



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
EIGHTH ARMY WIGHTMAN NCO ACADEMY
CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-5351

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy #16, TMP Vehicle Usage

1. Purpose: In order to ensure all personnel assigned to this unit understand the responsibility and usage of military vehicles.
2. All drivers perform a Preventative Maintenance Check and Service (PMCS) on vehicles prior to starting to include the following:
 - a. Oil and Fluids (transmission, water, etc.) daily.
 - b. Horn, lights (high and low beam) parking lights, taillights, signal lights, windshield wipers, tires, and hand break.
3. On Fridays and Cycle Breaks the dispatches are turned in to SDNCO.
4. All vehicles are clean and policed as needed. Vehicles can be washed on the TMP wash rack on Camp Red Cloud.
5. If the vehicle has less than a 1/2 tank of fuel, the driver must top it off prior to returning to Camp Jackson. Vehicles can be topped off at CRC, Camp Casey, or Yongsan. At Yongsan, exit south post gate near commissary and cross the street and follow the signs.
6. Vehicles are dispatched on the date of the last DD 1970 in the dispatch folder. This does not mean the section is responsible for the vehicle. If you are using the vehicle near the end of the duty day, it is your responsibility to dispatch it. Sections responsible for the vehicle will verify complete dispatch prior to the end of the duty day to ensure compliance.
7. The primary use of the van is for carrying personnel. The primary use of the Galloper is for carrying personnel and equipment. The primary use of the Bongo and 5 ton is carrying ammo and equipment.
8. If you need to use a military vehicle, request it through the section that is responsible for the vehicle. Check road conditions prior to departure. The Commandant must authorize vehicle usage when road conditions are red, or black. Deputy Commandant may authorize vehicle usage when road conditions are amber. Drivers are in complete military uniform (not PT uniform) while performing duties as a driver.

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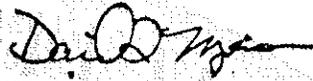
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9. Authorization of Use: NCOA vehicles are used for official military business only, unless cleared by The Commandant or The Deputy Commandant. Drivers are licensed IAW 501st CSG Policy. No one operates a vehicle within 30 days of DEROS.
- a. The use of an Army NTV must be essential to the successful completion of DoD function, activity, action or operation and is consistent with the purpose of which the vehicles were acquired. Generally, NTVs may be used by cadre who are actively participating in official ceremonies (ie., change of commands, parades, promotions, retirements, funerals, military or civilian officials attending such official ceremonies in their official capacity, etc.).
 - b. Non-Tactical vehicles may be used to support authorized activities such as installation-sponsored athletic teams, morale, welfare, and recreation groups, patient therapeutic programs, and chaplain programs when it has been determined by the Commandant that failure to provide such service would have an adverse effect on the morale of service members and their families. Transportation may be provided to or from an appointment when mandated or scheduled by the Army or chain of command that requires a Soldier's attendance (ie., records checks, physical, dental, hospital outpatient appointment or MEDPRO related appointment) versus a doctor's appointment made by the Soldier.
 - c. Use of NTVs to transport a government employee between their home and place of duty is not authorized. All transportation of official after-hours functions will begin and end at the individual's normal place of duty.
 - d. Personal errands or side trips are not authorized. Non Tactical vehicles are not authorized for errands or side trips unless the 8th Army rules for temporary duty status apply. For example NTVs will not be used to cash a check at a bank, or pick up dry cleaning even if the bank or dry cleaners are on the exact route to and from a location/event where use of the NTV is authorized and no additional mileage or usage of the NTV is incurred. Non-tactical vehicles cannot be used for transportation to or be parked at commissaries, post exchange (PX) (including all concessions), bowling alleys, or MWR club, unless that service member is on official government business or TDY. In addition, NTVs cannot be used to pickup or deliver items or supplies that are required for any unofficial functions or activities such as office coffee fund or office luncheons.
 - e. The spouse of a government employee may be transported in a NTV only when accompanying the military member or civilian employee in the NTV. The NTV use must be for an official purpose, and there must be space available for the spouse in the NTV. Using a larger NTV or an additional NTV to transport a spouse is not authorized.

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10. The consumption of alcoholic beverages and smoking in NTVs are prohibited.
11. Exception to this policy is cleared through Commandant or Deputy Commandant.



DAVID L. MORGAN
CSM, USA
Commandant

