

# Summary of Changes

USMEPCOM Regulation 58-1, 7 September 2004  
Logistics Operations  
Management and Use of Motor Vehicles

This revision is completely revised and should be reviewed in its entirety. This revision specifically—

- Replaces USMEPCOM Form 700-3 with USMEPCOM Form 58-1-2-R-E (par. 2-4d(1)).
- Adds basis of issue for vehicles (app. C)

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 58-1

7 September 2004

**Effective: 7 October 2004**

**Logistics Operations  
MANAGEMENT AND USE OF MOTOR VEHICLES**

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FOR THE COMMANDER:

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/SIGNED/  
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**Summary.** This regulation prescribes guidance for the management of non-tactical vehicles assigned to the United States Military Entrance Processing Command (USMEPCOM). It also prescribes USMEPCOM Form 58-1-R-E (Monthly Mileage and Fuel Consumption Report), USMEPCOM Form 58-1-1-R-E (Motor Vehicle Utilization and Domicile-to-Duty Record), and USMEPCOM Form 58-1-2-R-E (Vehicle Credit Card/Negotiable Media/Key Control Register).

**Applicability.** This regulation applies to USMEPCOM elements.

**Supplementation.** Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MRM-AD-PB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, Resource Management Directorate, Acquisition Division (MRM-AD-PB). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: MRM-AD-PB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management control process.** This regulation contains management control provisions and provides a management control evaluation checklist in appendix B for use in evaluating management controls.

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\*This regulation supersedes USMEPCOM Regulation 58-1, 30 September 1991. It also replaces USMEPCOM Form 700-3.

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## **Chapter 1 General**

### **1-1. Purpose**

This regulation prescribes policies and procedures for the administration, utilization, maintenance, and management of the Government-owned vehicles assigned to the United States Military Entrance Processing Command (USMEPCOM).

### **1-2. References**

References are listed in appendix A.

### **1-3. Explanations of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

a. The Commander, USMEPCOM, sets policy for use of Government-owned vehicles in USMEPCOM.

b. Director, Resource Management Directorate, HQ USMEPCOM, will—

- (1) Manage the USMEPCOM Government-owned vehicle fleet.
- (2) Develop and provide policy and guidance concerning the operation, maintenance, and reporting of Government-owned vehicle assets.
- (3) Develop and publish guidance to implement established policies and procedures outlined in this regulation and other directives governing the acquisition and use of Government-owned vehicles.
- (4) Collect, process, and consolidate annual cost and performance data for Army-owned Government-owned vehicles for submission to the U.S. Army Tank Automotive and Armaments Command. This provision includes the timely and accurate submission of the Standard Form (SF) 82 (Agency Report of Motor Vehicle Data (RCS 1102-GSA-AN)).
- (5) Establish a central registry of assigned Government-owned vehicles, regardless of source.
- (6) Ensure on-hand quantities of Government-owned vehicles do not exceed approved authorization levels.
- (7) Approve tables of distribution and allowances (TDA) changes that do not increase the total Government-owned vehicles authorization level for USMEPCOM.
- (8) Ensure compliance with the Energy Policy Act goals and programs.
- (9) Include Government-owned vehicle management functions in internal audit programs.
- (10) Conduct on-site Government-owned vehicle management surveys and inspections as appropriate.
- (11) Direct distribution of available vehicle assets based on Command-wide requirements and priorities.

(12) Determine the efficiency and economy of vehicle operations, maintenance, and administration by means of inspection.

c. Sector and military entrance processing station (MEPS) commanders will—

(1) Ensure Government-owned vehicles are properly used and maintained.

(2) Exercise control and supervision over the Government-owned vehicles assigned to their activity.

(3) Determine the efficiency and economy of vehicle operations, maintenance, and administration by means of inspection.

d. Vehicle operators/maintenance officers will—

(1) Secure their vehicles.

(2) Maintain the cleanliness of the vehicle.

(3) Meet safety objectives to transport personnel according to AR 385-55.

### **1-5. Statutory guidance**

a. This regulation implements Department of Defense Directive (DODD) 4500.36-R (Management, Acquisition, and Use of Motor Vehicles) and Army Regulation (AR) 58-1 (Management, Acquisition, and Use of Motor Vehicles). This regulation adds USMEPCOM-unique requirements. If any provisions of this regulation not required by law, conflict with the term of a collective bargaining agreement, the collective bargaining agreement shall take precedence.

b. Financial liability shall be assessed against the military and/or civilian personnel when Government property (including a motor vehicle) is lost, damaged, or destroyed, as a result of his or her negligence, willful misconduct, or deliberate unauthorized use.

c. The unauthorized use or willful misuse of an Army-owned or -leased motor vehicle may be cause for disciplinary action.

(1) Civilian personnel may be subject to disciplinary action under applicable civil service laws and regulations.

(2) Military personnel may be subject to disciplinary action under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

### **1-6. Allocation of motor vehicles**

Government-owned vehicle authorizations are established for USMEPCOM elements by TDA and joint tables of allowance. Submit a memorandum (fig. 1-1) to HQ USMEPCOM, ATTN: MRM-AD-PB for requesting changes to authorizations for Government-owned vehicles. Changes to authorizations will be processed according to AR 71-32 (Force Development And Documentation-Consolidated Policies), USMEPCOM Regulation 700-3 (Materiel Management and Supply Operations) and will not exceed the basis of issue (BOI) in appendix C.

a. Authorizations for Government-owned vehicles are limited to the minimum needed to provide essential motor vehicle transportation services under normal conditions. Requirements will not be based on seasonal or peak workload demands.

- b. Maintenance float and/or backup equipment are not authorized in USMEPCOM.
- c. Temporary loan of General Services Administration (GSA) or organic Government-owned vehicles should be requested in advance through the servicing GSA fleet management center or supporting installation.

**1-7. Management control evaluation checklist**

The management control evaluation checklist in appendix B does not supersede or rescind information in any stand-alone inspector general checklist published in the USMEPCOM Intranet (MEPNET). Use DA Form 11-2-R-E (Management Control Evaluation Certification Statement) to document management control evaluations.

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(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-AD-PB,  
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

SUBJECT: Request for Addition/Deletion to Tables of Distribution and Allowances (TDA)

Reference: USMEPCOM Regulation 58-1, (Date), Management and Use of Motor Vehicles

Request modification of this station's TDA as follows:

TDA number: (Provide manufacturer brochure of equipment when requesting an addition to the TDA for assigning MCN/NSN.)

TDA paragraph number:

LIN:

MCN/NSN:

Nomenclature:

Manufacturer:

Model number:

TDA authorization change from:

TDA authorization change to:

Quantity:

Reason/justification:

Unit cost:

Point of contact is (name), DSN (number), or commercial (xxx) xxx-xxxx.

Commander's signature block

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**Figure 1-1. Sample request for addition/deletion to TDA**

## **Chapter 2 Operations and Management**

### **2-1. General**

Motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency, and economy in support of mission requirements. Vehicle selection for a particular task is based on what size, configuration, and economy of operation best suits the task. Government-owned vehicles will be used to the maximum extent to meet transportation requirements. They will not be used to compete with regularly scheduled commercial resources or personal convenience of individual military and civilian personnel.

### **2-2. Elements of Government-owned vehicle management**

Government-owned vehicles will be managed according to the guidance in this regulation and AR 58-1, chapter 2.

### **2-3. Official use of Government-owned vehicles in USMEPCOM**

Army-owned and GSA-leased vehicle use is restricted to official purposes only based on the provisions of DOD 4500.36-R (Management, Acquisition, and Use of Motor Vehicles) and AR 58-1. This policy will be applied equally to all USMEPCOM personnel, regardless of rank, grade, or position.

**a. Evaluating use.** When authorization of a Government-owned vehicle is within a commander's discretion, the commander will evaluate each request on a case-by-case basis. Use of Government-owned vehicles should always be predicated on need, distance involved, and other conditions that justify their use (such as more economical to use Government-owned vehicles rather than commercial vehicles). When evaluating the adequacy of available public or commercial transportation, commanders must take into consideration the impact, if any, dedication of a Government-owned vehicle and an operator for this purpose would have on accomplishing a higher priority mission.

**b. Public or commercial transportation.** A public or commercial transportation facility is one that normally provides similar transportation to the general public. The service is adequate if personnel can accomplish their mission in a timely manner

**c. Government-owned vehicle use.** USMEPCOM personnel may use a Government-owned vehicle in the performance of official business provided it is more economical than using commercial transportation and no single trip is more than 200 miles one-way. Commanders will not exceed this standard unless demanded by mission requirements or it is clearly more economical to use a Government-owned vehicle.

**NOTE:** If use of a Government-owned vehicle is authorized and the travel area exceeds the 200 mile one-way restriction, the local commander should place personnel on TDY subject to funding constraints and mission requirements.

**d. Personnel in temporary travel status (TDY), place of duty in airport, train, and bus terminals.** USMEPCOM personnel may not use a Government-owned vehicle for transportation from place of duty to terminals unless the terminals are located in areas where DOD or public transportation service cannot meet mission requirements. Each commander will evaluate the adequacy of local transportation in meeting requirements; mission requirements may override economics.

**(1) Transportation between lodgings and place of duty.** USMEPCOM personnel in a TDY status may use a Government-owned vehicle for transportation between lodgings and place of duty when the commander determines public or commercial transportation facilities are inadequate or nonexistent, or when the commander determines it is more economical for the Government to use a Government-owned vehicle rather than a commercial taxi or limousine service.

**(2) In and around TDY site.** When public or commercial transportation is not available or its use is impracticable or uneconomical, the use of a Government-owned vehicle is authorized between places of business, lodging, eating establishments, drug stores, barbershops, places of worship, cleaning establishments, and similar places required for the comfort or health of the member and which fosters the continued efficient performance of business. Use of Government-owned vehicles for transportation to or from entertainment or recreational facilities is prohibited.

**e. Personnel not in TDY travel status.**

**(1) Official business.** Government-owned vehicles may be used to conduct official business (e.g., to further the mission of the agency), subject to the restrictions imposed by this command and the commanders. The determination as to whether a particular use is for official purpose is a matter of administrative discretion to be exercised by the commander subject to applicable laws and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is essential to the successful completion of a DOD function, activity, or operation and consistent with the purpose for which the Government-owned vehicle is acquired.

**(2) Athletic events.** Transportation may be provided on a non-reimbursable basis for teams of personnel who officially represent the activity in scheduled competitive events, providing the 200-mile one-way permissible operating distance is not exceeded. USMEPCOM personnel and family members attending a command-sponsored team activity may also receive no-fare transport.

**(3) Restrictions on use of Government-owned vehicles.** Government-owned vehicles are not authorized for—

(a) Transporting DOD or other personnel over all or part of the route between their domiciles and places of employment except as specifically provided for in DOD 4500.36-R and Army Regulation 58-1.

(b) Conducting personal business or activity by military members, civilian employees, members of their family, or official visitors. “Personal” refers to activities that are not related to or connected to a DOD function, activity, or organization (i.e., travel related to personal shopping, auto repairs facilities, laundries and dry cleaners, financial institutions, medical facilities, places of entertainment).

(c) Traveling to a local area destination unless given a military order to travel to the facility. However, personnel may coordinate personal appointments to coincide with the official business at those facilities (for which use of a Government-owned vehicle would be authorized) and use the vehicle to travel to the facility with the commander’s approval (see par. 2-3f for local travel guidelines).

**(4) Restriction exceptions.** Due to the unique relationship between the military members and the services, military members may be authorized use of a Government-owned vehicle in situations civilian employees would not be authorized (i.e., Travel to medical treatment facilities for his or her medical care (but not for a family member’s care); a personnel services office concerning matters pertaining to his or her military records; a DOD finance office concerning matters relating to his or her military pay; a Government photo lab to obtain an official photo for his or her military records; a servicing military legal office to seek legal counsel concerning an official matter

**f. Local travel area.** The commander will use the following guidelines in determining the local travel area. Local travel is—

(1) Within the limits of the duty station and the metropolitan area of the duty station in which the boundaries are determined by the official directing travel or as prescribed by service directives.

(2) Between separate cities, towns, or installations adjacent to or close to each other.

(3) Within the boundaries of travel for the commuting public during normal business hours on a daily basis.

#### **2-4. Domicile-to-duty transportation**

Domicile-to-duty transportation is the transport of personnel between their homes and places of employment or duty. The following policy and procedures apply to domicile to duty transportation:

**a Authorization of domicile-to-duty transportation.** Domicile-to-duty transportation is authorized only within the usual commuting area the personnel's place of employment. Domicile-to-duty transportation according to DOD 4500.36-R, paragraph 4-1, is considered an employer-provided fringe benefit under current law. This benefit may be authorized when times, distances, and circumstances do not permit conformance with normal working hours.

**b Authorized exceptions.** The Secretary of the Army may authorize, in writing on a nondelegable basis; domicile-to-duty transportation for selected personnel assigned to USMEPCOM when engaged in field work (see glossary). Once granted, such determinations may cover periods of up to 2 years from the date of approval and must be recertified biannually. Positions at USMEPCOM authorized to use domicile-to-duty transportation are:

(1) MEPS testers

(2) Armed Forces Vocational Aptitude Battery test coordinators

(3) Education support specialists

(4) Test specialists only when performing field work as part of their official duties. Examples of "field work" includes testers who proceed directly from their domiciles to conduct official testing matters, when it is determined to be infeasible or impractical for the tester to first proceed to an office location where the Government-owned vehicles is normally garaged. The assignment of an individual to such a position does not entitle the individual to receive daily domicile-to-duty transportation. When authorized, such transportation should be provided only on days when the individual actually performs fieldwork.

**c. Procedures to obtain domicile-to-duty transportation.** A commander has no obligation to approve a request to commence or continue domicile-to-duty transportation. When granting such a request, the commander will issue written instructions relative to the operator's responsibility, security, and other guidelines peculiar to the geographic area of operation. MEPS will maintain a current record of all Government-owned vehicles being parked at residence of the domicile to duty user. Operators will make every effort to ensure Government-owned vehicles are parked off the street during the night to prevent vandalism. Operators will secure vehicles—lock doors and secure valuable items in the truck or remove them from the vehicle. Operators will keep their vehicles cleaned and polished at all times so their appearance will reflect favorably upon the services. Commanders will closely monitor and scrutinize vehicle preventive maintenance control and utilization records and reports to guard against any possibilities of abuse of this program. Military operators must be in uniform when operating Government-owned vehicles unless commanders authorize civilian attire appropriate and/or advantageous for the accomplishment of their duties.

**d. Domicile-to-Duty.** Domicile-to-duty is subject to review by the Inspector General, USMEPCOM (MIG) and HQ USMEPCOM, Resource Management Directorate, Acquisition Division (MRM-AD-PB).

**(1) Record maintenance.** A record must be kept of each use of a vehicle in a domicile-to-duty capacity. Use USMEPCOM Form 58-1-2-R-E (Monthly Mileage and Fuel Consumption Report) for

dispatch records on each domicile-to-duty trip and file the form under 58-1f, Transportation Services Authorizations; disposition instructions are in appendix A, section IV. Unauthorized use or willful misuse of Government-owned vehicles may be the basis for disciplinary action as outlined in AR 58-1, paragraph 1-4.

**(2) Group transportation service.** HQ USMEPCOM may authorize group transportation services according to guidance in AR 58-1, chapter 5.

**(3) Safe driving operation.** Most vehicle accidents are caused by operator error. Operators must have training and supervision according to guidelines outlined in AR 385-55, paragraph 2-6 to meet the safety objective to transport personnel and reduce the risk of death or injury from accidents.

## **2-5. GSA fleet credit card**

A GSA fleet credit card is assigned to each vehicle. Each card has a personal identification number (PIN) or operator's identification (ID) number that must be used in order to purchase fuel, oil, lubricants, and other automotive services. The PIN is the last five characters of the GSA fleet vehicle tag number as imprinted on the card; record the PIN on USMEPCOM Form 58-1-2-R-E.

**a. Using the card.** For electronic sales, enter the PIN into the station's keypad when you fuel. When the prompt on the keypad reads "Enter your PIN number" or "driver's ID," enter the five character number. The prompt may also instruct you to enter the vehicle's current odometer reading. For manual sales, you will need to write the access code and the current odometer reading on the manual receipt.

**b. Credit card purchases of petroleum, oil, lubricants, and other automotive services.** USMEPCOM elements may use the GSA fleet credit card for automotive services. Each USMEPCOM activity will develop and maintain listings of Government agencies and service stations within its area of responsibility where gasoline, lubricants, and other automotive services may be obtained. Procedures will be established to ensure maximum use is made of the Government outlets, self-service stations, and economy stations. Credit card purchases are limited to the purchase of fuel, lubricants and unscheduled repairs. Minor repairs costing less than \$100 (e.g., replacing a worn windshield wiper, replacing a burned-out light, repairing a flat tire), can be accomplished at any reputable repair shop or service station without obtaining advance approval from GSA. Repairs costing more than \$100 and all tire purchases must be pre-approved by the GSA Maintenance Control Center (MCC) before the work is started. The MCC will issue a purchase order for repairs that are authorized. Emergency and after hours repairs are authorized when a repair(s) is over \$100 and the MCC is closed, the operator may spend up to \$500 at any contract service station using the GSA fleet credit card. In the event the contract service station cannot perform the necessary repair(s), the operator can charge up to \$500 for the repair(s) without getting an advanced purchase order number from MCC. In either case, the operator is required to call the MCC the next business day and inform them what happened. Remember, an emergency is defined as a situation where an operator would be unable to return to his or her duty station with reasonable dispatch without making the purchase.

**c. Lost or stolen GSA fleet credit cards.** Report lost or stolen GSA fleet credit cards immediately to the supporting GSA fleet management center. Have the following information for the report:

- (1) Tag number for which the credit card was issued.
- (2) Date and location where the credit card was last seen.
- (3) The last known location where the credit card was used.
- (4) The steps taken to recover the lost or stolen card.

(5) The name, work address, and telephone number of the employee who last used the card.

**d. Broken, debossed, or demagnetized GSA fleet credit cards.** Replacement GSA fleet credit cards for broken, debossed, or demagnetized cards can be ordered by calling the supporting fleet management center.

**Note:** Debossed cards have the raised letters flattened and are no longer creating a legible imprint on the credit card slip.

**2-6. Lost, damaged, or stolen license plates.** Report lost, damaged, or stolen license plates immediately to the supporting GSA fleet management center and local law enforcement agency. Have the following information for the report:

- a. The vehicle tag number.
- b. Location where the vehicle was parked when the plates were lost, damaged, or stolen.
- c. Date and approximate time when the plates were lost, damaged, or stolen.

d. The street address to send replacement plates and credit card. Replacement tags will be sent by overnight package. Instructions will be provided on how to discard the old vehicle packet.

**Note:** Packages will not be delivered to a post office box address.

**2-7. Traffic law violations**

Government vehicle operators are not exempt from the state and local traffic laws and ordinances. Vehicle operators are responsible for payment of any—

a. Fines for violation of traffic laws and ordinances and are not entitled to reimbursement for the fines.

b. Towing and/or storage charges resulting from traffic law violations. While recovery of impounded Government vehicles may be accomplished through appropriate action in a U.S. District Court that legal remedy can result in publicity reflecting discredit upon the military in general and USMEPCOM in particular.

## **Chapter 3 Maintenance Management**

### **3-1. General**

Maintenance, including preventive maintenance, is the care exercised and work performed to retain vehicles in a safe and serviceable operating condition during their normal service life. While it is necessary that the maintenance program satisfy the operational vehicle requirements, it is also necessary that the program strive to achieve maintenance efficiency, to decrease maintenance cost, and to facilitate maximum vehicle utilization. Commanders and supervisors at all levels will comply with the maintenance management provisions in this regulation, AR 750-1 (Army Materiel Maintenance Policy), DA Pamphlet 738-750 (Functional Users Manual for the Army Maintenance Management System (TAMMS)), and Technical Manual (TM) 38-600 (Management of Administrative Use Motor Vehicles), and the vehicle manufacturer's owner maintenance manuals. Most GSA vehicles are eligible for additional coverage under the manufacturer's "Roadside Assistance Program." This service, both basic and courtesy care, is available 24 hours a day, 365 days a year. Length of coverage is for 36 months or 36,000 miles, whichever comes first. Toll free numbers for this service are available through the vehicle warranty or the supporting fleet management.

### **3-2. Car wash policy**

**a. Primary and secondary sources.** The primary source for car washes is a service station under contract with the fuel credit card company. These car washes are usually free or available for a nominal fee with a fill-up. If there is no primary source vendor, a secondary source will be established with a vendor who has a written agreement with the supporting GSA fleet management center. The supporting GSA fleet management center will competitively establish an agreement when there are no gas stations that could be a primary source in a given area. Unless specifically permitted by the fleet manager, no other source for car washes is authorized.

**b. Other provisions.** Car washes from other sources in a given area may be at the using activity's expense. Car washes are limited to the exterior cleaning of vehicles. GSA will not pay for interior cleaning; the entire cost of interior cleaning will be billed to the using activity's account.

### **3-3. Scheduled preventive maintenance for GSA vehicles**

GSA vehicles will be maintained in accordance with GSA directives. Preventive maintenance is scheduled according to the vehicle manufacture's recommended intervals.

**a.** GSA prepares GSA Form 3478 (Motor Vehicle Service Authorization) for each vehicle that will require service in the next 4-6 weeks. The GSA Form 3478 indicates the date and mileage when maintenance is due.

**b.** The operator will schedule vehicle service as soon as the notice is received. GSA Form 3478 lists the required services. Select a shop where all listed services can be performed. For basic preventive maintenance (e.g., oil change, top-off fluids), "quick lube" vendors are authorized. Vehicles requiring special treatment such as certain alternative fuel or those requiring additional services (e.g., spark plug replacement, mechanical repairs) will be taken to an authorized dealership or a reputable independent repair shop capable of performing the required service. Call the supporting GSA fleet management center for the right shop if needed.

**c.** When service is completed, the dealer will mail GSA Form 3478 to the GSA office. GSA files the report under the vehicle maintenance record. Operators will report the maintenance when filing the monthly mileage report using the GSA Mileage Express Internet Web site ([http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FFFS&contentId=8370&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FFFS&contentId=8370&contentType=GSA_BASIC)).

d. Pay for the service using the GSA Fleet Service Card. If service was not paid for with the GSA Fleet Service Card, instruct the vendor to mail the invoice to the respective GSA region for payment.

### **3-4. Scheduled preventive maintenance for Army-owned vehicles**

Preventive maintenance services for Army-owned vehicles are performed at intervals based on the manufacturer standards. The manufacturer's shop manual and lubrication chart will be used for that purpose. Army vehicle service is available from the supporting military installation.

### **3-5. Preventive maintenance policy**

USMEPCOM elements authorized and assigned Army-owned or GSA-leased vehicles will establish specific maintenance inspections and services. Commanders at all levels will appoint a vehicle maintenance officer (usually the supply technician) to monitor daily operator inspections and to perform weekly inspections. Inspections include recurring inspecting and servicing to detect and correct malfunctions that could make the vehicle unsafe or unserviceable.

**a. Daily inspections.** Vehicle operators will perform before, during, and after operation procedures for operator inspections and services each day that the vehicle is dispatched. (See app. D for preventive services and maintenance check items.) The operator's daily inspection and observations will help detect defects before they result in damage to or equipment failure, or create a hazard to the driver. Use DA Form 2404 (Equipment Inspection and Maintenance Worksheet) to record the inspection and keep the form under file number 58-1b, Equipment daily utilization files; disposition instructions are in appendix A, section IV. HQ USMEPCOM-established criteria for preprinting the inspection criteria on DA Form 2404 is at appendix D.

**b. Weekly inspections.** The vehicle maintenance officer will perform weekly inspections using the same DA Form 2404 with HQ USMEPCOM established inspection criteria and filing instructions as the daily inspections in par. 3-5a above.

### **3-6. Warranty procedures**

Commanders will ensure vehicle maintenance officers familiarize themselves with the vehicle warranty and of their significance in reducing maintenance costs. Make maximum use of the manufacturer's warranty during the warranty period. Warranty repairs for GSA-leased vehicles or vehicles leased from commercial sources will be in accordance with GSA policies, or as specified in the commercial lease agreement. Using USMEPCOM elements can contact their supporting GSA fleet manager for warranty guidance.

### **3-7. Motor vehicle modifications**

Commanders may not authorize any vehicle modification that would alter the interior or exterior of the vehicle and that cannot be reversed to restore the original configuration when the vehicle is no longer needed for mission requirements are not authorized. If modifications are needed, commanders must get approval from DA or GSA. Commanders may request a modification from HQ USMEPCOM, ATTN: MRM-AD-PB and if approved, HQ USMEPCOM will forward the request to DA or GSA, as appropriate. Commanders will take into account costs and replacement aspects will be considered prior to any action. (See par. 4-2 for more information on modifications.)

## **Chapter 4**

### **Authorization and Utilization**

#### **4-1. Additional or replacement vehicles**

Commanders may send requests for additional vehicles or changes to the authorization to HQ USMEPCOM, ATTN: MRM-AD-PB, for consideration and approval. Do not negotiate any exchanges of vehicles with the supporting fleet management center before checking with MRM-AD-PB for approval. If approved, MRM-AD-PB will forward the approval, in writing, to the requesting activity. File requests under file number 58-1d, Administrative motor vehicle requisitions; disposition instructions are in appendix A, section IV.

#### **4-2. Modification, conversion, and marking of vehicles**

a. DA or GSA must approve modifications and conversions that affect the original design, safety, stability of performance or operating characteristics and that are considered essential. Commanders must have written approval before ordering, purchasing, installing, or applying any change to the vehicle. Approval will not be granted for modifications that permanently alter the interior or exterior of the vehicle or one prevent the vehicle from being restored to its original configuration when no longer required to meet mission requirements. Commanders must send a request any modification to HQ USMEPCOM, ATTN: MRM-AD-PB for consideration and approval.

b. The USMEPCOM fleet is almost exclusively GSA-leased. Because of the commercial design and lack of exterior markings identifying them as Army-owned or controlled vehicles, measures taken by GSA identifying these vehicles as Government property and marked to be used only for official use only, is sufficient.

#### **4-3. Accident procedures**

a. **At the scene.** The vehicle operator's first responsibility at the accident scene is to secure the safety of all persons involved in the accident, as well as those passing by the scene. Regardless of how minor the damage or who is at fault, the vehicle operator should attempt to get a police officer to investigate the accident. Even if the vehicle operator is at fault, a police report protects him or her from any false claims made by the operator of the other vehicle. The vehicle operator may make factual statements concerning the circumstances of the accident to investigators. Questions of fault and nature should be referred to the USMEPCOM Office of the Staff Judge Advocate or the servicing Army claims office for response. Vehicle operators will not make any statements or answer questions concerning fault or liability.

b. **After the accident.** The vehicle maintenance officer will contact the GSA accident control center within 24 hours to report the accident. The vehicle maintenance officer will—

(1) Complete SF 91 (Department of the Army Report of Survey) and obtain three repair estimates from GSA-fleet-management-center-directed repair shops. (Contact GSA fleet management center for more assistance.)

(2) Report the accident to the organization for investigation for facts and circumstances of the accident and prepare a DA Form 4697 (Report of Survey) according to instructions in AR 735-5 (Policies and Procedures for Property Accountability). File DA Form 4697 under 735-5r1; disposition instructions in appendix A, section IV.

c. **Court appearances.** The vehicle operator must attend the scheduled court appearances for accidents with a third party. Attending court, especially if the third party is at fault, is the responsibility of the vehicle operator; no other person can represent what happen at the accident scene.

**d. Claims against the Government.** Claims made by a third party against the Government for damage or injury resulting from a motor vehicle accident involving a USMEPCOM military member (regardless of service) or civilian employee must be filed against DA through the U.S. Army claims. Claims resolution is the responsibility of the U.S. Army claims service and cannot be negotiated by GSA on behalf of the agency. Any claim from a third party for damages or injury resulting from a motor vehicle accident involving a Government vehicle will immediately be faxed to the office of the Staff Judge Advocate, HQ USMEPCOM, for review and coordination.

#### **4-4. Recording vehicle use**

Use USMEPCOM Form 58-1-1-R-E (Motor Vehicle Utilization and Domicile-to-Duty Record) to record vehicle use. (See app. E for instructions on preparing USMEPCOM Form 58-1-1-R-E.) Authorization for domicile-to-duty must be approved in writing by the commander before performed. File authorization under 58-1f, Transportation services authorizations; disposition instructions are in appendix A, section IV. Prepare a separate USMEPCOM Form 58-1-1-R-E for each vehicle for each month in which the vehicle is used. When authorized, drivers will complete the domicile-to-duty portion of USMEPCOM Form 58-1-1-R-E for all vehicles used for domicile-to-duty travel. At the end of each month, the vehicle maintenance officer will review the USMEPCOM Form 58-1-1-R-E for completeness and domicile-to-duty control.

#### **4-5. Reports**

a. USMEPCOM Form 58-1-R-E (Monthly Mileage and Fuel Consumption Report) provides a history of individual vehicle use and goals. (See app. F for instructions.) File USMEPCOM Form 58-1-R-E under file number 58-1b, Equipment daily utilization files; disposition instructions are in appendix A, section IV.

b. Use SF 82 collect and consolidate cost and performance data for Army-owned and commercial-leased vehicles. Never operate a Government-owned vehicle only to achieve utilization goals.

c. GSA monthly mileage report. Submit this report on-line through the GSA Mileage Express ([http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FFFS&contentId=8370&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FFFS&contentId=8370&contentType=GSA_BASIC)). The reported ending mileage is used by GSA when billing the user activity and for scheduling preventive maintenance.

## **Appendix A**

### **References**

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms

(<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

**Section I** (The publications needed to comply with this publication.)

### **Required Publications**

#### **AR 58-1**

Management, Acquisition and Use of Motor Vehicles. Cited in paragraphs 1-5a, 2-2, 2-3, 2-4d(1) and (2).

#### **AR 385-55**

Prevention of Motor Vehicle Accidents. Cited in paragraphs 1-4d(3) and 2-4d(3).

#### **AR 71-32**

Force Development and Documentation-Consolidated Policies. Cited in paragraph 1-6.

#### **AR 735-5**

Policies and Procedures for Property Accountability Cited in paragraph 4-3b.

#### **AR 750-1**

Army Materiel Maintenance Policy. Cited in paragraph 3-1.

#### **DA Pamphlet 738-750**

Functional Users Manual for the Army Maintenance Management System (TAMMS). Cited in paragraph 3-1.

#### **DOD 4500.36-R**

Management, Acquisition, and Use of Motor Vehicles. Cited in paragraph 2-3.

#### **DODD 4500.36**

Management, Acquisition, and Use of Motor Vehicles. Cited in paragraph 1-5a.

#### **USMEPCOM Regulation 700-3**

Material Management and Supply Operations. Cited in paragraph 1-6.

#### **TM 38-600**

Management of Administrative Use Motor Vehicles. Cited in paragraph 3-1.

**Section II** (These publications are a source of additional information. Users may read them to better  
**Related Publications** understand the subject, but do not have to read them to comply with this regulation.)

None

**Section III** (Publications prescribed by this regulation.)  
**Prescribed Publications**

None

**Section IV** (The forms needed to comply with this publication.)  
**Required Forms**

**DA Form 11-2-R**

Management Control Evaluation Certification Statement. Cited in paragraph 1-7.

**DA Form 2404**

Equipment Inspection and Maintenance Worksheet. Cited in paragraph 3-5a.

**DA Form 4697**

Report of Survey. Cited in paragraph 4-3b.

**GSA Form 3478**

Motor Vehicle Service Authorization. Cited in paragraph 3-3a. (GSA-initiated only.)

**SF 82**

Agency Report of Motor Vehicle Data (RCS 1102-GSA-AN). Cited in paragraphs 1-5b and 4-4b.

**SF 91**

Department of the Army Report of Survey. Cited in paragraph 4-3b.

**Section V** (The forms prescribed by this regulation.)  
**Prescribed Forms**

**USMEPCOM Form 58-1-R-E**

Monthly Mileage and Fuel Consumption Report. Cited in paragraph 4-5.

**USMEPCOM Form 58-1-1-R-E**

Motor Vehicle Utilization and Domicile-to-Duty Record. Cited in paragraph 4-4.

**USMEPCOM Form 58-1-2-R-E**

Vehicle Credit Card/Negotiable Media/Key Control Register. Cited in paragraphs 2-4d(1) and 2-5.

**Section VI** (The file numbers this regulation prescribes for the user to file specific documents.)  
**Prescribed File Numbers**

**58-1b**

Equipment daily utilization files. Cited in paragraph 4-5.

KE6. Event is after required transfer of information. Keep in current files area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**58-1d**

Administrative motor vehicle requisitions. Cited in paragraph 4-1.

KE6. Event is after completion or cancellation of requisition. Keep in current files area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**58-1f**

Transportation services authorizations. Cited in paragraphs 2-4e(1) and 4-4.

KE6. Event is after cancellation of service or supersession by new authorization, whichever applies. Keep in current files area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**735-5r1**

Report of survey files – files involving pecuniary liability. Cited in paragraph 4-3b.

TE5. Event is after completion of final action. Keep in current files area until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 5 years after the event.

**Appendix B**  
**Management Control Evaluation Checklist – Vehicle Management****B-1. Function**

The function covered by this checklist is to manage the vehicle fleet assigned to USMEPCOM.

**B-2. Purpose**

The purpose of this checklist is to assist commanders, and assessable vehicle managers at USMEPCOM in evaluating the key management controls below. It is not intended to cover all internal controls. Commanders are free to use the checklist for their vehicle program anytime they feel it would assist them in improving operations, internal control working as intended, or in preparation for inspection.

**B-3. Instructions**

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective actions attested to in supporting documentation. These evaluations must be conducted at least every 3 years. Certification that the evaluation has been conducted is documented on DA Form 11-2R (Management Control Evaluation Certification Statement).

**B-4. Test questions****a. Internal controls.**

(1) Is there a staff functional manager appointed at the MEPS to oversee the assigned vehicle fleet?

(2) Does the USMEPCOM activity maintain a functional file system for vehicle records keeping according to AR 25-400-2 (The Modern Army Record keeping System (MARKS))?

(3) Are the following references on-hand or made available on the Internet? AR 58-1 (Management, Acquisition and Use of Motor Vehicles), USMEPCOM Regulation 58-1 (Vehicle Management)

(4) Do the internal controls provide reasonable assurance that Army resources are adequately safeguarded?

**b. Information resources.**

(1) Has the activity implemented proper dispatch procedures?

(2) Is the activity granting domicile-to-duty privileges only to those individuals meeting the criteria?

(3) Is the activity maintaining a current record of vehicles parked at residences of individuals authorized domicile-to-duty privileges?

(4) Has the commander or his designated representative reviewed the USMEPCOM Form-58-1-1-R-E for completeness and if used, domicile-to-duty at the end of the month and signed in the appropriate block?

(5) Are the following documents on hand?

(a) Vehicle dispatch records with 3-year domicile to duty records (if used)

(b) Current record of all vehicles being parked at MEPS testing personnel residences.

**B-5. Comments**

Users may submit comments to HQ USMEPCOM, ATTN: MRM-AD-PB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

## Appendix C Basis of Issue (BOI) for Vehicles

### C-1. General

The BOI for vehicles is contingent upon mission and intended use. Authorizations for Government-owned vehicles will be limited to the minimum needed to provide essential motor vehicle transportation services under normal conditions. Each MEP will be authorized up to three vehicles with the option of further increases based on mileage (use) achieved over a sustained period. Seasonal or peak workload demands will not be considered in vehicle density. This BOI is designed to allow maximum flexibility in type of vehicles each MEPS may select to best to meet their individual needs. Additional vehicles will not be leased until an approved increase to the table of distribution and allowance (TDA) is received from MRM-AD-PB.

### C-2. Line item number

The following line item numbers (LINs) are extracted from the TDA document for vehicles

LIN	VEHICLE	AUTHORIZATION
B04441	Compact 4 door sedan	a. 1 per ESS/testing section
		b. 1 per commander/station use
		c. 1 additional if combination of a & b exceeds 3,000 miles per month sustained for 3 consecutive months
		d. 1 Additional for each 1,500 miles per month, over c, if sustained for 3 consecutive months.
		e. Additional vehicle is authorized based on justifiable operational need. For abnormal workload, an additional vehicle is authorized for a period not to exceed 30 days.
X42064	Minivan	1 per supply technician and/or station use.
		Substitute for B04441
		Authorized Substitutions
		B04852 Station wagon
		X42201 Truck Van (15 passenger)/SUV 4x4
		a. 1 per supply technician in lieu of X42064 B04441.
		b. Due to high monthly costs, four-wheel drive sport utility vehicles (SUVs) will only be considered in areas of extreme weather conditions, and rough terrain. Requests for SUVs will be considered on case-by-case justification submitted through and endorsed by the sector commander.
X42064	Minivan	Substitute for B04441
X39598	Truck cargo ½ to ¾ ton	Substitute for X42064

### C-3. Locations authorized SUVs

SUVs are authorized at the following locations:

#### a. Eastern Sector MEPS:

Albany  
Buffalo  
Beckley  
Syracuse (2)  
Lansing

**b. Western Sector MEPS:**

Anchorage (2)  
Butte, MT  
Sioux Falls, SD  
Sacramento, CA (2)

## Appendix D Preventive Maintenance Checks and Services

This appendix is the list of inspection criteria for daily preventive maintenance checks (see this regulation, par. 3-5). Preprint the items below on DA Form 2404.

<b>DAILY VEHICLE INSPECTION AND/OR SERVICE ITEMS</b>	
<b>Before operation</b>	
<b>Item:</b>	<b>Examples:</b>
Damage	Pilferage
Leaks	General (coolant, oil, fuel, or other fluid leaks)
Lubricants	Fuel, oil, coolant levels
Instruments	Gages, switches, control, and warning devices
Safety devices	Washers and windshield wipers; mirrors, horn, seat belts, glass, defrosters, lights, signals, and reflectors
Batteries	Cables, terminals, and drive belts
Tires	Damage and inflation
<b>During operation</b>	
<b>Item:</b>	<b>Examples:</b>
Instruments	Gages, switches, controls, and warning devices
Brakes	
Clutch	
Steering	
Engine operation	
Unusual noises	
<b>After operation</b>	
<b>Item:</b>	<b>Examples:</b>
Lights and reflectors	
Safety devices	Washers and windshield wipers; mirrors, horn, seat belts, glass, defrosters, lights, signals, and reflectors
Lubricants	Fuel, oil, coolant (refill as needed)
Drive belts	
Tires	Inspect for damage (inflate as necessary)
Muffler, exhaust, and tailpipe	Inspect for damages and leaks
Clean vehicle as needed	

**Appendix E**  
**Instructions for USMEPCOM Form 58-1-1-R-E, Motor Vehicle Utilization and Domicile-to-Duty Record**

This appendix provides instructions on completing USMEPCOM Form 58-1-1-R-E (Motor Vehicle Utilization and Domicile-to-Duty Record). At the end of each month, the vehicle maintenance will review the USMEPCOM Form 58-1-1-R-E for completeness and domicile-to-duty control.

**BLOCK 1. VEHICLE ID NUMBER.** The U.S. Army registration number, GSA ID number, or the license plate number for commercial leased vehicles.

**BLOCK 2. ACTIVITY.** The designation of the USMEPCOM activity responsible for the vehicle.

**BLOCK 3. SIGNATURE OF REVIEWER.** End of month reviewer's signature.

**BLOCK 4. DATE.** The date the vehicle is operated.

**BLOCK 5. ODOMETER READING (end of day).** The reading on the odometer at the end of day, or in the case of multiple drivers for a given day, the ending mileage when each mission was completed.

**BLOCK 6. FUEL ADDED (gal) (C, A, M).** The total fuel/oil in gallons added during the day of operation, list in the appropriate column by type of fuel (i.e., leaded, unleaded, diesel fuel, or oil).

**BLOCK 7. SIGNATURE OF OPERATOR.** Signature of the driver for that day or, if multiple drivers, the last driver for that day.

**BLOCK 8. DESTINATION.** Complete only when domicile-to-duty travel is authorized. Self-explanatory.

**BLOCK 9. TIME.**

a. Arrival. Time of arrival at domicile-to-duty destination.

b. Departure. Time of departure from the domicile-to-duty destination.

**BLOCK 10. TOTAL DOMICILE-TO-DUTY MILAGE.** The total domicile-to-duty mileage only.

**Appendix F****Instructions for USMEPCOM Form 58-1-R-E, Monthly Mileage and Fuel Consumption Report****F-1. Instructions for using USMEPCOM Form 58-1-R-E.**

a. Prepare USMEPCOM Form 58-1-R-E as of 2400 hours on the last day of each month. The USMEPCOM activity vehicle maintenance officer normally prepares the consolidated report, or the person designated to act as the unit dispatcher. Submit the report by e-mail to HQ USMEPCOM, MRM-AD-PB not later than the 10th day of the month following the reporting month.

b. Report vehicles turned in or exchanged during the reporting period. For example, if a vehicle is turned in on the 15th of the month, the mileage accumulated and fuel consumed during that portion of the reporting period must be reported for that month. Similarly, a vehicle received during a given reporting period must be reported for that month.

c. Monthly mileage and fuel reports will be items of interest during command logistics evaluation and assistance visits and inspector general inspections.

**F-2. Instructions for completing USMEPCOM Form 58-1-R-E**

USMEPCOM Form 58-1-R-E is vertically divided into four sections: A - Organic, B - Diesel, C - GSA leased, and D - Commercial. Please use the correct section for your vehicle fleet. When preparing USMEPCOM Form 58-1-R-E electronically, mileage and fuel computations will be automatic after entries are completed.

a. Columns 1 through 12 are self-explanatory. Column 5, odometer reading, would reflect the vehicle odometer reading as of the last day of the reporting period. Subtracting the previous reported odometer reading from the current reporting period should be the same as the mileage reflected in column 4.

b. Signature block- The MEPS commander or HQ commandant should review and sign the report. Signed report is to be filed at the USMEPCOM activity and disposed of per disposition instruction.

**Glossary**

***Section I***  
***Abbreviations***

**AR**  
Army regulation

**BOI**  
basis of issue

**DA**  
Department of the Army

**DOD**  
Department of Defense

**GSA**  
General Services Administration

**HQ USMEPCOM**  
Headquarters, United States Military Entrance Processing Command

**ID**  
identification

**LIN**  
line item number

**MEPS**  
military entrance processing station

**PIN**  
personal identification number

**SF**  
standard form

**SUV**  
sport utility vehicle

**TDA**  
table of distribution and allowances

**TDY**  
temporary duty

**USMEPCOM**  
United States Military Entrance Processing Command

## ***Section II***

### ***Terms***

#### **alternative fuel vehicles**

A motor vehicle capable of operating on alternative fuels such as methanol, denatured ethanol, and other alcohol's mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohol's with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially or petroleum and would yield substantial energy security benefits and substantial environmental benefits.

#### **commercial design vehicle**

A vehicle designed to meet civilian requirements and used without major modifications by DOD activities for routine transportation of supplies, personnel, or equipment.

#### **domicile**

A place of residence, regardless of where located, excluding TDY residences.

#### **field work**

Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a government passenger carrier for transportation.

#### **identification**

The legend, "For Official use only," the name or title of the DOD component by which the vehicle is used, and the vehicle registration number.

#### **maintenance**

All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, and classification as to serviceability, repair, rebuilding, and reclamation.

#### **motor vehicle**

A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

#### **motor vehicle accident**

An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other acts of nature. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

#### **government-owned vehicle.**

A motor vehicle or trailer of commercial design acquired and assigned on the basis of authorization documents and used for providing administrative, direct mission, or operational transportation support of military function. All DOD sedans, station wagons, carryalls, vans, and buses are considered government-owned vehicle; includes GSA-leased vehicles, Army-owned vehicles, and organizational vehicles.

#### **GSA-leased vehicles**

Vehicles supplied on lease by GSA

#### **organizational vehicles**

Organizational vehicles are Army-owned vehicles.