



~~UNITED STATES MARINE CORPS~~
2D MARINE AIRCRAFT WING
U. S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8050
MARINE CORPS AIR STATION, CHERRY POINT NC 28533-6060

WgO P11240.19E
G-4/06
MAY 17 2005

WING ORDER P11240.19E

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MOTOR TRANSPORT AND
GARRISON MOBILE EQUIPMENT (SHORT TITLE: SOP FOR MT AND
GME)

Ref: (a) MCO 11240.66
(b) MCO P11240.106_
(c) DOD 4500.9-R _
(d) TM 4700-15/1 _
(e) TM 11240-15/3
(f) MCO P4790.2
(g) AirStaO P11240.12
(h) MCO 4400.16
(i) MCO 4855.10
(j) MCO 4710.8
(k) MCO 4733.1
(l) II MEF LOI Tactical Tire Changing Facility Operation
(m) TI 4731.14/1
(n) WgO P4790.8
(o) MarForLantO P11240.7
(p) MCO P4400.82
(q) MCWP 4-11.3
(r) TI 4790-15/2
(s) WgO P11240.21
(t) MCRP 4-11.3
(u) NAVSEA SWO20-AF-ABK-010

Encl: (1) LOCATOR SHEET

1. Purpose. This Manual standardizes mobile equipment policies, procedures, and regulations for tactical motor transport (MT) and garrison mobile equipment (GME) within 2d MAW.

2. Cancellation. WgO P11240.19D

3. Background. The references standardize tactical MT and GME policies, procedures, and regulations within the Operating Forces and Marine Corps Bases and Stations, to include MCCA non-appropriated fund activities. This Manual provides amplifying instructions required by the references.
4. Action. Commanding Officers will ensure compliance with the contents of the references and this Manual.
5. Summary of Revision. This revision contains major changes and should be reviewed in its entirety.
6. Recommendation. Recommendations concerning the contents of the SOP for MT and GME are invited. Forward recommendations to the Commanding General, 2d MAW, Motor Transport Officer (G4) via the appropriate chain of command.
7. Certification. Reviewed and approved this date.



D. J. MOLLAHAN
Chief of Staff

DISTRIBUTION: A

Copy to: COMMARFORLANT
CG, II MEF
CG, 2d MarDiv
CG, 2d FSSG

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR MOTOR TRANSPORT AND
GARRISON MOBILE EQUIPMENT (SHORT TITLE: SOP FOR MT AND
GME)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

SOP FOR MT AND GME CONTENTS

CONTENTS

CHAPTER

- 1 TRAFFIC REGULATIONS
- 2 DISPATCH CONTROL AND OPERATIONAL RECORDS
- 3 DESIGNATED RECORDS
- 4 MARCH MOVEMENTS
- 5 TOWED EQUIPMENT, PASSENGER, AND CARGO LOADS
- 6 EQUIPMENT RECOVERY
- 7 CONSERVATION
- 8 SECURITY OF TACTICAL VEHICLES
- 9 TACTICAL AND SPECIAL SUPPORT OPERATIONS
- 10 ON VEHICLE EQUIPMENT (OVE)
- 11 VEHICLE AUGMENTATION
- 12 MAINTENANCE RECORDS AND REPORTS
- 13 QUALITY CONTROL
- 14 MAINTENANCE RELATED PROGRAMS
- 15 MAINTENANCE AND MODIFICATIONS
- 16 TIRE REHABILITATION
- 17 JOINT OIL ANALYSIS PROGRAM (JOAP)
- 18 RELATED SAFETY PROGRAMS
- 19 PUBLICATIONS
- 20 OPERATIONS AND LICENSING
- 21 UTILIZATION AND LEASING
- 22 ACCIDENTS AND DAMAGE
- 23 TRANSPORTATION OF HAZARDOUS CARGO

SOP FOR MT AND GME

CONTENTS

APPENDICES

- A NORTH AND SOUTH CAROLINA LOAD CHARACTERISTICS CHART
- B REQUEST FOR SPECIAL HAULING PERMIT
- C PASSENGER AND CARGO LIMITS
- D 2D MAW GROUND SAFETY ACCIDENT FLASH REPORT
- E 2D MAW VEHICLE/EQUIPMENT REQUEST FORM
- F MOTOR VEHICLE VIOLATION/INSPECTION RECORD
- G OVE/OVM (ON VEHICLE EQUIPMENT/ON VEHICLE MATERIAL)
INVENTORY FORM
- H MCAS CHERRY POINT NC LIFT TRUCK SAFETY INSPECTION
- I GME/MHE MONTHLY MILEAGE REPORT
- J TACTICAL VEHICLE DAILY PREVENTIVE MAINTENANCE (PM) CHECKS
AND SERVICES RECORD SHEET
- K DAILY PREVENTIVE MAINTENANCE FORM (MCAS 11240/30A REV 8-89)
- L GARRISON MOBILE EQUIPMENT (GME) MONTHLY INSPECTION CHECKLIST
MONTHLY CHECKS AND SERVICES
- M 2D MAW GME RUN ROSTER

SOP FOR MT AND GME

CHAPTER 1

TRAFFIC REGULATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	1000	1-3
SPEED LIMITS/SAFETY MEASURES.	1001	1-3
TRANSPORTATION AND TRAVEL ON PUBLIC HIGHWAYS. . .	1002	1-4

SOP FOR MT AND GME

CHAPTER 1

TRAFFIC REGULATIONS

1000. GENERAL. Traffic accidents cause needless loss of life, serious injury, and property destruction. Operators should recognize that most accidents can be prevented. Traffic regulations provide a baseline for prudent operation of motor vehicles. Commanding Officers are responsible for creating an environment that cultivates a mindset emphasizing safety, training, and adherence to existing traffic regulations.

1001. SPEED LIMITS/SAFETY MEASURES

1. Road conditions may require operators to travel at speeds less than those posted. Under these circumstances, operators must modify the speed of their vehicle to adjust for adverse road conditions.
2. Tactical vehicles are not designed for high-speed operation. The following speed limits are in force.
 - a. On improved, hard surface roads, vehicles are not to exceed 45 miles per hour. The 900 series tactical vehicles will not exceed 40 miles per hour.
 - b. On unimproved roads, vehicles are not to exceed 20 miles per hour.
3. Equipment operators will not exceed 5 miles per hour near or around aircraft. All ground vehicles will give right of way to taxiing aircraft by stopping and maintaining at least 50 feet from the wing tips or 200 feet from the nose or tail section of the aircraft.
4. Operating vehicles in bivouac or sleeping areas is not recommended. If operational requirements dictate that a vehicle must be driven in bivouac areas, a ground guide must be used. The speed of the vehicle will not exceed the walking pace of the ground guide.
5. Ground guides are strongly recommended when backing a vehicle. Use ground guides in all cases involving close quarters or when the driver does not have total view of the area behind his or her vehicle.

1002. TRANSPORTATION AND TRAVEL ON PUBLIC HIGHWAYS

1. The Department of Transportation has established size and weight limitations for use on public highways. All vehicles exceeding legal limits must secure permission from the Commanding General, 2d MAW (G4/MTO) before movement.

a. North Carolina and South Carolina require a special permit to operate vehicles over the standard limits. These limits are contained in appendix A of this Manual. The 2d MAW Motor Transport Officer can request permits for vehicles and loads exceeding size/weight limits. This includes units stationed at Cherry Point, New River and Beaufort.

b. Units requiring movement of oversize/overweight vehicles exceeding the dimensions discussed in appendix A will contact the 2d MAW Motor Transport Officer in writing ten working days prior to the date of movement to obtain a special permit. Format for request is in appendix B.

2. Established convoy routes are described below:

a. From MCAS Cherry Point to MCAS New River: NC 70E to Hibbs Road (3 mile Road) to NC 24W to 17S.

b. From MCAS Cherry Point to MCB Camp Lejeune/Marine Corps Auxiliary Landing Field (MCALF) Bogue Field: NC 70E to Hibbs Road (3 mile Road) to NC 24W.

c. From MCAS Cherry Point to MCALF Atlantic Field: Highway 101E to Old Highway 70E.

d. From MCAS Cherry Point to MCALF Oak Grove: NC 70W to NC 17S to Service Road 1002.

e. From MCAS New River to MCB Camp Lejeune/MCALF Bogue Field: NC 17E to NC 24E.

f. From MCAS New River to MCALF Atlantic Field: NC 24E, NC 70E.

g. From MCAS New River to MCALF Oak Grove: NC 17N to Service Road 1002.

3. The following roadways are not approved for tactical or GME travel unless specifically authorized by 2d MAW G-4 to minimize travel through the following areas due to safety hazards and traffic congestion:

- a. Lake Road
 - b. Nine Mile Road
 - c. Nine Foot Road
 - d. Roberts Road
 - e. Catfish Lake Road
 - f. Gumbranch Road from NC 17 to Richlands
 - g. Piney Green Road from NC 24 to NC 17 North
 - h. Bear Creek/Queens Creek Road NC 172 to NC 24
 - i. All government housing (unless properly authorized)
4. Tactical vehicles leaving MCAS Cherry Point heading east between the hours of 0600-0730 (Monday through Friday) will use Gate 6 located on Cunningham Blvd.

SOP FOR MT AND GME

CHAPTER 2

DISPATCH CONTROL AND OPERATIONAL RECORDS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	2000	2-3
DISPATCH CONTROL.	2001	2-3
OPERATIONAL RECORDS.	2002	2-4
OFFICER DRIVING.	2003	2-6

CHAPTER 2

DISPATCH CONTROL AND OPERATIONAL RECORDS

2000. GENERAL. Dispatching procedures must comply with reference (a) of this manual.

2001. DISPATCH CONTROL

1. The unit's Responsible Officer for GME, GSA, and MHE will ensure a dispatcher is appointed in writing to ensure all class "B" assigned vehicles are properly dispatched per reference (d) and this manual.

2. The Motor Vehicle Utilization Record (DD 1970), the Trip Ticket (NAVMC 10627), or the Daily Preventive Maintenance (MCAS 11240/30A) forms are the only forms authorized for dispatching GME/MHE in 2d MAW. Units are authorized to locally reproduce MCAS 11240/30A form (Appendix K).

3. When utilizing the DD 1970 or NAVMC 10627 the following procedures apply:

a. Dispatch all class "B" assigned equipment per reference (d). The Daily Dispatch Record of Vehicles (NAVMC 10031) must be used when dispatching GME, GSA, and MHE.

b. Dispatch all class "B" MHE used inside a warehouse using the NAVMC 10031 per reference (d). MHE leaving the warehouse will possess a trip ticket with proper entries made on the NAVMC 10031 per reference (d).

4. Units electing to use the MCAS 11240/30A form will adhere to the following procedures:

a. Dispatch all class "B" assigned GME, GSA, and MHE utilizing appendix K or a locally reproduced form containing the same information.

b. Dispatcher will ensure the driver has a valid license (state/OF 346) in his/her possession and is qualified to operate that piece of equipment.

c. Dispatcher will ensure the operator completed appendix K and performed the required before, during, and after operations checks.

d. Dispatcher will ensure discrepancies noted on appendix K are corrected prior to dispatching equipment to another operator.

e. Units will continue to use appendix L of this manual to record monthly preventive maintenance service checks on all assigned class "B" GME, GSA, and MHE.

f. It is recommended that a form similar to appendix M be used as a daily accountability of all assigned assets.

All vehicles dispatched for trips off MCASs Cherry Point, New River and Beaufort will have "Authorized for Use Off Station" stamped across the face of the trip ticket. The unit motor transport dispatcher will initial next to the authorization on these trip tickets.

5. The commander of the unit responsible for the equipment may authorize the utilization of tactical motor transport equipment to transport personnel to and from command sponsored group recreation programs provided the following conditions exist:

- a. Movement to the recreation site is impractical by foot.
- b. Utilization of tactical vehicles will not adversely affect equipment condition or interrupt operational commitments.
- c. Operators are in appropriate military uniform and remain fully capable to safely operate assigned vehicles during the period of dispatch.
- d. A responsible individual from the transported unit is assigned to each vehicle to ensure against passenger misconduct.

2002. OPERATIONAL RECORDS

1. The dispatcher will maintain a Motor Vehicle Operational Record NAVMC 10627 (Trip Ticket) in accordance with reference (d) of this manual. Trip tickets are used to authorize and record all dispatches of tactical prime movers and towed units.

2. Daily Dispatching Record (NAVMC 10031)

a. Administration and management of the Daily Dispatching Record of Vehicles (NAVMC 10031) must comply with reference (d).

b. The dispatcher will complete the Daily Dispatch Record of Vehicles using the completed trip ticket upon the return of vehicle(s) to the parent unit.

c. Adhere to the following guidance in order to accommodate dispatching procedures for a variety of operational scenarios:

(1) Garrison Operations

(a) During "normal" garrison operations the trip ticket is valid for a period not to exceed 24 hours.

(b) If it is known that a commitment will/may exceed the 24 hour time limit, the dispatcher will:

1 Prepare an additional trip ticket for each day on each item of equipment requiring dispatch that will/may exceed the 24 hour time limit

2 Assign the same administrative number to the new trip ticket(s) as the original trip ticket

3 Make a log entry in the remarks section of the Daily Dispatch Record of Vehicles reflecting the number of days that the equipment is dispatched for

4 When the mission is completed, make an entry on the Daily Dispatch Record of Vehicles reflecting the total miles traveled on all trip tickets assigned to that piece of equipment

(c) Do not dispatch a vehicle engaged in "normal" garrison operations more than 48 hours.

(2) Field Exercises

(a) For field exercises of seven days or less, the dispatcher will dispatch equipment on the Daily Dispatch Record. Do not close entries until the equipment is returned. Issue continuation trip tickets for the expected duration needed.

(b) For field exercises more than seven days, the dispatcher will open a field master log and dispatch the vehicle/equipment from the garrison motor pool. During the exercise, the field master log is used at the exercise/field site for all dispatching. Annotate all dispatching for the duration of the exercise on the field dispatch master log. Retain the field master log with the garrison master log(s) in the proper date sequence upon termination of the exercise.

NOTE: Mark the field dispatch master log across the top "FIELD LOG" and file it with the garrison log.

(3) Deployments. The procedures previously described do not apply to extended deployments/exercises external to the vehicle's owning unit. The dispatcher assigned to the deployment exercise will accomplish dispatching of this type.

2003. OFFICER DRIVING

1. Officers shall not drive a government vehicle (tactical or commercial) except for those billets that require an officer to drive. The Commanding General has authorized officers serving in the following billets to operate government owned commercial vehicles in the official performance of their duties.

- a. Staff Secretary
- b. Aide-De-Camp
- c. Protocol Officer
- d. Command Duty Officers (Wing, Group, Squadron)
- e. Director of Standardization and Safety
- f. Aviation Safety Officer
- g. Motor Transport Officer
- h. Wing Inspector
- i. Medical Officers
- j. Chaplains
- k. Landing Safety Officer
- l. Group/Squadron Commanders
- m. Landing Site Supervisor

2. Officers serving in the billets listed above may operate government owned commercial vehicles with a gross vehicle weight of 10,000 lbs or less. They should become familiar with references (b), (c), and this manual. Additionally, they must have a valid state driver's license in their possession. This authorization is automatically rescinded upon termination of such duty and/or when the officer vacates the designated billet.

3. Forward requests for exceptions to this policy to the AC/S, G-4 (MTO), who will consider them on a case-by-case basis.

SOP FOR MT AND GME

CHAPTER 3

DESIGNATED RECORDS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	3000	3-3
DESKTOP/TURNOVER FOLDERS.	3001	3-3

SOP FOR MT AND GME

CHAPTER 3

DESIGNATED RECORDS

3000. GENERAL

1. Commanders will ensure all appropriate directives, orders, manuals and publications are on hand and effectively managed and maintained so they are available for motor transport personnel.
2. At a minimum, commanders shall comply with the motor transport records requirements as outlined in references (a), (d), (f), and this manual.

3001. DESKTOP/TURNOVER FOLDERS

1. Commands will establish desktop/turnover folders as appropriate for the following individuals/functions:

	<u>Desktop</u>	<u>Turnover Folder</u>
a. Motor Transport Officer		X
b. Motor Transport Chief		X
c. Operations Chief		X
d. Truckmaster		X
e. Maintenance Chief	X	
f. Dispatcher	X	
g. OVE/OVM	X	
h. Training	X	
i. Tool Control	X	
j. Calibration	X	
k. Modification	X	
l. Publication	X	
m. Joint Oil Analysis	X	
n. MIMMS Clerk	X	

	<u>Desktop</u>	<u>Turnover Folder</u>
o. Safety	X	
p. Hazardous Waste Coordinator		X
q. Supply Clerk	X	

2. Maintain desktop/turnover folders in accordance with reference (f) of this manual.

SOP FOR MT AND GME

CHAPTER 4

MARCH MOVEMENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	4000	4-3
MARCH MOVEMENTS.	4001	4-3

CHAPTER 4

MARCH MOVEMENTS

4000. GENERAL. All convoys (5 or more vehicles) departing MCAS Cherry Point, New River, or Beaufort will notify the AC/S, G-4 (G4/MTO) at least four working days before the movement or as soon as practical.

4001. MARCH MOVEMENTS

1. Conduct march movements in accordance with reference (t).

a. Convoy checklist. Appendix A of reference (t) contains a sample of the convoy commander's checklist.

b. Convoy brief. Appendix F of reference (t) contains a sample of the convoy briefing outline.

c. Convoy Commander. The convoy commander is the direct representative of the commander who initiated the convoy operation and is responsible for maintaining the conduct, safety, security and overall accomplishment of the convoy's mission. Every effort shall be made to assign responsible individuals as convoy commanders. The following should be used as a guide in the assignment of convoy commanders under convoy conditions:

<u>NUMBER OF PRIME MOVERS</u>	<u>RANK OF CONVOY COMMANDER</u>
2	LCPL
3-5	CPL
6-10	SGT
11-15	SNCO
16 OR MORE	OFFICER

d. Convoy Signs

(1) All administrative motor movements and tactical motor movements conducted for training exercises, that are operated over roadways or through areas where other military and/or civilian traffic is or may be operated will display convoy signs. Lettering on signs will be yellow on red background and be no less than three inches in height. Signs must be mounted on vehicles so as not to obstruct the radiator or unit markings. Convoy signs will be placed on the vehicles within the convoy as follows:

FRONT OF FIRST VEHICLE

CONVOY FOLLOWS

REAR OF LAST VEHICLE

CONVOY AHEAD

FRONT OF LAST VEHICLE

END OF CONVOY

(2) The motor pool will maintain a sufficient number of convoy signs on hand.

SOP FOR MT AND GME

CHAPTER 5

TOWED EQUIPMENT, PASSENGER, AND CARGO LOADS

	<u>PARAGRAPH</u>	<u>PAGE</u>
OPERATION OF TOWED EQUIPMENT.	5000	5-3
PASSENGER AND CARGO LOADS.	5001	5-3
ACCIDENTS.	5002	5-4

CHAPTER 5

TOWED EQUIPMENT, PASSENGER, AND CARGO LOADS

5000. OPERATION OF TOWED EQUIPMENT

1. Towing equipment in excess of a prime mover's capacity is prohibited.
2. Operators are responsible for ensuring safety chains, inter-vehicle electrical cables, and air hoses are properly connected and operable before moving towed units.
3. Do not transport personnel in towed equipment unless it is specifically designed for that purpose.

5001. PASSENGER AND CARGO LOADS

1. Appropriate equipment technical manuals and Appendix C establish maximum personnel and tonnage capacities. Commands will strictly adhere to these capacities except in emergencies and only then when authorized in writing by the Commanding Officer.
2. The applicable technical manuals contain tables of maximum prescribed loads for each type of vehicle. This figure includes vehicle operators and assistant operators in the maximum passenger limits.
3. No more than two persons, including the vehicle operator, will ride in the front seat of any tactical vehicle except for the M939 and the MTRV MK23 (3 man cap).
4. Transported personnel will keep all parts of their body inside the cab/passenger-cargo area while the vehicle is in operation. No one will ride on running boards, tailgates, sides, or any other exposed part of the vehicle not intended for passengers. Additionally, while the vehicle is in motion, passengers will remain seated and wear seat belts if the vehicle is so equipped.
5. Commands will not transport passengers and cargo together in the cargo bed. In the event it becomes absolutely necessary to transport personnel and cargo together, cargo will be kept below the height of the vehicle cab and secured with sufficient passenger room to preclude the passengers from riding on the cargo.

6. Operators will lower and raise the vehicle's tailgate when passengers are embarking and debarking their vehicle. Jumping over the vehicle's tailgate or sides is prohibited. Drivers will use troop straps when transporting passengers. The operator and the senior Marine aboard the vehicle will supervise the loading and off-loading of personnel.

7. Commands may transport up to 14 passengers in the bed of a dump truck only if it is equipped with a special purpose troop seat kit. Dump trucks without the troop seat kit will not be used to transport passengers. Vehicle operators will ensure passengers remain seated in the vehicle during operation.

WARNING

The dump body control lever, in the cab, must be locked in the neutral position when the dump truck is used as a personnel carrier. Engaging the lever could cause the dump body to rise, potentially resulting in serious injury to personnel.

8. Vehicle operators are responsible for supervising the loading/off-loading of their vehicles and for preventing loss or damage to the load during transit.

5002. ACCIDENTS

1. The Motor Transport Officer (MTO) or Motor Transport Chief (MTC) will notify their Squadron's S-4 and the appropriate Group S-4 as soon as possible when informed of a motor vehicle accident. During working hours, the Group will notify the 2d MAW MTO/MTC immediately at DSN 582-2338/3535 or cell (252) 349-2091\2092 of all accidents involving a civilian, property damage, or injury to personnel. After working hours, the Squadron Duty Officer will notify the 2d MAW Command Duty Officer and Assistant Command Duty Officer at DSN 582-4339. At a minimum, the reporting command will submit a flash ground mishap report per appendix D. Upon completion of the SF-91 accident investigation report, forward a copy to 2d MAW AC/S G-4 Motor Transport Officer.

SOP FOR MT AND GME

CHAPTER 6

EQUIPMENT RECOVERY

	<u>PARAGRAPH</u>	<u>PAGE</u>
TACTICAL WRECKER SUPPORT.	6000	6-3
PRIVATELY OWNED VEHICLES.	6001	6-3
GARRISON MOBILE EQUIPMENT (GME).	6002	6-3

SOP FOR MT AND GME

CHAPTER 6

EQUIPMENT RECOVERY

6000. TACTICAL WRECKER SUPPORT

1. Marine Wing Support Group 27 provides on-call tactical wrecker support for 2d MAW units not possessing organic wrecker support.
2. During normal working hours, units requesting wrecker support must contact their appropriate Group S-4. Units at MCAS New River contact MWSS 272 and Beaufort should contact MWSS 273.
3. After normal working hours, units requesting wrecker support must contact their Group Duty Officer (GDO) who in turn will contact the appropriate MWSG-27 unit for wrecker support. Units at Cherry Point DSN 582-3590: Units at MCAS New River DSN 752-6732: Units at Beaufort DSN 335-8300.
4. When determined to be safe and appropriate, use a tow bar to recover any inoperable vehicle. Use a tactical wrecker when using the tow bar is deemed unsafe.

6001. PRIVATELY OWNED VEHICLES. Recovery operators will not move privately owned vehicles unless they are blocking a roadway and only after obtaining a release of liability before movement, or as directed by PMO. POVs will only be moved a short distance to clear the roadway for traffic.

6002. GARRISON MOBILE EQUIPMENT (GME). If there is a GME breakdown, call the appropriate GME fleet manager. Do not move GME assets with tactical wreckers unless an emergency situation exists or directed by PMO. Contact GME fleet manager wrecker at DSN 582-2808 for Cherry Point, DSN 752-9477 for New River or DSN 335-7466 for Beaufort SC.

SOP FOR MT AND GME

CHAPTER 7

CONSERVATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMANDER'S RESPONSIBILITIES.	7000	7-3
GME/MHE MONTHLY MILEAGE REPORT.	7001	7-3
PERMISSIBLE OPERATING DISTANCE.	7002	7-3

SOP FOR MT AND GME

CHAPTER 7

CONSERVATION

7000. COMMANDER'S RESPONSIBILITIES

1. Commanders are responsible for ensuring the proper utilization of unit assets. Squadron and Group level users will consolidate equipment requirements before requesting external support.
2. Commanders are responsible for budget, control, and utilization of unit funds for equipment maintenance to prevent material waste and excessive maintenance costs.
3. Fiscal constraints continue to reduce GME/MHE equipment density. Units must properly document usage (monthly mileage report) and maintain GME/MHE assigned as unit class "B" equipment.

7001. GME/MHE MONTHLY MILEAGE REPORT. Reference (b) requires monthly mileage reporting. Units will deliver class "B" assigned GME mileage reports to 2d MAW, AC/S, G-4 (MTO) no later than the third of each month. G-4 (MTO) will consolidate the reports and submit one mileage report to the local station motor transport by the fifth of each month.

7002. PERMISSIBLE OPERATING DISTANCE. The permissible operating distance for GME vehicles is 100 miles from the parent station. GME vehicles will not operate outside this area without prior authority/approval from the activity's GME fleet manager. Units that must operate any GME assets outside the 100-mile limit must request written authorization via the appropriate chain of command. Appendix E provides format for the request.

SOP FOR MT AND GME

CHAPTER 8

SECURITY OF TACTICAL VEHICLES

	<u>PARAGRAPH</u>	<u>PAGE</u>
LOCKING OF VEHICLES.	8000	8-3
SECURITY OF CARGO.	8001	8-3

CHAPTER 8

SECURITY OF TACTICAL VEHICLES

8000. LOCKING OF VEHICLES

1. Commanders will ensure proper security of vehicles to prevent theft. Once dispatched from their motor pool, vehicle operators are responsible for security of their vehicles. Operators will lock unattended vehicles if they possess locking devices. If the vehicle cannot be locked, the individual will exercise due caution before leaving the vehicle unattended.

2. Units possessing motor transport equipment should store equipment in a secured fenced compound whenever possible. Vehicles not stored in a secured area must be equipped with locking devices and parked in an area that affords some measure of security.

8001. SECURITY OF CARGO. Vehicle operators must ensure all cargo is secure. Do not leave any vehicle unattended when loaded with cargo. If there is a breakdown, the driver should send the assistant driver for help or flag down a vehicle for assistance.

SOP FOR MT AND GME

CHAPTER 9

TACTICAL AND SPECIAL SUPPORT OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	9000	9-3
FORDING OPERATIONS.	9001	9-3
SALT WATER CHECKS.	9002	9-3
CLIMATIC TRAINING.	9003	9-3
ROADMASTER PROGRAM.	9004	9-3

CHAPTER 9

TACTICAL AND SPECIAL SUPPORT OPERATIONS

9000. GENERAL. Commanders will ensure operations and maintenance personnel are proficient in the installation and operation of special support equipment on all tactical assets.

9001. FORDING OPERATIONS. Commands will conduct tactical equipment fording operations per the procedures set forth in the appropriate equipment technical manual. Ensure operators and maintenance personnel are familiar with and briefed on before, during, and after operation checks for fording.

9002. SALT WATER CHECKS. Vehicles that have been deep-water fording, will undergo a salt-water check as soon as the situation permits. If the vehicle is within 90 days of its next scheduled preventive maintenance check and service (PMCS), the PMCS will replace the salt-water check. Annotate this fact in the vehicle record jacket.

9003. CLIMATIC TRAINING. Units should conduct cold weather, desert environment, mountain, and jungle operations per chapter 2 of reference (t). Brief all operators and maintenance personnel in all areas of equipment preparation, safety, and after operation checks and maintenance requirements.

9004. ROADMASTER PROGRAM

1. The Roadmaster is the direct representative of the Commanding General and has certain enforcement authority in all matters pertaining to the safety and lawful operation of motor transport assets.
2. The Roadmaster Program aids and assists units within 2d MAW in identifying safety and maintenance related problems with tactical/commercial vehicles.
3. This program provides commanders with continuous monitoring of operator performance, unsafe motor transport practices, and maintenance indicators on the condition of motor transport assets.

4. The 2d MAW G-4 Roadmaster is responsible for all 2D MAW installations and will patrol the road networks aboard and between MCAS Cherry Point, MCAS New River, Bogue Field, Atlantic Field, and Oak Grove. Additionally, Morehead City Port Authority and Radio Island will be included as areas of responsibility during unit deployments.
5. The Commanding Officer of Marine Wing Support Group 27 will appoint a Roadmaster in writing and establish a Roadmaster Program for 2d MAW units assigned to MCAS New River and Beaufort. The Roadmaster will use the duties listed in paragraph 9004.7 as a guide in the establishment of the program.
6. All 2d MAW Roadmasters work under the direct supervision of the 2d MAW Motor Transport Officer and Chief.
7. Roadmaster Duties:
 - a. Conduct unannounced spot-checks to detect maintenance deficiencies and dispatching violations per appendix F.
 - b. Deadline vehicles that are deemed unsafe.
 - c. Issue citations to drivers found operating government vehicles in a dangerous or reckless manner to include vehicles with unsafe or improper loads.
 - d. Provide required escort and convoy control assistance.
 - e. Assist the Provost Marshal and local police in the enforcement of traffic regulations regarding tactical/commercial government vehicles.
 - f. Submit all Roadmaster citations to the 2d MAW Motor Transport Chief.
 - g. Provide and maintain close liaison with all Motor Transport Chiefs within 2d MAW.
 - h. If there is an accident or breakdown, the Roadmaster has the authority to direct vehicle traffic whether the accident is on or off base when government vehicles are blocking traffic.
8. Units/sections receiving Roadmaster citations will reply to CG, 2d MAW, G4 MTO within ten working days with corrective action taken to highlight and prevent future violations.
9. All Roadmaster citations will be retained for two years.

SOP FOR MT AND GME

CHAPTER 10

ON VEHICLE EQUIPMENT (OVE)

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	10000	10-3
INVENTORIES.	10001	10-3
STORAGE.	10002	10-3
AS REQUIRED ITEMS.	10003	10-3
DISPATCHED VEHICLES WITH OVE.	10004	10-3

SOP FOR MT AND GME

CHAPTER 10

ON VEHICLE EQUIPMENT (OVE)

10000. GENERAL. Commanders shall ensure that all basic issue items (BII) contained in the applicable technical manuals are on hand and are in serviceable condition.

10001. INVENTORIES. Inventory and control procedures for tactical vehicle OVE will be in accordance with references (d) and (f). Use the Commanding General's inspection CGI/SMAT checklist to evaluate the unit's inventory procedures. Use Appendix G to show inventory results. Contact G-4 Motor Transport section at 466-2338 to request an updated copy of the checklist.

10002. STORAGE. Non-issued OVE equipment will be secured in a secure area.

10003. AS REQUIRED ITEMS. "As Required" (AR) items are items described in the equipment's technical manual for use in specific applications. When the unit mission dictates the Commanding Officer must provide written authorization to maintain "As Required" items described in the equipment's technical manual. Reference (n) provides detailed instructions on how to complete this authorization letter. Inventory "As Required" items in the same manner as the basic issue items. Maintain a copy of the authorization letter for the "As Required" items in the appropriate desktop/turnover folders.

10004. DISPATCHED VEHICLES WITH OVE

1. All tactical vehicles dispatched shall possess the appropriate fire extinguisher identified in the equipment's technical manual.

2. All tactical vehicles going off station/base shall possess the OVE (BII) items contained in the equipment's technical manual. At a minimum, the vehicle must have tire changing tools, highway warning kits, fire extinguisher, and chock blocks.

SOP FOR MT AND GME

CHAPTER 11

VEHICLE AUGMENTATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	11000	11-3
COMMERCIAL DEDICATED SUPPORT (CLASS "B").	11001	11-3
COMMERCIAL AUGMENTATION (CLASS "C").	11002	11-4
PROCEDURES FOR REQUESTING TACTICAL EQUIPMENT.	11003	11-5
TEMPORARY LOAN.	11004	11-6

CHAPTER 11

VEHICLE AUGMENTATION

11000. GENERAL

1. The different types of internal/external vehicle support/augmentation and temporary loan requirements are listed below.

2. All requests for GME/MHE support are either commercial dedicated (Class "B") or commercial augmentation (Class "C").

11001. COMMERCIAL DEDICATED SUPPORT (CLASS "B"). Class "B" equipment supports the daily commitments of an organization. The user holds all class "B" equipment.

1. The Group S-4 will consolidate unit requirements for dedicated support equipment and forward requests to the GME Fleet Manager 30 days before the start of each fiscal year. Groups assigned to MCAS Cherry Point will forward requests via 2d MAW G-4 (MTO). Groups assigned to MCAS New River and Beaufort will submit requests directly to the GME Fleet Manager at MCB Camp Lejeune and MCAS Beaufort respectively. Groups may submit changes as required throughout the fiscal year when it is determined the mission justifies the request.

2. Include the following information for each piece of equipment:

- a. Type vehicle requested.
- b. Purpose/job description, including daily estimates of the following:
 - (1) Number of trips
 - (2) Mileage
 - (3) Number of persons to be carried
 - (4) Cargo to be hauled (weight and/or cube)
 - (5) Total hours estimated usage
- c. Point of contact and phone number of requesting unit.
- d. Unit, person, place (bldg. #), and phone number where equipment is to be assigned.
- e. Priority ranking by type equipment requested.

3. Class "B" equipment assigned to 2d MAW will be assigned to the Group's Responsible Officer with the 2d MAW MTO as the central coordinator.
4. Units assigned class "B" equipment will ensure that all 1st echelon maintenance is performed daily by the vehicle's operator and consists of the following services:
 - a. Check engine oil and transmission cases (add oil as required)
 - b. Check coolant level in radiator (add anti-freeze as required)
 - c. Check battery for corrosion on clamps/terminals (clean as required)
 - d. Check power steering fluid level (add fluid as required)
 - e. Check air pressure in tires for proper inflation, change unserviceable tires (inflate tires to proper PSI as required)
 - f. Wash and vacuum daily prior to securing vehicle
 - g. Wax, at a minimum, on a monthly basis
5. All second and higher echelon of maintenance will be performed at the Station Motor Transport Facility, coordinated through the Squadron Responsible Officer.
6. Operators of material handling equipment (MHE) will perform a daily inspection of their assigned equipment. The equipment operator's daily checklist in appendix K will be used and filed with the trip ticket and retained with the same.
7. Units will maintain a record of commercial MHE hours per appendix I of this manual and will report them to Station MT the first week of each month.
8. The mileage reading for commercial MT equipment is due to 2d MAW MTO per appendix I the first week of each month. Units must take note of accuracy when providing mileage reading, the information submitted will affect the rate charged to the unit.

11002. COMMERCIAL AUGMENTATION CLASS "C"

1. Class "C" vehicles are controlled and assigned for daily use by MCAS Station Motors on a first come first serve basis.

a. The Group S-4 will consolidate and validate requests for support utilizing Appendix E of this order (Vehicle/Equipment Request Form) and forward it to the Commanding General, 2d MAW AC/S G-4 (MTO) 2 full working days in advance. MCAS New River and Beaufort will use the local form in accordance with local procedures.

b. Requests for class "C" vehicle support will not normally be approved if the unit owns a like asset in their class "B" pool.

11003. PROCEDURES FOR REQUESTING TACTICAL EQUIPMENT

1. In garrison, units will use tactical equipment sparingly and only when requirements are mission oriented and commercial equipment cannot satisfy the requirement.

a. Classify requests for tactical equipment support as routine, extended, or emergency.

b. Routine requests involve equipment required for periods of 24 hours or less. Submit routine requests to the Commanding General, 2d MAW (G-4/MTO) utilizing 2D MAW Vehicle/Equipment Request Form, Appendix E, no later than 2 full working days before the required time. Groups supported by an MWSS will provide requests to the local supporting MWSS.

c. Support required for training/operational exercises or deployments are considered extended/special support. Units will submit special support requests to the Commanding General, 2d MAW AC/S G-4 (MTO) at least 30 days before the exercise/deployment. MCAS Beaufort and New River units will provide a copy to their applicable MWSS supporting detachment. All requests will contain the following:

- (1) Purpose or name of exercise.
- (2) Dates of exercise.
- (3) Dates for movement of personnel and equipment.
- (4) Number of personnel requiring transportation (listed by Officer, SNCO, and enlisted).
- (5) Equipment requiring transportation including:
 - (a) Nomenclature and quantity of each item.
 - (b) Length, width, height, and weight for each item.

(6) Type of material handling equipment required to support loading/off-loading or description of type handling/lifting required.

(a) Location(s) of personnel and equipment requiring transportation. Include the building number, telephone number, and point of contact.

(b) Other equipment required for deployment and the purpose of each item.

(c) Appropriation data (if required).

(d) Special requirements.

(e) Name and telephone number of person in charge of unit movement.

d. Emergency support is that equipment required without prior notice that is essential to mission accomplishment.

(1) During working hours, telephone emergency requests to the Commanding General, 2d MAW (G4/MTO) at extension DSN 582-3535. Groups supported by an MWSS will provide the requested information as required by their local supporting MWSS (New River = MWSS 272 and Beaufort = MWSS 273).

(2) After working hours, make emergency requests to MWSG-27 GDO (DSN 582-3590) via the 2d MAW CDO (DSN 582-4389) for units at Cherry Point, MWSS 272 (DSN 752-6732) for units at New River, or MWSS 273 (DSN 335-8300) for units at Beaufort.

(3) The requesting unit must justify the reason for the emergency request during the call. A written request must follow the call by the following workday. The requesting unit's Commanding Officer shall sign the request and forward it to the Commanding General, 2d MAW (G4/MTO) or to the Commanding Officer of the supporting activity. Units should not use emergency requests as a means to fulfill or replace vehicles not made available by other methods.

11004. TEMPORARY LOAN. Reference (h) provides procedures for the temporary loan of tactical equipment. All temporary loan of equipment requires a joint LTI before issue and upon return to the owning unit.

SOP FOR MT AND GME

CHAPTER 12

MAINTENANCE RECORDS AND REPORTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	12000	12-3
RECORDS.	12001	12-3
PREVENTIVE MAINTENANCE RECORDS.	12002	12-3
REPORTS.	12003	12-3
PRODUCT QUALITY DEFICIENCY REPORT (QDR) SF-368. . .	12004	12-3

CHAPTER 12

MAINTENANCE RECORDS AND REPORTS

12000. GENERAL. Maintenance records and reports provide the basis for effective and timely management of the unit's maintenance program. These records and reports require continuous command attention to ensure accuracy of recorded information and management procedures.

12001. RECORDS. References (d), (f), and (n) provide detailed information, instructions, and procedures for the management of maintenance records. Units will establish specific procedures and responsibilities for the internal management of maintenance records.

12002. PREVENTIVE MAINTENANCE RECORDS. Units will conduct daily (before, during, and after operation) checks for equipment that has been operated and monthly for all equipment to reinforce daily PMCS. PMs will be conducted utilizing the forms identified in Appendix J of this manual. Place vehicle PM records in an individual folder by vehicle serial number. Each folder will contain one monthly PM. Defer PMs only if the equipment is assigned to the Administrative Storage Program or Administrative Deadline as directed by paragraph 3002, item (11) of reference (h).

12003. REPORTS. Timely and accurately prepared internal maintenance reports provide units and higher headquarters with essential maintenance management tools to determine maintenance requirements and control maintenance operations. Report preparation and submission are a command responsibility. Reference (f) provides general information and guidelines for preparing and submitting reports.

12004. PRODUCT QUALITY DEFICIENCY REPORT (QDR) SF-368. References (d) and (i) contain instructions and procedures for preparing and submitting this report.

SOP FOR MT AND GME

CHAPTER 13

QUALITY CONTROL

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	13000	13-3
SHOP PROCEDURES.	13001	13-3

CHAPTER 13

QUALITY CONTROL

13000. GENERAL. The objective of each Quality Control Program is to maximize equipment readiness through increased equipment efficiency and reliability. Quality control begins by ensuring proper and effective maintenance on all equipment undergoing repair or servicing. The program further seeks to detect and report improper procedures, whether caused by the performance of assigned personnel, poor training, support equipment, or equipment design. Equipment chiefs and commodity personnel are responsible for the supervision and execution of all equipment repair and maintenance services per the applicable technical manuals.

13001. SHOP PROCEDURES. Shop procedures are critical to the effective performance of an aggressive Maintenance and Quality Control Program. Commanders will establish Quality Control Programs to provide continuous qualitative improvement of equipment maintenance. As a minimum, each commodity will assign a primary quality control inspector in writing. The following elements will be incorporated into the Quality Control Program.

1. Initial Receipt of Equipment

a. Before inducting equipment into the unit's maintenance facility, a quality control inspector (QC) and an experienced driver or mechanic, will perform a Limited Technical Inspection (LTI) on the item to determine initial repairs and/or modifications. The inspector will check associated records for completeness (i.e., MIMMS, MI/TI and equipment repair order (ERO)) and annotate any additional required repairs on the ERO.

b. The item will proceed to the appropriate maintenance facility. The detailed inspection by a mechanic will determine the degree and nature of the required repairs and/or modifications.

2. Economical Repair Criteria. Reference (j) establishes the criteria for determining eligibility for economical repair of all tactical motor transport equipment.

3. Repairs in Progress

a. Constant and detailed supervision of maintenance performance is essential to any Quality Control Program. Inspect equipment in "repairs in progress" status at appropriate stages to ensure completeness, accuracy of assembly, and installation of each component. Replace parts and components considered borderline while the equipment is being repaired.

b. Use appropriate test equipment to the fullest extent during all maintenance cycle phases. After final assembly, test equipment to determine proper functioning. Tests include road and performance testing.

4. Final Inspection Prior to Return of Equipment. When the maintenance section has determined that the equipment repair is complete, process the item through a final inspection phase. The inspector will perform a detailed inspection including visual and operational checks as necessary to ensure there are no additional repairs required. The final phase of the quality control inspection is the review of associated equipment records to ensure that they are correct. Review equipment records for the item or component along with the completed work order.

SOP FOR MT AND GME

CHAPTER 14

MAINTENANCE RELATED PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMAND INTEREST AND SUPERVISION.	14000	14-3
EQUIPMENT MAINTENANCE RESOURCES.	14001	14-3
EQUIPMENT MAINTENANCE OPERATIONS (PM/CM).	14002	14-5
CATEGORIES OF MAINTENANCE.	14003	14-6

CHAPTER 14

MAINTENANCE RELATED PROGRAMS

14000. COMMAND INTEREST AND SUPERVISION. Frequent and systematic command inspections reflect command interest. Inspecting technicians assigned to other units can provide the unit commander with an objective evaluation of his or her program and material readiness. Copies of 2d MAW Commanding General's Inspection Checklist are available upon request from the 2d MAW Inspector's Office (WINSPI).

14001. EQUIPMENT MAINTENANCE RESOURCES

1. Personnel

a. The commander's single most powerful tools for the effective, timely, and proper accomplishment of the unit's motor transport maintenance mission are the determination of requirements, effective assignments, and utilization of personnel assets.

b. The below listed MOSs should not be assigned to billets other than motor transport maintenance or maintenance management. This is detrimental to the unit's maintenance effort and should be discouraged:

(1) 3521: Organizational Automotive Mechanic

(2) 3529: Motor Transport Maintenance Chief

2. Maintenance Training. Commanders are responsible for the implementation and conduct of a continuous training program for maintenance personnel. An organized maintenance training schedule will pay dividends by providing maintenance personnel with the opportunity to continuously improve their knowledge and technical skills. Request additional MOS schools (e.g. wrecker, fuel and ignition, and intermediate automotive mechanics course) through organizational Training Officers and the AC/S, G-4 MTO.

3. Support and Test Equipment. Commanders are responsible for maintaining the prescribed number of tools, sets, chests, and kits to support organizational maintenance requirements.

a. SL-3 components will be accounted for on the appropriate SL-3 extract. The SL-3 extract will reflect serialized numbers listed in the remarks column when appropriate. Inventory general mechanic tool sets and special tool sets, chests, and kits per reference (f). Place shortages on valid requisition immediately following the inventory. Retain a record of the most current inventory in the mechanic's toolbox or in a centrally located file within the tool room. Retain the previous year inventories on file for one year.

b. Units will manage a Calibration Program. References (f), (k) and (n) will be utilized as a guide for establishing the program.

4. Supply Support. Supply support and maintenance efforts go hand in hand to ensure that combat readiness is maintained at a high state. Organizational motor transport personnel should develop a comprehensive system for supply reconciliation and follow up.

a. All repair parts picked up from supply and not installed on a vehicle will be properly secured and matched to a valid ERO.

b. The unit's Maintenance Management Officer and/or Supply Officer will establish a policy to report excess repair/replacement parts obtained from other than the normal supply source.

c. Pre Expend Bins (PEB) are encouraged, their use contributes to more efficient equipment maintenance. Reference (f) provides detailed guidance on how to establish and maintain a PEB.

5. Support Funds. Commanders are responsible for the budget, control, and utilization of unit funds for equipment maintenance. All managers, supervisors, and maintenance personnel are responsible for practicing economy of management to prevent material waste and excessive maintenance costs.

6. Facilities. Commanders are responsible for effective management of maintenance facilities in garrison and in the field. Development of facilities to include clean, safe, and effective conditions is an important management responsibility that will enhance performance. Reference (f) provides guidelines for layout and organization of maintenance facilities.

14002. EQUIPMENT MAINTENANCE OPERATIONS (PM/CM)1. Preventive Maintenance (PM)

- a. Timely and effective operator and organizational preventive maintenance checks and services (PMCS) ensure adequate equipment readiness for combat and require continuous command attention.
- b. Units will establish policies to manage and accomplish operator and organizational PMCS requirements.
- c. Commanders will ensure required PMCS are properly completed, except in combat when time, conditions and equipment usage will dictate safe completion of required PMCS.
- d. Develop and implement a motor transport PMCS process per references (f), (n), and Appendices H, J, K, and L.
- e. Motor transport equipment deadlined at the owning unit will receive operator PMCS as outlined in appropriate technical manual. Perform PMCS on equipment prior to evacuation to support maintenance activities. The owning unit and the supporting maintenance activity must coordinate the maintenance effort to accomplish required PMCS when the equipment is in the custody of the supporting maintenance activity.
- f. Unit operators should assist maintenance personnel to conduct scheduled PM services. This technique enhances operator awareness of proper PM services, increases operator technical skills, and reduces equipment down time.
- g. Units must train incidental operators, regardless of MOS, to perform first echelon maintenance and proper PM services. Commanders should hold incidental operators responsible for neglect of PMs.

2. Corrective Maintenance (CM)

- a. Corrective maintenance will be performed within the unit's authorized echelon of maintenance per procedures established in the appropriate equipment technical manual.
- b. Units will develop and implement a CM process per Appendix A of reference (f).

14003. CATEGORIES OF MAINTENANCE

1. Operator's Inspection and Service. An operator's inspection and service consists of inspection and detection of equipment malfunctions that could render it unsafe or unserviceable. Operator's service includes minor or simple parts replacement and servicing (i.e., water, fuel, air, tires, and batteries). The operator is responsible for checking services performed by other designated personnel to ensure equipment is in safe and serviceable condition. The operator will utilize the form identified in appendix J of this manual and the appropriate equipment technical manual to conduct inspection and service.
2. Safety Inspection. Inspect automotive equipment for safety per the appropriate equipment technical manual or locally established procedures. Correct any deficiencies noted before returning the equipment to use.
3. Corrective Maintenance (CM). CM is maintenance action performed as a result of a failure to restore an item of equipment to a serviceable condition. The CM process commences when an item of equipment is reported as requiring CM. It terminates when the item is restored to a serviceable condition or declared non-repairable.
4. Road Testing Vehicles. Operators road testing vehicles outside the motor pool area must be licensed and possess a copy of the work order. Equipment under road test will display a sign stating "ROAD TEST" on the front and rear of the equipment. This sign must be approximately 36 by 6 inches in dimension with four-inch letters.

SOP FOR MT AND GME

CHAPTER 15

MAINTENANCE AND MODIFICATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	15000	15-3
MAINTENANCE CANNIBALIZATION AND SELECTIVE INTERCHANGE.	15001	15-3
MAINTENANCE INTERVALS.	15002	15-3
CORRECTIVE ACTION OF DEFECTS.	15003	15-4
MAINTENANCE OF UNSERVICEABLE RECOVERABLE ITEMS.	15004	15-4
EQUIPMENT RECOVERY.	15005	15-4
EQUIPMENT MODIFICATION.	15006	15-4

SOP FOR MT AND GME

CHAPTER 15

MAINTENANCE AND MODIFICATIONS

15000. GENERAL. The maintenance procedures described herein also apply to vehicular components of communications/electronics and special weapons systems.

1. Check the specific gravity of the antifreeze solution in all liquid cooled engines during monthly PMs.
2. If the vehicle requires additional antifreeze, contact the second echelon maintenance facility. Once servicing is complete tag vehicle radiators with the date, protected temperature, and the name of the individual who serviced the vehicle.
3. Winterize vehicles located at MCAS Cherry Point, New River, and Beaufort to -20 degrees Fahrenheit by 1 October of each year. For operations outside CONUS, ensure antifreeze levels are adequate for the minimum temperature expected.

15001. MAINTENANCE CANNIBALIZATION AND SELECTIVE INTERCHANGE. Commanders will not employ cannibalization and/or selective interchange without specific authorization by the Commanding General, 2d MAW G-4 Maintenance Management Officer. Reference (n) provides guidance and instructions for the management of this maintenance action.

15002. MAINTENANCE INTERVALS. Motor transport equipment requires periodic and systematic attention to maintenance. These maintenance intervals are described below.

1. Before Operations. Before dispatching, the vehicle's operator will perform all checks and services required by the technical manual or trip ticket for that piece of equipment.
2. During Operations. During daily operation, the driver shall perform the during operation services as prescribed on the vehicle trip ticket. This service is required to identify/document malfunctions that may occur after dispatch.
3. After Operations. Before securing, the operator must conduct the after operations services and checks as outlined on the trip ticket.

4. During any operation service or check. If the operator finds discrepancies affecting the capability of the vehicle to perform its mission, he/she should correct the discrepancy or immediately report the problem to his/her supervisor for instructions.

5. Monthly. Commanders should designate one day each month for operator maintenance. During this period, operators (including incidental motor vehicle operators) will perform supervised monthly equipment preventive maintenance. Motor stables are encouraged and are an effective way to perform this prescribed maintenance.

15003. CORRECTIVE ACTION OF DEFECTS. The supervisor will verify defects noted by signing the bottom portion of the trip ticket or monthly PM. He will document these defects by making an entry in a logbook and notify the supporting maintenance facility of the defects. The maintenance facility will sign the bottom of the trip ticket/PM sheet or logbook and take the appropriate action to correct the defects.

15004. MAINTENANCE OF UNSERVICEABLE RECOVERABLE ITEMS. Reference (p) prescribes the procedure for repair, rebuild, and/or disposition of unserviceable recoverable items.

15005. EQUIPMENT RECOVERY

1. This operation includes both the recovery of disabled equipment due to effects of terrain, mechanical malfunction, enemy action, and the recovery of specifically authorized components/parts from equipment declared unserviceable or identified for disposal.

2. Commanders should ensure that equipment recovery operation capabilities, limitations, safety requirements, and procedures are thoroughly understood and followed within their command.

15006. EQUIPMENT MODIFICATION. References (d), (f), (n) and (r) provide guidelines for equipment modification. Perform only equipment modifications authorized by published modification instructions and technical instructions.

SOP FOR MT AND GME

CHAPTER 16

TIRE REHABILITATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	16000	16-3

CHAPTER 16

TIRE REHABILITATION

16000. GENERAL. TM 9-2610-200-20 provides technical information for organizational care, maintenance, and repair of pneumatic tires, inner tubes, and radial tires. Reference (p) provides instructions and procedures for the management of the unit's tire rehabilitation program. 2D MAW motor transport personnel will refer to reference (1) for Force Tactical Tire Changing Facility Operations.

SOP FOR MT AND GME

CHAPTER 17

JOINT OIL ANALYSIS PROGRAM (JOAP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	17000	17-3
JOAP MONITOR.	17001	17-3
JOAP SCHEDULING.	17002	17-3
ADMINISTRATIVE STORAGE PROGRAM (ASP).	17003	17-3

CHAPTER 17

JOINT OIL ANALYSIS PROGRAM (JOAP)

17000. GENERAL. All units within 2d MAW that possess motor transport equipment identified in reference (m) will enroll in the JOAP and will conduct sampling and recording per the technical instruction.

17001. JOAP MONITOR. The commander will appoint a JOAP monitor in writing.

17002. JOAP SCHEDULING. As indicated in reference (m), scheduling will be in conjunction with the equipment PM schedule.

17003. ADMINISTRATIVE STORAGE PROGRAM (ASP). Equipment enrolled in the ASP identified in reference (m) as requiring sampling will have a copy of the letter inducting the equipment into the ASP maintained in the JOAP monitor's desktop procedures. Make an entry of "Entered ASP Date" on DA Form 2408 (remarks section).

SOP FOR MT AND GME

CHAPTER 18

RELATED SAFETY PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
WEARING OF GOGGLES.	18000	18-3
WARNING KITS.	18001	18-3
BLACKOUT CONDITIONS.	18002	18-3
SEAT BELTS.	18003	18-3
DRIVER'S UNIFORM.	18004	18-3
VEHICLE SAFETY.	18005	18-3
OPERATOR'S CONDUCT.	18006	18-4
INFLATION OF SPLIT RING TIRES.	18007	18-4

SOP FOR MT AND GME

CHAPTER 18

RELATED SAFETY PROGRAMS

18000. WEARING OF GOGGLES. Operators will wear goggles when motor transport equipment is not equipped with a serviceable windshield or when the windshield is not in the upright position.

18001. WARNING KITS. Equip all vehicles capable of carrying ten or more passengers with a rated capacity of more than four tons with warning kits. Equip vehicles of a lesser capacity that regularly operate over public highways with warning kits as well.

1. Convoys require one warning kit for every six vehicles. Each convoy, of 5 or more vehicles, will carry a minimum of two kits. Carry one of the total kits in the trail vehicle.

2. Place reflectors at 100-meter intervals from the disabled vehicle.

18002. BLACKOUT CONDITIONS. Ground guides will escort vehicles when operating under blackout conditions in a bivouac area.

18003. SEAT BELTS. Operators and passengers will wear seat belts in vehicles so equipped. The operator of the vehicle is responsible for ensuring all passengers comply with this policy.

18004. DRIVER'S UNIFORM. Operators of government vehicles will wear the complete proper uniform at all times.

1. All tactical vehicle operators and passengers will wear the kevlar helmet on and off station. When operating in a field environment, the kevlar helmet and flak jacket will be worn.

2. Refueler operators will wear the kevlar helmet from the motor pool to the edge of the airstrip and switch to cranial headgear to perform refueling and defueling operations.

3. Crash Fire Rescue will wear the kevlar helmet when crash fire vehicles are in transit.

18005. VEHICLE SAFETY.

1. Tactical and commercial vehicles will travel with headlights on during day or night time operations except during blackout drive missions (for tactical vehicles only).

2. Engines will be shut off whenever the vehicle is unattended.
3. Before jacking up a vehicle, set the vehicle's handbrake and emplace wheel chocks to ensure the vehicle will not move.
4. Use chock blocks on parked equipment.

18006. OPERATOR'S CONDUCT

1. Operators will not use tobacco products (i.e., chew, smoke), eat, or drink while operating a U.S. Government vehicle.
2. Drivers will not wear or have in the vehicle anything that will impair hearing (i.e., walkman, sound suppressers, cellular phones) while operating tactical or commercial vehicles.
3. Operators and mechanics should not wear rings, I.D. tags, or jewelry while working on batteries or a running engine.

18007. INFLATION OF SPLIT RING TIRES. Inflate unmounted tires designed with a split ring in a tire cage only. In a tactical situation where a tire cage is not available, place the tire (ring down) and wrap a chain around the wheel during the inflation of the tire. When adding air to a mounted tire, the operator will ensure as much of his/her body and arms are to one side of the tire as possible.

SOP FOR MT AND GME

CHAPTER 19
PUBLICATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ORGANIZATIONAL PUBLICATIONS.	19000	19-3

CHAPTER 19

PUBLICATIONS

19000. ORGANIZATIONAL PUBLICATIONS

1. Publication control is managed by the unit's Publication Control Team comprised of S-1/Adjutant, Supply Officer, MMO, Staff Officers, and Subordinate Unit Commanders. The functional areas of automatic distribution control, internal distribution control, inventory control, and ordering control of publications are outlined in Chapter 2 and Appendix B of reference (f).

2. As a minimum, 2d MAW units will maintain one master library (garrison) and appropriate deployment libraries for contingencies.

3. 2d MAW units will conduct the following publication validation(s):

a. Bi-weekly reconciliation with Unit Publication Control Point (UPCP).

b. Quarterly reconciliation of unit publication control form utilizing the SL-1-2, SL-13, and TI 5600.

c. Semi-annual reconciliation of unit publication control form utilizing the NAVMC 2761.

SOP FOR MT AND GME

CHAPTER 20

OPERATIONS AND LICENSING

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMANDER'S RESPONSIBILITIES.	20001	20-3
MINIMUM WALKING DISTANCE (MWD).	20002	20-3
LICENSING.	20003	20-3

SOP FOR MT AND GME

CHAPTER 20

OPERATIONS AND LICENSING

20001. COMMANDER'S RESPONSIBILITIES

1. GME, GSA, and MHE provide for garrison non-tactical ground support transportation. Commanders are responsible for all GME, GSA, and MHE assigned to them, and for ensuring that all federal, state, and local regulations are enforced. References (b), (c), and (g) contain the governing regulations for GME, GSA, and MHE.

20002. MINIMUM WALKING DISTANCE (MWD). The MWD for 2d MAW units on MCAS Cherry Point is 1/2 mile. If this is deemed impractical due to foul weather or other unforeseen circumstances, units may request GME transportation. MCAS New River and Beaufort units, refer to local Station/Base Orders governing their MWD and GME/GSA.

20003. LICENSING. The 2d MAW Drivers' School is the authorized tactical and GME/GSA vehicle licensing agent for 2d MAW at Cherry Point. The school is located in Bldg. #4335, room #209/210. Personnel from MWSG-27 and MACG-28 will augment the school. MWSS 272 has a licensing section to support New River and MWSS 273 supports Beaufort. References (e) and (s) define instructions and procedures for issuance or denial of Government Vehicle Operator's Permits, OF-346.

SOP FOR MT AND GME

CHAPTER 21

UTILIZATION AND LEASING

	<u>PARAGRAPH</u>	<u>PAGE</u>
UTILIZATION.	21000	21-3
LEASING.	21001	21-3

SOP FOR MT AND GME

CHAPTER 21

UTILIZATION AND LEASING

21000. UTILIZATION

1. GME is for official purposes only. References (b) and (c) contain detailed guidance for use of GME. Official purposes, as applied to this manual, refer to official government visitors, military personnel, civilian employees, and military dependents. The travel must be related to the performance of official duties or those in conjunction with duties conducted under official authorization. This precludes the use of administrative vehicles for personal reasons.

2. Transportation to and from work is at personal expense. Consequently, government vehicles are not authorized to transport military or civilian personnel to and from work or for meals except for personnel on temporary additional duty (with orders) and when existing public transportation facilities are inadequate or nonexistent.

3. Personnel authorized full or part time use of official vehicles will not use such vehicles except in the actual performance of official duties. Government vehicles are not authorized for use at commissaries, exchanges, or any establishment for other than official use.

4. Use special function GME items such as ambulances, radio equipped vehicles, crash trucks, engineer items, tank trucks, etc., exclusively for their intended purpose.

5. GME should be driven only on safe, improved roads (hard surface). Do not use GME for cross country or fording operations

6. The fleet manager continually reviews all class "B" assigned GME to ensure that such vehicles are not used for personal convenience and that the vehicles are actually required to support official business or the assigned activity. Vehicles will be recalled and reassigned if they are not efficiently utilized. Activities having class "B" assigned vehicles with inadequate usage may have to submit justification for continued assignment of vehicles to the local GME fleet manger, via the appropriate chain of command.

21001. LEASING. The fleet manager will lease vehicles in accordance with reference (b) and local station/base motor transport SOPs.

SOP FOR MT AND GME

CHAPTER 22

ACCIDENTS AND DAMAGE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	22000	22-3
PROCEDURES IN CASE OF AN ACCIDENT.	22001	22-3

SOP FOR MT AND GME

CHAPTER 22

ACCIDENTS AND DAMAGE

22000. GENERAL

1. Accidents involving GME and GSA drain available resources. An aggressive safety program will help avoid this loss.
2. Responsible Officers (RO) will ensure that operators are familiar with pertinent civil regulations within their area of operation.
3. Before the operation of a Marine Corps owned or leased vehicle, operators shall ensure that several SF-91 (Operator's Report of Motor Vehicle Accident), DD 518 Form (Accident Identification Card) and the SF-94 (statement of witness) are available and carried in the vehicle.

22001. PROCEDURES IN CASE OF AN ACCIDENT

1. Operators involved in an accident will:
 - a. Stop immediately.
 - b. Render any possible assistance to the injured; avoid moving any seriously injured persons unless essential for protection.
 - c. Warn other motorists of any existing highway hazards; during hours of darkness or poor visibility, the operator will set up and use hazard reflectors and the vehicle's four way flashers.
 - d. Notify civil and military police authorities after taking the above action.
 - e. Complete SF-91; if the driver cannot complete the SF-91 due to injury or death, the next senior person in the vehicle or the Motor Transport Officer/Chief directly responsible for equipment operations will complete the report.
 - f. Comply with state and local laws governing the reporting of equipment accidents.
 - g. Do not leave the accident scene until advised to do so by proper authorities.

- h. Do not express opinions (orally or written) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval.
- i. Obtain clearance from the Claims Officer (SJA) before delivering an accident report to a third party including state or local officials; drivers will not provide official accident investigation reports to a claimant, individual, or representative of any non-Marine Corps organization; refer any request for this material to the Claims Officer.
- j. Complete the DD-518 Form (Accident Identification Card) at the scene of the accident or as promptly as possible thereafter and give the form to persons directly concerned; DD- 518 Form identifies the person with the authority to act upon the matter to all personnel involved in an accident.
- k. As soon as possible, deliver the completed SF-91 to the unit Motor Transport Officer or Responsible Officer.
- l. When it is determined by the Commanding Officer that a JAG Manual investigation is required, the AC/S G-4 (MTO) will view the completed report prior to it being forwarded to the SJA.
- m. Disciplinary action will result when operators fail to report an accident.

SOP FOR MT AND GME

CHAPTER 23

TRANSPORTATION OF HAZARDOUS CARGO

	<u>PARAGRAPH</u>	<u>PAGE</u>
HAZARDOUS CARGO.	23000	23-3
TRANSPORTATION OF EXPLOSIVE/DANGEROUS MATERIALS. . .	23001	23-4

CHAPTER 23

TRANSPORTATION OF HAZARDOUS CARGO

23000. HAZARDOUS CARGO

1. Transporting dangerous cargo must be conducted in compliance with the instructions contained in reference (u).
2. Operators transporting dangerous cargo are required to meet the physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations.
3. Reference (e) establishes guidelines for units to adhere to prior to sending a Marine for hazardous material transportation training.
4. A valid state operators license is required to transport dangerous cargo and the following age constraints apply:
 - a. Operators must be 18 years of age to transport dangerous cargo on military installations
 - b. 21 years of age to transport dangerous cargo outside the limits of military installations
5. Hazardous cargo may not be transported through heavily populated areas. When in doubt, check with the 2d MAW Roadmaster for a safe route.
6. Vehicles transporting dangerous cargo must be inspected and marked in accordance to reference (u).
7. Operators assigned to haul dangerous cargo must be thoroughly qualified and aware of the hazards related to such activity.
8. Trucks with iron or steel beds may not be used for hauling munitions unless the cargo is positioned on wooden or fiber-board dunnage.
9. Compatible loads of munitions may be transported in the cargo bed of tactical vehicles in accordance with reference (u). Under no circumstances may fuses or detonators be transported with ammunition or explosives.
10. Only the operator and assistant operator may ride in a vehicle transporting hazardous cargo.

11. Vehicles hauling hazardous cargo may not be loaded beyond off-road capacity. Cargo containers may not exceed the height of the vehicle sides or the end of the cargo bed.

23001. TRANSPORTATION OF EXPLOSIVE/DANGEROUS MATERIALS

1. Transportation of explosive/dangerous materials cargo by motor transport will be conducted per reference (u).
2. The following procedures are effective immediately upon notification of an accident/incident involving munitions in transit:
 - a. Immediately establish voice communication with officials to report the situation and request emergency assistance, if necessary.
 - b. Provide information about the load and damage, if any.
 - c. Contact and activate the nearest EOD expert, regardless of service, based on analysis of need
 - d. During working hours notify the AC/S, G-4/Motor Transport Officer at: Commercial (252) 466-3535/3505, DSN 582- 3535/3505 or cell (252) 349-2091\2092.
 - e. After working hours contact the 2d MAW Command Staff Duty Officer at: Commercial (252) 466-4388 or DSN 582-4388.
3. The procedures listed above are peculiar to situations involving the transportation of ammunition/explosives. Other prime concerns would be:
 - a. Provide security on the vehicles at all times.
 - b. Provide road guards to assist traffic around the site.
4. Operators transporting explosives/dangerous cargo are required to meet physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations. Qualified operators must have been issued and have in their possession a current Medical Certificate (NAVMC 10970). Drivers must have a physical every five years to remain qualified.
5. Operators qualified to transport explosive/hazardous cargo aboard a military installation must be 18 years of age. Off-base operators must be at least 21 years of age.

6. Vehicles being dispatched to carry explosive/dangerous cargo will be inspected prior to departing the motor pool. Drivers will have reference (u) in their vehicles.
7. Vehicles transporting explosive/dangerous cargo will have appropriate warning placards affixed to the vehicle prior to dispatch. Reference (u) provides details for placard size and lettering.
8. Commanding Officers, Officers, and Noncommissioned Officers in charge will ensure assigned operators and assistant operators/working parties are thoroughly instructed and aware of the hazards and responsibilities pertaining to the cargo to be transported.
9. No persons other than those authorized as operators and assistant operators may be permitted to ride in or on a vehicle transporting explosive/dangerous cargo.
10. Vehicles hauling explosive/dangerous cargo will not be loaded beyond the rating capacity, and cargo containers will not exceed the height of the closed sides and ends of the cargo trailer. Flatbeds, however, must meet requirements as stated in reference (u).
11. When vehicles with ferrous metal beds are used for hauling explosives, the explosives must be packed in wooden or fiberboard containers, or wooden planking or dunnage must be used to cover the cargo bed of the transporting vehicles.
12. Each organization is responsible for maintaining an adequate number of ammunition/explosive-qualified operators to accomplish their mission.

SOP FOR MT AND GME

APPENDIX A

NORTH AND SOUTH CAROLINA LOAD CHARACTERISTIC CHART
 MAJOR END ITEM HEIGHT/WEIGHT FOR ROAD MOVEMENT

NORTH CAROLINA RESTRICTIONS: HEIGHT: 162"
 WEIGHT: 80,000 LBS
 WIDTH: 96"

SOUTH CAROLINA: HEIGHT: 162"
 WEIGHT: 90,000 LBS
 WIDTH: 144"

MK48 POWER UNIT.....WT: 25,300 LBS
 MK16 5TH WHEEL.....WT: 16,000 LBS
 M870A2 LOWBOY TRAILER (HT: 42")...WT: 19,600 LBS
 TOTAL: 60,900 LBS

(ALL MEASUREMENTS BELOW ARE FOR THE M870A2 SEMI-TRAILER)

TOTAL WEIGHT = WT OF MK48/16 AND M870 + WT OF ITEM BEING LOADED

<u>TAMCN</u>	<u>NOMEN</u>	<u>HT</u>	<u>WIDTH</u>	<u>WEIGHT</u>	<u>TOTAL WT</u>	<u>HT W/M870</u>	<u>TRLR</u>
B2566	DTC 4000	79"	78"	11,080LB	71,980LB	121"	UNDER
B2561	EBFL	101"	102"	25,600LB	86,500LB	143"	OVER*
B0446	7 1/2	102"	96"	26,000LB	86,900LB	144"	OVER*
B2464	1155E	114"	82"	27,750LB	88,650LB	156"	OVER*
B2460	1150	116"	110"	25,100LB	86,000LB	158"	OVER*
B1082	GRADER	127"	95"	30,790LB	91,690LB	169"	OVER**
B1785	COMPACTOR	131"	104"	23,700LB	84,600LB	173"	OVER#
B2567	TRAM 10K	132"	104"	33,426LB	94,326LB	174"	OVER**
B2462	D7	132"	144"	44,300LB	105,200LB	174"	OVER**
B0591	EXCAVATOR	154"	97"	40,960LB	101,860LB	196"	OVER**
B0443	HSHM 25T	138"	102"	69,825LB	130,725LB	180"	OVER++
B1922	SCRAPER	141"	136"	65,000LB	125,900LB	183"	OVER++
B0391	RTCH	166"	140"	103,230LB	164,130LB	208"	OVER++

ASTERISKS DEPICT

- * Item requires special permit for weight only in North Carolina
- ** Item requires special permit for height and weight in South and North Carolina
- # Item requires special permit for height in South Carolina and height and weight in North Carolina
- ++ Item not able to be shipped

SOP FOR MT AND GME

NOTE 1: Any load exceeding 96" in width will have outriggers extended on the M870 series semi-trailer.

NOTE 2: Loading of the D7 DOZER across the rear of the M870/870A1 semi-trailer exceeds the axle capability and will be front loaded only.

NOTE 3: Per MSG: R 180801Z AUG 97 Transporting the 621 SCRAPER, High Speed High Mobility (HSHM) 25T Crane, and the Rough Terrain Container Hauler (RTCH) are considered unsafe loads and will not be transported on the M870 semi-trailer.

SOP FOR MT AND GME

APPENDIX B

REQUEST FOR SPECIAL HAULING PERMIT

REQUEST FOR SPECIAL HAULING PERMIT		1. CONVOY NUMBER	2. UIC	3. DATE			
SECTION I - GENERAL							
4. ORGANIZATION		5. STATION		6. DATE OF MOVEMENT			
				a. STARTING		b. COMPLETION	
7. POINT OF ORIGIN		8. DESTINATION					
9. ARRIVAL AT STATE LINES			10. ROUTING (STIPULATE US ROUTES, STATES ROUTES, ECT.)				
a. DATE	b. TIME	c. STATE LINE					
11. ESCORT REQUIREMENTS							
SECTION II - VEHICLE AND LOAD DATA							
12.a. VEHICLE DESCRIPTION	b. TYPE (2-ton, etc.)	c. NO.OF VEHICLES	d. REGISTRATATION NUMBER	e. HEIGHT	f. WIDTH	g. LENGTH	h. WEIGHT
(1) TRUCK							(Empty)
(2) TRUCK-TRACTOR							(Empty)
(3) TRAILER							(Empty)
(4) SEMI-TRAILER							(Empty)
(5) OTHER (SPECIFY)							
13. LOAD	XXXXXXXXXX XXXXXXXXXX	XXXXXXX XXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX				
14. OVERALL (Vehicle and load)	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	XXXXXXX XXXXXXX XXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX				
15. DESCRIPTION OF LOAD (Brief general description: Organization impediments, etc. within security limitations)							
16. LOAD OVERHANG							
a. FRONT		b. REAR		c. LEFT SIDE		d. RIGHT SIDE	
DD FORM 1266, SEP 1998 (EG)							

SOP FOR MT AND GME

APPENDIX B

17. NUMBER OF AXLES	1 A <u>1</u>	2 B <u>2</u>	3 C <u>3</u>	4 D <u>4</u>	5 E <u>5</u>	6 F <u>6</u>	7 G <u>7</u>	8 H <u>8</u>	
XXXXXXXXXXXXXXXXXXXX	AXLE 1 a.	AXLE 2 b.	AXLE 3 c.	AXLE 4 d.	AXLE 5 e.	AXLE 6 f.	AXLE 7 g.	AXLE 8 h.	TOTAL i.
18. NUMBER OF TIRES									
19. TIRE WIDTH (INCHES)									
20. TIRE SIZES									XXXXXX
21. AXLE LOAD (EMPTY)									
22. AXLE LOAD (LOADED)									
23. AXLE SPACING (see item 17 for identification)	A SPACING	B SPACING	C SPACING	D SPACING	E SPACING	F SPACING	G SPACING	H SPACING	XXXXXX
24. REMARKS									
25. MOVEMENT BY HIGHWAY IS () ESSENTIAL TO NATIONAL DEFENSE () IN THE INTEREST OF NATIONAL DEFENSE									
26. REQUESTING AGENCY					27. APPROVING AGENCY				
28. REQUESTED BY					29. APPROVED BY				
a. NAME (LAST, FIRST, MIDDLE INITIAL)					a. NAME (LAST, FIRST, MIDDLE INITIAL)				
b. GRADE		c. TITLE			b. GRADE		c. TITLE		
d. SIGNATURE			e. DATE (YYYYMMDD)		d. SIGNATURE			e. DATE (YYYYMMDD)	
GENERAL: DD FORM 1266, Requesting for Special Hauling Permit" will be used to obtain special hauling permits for the movement of over-size/overweight vehicles over public highways when accompanying a convoy or when traveling separately. This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters no less than (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1265 and 1266 involving one (1) movement are forwarded to the appropriate headquarters. In cases where bona-fide emergencies exist, the information contained in this form and DD form 1265 may be transmitted to the appropriate headquarters by telephone or electronic transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the forms. Items that do not apply will be so indicated.					SPECIFIC: Item 12.a, b, c, and d - Complete nomenclature of vehicles involved. More than one unit may be included, provided units are identical in equipment, load characteristics, routing, and movement date. Total number of units shall be indicated prominently. Item 12.e.- Note all units other than standard highway vehicles; road equipment, guns, etc. Item 12.d.- Indicated the registration number of each unit or combination of units. Use additional page if required. Item 17 - Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable. Item 24 - For movement through the District of Columbia, include name of equipment manufacturer.				
DD FORM 1255 (BACK), 1998									

SOP FOR MT AND GME

APPENDIX C

PASSENGER AND CARGO LIMITS

VEHICLE MODEL	PAX W/OUT GEAR	PAX W/GEAR	CARGO HIGHWAY	CARGO CROSS COUNTRY
M998/M1038	10	8	2500 lbs	2500 lbs
M997	8	8	N/A	N/A
M1037	2	2	3600 lbs	3600 lbs
M1030B1	1	1	338 lbs	338 lbs
M1035*	4	4	N/A	N/A
M1044/44*	4	4	N/A	N/A
M1123	10	8	4400 lbs	4400 lbs
M813A1	22	18	10 tons	5 tons
M923/925*	23	19	10 tons	5 tons
M927A2	40	28	10 tons	5 tons
M817**	2	2	10 tons	5 tons
M929/930**	3	2	10 tons	5 tons

* - The number of passengers includes the operator.

** - Can carry an additional 14 PAX in dump bed with special modification kit

SOP FOR MT AND GME

APPENDIX D

2D MAW GROUND SAFETY ACCIDENT FLASH REPORT

To report an accident, submit the following information to Unit Duty Officers:

1. Rank, Last Name, First Name (full), Middle Int.
2. Social Security Number
3. Age
4. MOS
5. Unit
6. Time and date of accident
7. Nature of Injuries: (Body part(s))
8. Location of accident
9. Weather condition
10. Type of mishap
11. On-duty or off-duty
12. Seatbelt usage
13. Driver Improvement Card (if under 26yrs old)
14. Seatbelts worn/not worn
15. Helmets worn/not worn | required/not required
16. Reflective vest worn/not worn | required/not required
17. Alcohol or drugs
18. Damage to vehicle(s)
19. Summary of incident

SOP FOR MT AND GME

APPENDIX E

2D MAW VEHICLE/EQUIPMENT REQUEST FORM

TO BE COMPLETED BY REQUESTING UNIT:			REQUEST #
1. Requesting Unit:	2. Type Support:	3. Oper Req'd Yes or No	4. Number of Passengers
5. Report To: (Name, Rank, Building, Room, Location)			6. Phone:
7. Report Time/ Date:			
8. Destination (Base, Building, LZ, Grid) and Purpose:			
9. Estimated Return Time/Date:			
10. Description of Cargo (Weight & Cargo):			
11. Requester's Signature and Rank		Date:	Phone:
12. Remark (Information Relating to (Request)):			
FIRST ENDORSEMENT			
1. Request Received By:		Date:	Time:
2. Consolidated Request With: (Explain)			Yes or No
3. Recommendation:			
AUTHORIZATING SIGNATURE:			
SECOND ENDORSEMENT			
1. Request Received By:		Date:	Time:
2. Consolidated Request with: (Explain)			Yes or No
3. Recommendations:			
AUTHORIZATING SIGNATURE:			

SOP FOR MT AND GME

APPENDIX F

MOTOR VEHICLE VIOLATION/INSPECTION RECORD

MOTOR VEHICLE VIOLATION/INSPECTION RECORD MCBCL 4730 (REV 10-81)				DATE	TIME	
NAME		RANK	DATE OF BIRTH	SSN	DRIVER'S LICENSE NO.	ORGANIZATION
VEHICLE DATA	USMC SERIAL NO.	MAKE	MODEL	TYPE INSPECTION X ROADMASTER X QUARTERLY X TECHNICAL		

- | | |
|--|--|
| <input type="checkbox"/> TRAFFIC VIOLATION (BO P5560) | <input type="checkbox"/> IMPROPER LOADING OF CARGO (MCO 4643/TM 23305) |
| <input type="checkbox"/> MISUSE (BO P4600) | <input type="checkbox"/> UNSAFE VEHICLE (BO P4600/P5560) |
| <input type="checkbox"/> NO OFF BASE AUTHORITY (BO P4600) | <input type="checkbox"/> UNAUTHORIZED ROUTE (BO P4600/P5560) |
| <input type="checkbox"/> EXCEEDING PASSENGER CAPACITY (BO P5560) | <input type="checkbox"/> OTHER _____ |

CAB DRIVERS COMPARTMENT				BODY				ENGINE COMPARTMENT				CHASIS							
ITEM	OK	REPAIR	REPLACE	MISSING	ITEM	OK	REPAIR	REPLACE	MISSING	ITEM	OK	REPAIR	REPLACE	MISSING	ITEM	OK	REPAIR	REPLACE	MISSING
TRIP TICKET & ACCIDENT REPORT FORM					FENDER HOOD & CAB					RADIATOR HOSE FANBELT					WHEELS RIMS LUGS				
HORN					BUMPERS					COOLANT CONDITION WATER PUMP ANTI-FREEZE					TIRE MOUNTING & INFLATION				
SERVICE BRAKES					FUEL, AIR TANK					OIL LEVEL, TRANSMISSION FLUID					AIR HOSES BRAKE FLUID & LINE				
PARKING BRAKE					TAILGATE					ENGINE PERFORMANCE					SHOCK ABSORBERS & LINKAGES				
LEVEL CLUTCH GEARSHIFT					SPARE TIRE & CARRIER					CARBURETOR LINKAGES					TRANSMISSION & SEALS				
WINDSHIELD WIPER, MIRROR					REFLECTORS					AIR CLEANER					SPRINGS & U-BOLTS				
INSTRUMENT SWITCHES					MUFFLER					BATTERIES TERMINALS					UNIVERSAL JOINTS				
HEAD, TAIL, STOP LIGHTS, TURN SIGNALS					EXHAUST & TAILPIPE					Oil Filter Oil Lines					LINKAGE & STEERING GEAR				
DOOR & GLASS										Fuel Pump Fuel Lines					GENERAL TIGHTING				
REMARKS																			
INSPECTOR SIGNATURE										INSPECTOR RANK					DRIVER SIGNATURE				

SOP FOR MT AND GME

APPENDIX F

MOTOR VEHICLE VIOLATION/INSPECTION RECORD

Operator. Upon returning to your motor pool, report to your Motor Transport Supervisor, inform him or her that the 2d MAW RoadMaster stopped you, and give him or her this form.

Signature of Supervisor

Commanding Officer

(1) This inspection was conducted by the 2dMAW RoadMaster with the intent of assisting you in maintaining your equipment in a high state of readiness. Items checked on the face of this form require corrective action.

(2) Corrective action/results of this Motor Vehicle Violation Record will be returned to CG, 2d MAW, AC/S G-4/MT, within ten (10) working days of this Motor Vehicle Violation Record issuance.

(3) The 2d MAW RoadMasters are entrusted with the authority to deadline equipment which, in their judgement, does not meet the mechanical and safety standards.

SOP FOR MT AND GME

APPENDIX H

MCAS CHERRY POINT NC LIFT TRUCK SAFETY INSPECTION

MARINE CORPS AIR STATION CHERRY POINT, NORTH CAROLINA LIFT TRUCK SAFETY INSPECTION		
UNIT/SHOP NAME		
LIFT TRUCK NUMBER		
ITEM BEING CHECKED	OK	NEEDS REPAIR
1. VISUAL INSPECTION		
2. BATTERY WATER LEVEL		
3. BATTERY CLEANLINESS		
4. SERVICE BARKES (PEDAL)		
5. HORN		
6. ELECTRICAL (GENERAL)		
7. STEER MECHANISM		
8. HOIST MECHANISM		
9. SERVICE BRAKE (STOPPING)		
10. PARK BRAKE		
11. SAFETY EQUIPMENT		
12. DATA PLATE & DECALS		
OPERATOR'S SIGNATURE	DATE	SHIFT
SUPERVISOR'S SIGNATURE	DATE	
REPAIRER'S SIGNATURE	DATE	
COMMENTS:		
MCAS 11262/11 (8-96)		

SOP FOR MT AND GME

APPENDIX K

DAILY PREVENTIVE MAINTENANCE FORM (MCAS 11240/30A REV 8-89)

DAILY PREVENTIVE MAINTENANCE (GME/GSA)

X ALL DISCREPANCIES

✓ SATISFACTORY

DATE _____

USMC NO. _____

TYPE _____

UNIT _____

MILEAGE IN _____

FUEL _____

MILEAGE OUT _____

OIL _____

TOTAL MILEAGE _____

VEHICLE OPERATIONS	BEFORE					DURING					AFTER				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. DAMAGE, PILFERAGE, LOSS															
2. LEAKS (GENERAL)															
3. ENGINE WARM-UP															
4. SAFETY DEVICES															
5. FUEL, OIL, WATER															
6. INSTRUMENTS, PUB															
7. TOOLS, EQUIPMENT															
8. CLUTCH, STEERING															
9. ENGINE OPERATIONS															
10. UNUSUAL NOISES															
11. LIGHTS, REFLECTORS															
12. AIR TANKS															
13. DRIVE BELTS															
14. BATTERY LEVEL (ELEC)															
15. ANTIFREEZE TEST															
16. SERVICE BRAKES															
17. TRANSMISSION															
18. AIR, FUEL, FILTERS															
19. TIRES/TRACK															
20. CLEANLINESS															

REMARKS- DISCREPANCIES CONTINUED ON REVERSE SIDE

DISPATCHER'S NAME _____

(SIGNATURE)

1st DRIVER'S NAME _____

(SIGNATURE)

2nd DRIVER'S NAME _____

(SIGNATURE)

3rd DRIVER'S NAME _____

(SIGNATURE)

SOP FOR MT AND GME

APPENDIX L

GARRISON MOBILE EQUIPMENT (GME) MONTHLY INSPECTION CHECKLIST
MONTHLY CHECKS AND SERVICES

USMC# _____ VEHICLE TYPE _____ DATE _____

UNIT _____ SIGNATURE _____

SUPERVISED BY _____

THOROUGHLY CHECK EACH ITEM AND NOTE ANY DEFECT

1. EXTERIOR:

DAMAGE/CLEANINESS _____
LEAKS _____
GLASS _____
WIPER BLADES _____
WIPER ARMS _____
MIRRORS _____
LIGHTS _____
TIRES/LUGNUTS _____

2. ENGINE COMPARTMENT:

OIL LEVEL _____
DRIVE BELTS _____
POWER STEERING FLUID _____
AIR CLEANER _____
BRAKE FLUID LEVEL _____
TRANSMISSION FLUID _____
WASHER FLUID _____
ANTI-FREEZE _____

3. INTERIOR:

DAMAGE/CLEANLINESS _____
SEAT BELTS _____
FIRE EXTINGUISHER _____
HORN _____
INSTRUMENT GAUGES _____
SERVICE BRAKE _____
HAND BRAKE _____
SEATS/COVERINGS _____

4. ADDITIONAL ITEMS:

TIRE CHANGING TOOLS _____
SPARE TIRE _____
WARNING FLARES _____

ADDITIONAL REMARKS: _____

