MEF Safety Message
(g) TM 11240-15/3f
(h) TM 11275-15/4

Encl: (1) Roadmaster report citation

1. In accordance with the references, the enclosure is provided for your action.

2. Point of contact in this matter is the I MEF Roadmaster at (760) 763-5380.

J. D. MCDOWELL

APPENDIX F

(use unit letterhead)

REFER TO: **IN REPLY**

1000

CITATION ____ VEH INSPECTION ____ CONTROL # _____ DATE / TIME _____

OPERATOR _____ RANK _____ PERMIT # _____

ORGANIZATION _____ SNCOIC/ MTC _____ PHONE # _____

VEHICLE TYPE _____ SERIAL # _____ LOCATION _____

ROADMASTER: _____

1		SPEEDING ____ IN A ____ ZONE FOR VEH	26		PARKING BRAKE INOPERATIVE
2		NO ID CARD	27		HORN INOPERATIVE
3		MP DRIVER'S LICENSE	28		FAILURE TO SOUND HORN WHEN BACKING
4		NO DIC	29		MIRRORS MISSING OR LOOSE
5		NO TRIP TICKET	30		MISSING STUDENT DRIVER SIGNS
6		NOT WEARING SEAT BELT	31		MISSING PINTLE HOOK SAFETY PIN
7		NOT LICENSED FOR VEHICLE	32		VEHICLE IMPROPERLY LOADED
8		LICENSE INVALID/UNSERVICABLE	33		LOAD NOT SECURED
9		IMPROPERLY DISPATCHED	34		IMPROPER TOWED LOAD FOR VEHICLE
10		NO/IMPROPER SAFETY/QC INSPECTION	35		CANVAS NOT SECURED
11		TRIP TICKET IMPROPERLY FILLED OUT	36		WINDSHIELD BROKEN
12		TRIP TICKET EXPIRED ____ DAYS	37		TACTICAL MARKINGS
13		NO CONTINUATION PAGES	38		MISSING REQUIRED EYE PROTECTION
14		NO FLAK AND HELMET	39		MISSING MUD FLAPS
15		NO TROOP STRAP	40		MISMATCHED TIRES
16		NO PAPERWORK FOR ROAD TEST	41		TIRES WORN EXCESSIVELY
17		DRIVER OUT OF UNIFORM	42		UNAUTHORIZED USE OF GOVT VEHICLE

18		REQUIRED SL-3 GEAR MISSING	43		VEHICLE UNSECURED
19		GEAR AFFIXED TO OUTSIDE OF VEHICLE	44		EXCESSIVE EXHAUST
20		HEAD LIGHTS INOPERATIVE	45		ILLEGAL MODIFICATIONS
21		TURN SIGNALS INOPERATIVE	46		ILLEGAL PARKING
22		MARKER LIGHTS INOPERATIVE	47		FAILURE TO YIELD
23		BRAKE LIGHTS INOPERATIVE	48		FAILED TO COME TO A COMPLETE STOP
24		EMERGENCY FLASHERS INOPERATIVE	49		WRECKLESS DRIVING
25		SPEEDMETER INOPERATIVE	50		OTHER

REMARKS

MEF Roadmaster: 760-763-4899
Div Roadmaster: 760-725-5225
MLG Roadmaster: 760-725-5554
MAW Roadmaster: 858-577-1988
MHG Roadmaster: 760-725-6334

DRIVER SIGNATURE	ROADMASTER SIGNATURE	UNIT

APPENDIX G

MOTOR VEHICLE INSPECTION SHEET

LIC#_____ **METER READING**_____ **UNIT**_____

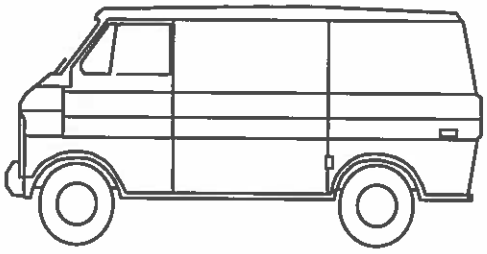
VEHICLE DESCRIPTION_____ **BLDG # LOCATION** _____

VEHICLE CONDITION - NOTE DAMAGE AND IDENTIFY
Utilizing pictures below, use codes and show location with arrow

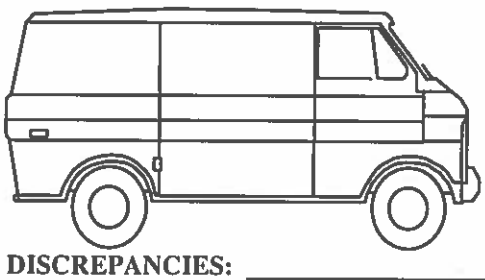
CODE IDENTIFICATION CHART

B = bent	CR = cracked	L = loose	R = rubbed	SS = surface scratch
BB = buffer burned	D = dented	M = missing	RU = rusted	ST = stained
BR = broken	F = faded	P = pitted	S = scratched	T = torn
C = cut	G = gouged	PC = paint chip	SL = soiled	W = worn

TOOLS, SPARE TIRE, JACK, LUG WRENCH WITH VEHICLE_____



MISSING_____



DISCREPANCIES: _____

_____

_____

_____

UNIT RI INFORMATION: _____
(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

DRIVER SIGNATURE: _____
(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

INSPECTED BY: _____
(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

RO: _____
(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

MOTOR VEHICLE INSPECTION SHEET

LIC#_____ **METER READING**_____ **UNIT**_____

VEHICLE DESCRIPTION_____ **BLDG # LOCATION** _____

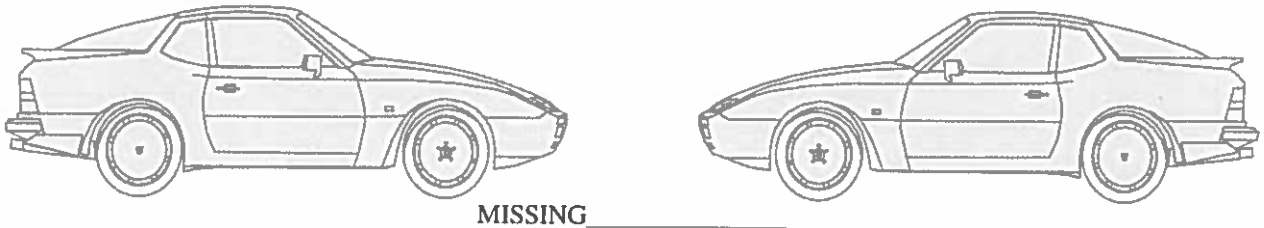
VEHICLE CONDITION - NOTE DAMAGE AND IDENTIFY

Utilizing pictures below, use codes and show location with arrow

CODE IDENTIFICATION CHART

B = bent	CR = cracked	L = loose	R = rubbed	SS = surface scratch
BB = buffer burned	D = dented	M = missing	RU = rusted	ST = stained
BR = broken	F = faded	P = pitted	S = scratched	T = torn
C = cut	G = gouged	PC = paint chip	SL = soiled	W = worn

TOOLS, SPARE TIRE, JACK, LUG WRENCH WITH VEHICLE_____



MISSING_____

DISCREPANCIES: _____

_____

_____

_____

_____

_____

_____

_____

_____

UNIT RI INFORMATION: _____

(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

DRIVER SIGNATURE: _____

(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

INSPECTED BY: _____

(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE)

RO: _____

(PRINT RANK / NAME) (OFFICE PHONE NUMBER) (DATE

APPENDIX H

(MCRP 4-11.3H)
WARNING ORDER / CONVOY MISSION ORDER / BRIEFING FORMAT FOR MOTOR TRANSPORT MOVEMENT CONVOYS

UNIT: WARNING ORDER#: DTG:____OF____(copies)____OF____ (pages)

1. CONVOY TASK ORGANIZATION:

2. SITUATION: (A brief statement of the enemy and friendly situation in the area of operations. Include all friendly units which could offer support along the route.)

   ENEMY:

   FRIENDLY:

3. MISSION: (The mission is a clear, concise statement of the mission to be achieved. Mission statement includes who, what (the task), when (start point time), where (route and destination), and why (purpose).

4. EARLIEST TIME OF MOVE:

5. OPORD: TIME_____

6. SPECIAL INSTRUCTIONS: (Escort information, special cargo/equipment and uniform requirements, PCC/PCI guidance, rehearsals, additional tasks to be accomplished.)

7. SERVICE AND SUPPORT:
   -Class I (Rations and Water)
   -Class III (POL)
   -Class V (Ammunition)
   -Class VIII (Medical Supplies)

8. TENTATIVE TIMELINE:

9. SIGNATURE: OFFICIAL:

10. ACKNOWLEDGE RECEIPT:

ADMINISTRATIVE REMARKS (Personnel roll call)

a. CC _____
ACC _____
Navigator _____
VCs _____
Drivers (primary/alternate) _____
CSW Operator _____
Security Element Leader _____
Designated Marksman _____
Medics/Corpsman/CLS _____
Guide/Interpreter _____
Higher HQ Rep _____
Aid and Litter Team _____
LZ Team _____
Recovery Team _____
Designated CAS Control Personnel _____

I. SITUATION:

a. Enemy Forces: Discuss enemy
Identification of enemy (if known)
Composition/capabilities/strength/equipment
Location (danger areas highlighted on map)
Most likely/most dangerous COA (defend, reinforce, attack, withdraw and delay [DRAW-D])

b. Weather. General forecast.

c. Light Data (EECT, % Illumination, MR, MS, BMCT)

_____
_____
_____
_____
_____
_____

d. Friendly Forces:
Task Organization (internal organization of convoy).
Units along the route.
Operational support provided by higher headquarters.
Aviation support:
ASOC Call Sign _____ Frequency _____
DASC Call Sign _____ Frequency _____
JSTARS Call Sign _____ Frequency _____
Mobile security forces/quick response forces (QRF)
MP escort/FSE
EOD.
SOF.
Fire support elements:
Element Call Sign _____ Frequency _____
Attachments: (From outside the organization)

_____
_____
_____
_____
_____

II. MISSION: (WHO,WHAT,WHEN,WHERE,WHY)

Example: Unit X conducts tactical convoy to FOB YY and returns to FOB XX NLT 231000ZDEC03 in order to provide resupply of CL V (ammo).

III. EXECUTION:

a. Concept of Operations:
Convoy execution and task(s) of elements, teams, and individuals at the objective(s). (Broad general description from beginning to end.)

b. Tasks to subordinate units: (Includes attached or OPCON elements.)

c. Coordinating Instructions: (Instructions for ALL units.)
SAFETY.

Overall Risk to Force:
Low Medium High Extremely High
Overall Risk to Mission Accomplishment:
Low Medium High Extremely High
Fratricide Reduction Measures:

(1) Order of march (spacing of serials/location of support elements).

(2) Routes (Ensure strip map is attached)

(3) Additional movement issues (speed, intervals, lane, parking, accidents)

(4) Convoy execution
(5) Timeline:
(a) Vehicle/personal gear preparation; PMCS completed
(b) Briefing
(c) Put on equipment
(d) Load vehicles
(e) Rehearsals/IA drills/test fires
(f) Brief back/confirmation brief from key leaders
(g) SP/departure
(h) Return to base (RTB)
(i) Debrief
(j) Recovery: Maintain vehicles/personal gear

(6) Sectors-of-fire: Cover assigned sectors while mounted/dismounted; cover up/down bridges, rooftops, balconies, storefronts, multi-story structures, and cross streets.

(7) Scanning: Scan crowds, vehicles, and roadsides for attack indicators. (Note: Communicate indicators throughout the convoy).

(a) Beware of motorcycles, vans with side doors and dump trucks.

(b) Beware of objects in the road (cars, potholes, objects, fresh asphalt/concrete, and trash).

(8) Convoy speed: _____ min/max _____

(a) Speed is dictated by either the rear vehicle's ability to keep up or placing slower vehicles in the lead.

(b) Highways/open roads: Example: 50+mph

(c) Urban/canalized areas: As fast as traffic will allow. (Brief evasive maneuvers, bumping and blocking technique, and use of ramming techniques to allow for continuous movement of convoy.)

(9) Vehicle Interval:

(a) Highways/open roads/clover leafs/bridges/ramps: Open spacing, but do not allow vehicles to enter convoy.

(b) Urban/canalized areas: Close interval, but must have visual of tires on vehicle in front of your vehicle. Drive on wrong side as necessary.

(10) Headlight status (on/off, blackout, use of night observation devices).

(11) ROE for convoy operations. (Theater-specific)

_____

_____

_____

IV. ADMIN AND LOGISTICS (SERVICE SUPPORT):

a. Individual equipment (PCIs)
b. Vehicles (PCIs)
c. Recovery/wrecker support
d. Fuel support
e. Medical support (CLS/Medics/Corpsmen/A&L Teams)
f. Convoy support centers

V. COMMAND AND SIGNAL:

a. Chain of command (position in convoy)
b. Convoy call sign(s):_____
c. Area of operations communications/MEDEVAC/CASEVAC plan
d. Convoy primary/alternate/contingency/emergency (PACE)
e. CREW/EW/frequency review. Communications (extra batteries)
f. Vehicle internal (back to: _____)
g. Hand and arm/visual signals (per unit SOP)
h. Vehicle to vehicle:
   Radio: _____ primary/alternate _____/_____
   Radio: _____ primary/alternate _____/_____
i. Convoy to Higher HQ
   Radio: _____ primary/alternate _____/_____
   Radio: _____ primary/alternate _____/_____

j. Other Support (External to convoy)

MSF/QRF:	freq: _____	call sign: _____		
Air Support:	freq: _____	call sign: _____		
MEDEVAC/CASEVAC:	freq: _____	call sign: _____		
Supporting arms:	freq: _____	call sign: _____		

k. Crew commands/pro-words/Brevity Codes
l. FBCB2 SN #s
m. Pyrotechnics
n. Special instructions (SPINS)
o. Reports (individual and higher HQ)

Give time hack and ask for questions.

APPENDIX I

CONVOY COMMANDER'S CHECKLIST

1. MISSION REQUIREMENT:

   a. Current Intelligence/Situation.

   b. Task Vehicles: Type and Quantity.

      (1) Personnel.

      (2) Cargo by Type, Class and Size.

   c. Security Vehicles: Type and Quantity.

   d. Maintenance Vehicle/Material Handling Equipment.

   e. Command and Control Vehicles: Type and Quantity.

2. RECONNAISSANCE: Leader's Reconnaissance, Maps and Photographs.

3. ROUTE SELECTION:

   a. Roads.

   b. Bridges.

   c. Grades and Curves.

   d. Traffic Density.

   e. Requirements for Route Preparation or Repair.

   f. Enemy Capabilities.

4. LIAISON AND COORDINATION:

   a. Units Along Route.

   b. Units Being Moved.

   c. Supporting Units; Highway Control Agencies, Shippers/Cargo Handlers (Special Road Permits).

5. CONVOY ORGANIZATION:

   a. Size of Serial/March Units.

   b. Type of Column.

   c. Operating Gaps: Serial/March Units, Vehicles.

   d. Position of Control Personnel/Escorts/Guides.

e. Organization for Command.

f. Vehicle Marking.

6. MOVEMENT PLAN:

a. Controlled Route.

(1) Convoy Clearance/Movement Credit.

(2) Special Permits/Authorization.

(3) Road Movement Table.

b. Distance, Time, and Rate of Movement.

(1) Trip Distance.

(2) Required Start Time/Required Arrival Time.

(3) Column Length.

(4) Slowest Vehicle.

(5) Rate of Movement/Speed.

(6) Maximum Catch-up Speed.

c. Loading.

(1) Report To, Time and Place.

(2) Type/Class Cargo (Oversized Loads).

(3) Material Handling Equipment.

(4) Blocking, Bracing and Cargo Restraints.

d. Staging.

(1) Location.

(2) Vehicle Checks.

(3) Cargo Checks.

(4) Time and Start.

e. Operator Briefing.

f. Start Point.

(1) Location/Grid Coordinates.

(2) Identification Characteristics.

g. Check Point.

(1) Location/Grid Coordinates.

(2) Identification Characteristics.

(3) Alpha-Numeric Designators.

h. Guides and Markers.

(1) Positions.

(2) Posting and Pickup.

i. Halts; Purpose/Time/Duration/Location.

j. Maintenance; Trail and En-route Support.

k. Medical Support; Organic Capability and Evacuation Procedures.

l. Release Point.

(1) Location/Grid Coordination.

(2) Identification Characteristics.

(3) Report Requirements.

(4) Control of Vehicle and Operations.

m. Unloading.

(1) Time and Place.

(2) Report To.

(3) Material Handling Equipment Required.

n. Back Load and Turn Around.

7. SECURITY ENROUTE:

a. Action in Event of Attack.

(1) Air Attack.

(2) Artillery Attack.

(3) Ground Attack or Ambush.

b. Air Support/Fire Support Procedures

c. Use of Lights-Blackout Restrictions

8. SERVICE SUPPORT:

a. Fuel; Locations/Times/Types/Quality.

b. Messing/Rations

(1) Location/Times.

(2) Units on Route.

(3) Prescribed Loads.

9. COMMUNICATIONS

a. Convoy Control Net

(1) Serial/March Unit Commanders.

(2) Parent Unit/Headquarters.

b. Alert/Broadcast Net

c. Security/Tactical Nets

d. Fire and Air Support

e. Medical Evacuation

f. Visual Signals

g. Sound Signals

APPENDIX J

CONVOY COMMANDER'S AFTER ACTION REPORT

1. General. The Convoy commander's after action report provides detailed information on convoy operations from which operational data may be obtained for reporting purposes and for future plans. It is submitted after the completion of a convoy operation but the convoy commander formulates it as the operation progresses.

2. Format. The format of the convoy commander's report, as presented herein, provides for the minimum operational data required, and is offered as guidance only. It may be modified to suit the requirements of any given situation. For instance, this report includes no information on security forces, which may accompany a convoy. In instances where such action is required, additional information requirements covering escorts and/or security forces and measures may be inserted into this format.

Convoy Commander's After-Action Report

(Appropriate Headquarters)
(Unit Designation)
(Convoy Clearance Number)
(Number and Type of Task Vehicles)
(Control Vehicles)

I. Forward Movement

A. Convoy Operating Time

1.	Arrive Start Point	0600
2.	Arrive Load Point	0700
3.	Depart Load Point	0800
4.	Loading Time	1 hour
5.	Arrival Highway Checkpoints:	
	No.1 (list as needed)	0915
	No.2	1100
6.	Depart (Clear) CP's:	
	No.1 (list as needed)	0930
	No.2	1115
7.	Arrive Unload Point	1200
8.	Depart Unload Point	1330
9.	Time at Unload Point	1 hour 30 min

B. Cargo/Personnel

1.	Cargo	(weight)	200
2.	Class/Type		V/Ammo
3.	Number of Personnel		0

C. Distance (Speedometer Reading of Lead Vehicle)

1.	Start Point		7175
2.	Loading Point		7190
3.	Forward Mileage	(no load)	15

4.	Unload Point		7265
5.	Forward Mileage (load point to unload point)	(loaded)	75

D. Remarks. (Include such data as location of start point, route conditions en route, delays encountered and other intelligence and operational information as deemed appropriate; for example: refugee traffic along route; concentration of civilians; fires; damage to roads, bridges or buildings along the route).

II. Return Movement

A. Convoy Operating Time

1.	Arrive Return Load Point	1330
2.	Depart Return Load Point	1400
3.	Return Load Time	30 min
4.	Arrive (CP(s)):	
	No. 1 (list as needed)	1445
	No. 2	1630
5.	Depart (clear CP(s)):	
	No.1	1500
6.	Arrive Unload Point	1645
7.	Depart Unload Point	1800
8.	Time at Unload Point	15 min
9.	Arrive Unit Area	1915

B. Cargo/Personnel

1.	Cargo (short tons)	30* (10 vehicles)
2.	Class/Type Salvage	Brass
3.	Number of Personnel	0

C. Distance (Speedometer Reading, Lead Vehicle)

1.	Unloaded Point (forward movement)		7265
2.	Return Load Point		7265**
3.	Return Mileage (no load)		0
4.	Return Load Destination (release point)		7340
5.	Return Mileage	(loaded)	75
6.	Arrive Unit Area		7355
7.	Return	(no load)	15

D. Remarks. (Include any operational remarks such as explanation for asterisks as follows)

III. Round Trip Data

A. Convoy Operating Time

1.	Start Point Time (forward movement)	0600
2.	Returned to Start Point (return movement)	1915
3.	Total dispatch Hours	13 hours 15 min
4.	Deadhead Hours, (unit to load area, load area to unit)	2 hours
5.	Total Load Hours	1 hour 30 min
6.	Total Unload Hours	1 hour 45 min
7.	Total Operational Hours	8 hours

B. Cargo/Personnel

1.	Forward Tons/Class200/Ammo	
2.	Return Tons/Class10/Salvage	
3.	Personnel Forward	0
4.	Personnel Returned	0

C. Distance in Miles

1.	Unit to Forward Load Area	15
2.	Forward Load Area to Destination	75
3.	Destination to return load area	0
4.	Return Load Area to Destination	75
5.	Return Unload Area to Unit	15
6.	Deadhead Total	30
7.	Operational Total	180

D. Remarks. (Include operational remarks as deemed appropriate to include passenger, ton-miles, and/or average rate of march).

* 10 Vehicles with return load, 40 vehicles return.
** Picked up return load at same place that forward load was unloaded.

J.D. McDowell
MGySgt USMC