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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P4600.1G
MTO/pgf
19 Sep 1986

BASE ORDER P4600.1G

CHANGES 1 thru 3 incorporated

From: Commanding General
To: Distribution List
Subj: ~~STANDARD~~ OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

Ref: (a) JAGINST 5822.2 (NOTAL)
(b) JAGINST 5800.7B (NOTAL)
(c) NAVSEA OP 2239 (NOTAL)
(d) NAVSEA OP 5 (NOTAL)
(e) NAVMC 1101 (NOTAL)
(f) MCO 11262.2
(g) MCO P11240.106
(h) MCO 11240.66A
(i) MCO 8020.1F
(j) MCO 5110.1B
(k) MCO 5100.19C
(l) MCO 4643.5C
(m) BO P8023.3G
(n) BO P5560.2J
(o) TM 11240-15/3 (NOTAL)
(p) TM 4700-15/1 (NOTAL)
(q) FPM/CMMI 752 (NOTAL)
(r) Motor Vehicle Laws of N. C. (NOTAL)
(s) Federal Motor Carrier Safety Regulations

Encl: (1) LOCATOR SHEET

1. Purpose. To issue a consolidation of current directives pertaining to the administration, operation and maintenance of administrative use motor vehicles at Marine Corps Base, Camp Lejeune, North Carolina and the Marine Corps Air Station, New River, Jacksonville, North Carolina.
2. Cancellation. BO P4600.1F.
3. Summary of Revision. This directive has been completely revised and should be reviewed in its entirety.
4. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group, (Rein), FMF, and the Commanding Officers, Marine Corps Air Station, New River, and Naval Hospital.
5. Certification. Reviewed and approved this date.

M. C. Harrington
M. C. HARRINGTON
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P4600.1G
MTO/pgf
19 Sep 1986

BASE ORDER P4600.1G

CHANGES 1 thru 3 incorporated

From: Commanding General

To: Distribution List

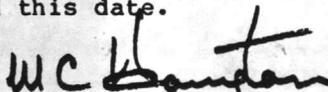
DN: ~~STANDARD~~

Subj: ~~STANDARD~~ OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

Ref: (a) JAGINST 5822.2 (NOTAL)
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M. C. HARRINGTON
Chief of Staff

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UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535



MEMORANDUM FOR THE DIRECTOR
SUBJECT: [Illegible]

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P4600.1G Ch 1
MTO/crb
23 Mar 1987

BASE ORDER P4600.1G Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

1. Purpose. To direct pen changes to the basic Manual.
2. Action. On the signature page and throughout the entire Manual, change the subject and heading to read "STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT".
3. Filing Instructions. This Change transmittal will be filed following the signature page of the basic Manual.
4. Certification. Reviewed and approved this date.


M. C. HARRINGTON
Chief of Staff

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UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

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NATIONAL CENTER FOR WATER RESEARCH



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P4600.1G Ch 2
BMT/rms
2 Mar 1989

BASE ORDER P4600.1G Ch 2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

Encl: (1) New page inserts to BO P4600.1G

1. Purpose. To transmit new page inserts and direct pen changes to the basic Manual.
2. Action
 - a. Remove present Chapters 3, 5, and 6, and replace with the corresponding pages contained in the enclosure hereto.
 - b. Throughout the entire Manual where the phone number 2803 appears, change to read "1639."
3. Summary of Change. Change encompasses revised procedures for requesting some categories of transportation; for establishing a minimum one way walking distance; for designating the attire to be worn while riding or operating Garrison Mobile Equipment; and for revising the Garrison Mobile Equipment Licensing Program. Cosmetic changes are as a result of forthcoming changes to MCO P11240.106.
4. Change Notation. Significant changes contained in the revised pages of this change are denoted by an arrow (\blacktriangleright) symbol.
5. Filing Instructions. This change transmittal will be filed immediately following page three of the basic Manual.
6. Certification. Reviewed and approved this date.


G. W. KEISER
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P4600.1G Ch 3
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17 JAN 92

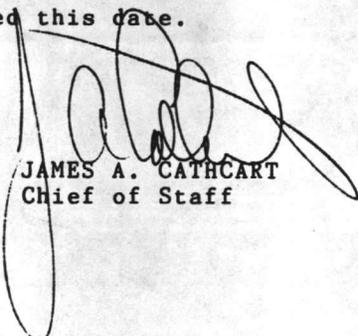
BASE ORDER P4600.1G Ch 3

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

Encl: (1) New page inserts to BO P4600.1G
(2) List of Effective Pages

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action
 - a. Remove pages 5-7 and 5-8 of the basic Manual and replace with pages 5-7, 5-8 and 5-8a contained in enclosure (1).
 - b. Insert enclosure (2) behind locator sheet to the basic Manual.
 - c. Upon insertion of this Change, the pages listed in enclosure (2) are current. Remove and destroy pages not listed.
3. Summary of Changes. Change encompasses revised criteria for conducting a Limited Report of Investigation per JAG Instruction 5800.7.
4. Change Notation. Significant changes contained in the revised pages of this Change are denoted by an arrow (◆) symbol.
5. Filing Instructions. This Change transmittal will be filed immediately following page 6 of the basic Manual.
6. Certification. Reviewed and approved this date.


JAMES A. CATHCART
Chief of Staff

Distribution: A plus MTO (15)

NO. 1000000000
17 JAN 1977

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

CONFIDENTIAL
INTERNAL SECURITY - R

MEMORANDUM FOR THE DIRECTOR, FBI

DATE: 1/17/77

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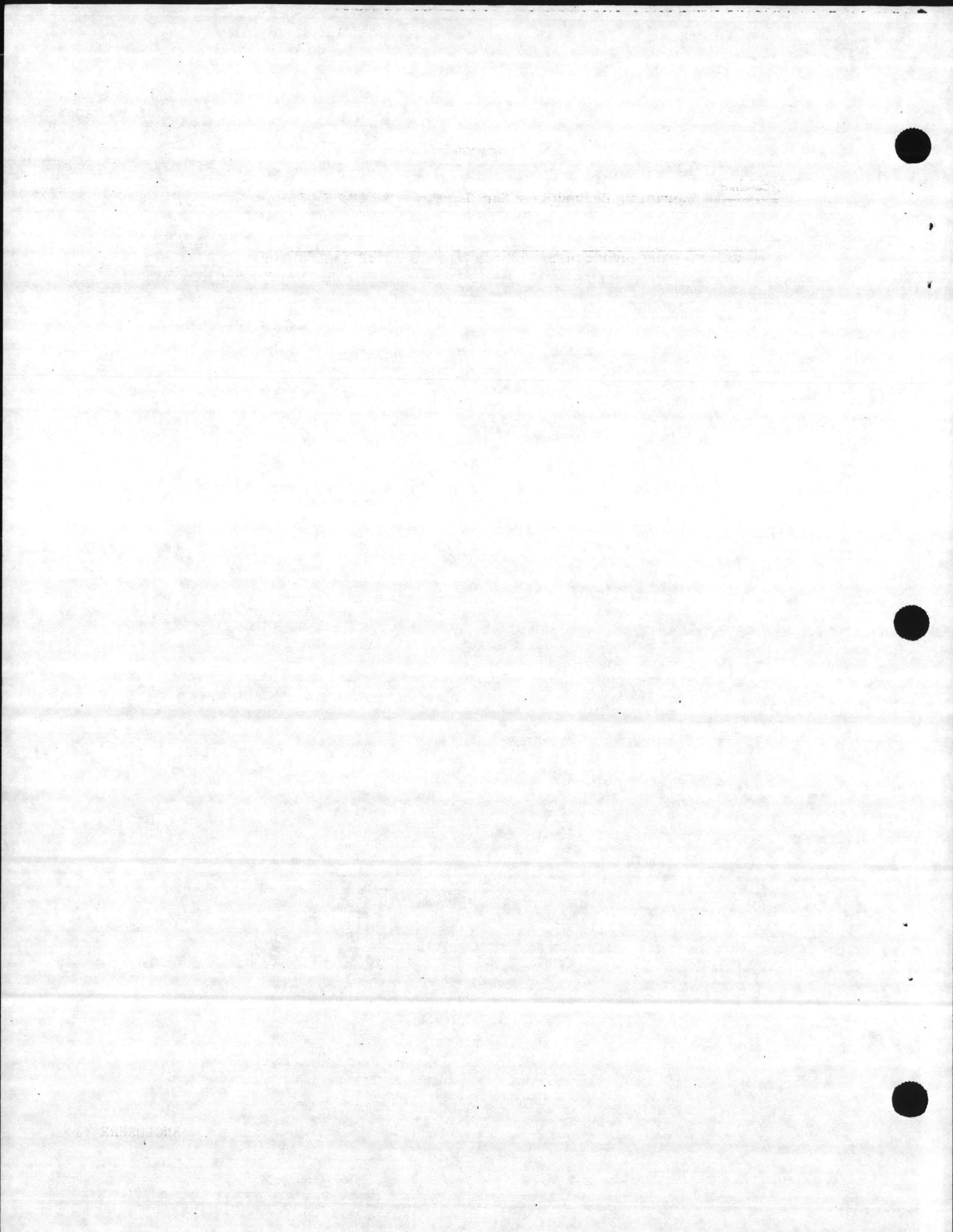
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LOCATOR SHEET

01
Subj: ~~Standard~~ ^{Standing} Operating Procedures for Garrison Mobile Equipment

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



STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

LIST OF EFFECTIVE PAGES

1. The following is a list of pages in effect after insertion of this Change. Missing pages should be obtained by requisitioning the basic Manual and/or pertinent Change(s) in accordance with BO P5000.43.

| Page | Ch | Page | Ch | Page | Ch | Page | Ch |
|--------------------------|----|------|----|------|----|------|----|
| BO P4600.1G 31 Aug 91 | 0 | 3-3 | 2 | 4-4 | 0 | 6-4 | 2 |
| 3 | 0 | 3-4 | 2 | 4-5 | 0 | 6-5 | 2 |
| 5 | 0 | 3-5 | 2 | 5-1 | 2 | 6-6 | 2 |
| 7 | 3 | 3-6 | 2 | 5-3 | 2 | 6-7 | 2 |
| i | 0 | 3-7 | 2 | 5-4 | 2 | 7-1 | 0 |
| iii | 0 | 3-8 | 2 | 5-5 | 2 | 7-3 | 0 |
| 1-1 | 0 | 3-9 | 2 | 5-6 | 2 | 7-4 | 0 |
| 1-3 | 0 | 3-10 | 2 | 5-7 | 2 | 7-5 | 0 |
| 2-1 | 0 | 3-11 | 2 | 5-8 | 3 | 7-6 | 0 |
| 2-3 | 0 | 3-12 | 2 | 5-8a | 3 | 8-1 | 0 |
| 2-4 | 0 | 3-13 | 2 | 5-9 | 2 | 8-3 | 0 |
| 2-5 | 0 | 4-1 | 0 | 6-1 | 2 | 8-4 | 0 |
| 3-1 | 2 | 4-3 | 0 | 6-3 | 2 | 8-5 | 0 |

LIST OF EXECUTIVE PAGES

The following list of pages in this report is intended to assist the reader in locating the pages which contain the material referred to in the text of the report.

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| 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 |
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| 85 | 86 | 87 | 88 |
| 89 | 90 | 91 | 92 |
| 93 | 94 | 95 | 96 |
| 97 | 98 | 99 | 100 |

~~STANDARD~~ **STANDING** OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Received | Date Entered | Signature of Person Entering Change |
|---------------|----------------|---------------|--------------|-------------------------------------|
| 1 | 23 Mar 87 | 31 Mar 87 | 31 Mar 87 | /s/ H. Plata |
| 2 | 2 Mar 89 | 14 Mar 89 | 14 Mar 89 | /s/ G. M. Eckman |
| 3 | 17 Jan 92 | 24 Jan 92 | 27 Jan 92 | /s/ G. M. Eckman |
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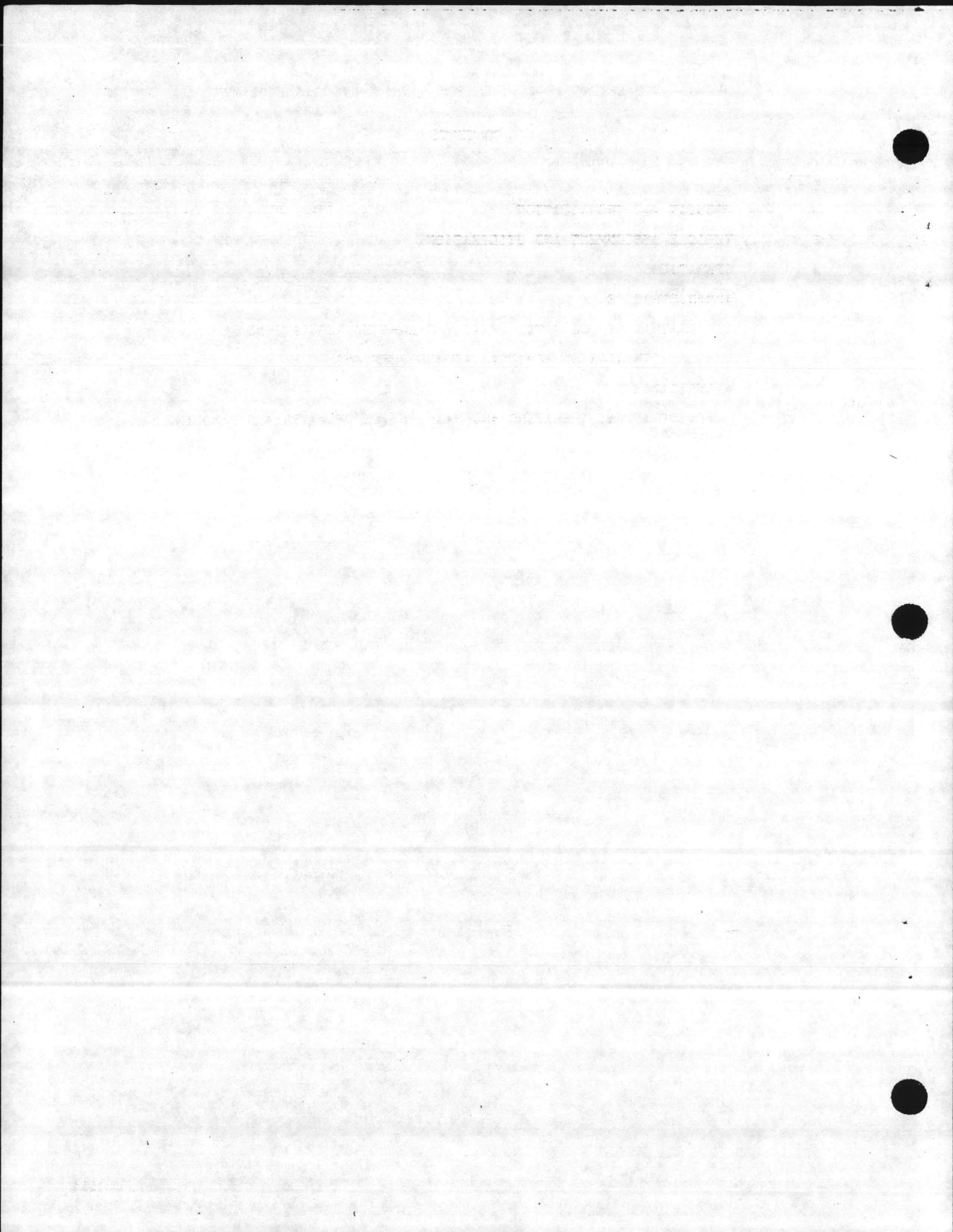
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- 2 VEHICLE ASSIGNMENT AND UTILIZATION
- 3 OPERATIONS
- 4 ADMINISTRATIVE
- 5 ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS
- 6 VEHICLE OPERATOR'S PERMIT (STANDARD FORM 46)
- 7 MAINTENANCE
- 8 ADMINISTRATION, OPERATING AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

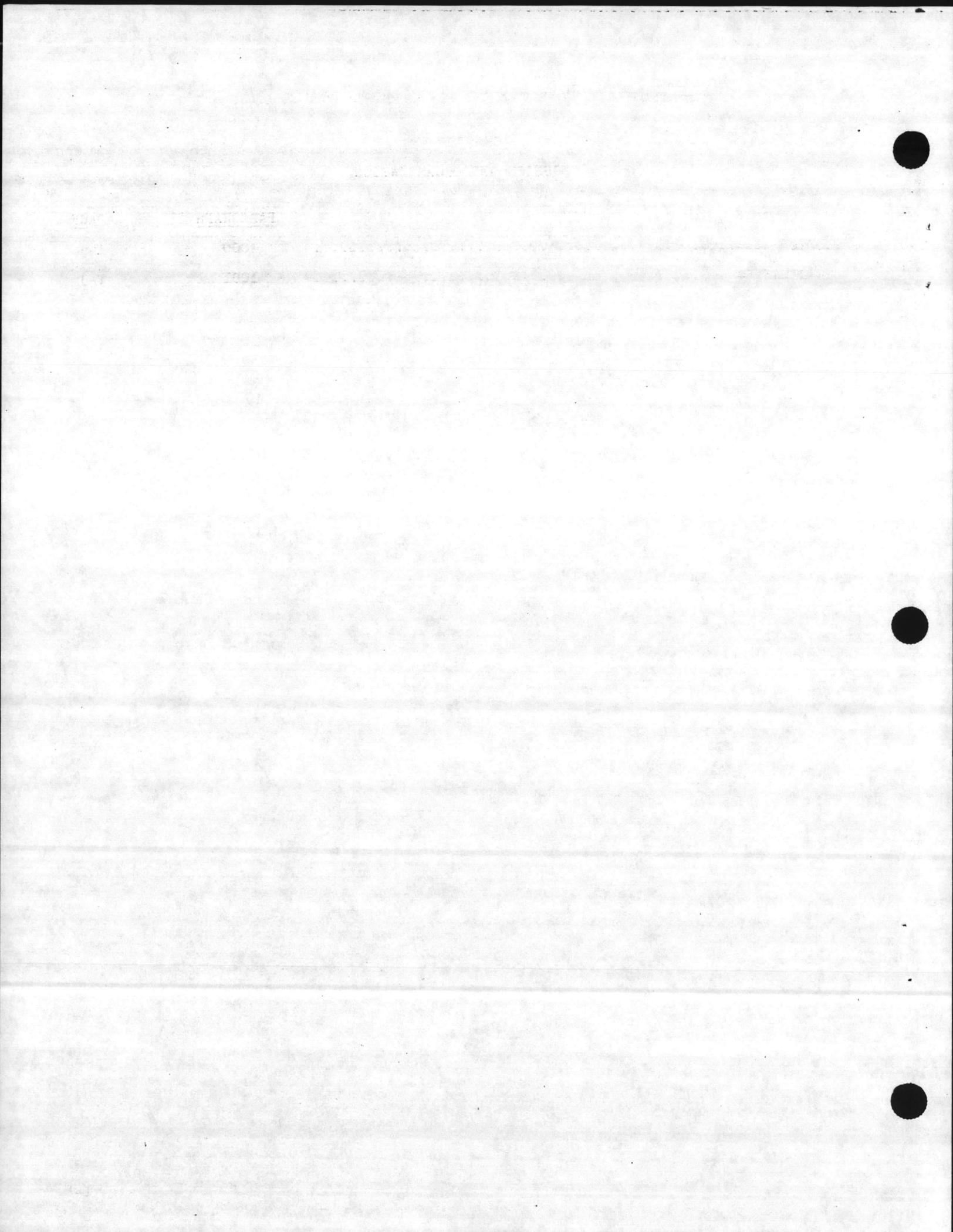


~~STANDARD~~ ^{STANDING} OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CHAPTER 1

MISSION AND ORGANIZATION

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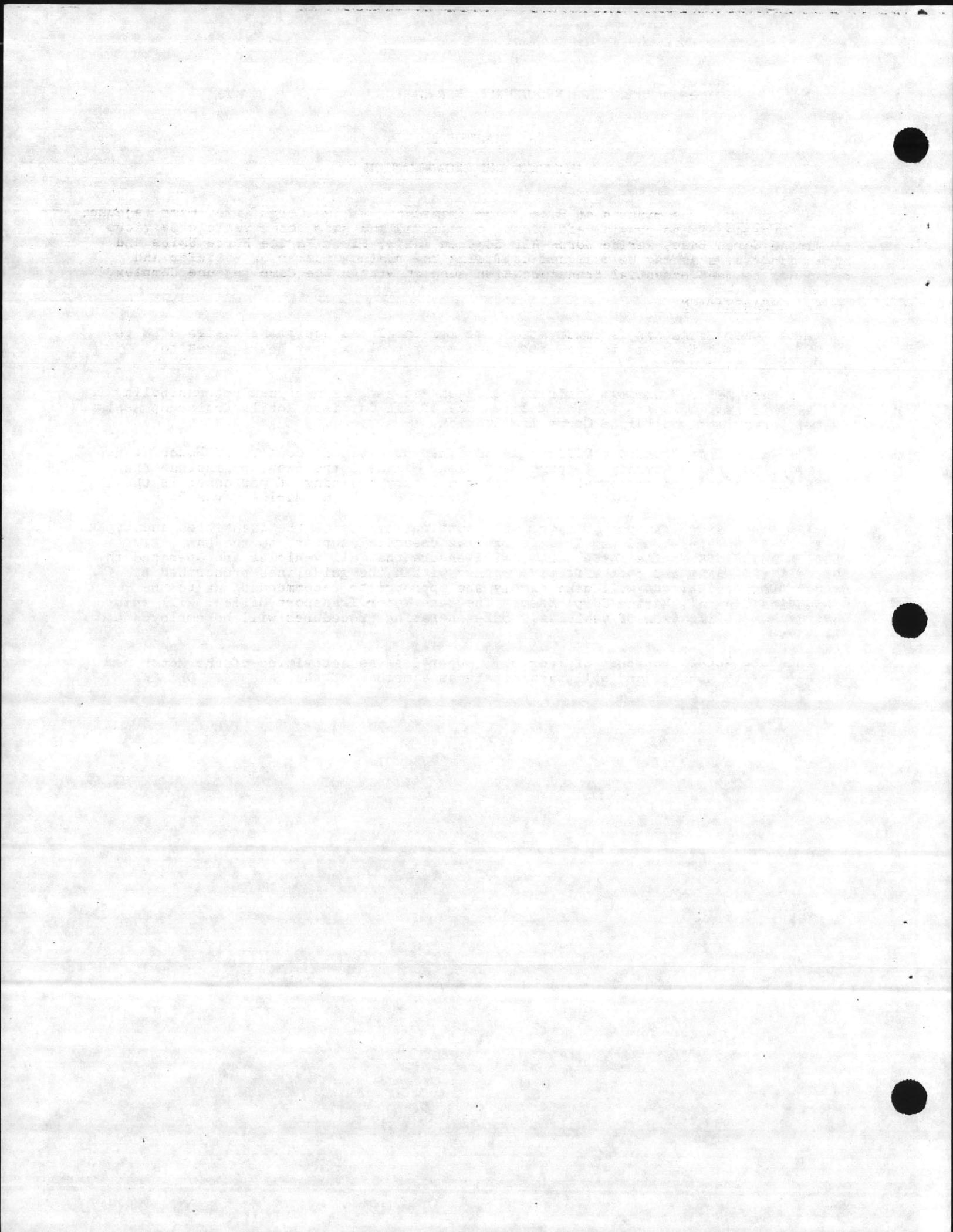
CHAPTER 1

MISSION AND ORGANIZATION

1000. MISSION. The mission of Base Motor Transport, Marine Corps Base, Camp Lejeune, North Carolina, is to provide efficient, economical and safe motor vehicle services to Marine Corps Base, Marine Corps Air Station Units, Fleet Marine Force Units and other activities as may be assigned utilizing the minimum number of vehicles and personnel to meet essential transportation support within the Camp Lejeune Complex.

1001. ORGANIZATION

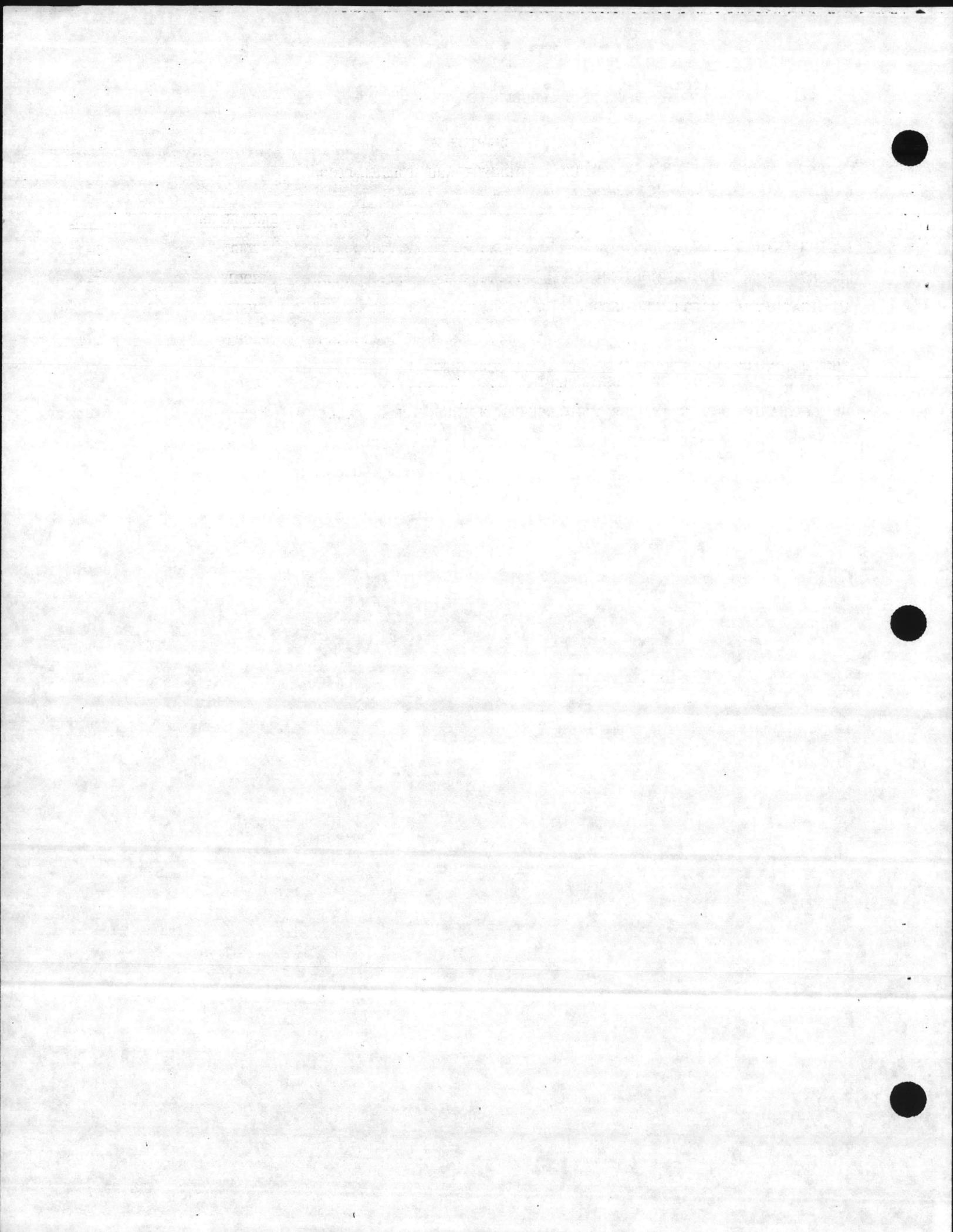
1. Base Motor Transport is composed of the personnel and equipment assigned to the branches and sections and in such shops and motor pools as may be required to accomplish the mission.
2. The Base Motor Transport Officer, as Fleet Manager, is assigned responsibility for the administration, operation and maintenance of all Garrison Mobile Equipment assigned Marine Corps Base and Marine Corps Air Station.
3. The Base Motor Transport Officer is assigned operational control of Motor Transport Division, Logistics Company, Support Battalion, Marine Corps Base, to include the technical training of personnel. All other military training of personnel is the responsibility of the Commanding Officer, Support Battalion, Marine Corps Base.
4. The Base Motor Transport Officer will continually review the quantities and types of vehicles and personnel required to provide essential support to the Base, Air Station and Fleet Marine Force units; will ensure that all vehicles are operated in the most efficient and cost effective manner within the guidelines prescribed by higher authorities; and will make timely and appropriate recommendations to the Commanding General, Marine Corps Base. The Base Motor Transport Officer will ensure the maximum utilization of vehicles. Safe operating procedures will be employed at all times.
5. The Base Motor Transport Officer will supervise the activities of the Motor Vehicle Safety Council and will participate as a member of the Base Safe Driving Council.



CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

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CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

2000. ASSIGNMENTS

1. Administrative use motor vehicles will be operated from motor pools established by the Base Motor Transport Officer, except for those vehicles assigned on a Class "B" assignment.
2. Class "B" assignment is defined as a vehicle assigned to a section, department, unit or activity on a recurring dispatch for the efficient and orderly conduct of official business. These vehicles will be dispatched by the using activity. Security of assigned vehicles is the responsibility of the using activity.

2001. REQUESTS FOR VEHICLE ASSIGNMENT. Requests for vehicles to be assigned on a Class "B" basis will be addressed to the Base Motor Transport Officer. Such requests will contain detailed justification for such assignment, i.e., type vehicle required, job to be assigned, estimated miles per month.

2002. UTILIZATION OF MOTOR VEHICLES

1. Administrative use motor vehicles will be used only for official purposes. What constitutes official purposes is a matter of administrative discretion to be exercised within applicable laws (25 Comp Gen 844) and Title 5, 10, 20, 40, U. S. Code, Executive Order and Department of Defense Instructions. It is a general rule that where transportation is essential to the successful operation of any activity, the military services are authorized to provide such transportation if for an official purpose. Official purposes as applied to personnel would be transportation for travel performed by persons in their capacity as military or civilian employees of the Marine Corps. The travel must be related to the performance of official duties or in connection with duties conducted under official authorization. This precludes the use of motor vehicles for purely personal use.
2. Transportation to and from work is a personal expense. Consequently, government vehicles will not be utilized to transport military or civilian personnel to and from work or for meals except in the case of personnel on temporary duty when existing public transportation facilities are inadequate, non-existent or unless orders states government transportation required.
3. Full time assignments of motor vehicles at field installations to officials of the Department of Defense will be subject to the approval of the Secretary of the military department concerned.
4. Defense personnel authorized full time use of official vehicles will not use such vehicles for other than actual performance of official duties. Vehicles authorized on a full time basis will not be reassigned to others not entitled to such use.
5. Use of motor vehicles, on a full time or trip basis, is not authorized for the official concerned, family members or others, for private business or personal social engagements. Questions with regard to the official nature of a particular use shall be resolved in strict compliance with statutory restrictions.
6. Ambulances, radio-equipped vehicles, tank trucks, wreckers, fire trucks, dump trucks and other special purpose vehicles will be used exclusively for the purpose intended.
7. The utilization of administrative use motor vehicles will be limited to improved roads that can be utilized safely without damage to the vehicle. These vehicles will not be used for cross country or fording operations. Administrative use motor vehicles will not utilize the following roads: Piney Green Road, the cutoff between Highway 24 and Route 70 to Cherry Point (nine mile cutoff), Bear Creek Road and Queens Creek Road. The exception will be PMO or TMO Inspectors when in the performance of official duties.

8. Administrative use motor vehicles will not be loaded (at dockside or through the surf) aboard any type boat or ship.
9. A minimum number of vehicles will be authorized on Class "B" assignments. Such assignments are restricted to cases where transportation requirements exist that cannot be economically or efficiently handled by the Base Motor Transport motor pool.
10. Reviews will be made annually by the Base Motor Transport Officer of all Class "B" assignments to ensure such vehicles are not being used on a convenience basis and are actually required to support the conduct of official business of the activity to which assigned. Vehicles which are not efficiently utilized will be reassigned.
11. Major modifications to administrative use motor vehicle equipment will not be permitted except as approved by the Commandant of the Marine Corps.
12. Minor modifications to administrative use motor vehicles will not be permitted except as approved by the Base Motor Transport Officer.

2003. RESPONSIBLE OFFICER

1. Responsible Officers for Garrison Mobile Equipment will be appointed in writing by the Commanding Officer of the unit and appointing letters will be submitted to the Base Motor Transport Unit Property Officer.
2. The responsible officer will inventory all Garrison Mobile Equipment and collateral equipment semi-annually (January and July) and report the inventory results to the Base Motor Transport Unit Property Officer.
3. In the event of a change of responsible officer, a joint inventory will be conducted with the present and the newly appointed responsible officer.
4. Within 10 days of assignment, the relieving responsible officer will sign the original Equipment Custody Records maintained by the Base Motor Transport Unit Property Officer.

2004. INSPECTION OF ADMINISTRATIVE USE MOTOR VEHICLES PRIOR TO ASSIGNMENT OR REASSIGNMENT. Upon notification that an administrative use motor vehicle is to be assigned, or that one assigned to an organization is to be turned in, the following action will be taken.

- a. Responsible Officer/Noncommissioned Officer of the command or unit will:
 - (1) Inventory the vehicle to ascertain that all "on equipment material" (OEM) charged to the vehicle is physically present.
 - (2) Deliver the vehicle to the Base Motor Transport Property Section, Bldg #1502. The gas charge plate will accompany the vehicle.
- b. The Base Motor Transport Maintenance Control Supervisor or the designated representative will:
 - (1) Inspect the vehicle and note on the Vehicle Assignment Sheet (VAS) all OEM. All shortages and damages will be reconciled with the command or unit prior to accepting the vehicle.
 - (2) The duplicate VAS will be given to the driver of the vehicle as a temporary credit receipt. The original VAS and gas charge plate will be turned into the Base Motor Transport Property Section, Bldg #1502.
- c. The organization receiving the vehicle, upon notification that the vehicle is ready will:
 - (1) Have the responsible officer report to the Base Motor Transport Property Section, Bldg #1502, to pick up the VAS, gas credit card, and sign the custody card.

(2) Have the person accepting delivery inspect the vehicle and ascertain that all OEM charged is with the vehicle and sign for receipt of the vehicle on the original of the VAS. The triplicate copy of the VAS will be retained by the signee for comparison with the custody card.

2005. JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION. When a vehicle utilization review is conducted by the Base Motor Transport Officer, vehicles failing to meet utilization miles/hours will be indicated by annotation on a utilization report and forwarded to appropriate units. Activities possessing Class "B" assigned vehicles with inadequate usage will be required to submit justification to the GME Fleet Manager, Marine Corps Base for continued assignment of vehicles. Insufficient or untimely submission of justification may result in vehicles being reassigned. In all cases Class "B" assignments shall be authorized by the installation commander in writing.

2006. GARRISON MOBILE EQUIPMENT ANNUAL UTILIZATION STANDARDS

| <u>EQUIPMENT CLASSIFICATION</u> | <u>ANNUAL TARGET MILES</u> |
|---------------------------------|----------------------------|
| Buses up to 29 pass | 14,000 |
| Buses 30 pass and above | 13,000 |
| Sedan and station wagon | 10,000 |
| Sedan Law Enforcement | 30,000 |
| Truck pass | 14,000 |
| Truck cargo | 7,000 |
| Truck, pickup 4x2 | 10,000 |
| Truck Law Enforcement 4x2 | 27,000 |
| Truck pickup 4x4 | 8,000 |
| Truck 1½-3 ton 4x2 | 10,000 |
| Truck 1½-3 ton 4x4 | 7,000 |
| Truck 5-7½ ton | 7,000 |
| Truck 10 ton | 4,000 |
| Forklift (all) | 400 |
| Tractor (all) | 400 |
| Crane | 400 |
| Pallet truck (all) | 400 |

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CHAPTER 3
 OPERATIONS

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CHAPTER 3

OPERATIONS

3000. POOLING OF ADMINISTRATIVE-USE MOTOR VEHICULAR EQUIPMENT. Commanding officers or officers-in-charge of activities having administrative-use motor vehicular equipment on Class "B" assignment will ensure the economical utilization of such vehicles. Centralized motor pools will be established by such activities in order to ensure proper dispatching, record-keeping, expenditure of funds and to obtain maximum care and utilization of this equipment. The Base Motor Transport Officer will provide technical assistance upon request regarding the establishment of such motor pools, dispatching, record-keeping, expenditure of funds and maintenance effort.

3001. VEHICLE CONTROL. All administrative-use motor transport equipment on Class "B" assignment will be made available upon request to the Base Motor Transport Officer when required to accomplish an assigned mission.

3002. REQUESTS FOR TRANSPORTATION1. Base Radio-Controlled Vehicle Service

a. Base radio-controlled vehicle service for passengers and light cargo will be furnished for trips throughout the Camp Lejeune and MCAS, New River area. Officers, staff noncommissioned officers and civilian personnel in charge of sections may request radio-controlled vehicle service as required for the performance of official duties or services. In order to consolidate requests and to ensure maximum number of passengers per trip, users are expected to wait as much as ten minutes for service.

b. Base radio-controlled vehicle service cannot be arranged in advance. Operators are not authorized to pick up passengers or cargo upon requests of individuals but must receive their instructions from the Base Motor Transport radio dispatcher. Neither radio-controlled vehicles nor operators will be used for mail runs, laundry runs or messenger service.

c. Operators of Base radio-controlled vehicles will wait a maximum of three minutes at the pick-up point to pick up passengers or cargo. Personnel requesting radio-controlled vehicle service must meet the vehicle at the reporting location (that is, front of Bldg #1; rear of Bldg #1, etc.). The operator is not authorized to leave the vehicle to locate passengers or cargo.

d. Requests for radio-controlled vehicle service will include the following information:

Using Unit:
Requested by (name of individual and activity):
Report to:
Reporting Location:
Destination:
Specific Purpose of Trip:

e. Radio-controlled vehicle service will be provided continuously on a 24-hour basis and may be obtained by calling the Base Motor Transport Radio Dispatcher, telephone 1639 or 3585 prior to 1630 on Monday through Friday. After 1630 and on holidays and weekends, the Duty Dispatcher, telephone 3585, will honor requests for radio-controlled vehicle service for official business. Personnel based on Marine Corps Air Station, New River may request vehicle service by calling Motor Transport Dispatcher telephone 451-6558. Except in emergencies, radio-controlled vehicles will not be utilized to transport personnel to or from their residence or barracks or for meals.

f. Radio-controlled vehicle service will not be provided if distance to be travelled is less than 1 1/2 miles from original departure point, except where the hauling of bulky or heavy items of cargo is involved, or inclement weather.

2. VIP Transportation Request

a. Requests for VIP transportation services will be made through the requesting unit's, or host command's, G-4/Logistics Officer and forwarded to the Base Motor Transport Officer via Base Protocol. Requests will be in writing and must be submitted five (5) working days prior to date of requirement. Should an impromptu visit occur, requests may be made, via telephone, to Base Protocol, extension 2523/2528.

b. Requests must include point of contact, date and time vehicle is to report, to whom, and where vehicle is to report, destination of vehicle, number and status of personnel to be transported, and any special requirements/instructions.

c. Base Motor Transport will provide equipment quantities and types based on information contained in the request, as approved by Base Protocol; however, vehicle operators are to be provided by the requestor.

3. Routine Transportation Request

a. Requests for transportation services within the confines of Marine Corps Base, Camp Lejeune, North Carolina, will be submitted to the Base Motor Transport Officer, Bldg #1502, via appropriate chain of command, at least twenty-four (24) hours in advance. Request for transportation service within confines of MCAS, New River will be submitted to the MCAS Motor Transport Section, Bldg #119. The requestor for a one and one half ton and below will be required to provide a vehicle operator. MCBCCL Form 4600/4, Transportation Request, will be utilized when requesting transportation, to include the following information:

Number of personnel and/or amount and type of cargo to be transported:

Date and time vehicle is to report:

To whom and where the vehicle is to report:

Destination of vehicle:

Whether or not operator is required:

b. Vehicles will be dispatched in the quantity and capacity required to meet the objective for which requested. Determination of the quantity and capacity of vehicles required will rest solely with the Base Motor Transport Officer or designated representative consistent with vehicles which are available and as dictated by consideration of economy and efficiency.

c. A minimum walking distance is the one way distance between two points, that by virtue of being in the same general area, makes it unreasonable to provide transportation. Minimum one way walking distance ruling will be applied when it is determined that government transportation is infeasible or non-cost effective. For purposes of GME, the minimum walking distance is established as one and one half miles.

4. Transportation for Movement of Personnel or Cargo

During working hours - call 5608

After 1630 (MT Staff Duty NCO) - call 451-1639

MCAS, New River - 451-6558 (all hours)

Emergency Transportation (telephone 1639)

5. Transportation Request from a Medical Officer or Duty Corpsman, Bldg #15, or the Naval Hospital. Requests for transportation from a medical officer or duty corpsman, Bldg #15, or the Naval Hospital will be honored for transporting military patients of Marine Corps Base and MCAS units whenever an ambulance is not required. Transportation for FMF personnel will be provided to barracks and government quarters during non-operating hours of the Base Bus System. During hours of operation of the Base Bus System, military patients normally will be transported to the Base Bus Terminal in lieu of the barracks or quarters, providing a military bus services such areas. The Base Motor Transport Dispatcher will honor requests for transportation only from the Command Staff Duty Officer, Air Station Duty Officer, Head, Branch Clinics, Bldg #15, or Officer of the Day, Naval Hospital for patients who are military personnel, whenever such patients are not transported in an ambulance or are unable to utilize the regularly scheduled bus service.

6. Transportation for Personnel Reporting Aboard for Duty. Transportation for personnel reporting aboard Marine Corps Base for duty will be coordinated by the Assistant Chief of Staff, Manpower.

7. Transportation to Camp Lejeune and New River for Personnel on Official Business Arriving at Cherry Point/New River, North Carolina.

a. The senior person aboard the aircraft upon arrival at Cherry Point or New River will contact the Marine Corps Air Station's Duty Officer for transportation to their destination.

b. The Duty Officer will call the person's parent organization at Camp Lejeune or New River, reporting arrival, number of personnel and request necessary transportation.

c. The parent organization will handle the request if it is within its capability (less than seven passengers); otherwise, the request is relayed to the next higher echelon. Should these organizations be unable to handle the request, the Duty Officer will request transportation from the Base Motor Transport Dispatcher, telephone 3585.

8. Request for utilizing administrative-use motor vehicles outside the Marine Corps Base, Camp Lejeune, North Carolina and MCAS, New River area will be submitted at least five days prior to the desired departure date to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina (Attention: Base Motor Transport), via appropriate chain of command, for approval. All requests for transportation must be mission essential related. The permissible operating distance (POD) is 250 miles in a westerly direction (Fort Bragg, N.C.), 250 miles northerly (Norfolk, VA), and 250 miles southerly (Charleston, S.C.).

3003. CANCELLATION OF TRANSPORTATION REQUESTS. When it becomes necessary to cancel a transportation request, such cancellation will be made known at the earliest possible time by telephone to the Base Motor Transport Operations Branch (telephone 3585/3537).

3004. DISPATCHING "OFF-BASE" TRIPS

1. Vehicles being dispatched outside the confines of Marine Corps Base, Camp Lejeune, North Carolina Complex will be properly dispatched and will have stamped across the face of the Trip Ticket (DD Form 1970), "Authorized for Use Off Station". Under no circumstances will such authorization on the DD Form 1970 be considered as authority for removal of government property other than the dispatched vehicle from Marine Corps Base, Camp Lejeune, North Carolina.

2. For the purposes of this order, the areas listed below are considered to be within the confines of Marine Corps Base, Camp Lejeune, North Carolina.

a. All government housing areas and trailer parks under the control of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

b. All outlying camps and facilities; such as Camp Johnson (Montford Point); Camp Geiger; Marine Corps Air Station, New River, North Carolina; Verona Loop Training Area; Rifle Range; and Courthouse Bay.

c. All highways utilized to gain access to the above camps, facilities and housing areas, such as from Highway #24 via Highway #172 and Sneads Ferry Road to Highway #17 South; from Highway #17 South and Sneads Ferry Road to the intersection of Highway #24 and Highway #17 North; and from the intersection of Highway #17 North and Highway #24 via Highway #24 to Highway #172.

3. When providing motor vehicles for movement to destinations beyond the confines of the Marine Corps Base, Camp Lejeune, and outlying areas, the motor vehicle operators will ensure that the vehicles depart with gasoline tanks, crankcases, gear cases, etc., for changing tires, emergency flares and fire extinguishers.

4. Motor vehicle operators making extended trips beyond the normal operating radius from Camp Lejeune will, prior to departure, obtain a commercial gasoline credit card as per instructions in paragraph 4003 of this Order.

3005. GOVERNMENT VEHICLES DISPATCHED TO DOMICILE. Government vehicles will not be dispatched to nor travel in the proximity of the domicile of any person, including public quarters, bachelor officer's quarters, or transient officer's quarters, for the purpose of transporting personnel to or from their home or place of employment or duty, except as authorized by the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

3006. WRECKER SERVICE

1. Administrative-use motor vehicle wrecker service can be obtained, during normal working hours (0800-1630, Monday through Friday), by calling 5167 (mainside) or 6705 (MCAS). After working hours, weekends and holidays, wrecker service can be obtained by calling 3585 (mainside) or 6558 (MCAS). Wrecker service requests are to be screened by the Base Motor Transport Maintenance Shop, during normal working hours, in order to use the Road Service Mechanic when practicable.

2. Administrative-use wreckers when requested, by Base PMO or MCAS PMO, will back up or assist as necessary to move military vehicles which are involved in accidents in order to minimize or prevent injury or damage to personnel and property and to eliminate traffic hazards.

3. Administrative-use wreckers, when requested by Base PMO or MCAS PMO, will be immediately dispatched to move private vehicles which are to be impounded or retained by the Provost Marshal.

3007. LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITS OF OVERLOADED/OVERSIZED/OVERHEIGHT VEHICLES

1. The Commandant of the Marine Corps, by the most current edition of Marine Corps Order 4643.5, requires strict compliance by Marine Corps personnel with highway regulations as established by state/municipal authorities and outlines the responsibility for proper loading of motor vehicles.

2. Passenger cars/station wagons/other administrative-use vehicles, other than buses, will not exceed the passenger capacity designated by the manufacturer.

3. The Base Motor Transport Officer may permit the passenger seating capacities of buses to be exceeded within safety limitations. However, the weight limitations established by the manufacturer will be strictly adhered to. The Motor Vehicle Laws of North Carolina make allowances for a slight overload on a vehicle; however, only in cases of extreme necessity will this overload be permitted. A vehicle operator will not move a vehicle that is overweight/overheight without written orders issued by a commissioned officer who will then assume full responsibility for any deviation from existing orders and directives and will, at the same time, provide the operator with their name, rank and organization.

4. Weighing of vehicles may be accomplished at Bldg #1414 in the Industrial Area at Hadnot Point by making arrangements with the Weighmaster, Traffic Management Division at Bldg #1011, telephone 2541.

5. When vehicles exceeding the legal weight limitations and dimensions are required to be operated on the highways, a request will be submitted to the Base Motor Transport Officer in sufficient time to obtain the necessary federal and state approvals. A copy of the North Carolina State Highway Permit will be provided the operator and will be carried in the vehicle at all times while in operation.

6. Speed limits for overweight/oversize/overheight vehicles will be as prescribed in the Motor Vehicle Laws of North Carolina but will not exceed 30 miles per hour unless authorized by the Base Motor Transport Officer. An additional restriction is that vehicles exceeding the dimensions stipulated in the Special Permit will not be operated in excess of 20 miles per hour.

7. The provisions of current edition of Marine Corps Order 4643.5 and the Motor Vehicle Laws of North Carolina will apply to vehicles operating within the confines of Marine Corps Base, Camp Lejeune, North Carolina and MCAS, New River.

3008. TRANSPORTING OF EXPLOSIVES AND DANGEROUS MATERIALS

1. Ammunition, explosives, gasoline or other dangerous articles will be transported in strict compliance with instructions contained in the Motor Carrier Safety Regulations, U.S. Department of Transportation NAVSEA OP 2239 (5th Revision) of 15 May 1980; NAVSEA OP #5; current edition of Marine Corps Order 8020.1__ ; Base Order P8023.3__ ; and all state and municipal laws and regulations.
2. Commanding officers and officers-in-charge of activities will ensure that operators of administrative-use vehicles transporting ammunition, explosives or gasoline are licensed to transport such items and that they are thoroughly familiar with instructions set forth in the above publications, laws and regulations and instructions set forth therein and in this order.
3. Liquid flammables will be transported on vehicles only in sealed drums and safety or expeditionary cans. The transporting of open containers is prohibited.
4. All administrative-use vehicles transporting Class "A" or "B" explosives or chemical ammunition (Class "C" excluded) will be marked with correct explosive signs properly displayed. These signs will be removed whenever vehicles are empty.
5. When convoys transporting explosives or dangerous materials are authorized, a SNCO will be in charge of all convoys of five or more vehicles, on or off Marine Corps Base, Camp Lejeune, North Carolina; and will remain with the vehicles until the final destination is reached. Military police escorts are required for all convoys of five or more vehicles.
6. Responsibilities
 - a. Operator
 - (1) Safe and efficient transportation of ammunition and explosives.
 - (2) List mechanical condition of vehicle in remarks column of DD Form 1970.
 - (3) Proper loading, compatibility of load and security of vehicle.
 - (4) Displaying proper signs or placards.
 - (5) Having explosives license renewed and taking the required annual physical examination.
 - (6) Having one fully charged fire extinguisher, Type C, on vehicle.
 - (7) Delivering DD Forms 626 and 836 at destination.
 - b. Operations Officer, Base Motor Transport
 - (1) Conducting a continuous safety program as outlined in current directives.
 - (2) Having correct explosive signs and placards available for operator's use.
 - (3) Conducting the vehicle inspection phase on all ammunition carrying vehicles as outlined in chapter 4-3 of NAVSEA OP 2239.
 - (4) Preparing and delivering to the operator DD Form 626 for all off base runs for which no Government Bill of Lading is required. File copy will be maintained.
 - (5) Giving written instructions to the operator in regards to routing and other related information.
 - c. Ammunition Branch, Support Battalion, Marine Corps Base, Camp Lejeune, North Carolina
 - (1) Preparing and delivering to the operator DD Form 836 for all off base runs for which no Government Bill of Lading is required.

(2) Preparing and delivering to the operator DD Form 626 and 836 for all off base runs for which a Government Bill of Lading is required.

3009. SAFETY PRECAUTIONS. The following safety precautions will be observed for highway operations.

a. Administrative-use vehicles over public highways must be equipped with directional turn signals, emergency flares, running lights or other equipment as directed by State Law and Department of Transportation Regulations.

b. All buses, tractor-trailers, ambulances, wreckers, police and patrol vehicles, and vehicles capable of carrying ten or more passengers, or with a rated cargo capacity of more than one ton, will be equipped with approved type highway warning kits (meeting local, state and Department of Transportation Regulations). Vehicles with lesser capacity which regularly operate over public highways at night will be equipped with warning kits.

c. When vehicles must make emergency stops on a traveled portion of a highway or shoulder adjacent thereto, the following action will be taken immediately:

(1) Every reasonable effort will be made to remove the vehicle from traveled portions of the highway to the shoulder of the roadway and beyond if practicable.

(2) When lights are required, a flasher light, lighted flare or fuse will be immediately placed in the obstructed lane, or on the shoulder if the vehicle is on or over the shoulder of the road, at a point between the vehicle and the direction from which traffic using that lane will approach. This will be done before any attempt is made to repair the vehicle.

(3) Flasher lights will be on and lighted flares or reflectors will be placed around a stalled vehicle in the following manner:

(a) One in the center of the lane of traffic occupied by the vehicle placed not less than 200 feet distance therefrom in the direction of traffic approaching in that lane. If the vehicle is on or over the shoulder and does not occupy a traffic lane, the warning device will be placed on the edge of the roadway to avoid obstructing the traffic lane as follows:

(b) One placed not less than 200 feet from the vehicle in the opposite direction.

(c) One placed on the traffic side of the vehicle ten feet rearward thereof, in the direction from which traffic using that lane would approach.

(d) If a vehicle is stopped within 300 feet of a curve, crest of a hill, or other obstruction to view, the warning device in the direction will be placed to afford ample warning to other users of the highway. In no case will it be less than 200 feet nor more than 300 feet from the vehicle. Vehicle emergency flashers will be kept flashing while the vehicle is disabled.

(e) During times that lights are not required, red flags or reflectors with flags attached will be placed as prescribed above for flasher lights, lighted flares and fuses.

(f) To prevent ignition of flammables or other materials, care will be taken in the lighting and placing of flares and fuses.

(g) When convoys or any components thereof must be stopped under the conditions outlined above, the convoy commander or person in charge will be responsible for ensuring that adequate guards or emergency warning devices are utilized.

d. Towed trailers will be connected to the towing vehicle by means of two safety chains or cables, in addition to the tongue. The chains or cables will be crossed and attached to the vehicles near point of bumper attachment to the chassis of such vehicles. The length of chain used will be no more than necessary to permit free turning of the vehicles. The chain will be attached to the tow bar at the point of crossing or as close thereto as is practicable. Rear lights/reflectors will be utilized.

- e. Vehicles will be dispatched only when in safe operating condition.

3010. BASE BUS TRANSPORTATION

1. The Base Motor Transport Officer is responsible for the operation of suitable motor vehicles to maintain Base bus schedules, for their publications and distribution, and for making schedule changes based on passenger utilization and availability of funds.
2. Buses will operate from the Base Bus Terminal (Bldg #235) and will service the Hadnot Point, Naval Hospital, Paradise Point, Berkeley Manor, Tarawa Terrace, Midway Park, Rifle Range, Courthouse Bay, Onslow Beach, Camp Geiger, Camp Johnson (Montford Point) areas and MCAS, New River. This service is available to:
 - a. Military personnel, their dependents and guests.
 - b. Civilian personnel, both appropriated and nonappropriated fund employees, who possess Identification Cards of civilian employees.
 - c. Retired military personnel and their dependents.
3. The bus schedules will be published in a Base Order. Information relative to bus schedules may be obtained by calling the resident Military Manager of the Base Bus Terminal, extension 3632.
4. Buses operating as part of the Base Bus System will stop only at scheduled bus stops upon signal that passengers wish to embark or disembark. Bus will not pick up or discharge passengers outside the confines of Marine Corps Base, Camp Lejeune or MCAS, New River.
5. If at any time drivers cannot maintain discipline on a bus run, flag down the first military police vehicle sighted and request assistance in removing unruly persons from the bus. If no military police are sighted, proceed by the most direct route to Bldg #3, stop and sound horn until assistance is received from the Military Police Desk Sergeant. Drivers will comply with the same duties and responsibilities as School Bus Operators as they apply to safety of passengers.
6. Recommendations for modification of Base Bus schedules or requests for establishment of bus schedules will be made to the Base Motor Transport Officer and will include full justification, including number of passengers per trip, time schedules and pickup and delivery points.

3011. SCHOOL BUS TRANSPORTATION

1. Transportation for Camp Lejeune Dependents' Schools children living within the confines of the military reservation will be provided by the Base Motor Transport Officer. Buses will pick up only those children who live beyond walking distance of the school, except in special cases. Walking distance is defined as one and one half miles, as established by North Carolina State Law.
2. In addition, transportation will be provided to all special education children when requested and approved by the Superintendent of Schools.
3. All students who attend DeLalio Elementary School will be transported.
4. Rated passenger capacity of administrative-use motor vehicles, including buses and those vehicles utilized as school buses, is as follows:

| <u>Rated Capacity</u> | <u>Maximum Load</u> |
|-----------------------|---------------------|
| Bus, 14 passenger | 14 passengers |
| Bus, 18-21 passenger | 35 passengers |
| Bus, 29 passenger | 44 passengers |
| Bus, 37 passenger | 53 passengers |

| <u>Rated Capacity</u> | <u>Maximum Load</u> |
|--|---------------------|
| Bus, 44 passenger | 65 passengers |
| Truck, 1-T, 4x2, multi-stop delivery Metro | 12 passengers |

NOTE: All school children in the 5th grade and below will be seated on the bus and may be seated three children per seat.

5. All children attending kindergarten will be transported to school.
6. The Superintendent of Schools will submit requests subject to reimbursement to the Base Motor Transport Officer for such additional transportation of school children other than scheduled runs as may be required (such as, transportation to athletic events, transportation for athletic teams, and other authorized school activities), in accordance with current directives.
7. The time schedules and routings set forth in the approved school bus schedules will be adhered to at all times, barring breakdown of motor vehicular equipment. Buses will pick up and discharge passengers only at "Bus Stops" designated in school bus schedules.
8. Any desired information regarding the operation of the school buses may be obtained by calling the Superintendent, Camp Lejeune Dependents' Schools, principals, or the Motor Transport Operations Officer, 3585/3537.
9. The Base Motor Transport Officer is responsible for:
 - a. The preparation of school bus schedules and for the maintaining of schedules to meet requirements of the Camp Lejeune Dependents' Schools. School bus schedules will be published as a Base Bulletin.
 - b. The operation of suitable motor vehicles to transport school children to and from the Base schools or other approved schools.
 - c. The supervision of the school bus operator's training program and the selection and training of personnel as operators. Whenever possible, school bus operators will be twenty-one years of age.
 - d. Ensuring that whenever a personnel trailer-type bus is used as a school bus, one person will ride in the trailer and act as a monitor responsible for the passengers, regardless of whether or not a school children's safety monitor is also assigned.
 - e. The operation of all school buses to comply with state and local laws and regulations.
10. The Superintendent of Camp Lejeune Dependents' Schools is responsible for:
 - a. Providing the Base Motor Transport Operations Officer with a record of the number of students, the quarters number and housing areas of students, and the school and grade to which each child is assigned. This information will be furnished within 48 hours after registration at the beginning of each semester of school. The Superintendent of Schools will also provide information relative to the opening and closing of schools and will notify the Base Motor Transport Operations Officer of any change in the daily school schedule.
 - b. The dissemination of school bus schedules and routings to school children and for making appropriate recommendations to the Base Motor Transport Officer for such modifications of school bus schedules whenever required by changing conditions.
 - c. Assignment of children to the proper bus in coordination with school principals:

11. School Principals are responsible for: The loading and unloading of pupils at the schools. Buses will be loaded in the reverse order of unloading with the children proceeding to the rear of the bus as they are loaded. Each child will be assigned to a numbered bus. Pupils shifting from one bus to another will be allowed to do so only by permission from the principal and if it does not cause overloading of the buses.

12. Duties and Responsibilities of School Bus Operators

a. To know and observe all State, Marine Corps Base and MCAS, New River traffic rules, regulations and laws governing school bus operation.

b. To have the school bus under complete control at all times. At any time a driver cannot maintain discipline on a school bus run, proceed by the most direct route to the nearest school, stop and sound horn until assistance is received from the school authorities. All instances of misbehavior of students will be reported to school authorities and to the Base Motor Transport Officer.

c. To observe at all times the speed limit governing school bus operation. Maximum speed will be 35 miles per hour. A rate of speed less than 35 miles per hour, which will ensure safe travel, shall be observed when:

(1) The highway is crowded.

(2) The weather is unfavorable.

(3) The road is unstable.

(4) Other hazards are encountered.

(5) As posted.

d. The operator will not drive a school bus closer than 300 feet to another school bus, unless it is necessary to pass a stopped vehicle.

e. The operator will not leave a school bus while the engine is running.

f. The operator will not use a school bus to push another vehicle of any kind.

g. The operator will bring the school bus to a full stop before entering or crossing any highway, railroad, or any other dangerous intersection or throughfare; and will not proceed until safety is assured.

h. All buses will be operated on the right hand side of the highway or roadway at all times except when necessary to make a left hand turn. Operators will indicate their intention for a right hand turn at a minimum distance of 50 yards prior to turning.

i. The operator will not move the school bus while pupils are entering or leaving it, and will see that all pupils are in place on the bus and all doors are closed before starting the bus in motion.

j. Backing buses on the school grounds or elsewhere will be avoided insofar as practicable. Operators will not drive school buses backwards until the horn is sounded and a responsible person is assigned to guard the rear of the bus and safety is assured.

k. The operator will not use the emergency door for loading or unloading pupils except in an emergency and will make certain that the emergency door is closed properly and in working order before moving the school bus.

l. To admit or discharge pupils when the bus is stopped, the operator will stop the bus on the right side of the road in the regular driving lane. The operator will not drive the bus off the highway or road onto the shoulders of the roadway to admit or discharge pupils. Driving the bus off the highway or road invites traffic to pass.

m. The operator will see that the emergency door control can be operated at all times.

n. The operator will adhere strictly to the designated and approved school bus route, and will not add to or change the established route or times.

o. The operator will be particularly attentive in keeping the bus on schedule and will leave the school immediately after dismissal.

p. School bus operators will be clean and neat in appearance. They will not use intoxicating beverages for at least eight hours prior to reporting for duty. Smoking and the use of tobacco is prohibited; profane language is prohibited.

q. The operator will be understanding and patient towards parents and school pupils.

r. The operator will take whatever steps are advisable and necessary to safeguard the life and limb of each pupil and will supervise the activities of children discharged from the bus until they have crossed the highway or road in safety or are otherwise out of danger.

s. At no time will the operator permit pupils to cross the highway or road behind the bus except in an emergency situation and with an escort. The operator will not move the school bus until it can be seen that pupils are out of danger.

t. The operator will display a flashing stop sign and childguard at each designated stop, reporting all violators who pass a stopped school bus to the Base Motor Transport Operations Officer.

u. Buses will display school bus signs only when transporting school children.

13. Duties and Responsibility of Pupils

a. To obey promptly and cheerfully the instructions and orders of the operator of the school bus.

b. To observe proper decorum, while getting on or off and while riding in the school bus.

c. To be at the place designated both morning and afternoon ready to board the bus at the time shown on the posted schedule. The operator is responsible for the maintenance of this schedule and cannot wait for tardy pupils.

d. To help keep the bus clean, sanitary, orderly and to refrain from damaging or abusing cushions or other bus equipment. Smoking, eating, drinking, or littering are not permitted in the school bus.

e. To occupy the seat assigned by the operator or principal and to refrain at all times from moving around while the bus is in motion.

f. To request the driver to stop the bus in case of personal emergency.

g. To stay off the roadway at all times while waiting for a bus.

h. To wait until the bus has come to a complete stop before attempting to get on or off. Pupils will line up so that the smaller children will be loaded first.

i. To **leave the bus only** with the consent of the operator.

j. To enter or leave the bus only at the **front door**, except in cases of emergency.

k. To keep head, hands and feet inside the bus at all times.

l. To cross the highway or road, if necessary, after leaving the bus in the following manner.

(1) Make certain that the bus is stationary, the door is open and the stop signal is extended.

(2) Cross in front of the bus within sight and hearing of the operator, look both ways and stay out of the line of traffic until the path across the roadway is free from any danger.

(3) Upon signal from the operator or from a personal escort, proceed across highway or road.

m. To show identification card to the bus operator and/or monitor upon request. In cases where a pupil does not have an ID card, the pertinent information will be given orally.

14. Parents are responsible for:

a. Having children at the designated bus stop five minutes prior to scheduled loading time and ready to board the school buses promptly in order to aid the bus operator in maintaining bus schedule.

b. Not delaying buses by holding conversation with the operators. Report complaints or suggestions to the Base Motor Transport Officer.

15. Discipline

a. Parents are responsible for adequately instructing their children regarding proper conduct at all time while aboard school buses. In particular, it is emphasized that children must obey all instructions issued by the Superintendent of Schools, Principal and school bus operators. With regard to maintaining discipline and enforcing safety measures, the school bus operator is the final authority, while operating the bus.

b. All violations of school bus regulations on the part of students will be reported by the Base Motor Transport Officer to the Provost Marshal and to the Superintendent of Schools for disciplinary action. Should a student be involved in a second major violation of a nature which impairs the safe operation of the school bus, such student will be barred from riding the bus.

3012. ANALYSIS AND EVALUATION OF MOTOR TRANSPORTATION OPERATIONS. The Base Motor Transport Officer is responsible for the management evaluation of administrative-use motor vehicle equipment operations at Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Air Station, New River. Necessary steps will be taken to compare and interpret the status of all elements of Motor Transport Operations in relation to the mission of Marine Corps Base. Corrective action will be taken to eliminate the causes of excessive costs and unsatisfactory utilization with special emphasis on pooling, dispatch control, dispatch planning, maintenance downtime and the reduction wherever possible of vehicle inventories.

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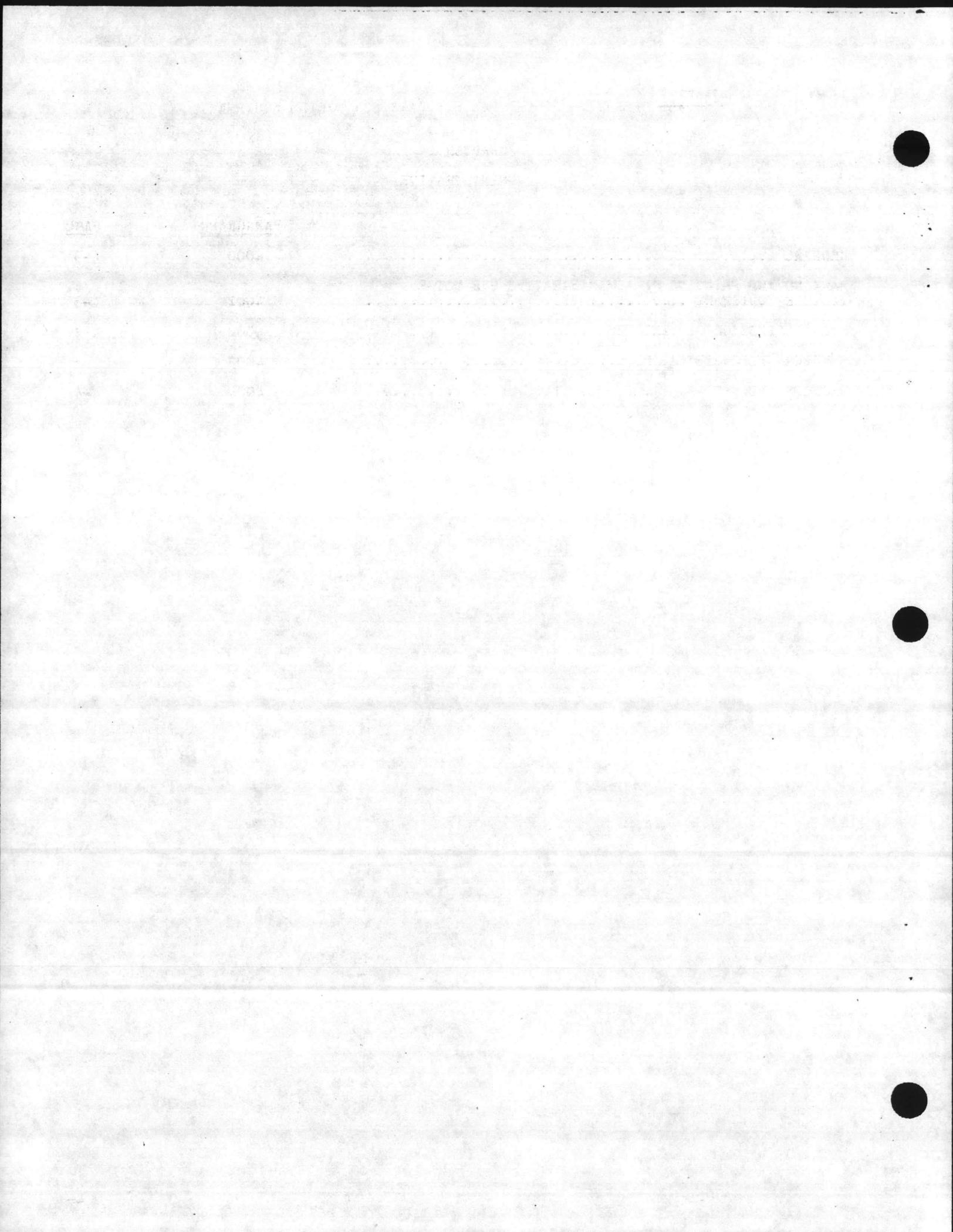
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CHAPTER 4
ADMINISTRATIVE

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CHAPTER 4

ADMINISTRATIVE

4000. GENERAL

1. All required Motor Transport reports concerning administrative use motor vehicle equipment emanating from Marine Corps Base activities will be coordinated with the Base Motor Transport Officer.
2. The Base Motor Transport Officer will publish such directives as are necessary for the proper management and operation of administrative use motor vehicles.

4001. MARKING AND PAINTING OF ADMINISTRATIVE USE MOTOR VEHICLE EQUIPMENT

1. Marking and painting of administrative use motor vehicle equipment assigned to Marine Corps Base will be in accordance with the provisions of current edition of Marine Corps Order P11240.106.
2. Tactical markings will not be placed on administrative use vehicles, including those Marine Corps Base vehicles assigned to Fleet Marine Force units while in garrison.
3. Vehicle distinguishing plates, other than those authorized for Flag Officers, Area Commanders and Special Staff Officers are prohibited. Organizations having vehicles requiring administrative marking tags (such as Military Police, Base Maintenance, Fire Department and radio controlled vehicles) will request authorization to install such tags from the Commanding General (Attention: Motor Transport Officer). Such identification tags, when approved, will be white with black lettering of uniform size, seven by nine inches and will be placed on the front and rear bumpers of the vehicle. Under no circumstances will these tags be placed in front of the radiator so as to interfere with the air circulation to the cooling system of the vehicle.

4002. ROAD INSPECTION OF VEHICLES

1. The Base Motor Transport Officer will cause periodic inspection of all administrative use motor vehicle equipment while in operation or at the using unit, or on the road. Roadmasters will stop and inspect vehicles to determine the mechanical condition and to check the driver's compliance with current operation and preventive maintenance instructions.
2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be forwarded by the Base Motor Transport Officer to the Commanding Officer or Officer-in-Charge of the unit to which the vehicle is assigned.
3. Corrective action will be initiated by the activity responsible for the vehicle. All forms will be returned within ten days after receipt to the Base Motor Transport Officer.
4. Roadmasters will conduct a weekly safety inspection on all semi trailer, van personnel paying particular attention to the king pin and fifth wheel plate. If the king pin is found to be damaged or deformed, the trailer will be deadlined immediately and reported to the Base Motor Transport Officer.

4003. FUNDING RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for funding for maintenance and operation for all administrative use Motor Transport equipment and tactical equipment used in lieu thereof which is assigned to Marine Corps Base and MCAS, New River, less those assigned to FMF and Air FMF units for in garrison support.
2. The use of commercial credit cards for purchase of commercial petroleum products and services is authorized whenever "over-the-road" trips are made with administrative use vehicles. Supplies and services which may be purchased are as follows:

a. Self service pumps only may be used when purchasing regular grade or lead free gasoline (premium grade for emergency vehicles only), diesel oil, regular and premium grades lubricating oil, lubrication services, oil filter elements, air filter service, tire and tube repairs, battery charging, mounting and dismounting chains, permanent type anti-freeze, emergency replacement of defective spark plugs, fan belts, windshield wipers, lamps and other emergency repairs, known in the automotive trade as "Road Services."

b. Subject to specific approval in each instance, replacement tires and tubes (old tires to be returned to Base Motor Transport), batteries, wrecker services, and other automotive products obtainable from a service station may be purchased. Authority for these purchases may be obtainable by calling Base Motor Transport

collect, base extension 5608 or ~~2803~~ 1639

4. A service station delivery receipt attesting to each purchase and indicating the following will be submitted to Base Motor Transport Maintenance Branch, Bldg 1502 or Operations Branch, Bldg 1407, upon completion of each "over-the-road" trip;

- a. Registration number of vehicle receiving the service
- b. Current speedometer reading
- c. Quantity and type of POL or services received
- d. Name, rank, serial number and organization of vehicle operator

5. Any operator of a government vehicle requiring services or repairs other than those listed in paragraph 3 above will call Base Motor Transport collect, base extension ~~5608~~ 5608 or ~~2803~~, for assistance or further instructions. IN NO CASE WILL THE U. S. GOVERNMENT NATIONAL CREDIT CARD BE USED TO PURCHASE FOOD AND LODGING.

6. The U. S. National Credit Cards for commercial vehicles can be obtained from the Base Motor Transport Production Control Office, telephone 451-5167 during normal working hours; after 1630, Saturdays, Sundays and holidays, the credit card may be obtained from the Staff Duty Officer, Base Motor Transport Operations Division, Bldg 1407, telephone 3585. Marine Corps Air Station, New River, can obtain the U. S. National Credit Cards from Motor Transport Operations, Building 119, MCAS, telephone 451-6843, 24 hours daily.

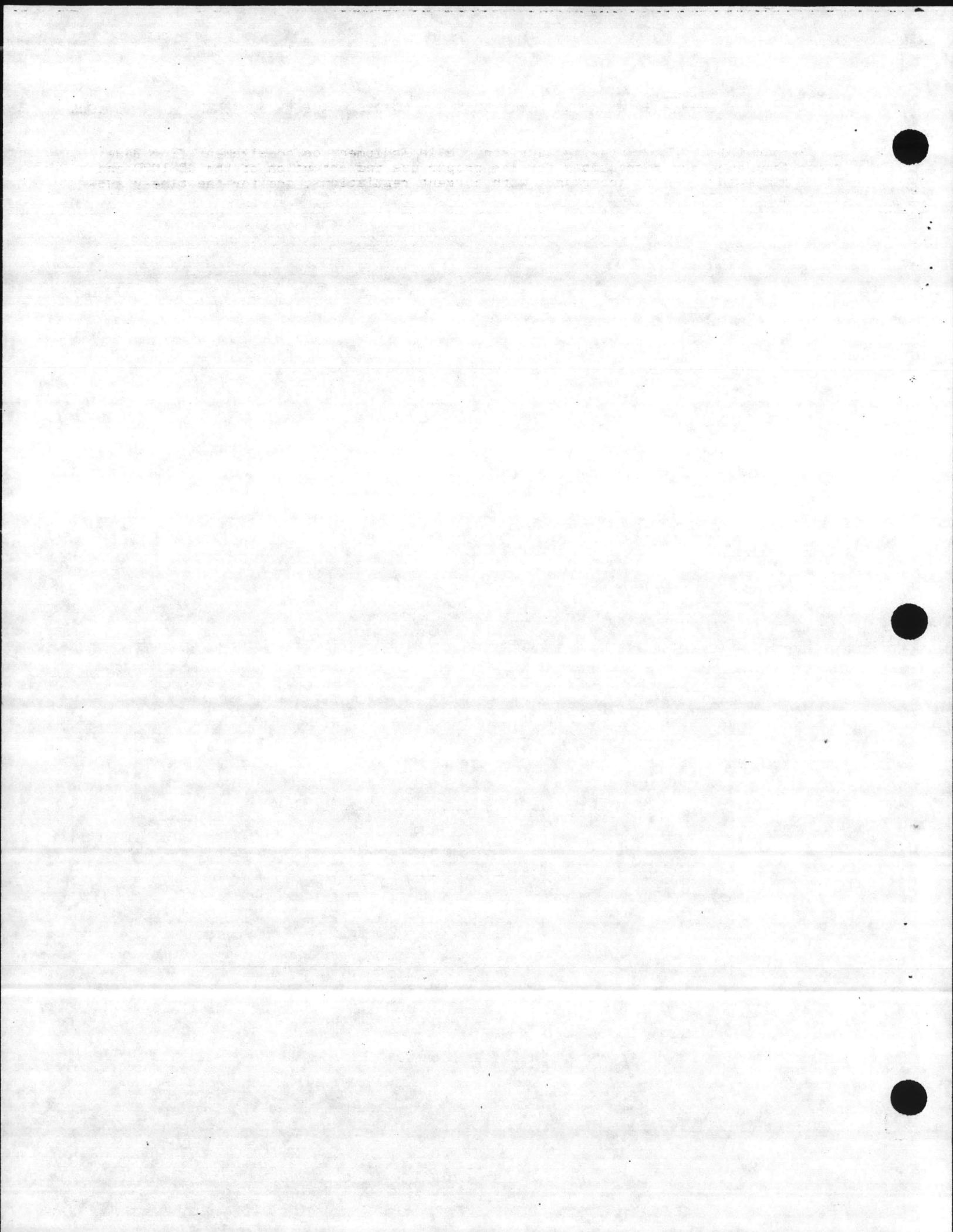
4004. RECORDS AND REPORTS

1. The DD Form 1170 (Motor Vehicle Utilization Record) or NAVMC 10627 will be utilized for dispatching Class "C" assigned vehicles. Vehicles on Class "A" and "B" assignment are not required to utilize a trip ticket unless they are dispatched outside the confines of Camp Lejeune. When utilized, the DD Form 1970 will be completed in accordance with current regulations and retained for thirty days. Operators of cranes and wreckers shall perform a daily inspection of their assigned equipment. The crane/wrecker operator's daily checklist MCBCL 11240/5 shall be used for this purpose. This form shall be attached to and filed with the trip ticket.

2. The NAVMC 10031-SD (Daily Dispatching Record of Motor Vehicles) is to be used for recording all items of equipment that are required to be dispatched. When utilized, it will be initiated and maintained by the dispatcher and will list, in daily chronological order, all items of equipment released from the Motor Pool. Organizations having vehicles and equipment on Class "A" and "B" consignment are not required to utilize the NAVMC 10031-SD unless the area of operation requires travel outside the confines of Camp Lejeune. The NAVMC 10031-SD will be retained for one year.

3. Vehicle and equipment utilization data is required to be reported to Base Motor Transport on a monthly basis. Automatic data processing utilization reporting sheets, which are to be used for this purpose, are available at Base Motor Transport three days prior to the end of the month. Reports are to be completed and returned to Base Motor Transport prior to the close of business on the first working days following the month being reported on.

4. Responsible Officers having Garrison Mobile Equipment on consignment from Base Motor Transport are responsible for the proper use and retention of the DD 1970 and NAVMC 10031-SD forms in accordance with current regulations, and for the timely submission of utilization data.



STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CHAPTER 5

ADMINISTRATIVE-USE MOTOR VEHICLE OPERATING REGULATIONS

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STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CHAPTER 5

ADMINISTRATIVE-USE MOTOR VEHICLE OPERATING REGULATIONS

5000. **GENERAL.** The operators of administrative-use motor vehicles will comply with all traffic regulations prescribed by state, local and federal civilian authorities, as well as military authorities.

5001. **SPEED LIMITS**

1. Maximum speed limits for administrative-use motor vehicles are established as follows, except for areas where speed limits are otherwise posted:

| <u>Vehicle Types</u> | <u>Maximum Speed Limit of Base</u> | <u>Maximum Speed Limit off Base</u> |
|--------------------------------|------------------------------------|-------------------------------------|
| Sedans and station wagons | 55 | 55 |
| Trucks thru 5-ton | 55 | 55 |
| Trucks over 5-ton | 55 | 55 |
| Buses | 55 | 55 |
| School buses | 35 | 35 |
| School activity buses | 35 | 45 |
| Buses, trailer | 35 | Not Permitted |
| Tractor semi trailer | 55 | 55 |
| Tractor semi trailer (low bed) | 45 | 45 |
| Trucks, mounted crane | 25 | 25 |
| Scooters | 25 | Not Permitted |
| Materials Handling Equipment | 7 | Not Permitted |
| Electric Motor Driven Scooter | 10 | Not Permitted |
| Wrecker | 40 | 40 |

Maximum speed in reverse will never exceed five miles per hour. Maximum speed limit on unimproved roads or cleared trails, whenever the use of such roads is authorized, is 15 miles per hour, except for areas where lower speed limits are posted or required. Maximum speed limit for passing troop formations or PFT'ers will be 5 miles per hour due to dust and for safety.

2. No person will drive a vehicle at a greater speed than is reasonable and prudent with due regard for traffic, road surfaces, weather conditions and width of the roadway. Under no circumstances will vehicles be driven at a speed which will damage the vehicle or endanger the safety of persons or property.

3. Military Police sedans may not exceed the posted speed limit by more than 15 miles per hour and in no case exceed a speed of 70 miles per hour. Military Police pickup trucks/vans may not exceed the posted speed limit by more than 15 miles per hour and in no cases exceed a speed limit of 60 miles per hour. Administrative-use fire apparatus vehicles are limited to a maximum of 35 miles per hour in industrial, residential, or other areas of a like nature and/or where personnel are riding in a "hanging on" or standing position.

4. Other non-tactical emergency type vehicles, when on an emergency run and when operating proper warning devices, may not exceed the maximum posted speed limits.

5. All scooters and materials handling equipment are restricted to the confines of Marine Corps Base, Camp Lejeune, North Carolina and MCAS, New River and will not be operated on public highways.

5002. **PASSENGER CAPACITIES.** Government vehicles will not be loaded in excess of the authorized passenger capacity (see para 3011.4 for buses and tractor trailers).

5003. **VEHICLE PASSENGER AND CARGO RESTRICTIONS**

1. Administrative-use trucks being used to transport personnel will be equipped with side rails, covers and seating facilities as appropriate. No person will be permitted to ride on tailgate, on the side, on the running board, or on any other exposed part

exposed part of a vehicle. No passenger will be permitted to ride in any type of vehicle in such a manner that any part of the person's body, equipment, or weapon will protrude beyond the exterior of the body or cab of the vehicle. Passengers riding in vehicles with canvas tops or curtains will not lean their person or equipment against the canvas in any manner which will extend the canvas outward.

2. Activities utilizing buses to transport troops will appoint a responsible person to take charge of personnel being transported on each bus. The person so designated will ride in the bus or personnel trailer and will be responsible for assuring that personnel refrain from any type of malicious damage to the vehicle and that proper decorum is maintained. Items like 782 gear or weapons are not to be worn on the buses but shall be properly stored to preclude damage from these objects in the event of emergency stops. Opening the emergency doors of buses is prohibited at all times except when required to leave the bus as a result of fire, accident or other similar emergency.

3. Transporting of personnel in the bed of a dump truck is prohibited.

4. Administrative-use motor vehicles will transport only authorized personnel. Civilian personnel, except authorized government employees will not be transported in a government vehicle without approval of the Commanding General.

5. Military personnel, their dependents possessing a valid identification card, and civilian employees may be carried in the cab of a vehicle whenever such vehicles are used as a part of the Base bus system. Military personnel and civilian employees may ride in the cab of radio-controlled vehicles utilized for passenger or cargo service.

6. Administrative-use motor vehicles will not be utilized to load or unload cargo directly from shipside. Such cargo must be staged and then loaded onto or unloaded from ships or vehicles.

7. Administrative-use motor vehicles with the exception of Materials Handling Equipment will not be operated on warehouse loading ramps.

5004. ACCIDENT REPORTING REQUIREMENTS

1. The operator of an administrative-use vehicle involved in an accident will take action as follows:

a. In cases involving another vehicle or individual, stop immediately and render such assistance as may be warranted or necessary.

b. Take precautions to prevent additional accidents by placing flares or other warning devices and posting personnel to direct traffic.

c. Immediately notify the Accident Investigation Section, Provost Marshal Office, Marine Corps Base, Camp Lejeune, North Carolina or the Provost Marshal, Marine Corps Air Station, New River, as applicable and the Base Motor Transport Operations Officer, extension 1639/3585.

d. Ensure that the vehicle is not moved from the scene of the accident until directed to do so by the accident investigator or unless it is necessary to clear a traffic lane or transport an injured person to an aid station.

e. Fill out Standard Form 91, Revised (Operator's Report of Motor Vehicle Accident).

f. Refrain from making oral or written statement to claimants or their agents.

g. Deliver a completed Standard Form 91, Revised, to the Base Motor Transport Officer, Bldg #1502 no later than 1200 the first work day following the date of accident.

2. In the event of injury to the operator of a government vehicle in an accident, any member of the armed forces who is present and was a witness to the accident should comply with the accident procedures set forth above.

3. If an accident occurs off the Marine Corps Base and Marine Corps Air Station, New River and the Investigation Section, Provost Marshal Office cannot be notified, the state and/or local police authorities will be contacted and requested to make an appropriate investigation.

4. It will be the responsibility of commanding officers and officers-in-charge of units utilizing administrative-use motor vehicles while in garrison to make an immediate report to the parent organization and follow-up with an informal or formal investigation if requested by Base Motor Transport Officer.

5005. DISABLED ADMINISTRATIVE-USE MOTOR VEHICLES

1. In the event of a breakdown, comply with the instructions as detailed in paragraph 7011 of this order if within 25 miles of Camp Lejeune. If not feasible, then operators will initiate the following action:

a. Comply with the instructions as detailed in paragraph 7011 of this order if within 25 miles of Camp Lejeune. If not feasible, within a radius of 125 miles of Marine Corps Base, Camp Lejeune, North Carolina and MCAS, New River, call collect to Marine Corps Base, Motor Transport Operations Officer, telephone 451-5608 during normal work hours and 451-1639 after hours and on weekends for instructions.

b. Beyond a radius of 125 miles of Marine Corps Base and MCAS, New River:

(1) Minor repairs of less than \$25.00 can be accomplished by utilizing National credit cards.

(2) If the vehicle repairs are more than \$25.00, report to the nearest military activity for possible repairs or assistance.

(3) If a military installation is not accessible and the repairs cannot be accomplished by use of a National credit card, the vehicle operator will contact the nearest garage capable of accomplishing the repairs. The vehicle operator will then telephone, collect, the Base Motor Transport Operations Director, extension 1639, and provide the following information:

(a) Cause of breakdown.

(b) Estimated cost of repairs.

(c) Name and address of facility.

(d) Estimated time to complete repairs.

(e) Request authority to exceed \$25.00 repair limitation and/or instructions.

2. Administrative-use motor vehicles will not be recovered except by an administrative-use wrecker and a towbar or similar connection will be used. When towing, both vehicles will be completely stopped before they are uncoupled and, if necessary, wheels will be blocked. No person will go between vehicles to uncouple them until it is certain that both vehicles are fully stopped.

5006. OPERATOR'S RESPONSIBILITIES

1. The operator of an administrative-use motor vehicle is responsible for the safe operation of the vehicle and for the safety of the passengers and cargo. Should a passenger refuse to comply with the safety instructions of the activity or the instructions of the vehicle operator, the operator will proceed to the nearest telephone and immediately report the incident to the Base Motor Transport Operations Director or Motor Transport Duty Officer, as appropriate, telephone 1639/3585, and request instructions.

2. The operator of an administrative-use motor vehicle is responsible for the safekeeping and maintenance of all tools and accessories that are assigned to the vehicle.

3. No person will operate an administrative-use motor vehicle unless in possession of a valid state license or Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card and Driver Improvement Card if younger than 26 years of age. An operator will not operate a government vehicle of a capacity greater than that for which licensed.
4. Personnel operating administrative-use motor vehicles who are required to utilize the Motor Vehicle Utilization Record, DD Form 1970, will complete the form in its entirety.
5. The operator of an administrative-use motor vehicle will ensure that the vehicle being operated contains an Operator's Report of Motor Vehicle Accident, Standard Form 91.
6. Except for extreme emergencies, where no relief is available, the operators of administrative-use vehicles will not be required nor permitted to perform driving duties for long period (in excess of ten consecutive hours). Except for short hauls, operators will not be required to perform driving duties after a fatiguing day's work.
7. An operator will not operate an administrative-use motor vehicle when impaired by fatigue, illness, drugs or while under the influence of alcohol, or when otherwise physically unfit.
8. Operators of administrative-use motor vehicles are required to perform driver's maintenance, which is defined for the purpose of this order as follows:
 - a. Check for presence, damage and pilferage of equipment.
 - b. Check for leaks and condition of belts and hoses.
 - c. Check oil, water, fuel and anti-freeze (winter months).
 - d. Check instrument panel to ensure that all instruments and lights are in good working order.
 - e. Check brakes, clutch, steering mechanism, light reflectors and drain air tanks.
 - f. Check tires for damage, wear and proper inflation.
 - g. Remove and replace defective, unserviceable or flat tires. Tires should be replaced whenever the tread is less than 2/32" in order to salvage tires suitable for recapping. Check all wheel lugs for tightness.
 - h. Clean inside of vehicle daily. This includes the cab and bed of trucks and scooters.
 - i. Keep outside of vehicle clean. Wash vehicle at least weekly, weather permitting.
 - j. An operator is required to report any and all discrepancies in the remarks section of DD Form 1970 and to the appropriate supervisor from which the vehicle is dispatched.
 - k. Operators of administrative-use motor vehicles will remove the keys whenever the vehicle is unattended.
 - l. The operator of a loaded truck equipped with dual wheels, that has been dispatched beyond the normal operating radius from Camp Lejeune will stop at least once between point of origin and destination, and inspect the vehicle load and check for flat tires.
 - m. Prior to mating the tractor to the semi-trailer, van personnel operators will inspect the king pin and fifth wheel plate for damage or deformity. In the event damage is suspected, equipment will be deadlined until released by Base Motor Transport maintenance personnel.

5007. BACKING ADMINISTRATIVE-USE MOTOR VEHICLES. No operator will back a vehicle until such a maneuver can be made safely. When it is determined that the vehicle cannot be backed safely, the operator will not move the vehicle until assistance can be obtained.

5008. IDLING OF VEHICLE ENGINE. When an administrative-use motor vehicle is stationary, the engine will not be operated for a period of more than one minute except in cases of radio-controlled vehicles, maintenance and emergency vehicles, as required.

5009. SAFE DRIVING DISTANCES AND DRIVING IN THE PROPER TRAFFIC LANE

1. The operator of an administrative-use motor vehicle will not follow another vehicle at a distance that is not reasonable or prudent; and will have appropriate regard for the relative speed of the vehicle, the amount of traffic, weather conditions, and the condition of the highway, visibility, and the type of vehicle directly ahead.
2. The operator of an administrative-use motor vehicle will not follow another vehicle so closely that precludes stopping safely and easily if the vehicle ahead should make an emergency stop. Allow at least one vehicle length between your vehicle and the vehicle ahead for each 10 miles per hour of speed. Adjust speed and space accordingly.
3. Bus and tractor-trailer operators will never follow another vehicle, especially another bus or tractor-trailer, closer than 100 feet in the same lane and on the open highway, with the exception of school buses (para 3011.12 applies).
4. Operators of administrative-use motor vehicles will always drive to the right and remain in the right hand lane except when making left turns on a dual highway or when passing a slower moving vehicle or parked vehicle.

5010. STOPPING ON A GRADE. When parking on a grade, the operator of an administrative-use motor vehicle will, in addition to setting the hand brake, place the vehicle in low gear or put the gearshift selector in the "Park" position. In addition, if parking downgrade, turn the front wheels sharply toward the curb. If parking upgrade, on the right side of the road, turn the front wheels to the left; if on the left hand side of the road, turn the front wheels to the right.

5011. ROAD TESTING VEHICLES. A vehicle being road tested will have a road test sign clearly displayed on both the front and rear of the vehicle at all times.

5012. ROUTES OF TRAVEL. The operator of an administrative-use motor vehicle which has been dispatched to a destination will proceed and return over the most direct route to and from that destination. The only public highways authorized for the movement of semi-trailers and miller buses (cattle cars) are: Highways 24, 17, 210, and 172 for access to training areas and the Rifle Range; Highway 24 to Hibbs Road (3 mile road) to Highway 70 to Cherry Point; Highway 24 to Morehead City Ports; and Highways 172 and 17 to Willmington Ports. Public highways not listed herein shall not be utilized without prior approval of the Base Motor Transport Officer. The following roadways, because of their narrowness, will not be utilized by administrative-use motor vehicles:

Piney Green Road from Highway #24 to Highway #17 North
Bear Creek/Queens Creek Road from Highway #172 to Highway #24
Cutoff between Highway #24 and Route 70 to Cherry Point (9 mile cutoff)

5013. FUELING VEHICLES

1. Administrative-use vehicles will not be fueled in a closed building.
2. Operators will turn off engine and lights while taking on fuel.
3. Smoking or lighting of matches or lighters is prohibited within 50 feet of the fueling point.

5014. FIRE EXTINGUISHERS. The following administrative-use vehicles will be equipped with fire extinguishers: (a) truck tractors; (b) buses and other vehicles carrying 10 or more passengers; (c) ambulances; (d) police and patrol vehicles. Vehicles carrying ammunition, explosives, compressed gas, fuels and other dangerous articles must be equipped with two fire extinguishers weighing 10 lbs. each, or the equivalent thereof, containing potassium bicarbonate type powder (purple-K-powder). All fire extinguishers will be checked daily to ensure that the powder has not hardened and that the cartridges have not ruptured. Fire extinguishers are the responsibility of, and will be provided by, using units.

5015. SAFETY BELTS. All personnel operating or riding in Marine Corps motor vehicles equipped with seat belts must wear the seat belts whenever the vehicle is in motion.

5016. NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES. No person shall operate, or be in physical control of, a motor vehicle while he or she is in possession of, under the influence of, or using any of the following substances:

- a. A narcotic drug or any derivative thereof.
- b. An amphetamine or any formulation thereof (including, but not limited to, "pep pills" and "bennies").
- c. Any other substance, to a degree which renders the operator incapable of safely operating a motor vehicle.
- d. This section does not apply to the possession or the use of a substance administered to a driver by or under the instructions of a physician who has advised the driver that the substance will not affect that person's ability to operate a motor vehicle.

5017. INTOXICATING LIQUOR. No person shall consume alcohol within eight hours, prior to going on duty, while on duty, or while operating or physically controlling a motor vehicle. Furthermore, no person shall possess an alcoholic beverage while operating or physically controlling a motor vehicle.

5018. APPROPRIATE ATTIRE. Military and civilian personnel are responsible for ensuring that the same high standards of dress and appearance are met when utilizing government owned vehicles and transportation. Following are examples of appropriate attire:

a. Military attire - uniform of the day.

b. Civilian attire - clothing that meets the standards of safety, decency, neatness, and cleanliness. Clothing which is torn, ragged, excessively dirty, revealing, or closely related with drugs or other illegal activities is considered inappropriate and shall not be worn.

◆5019. LIMITED REPORT OF INVESTIGATION. When requested, in lieu of a formal investigation, a limited investigation and report describing the details and circumstances concerning an accident should be used. The limited report will take the form of a certification (See Figure 5-1). A limited report of investigation may be made when an incident involves an actual or potential claim against the United States for property damage only, and the total amount likely to be paid to the claimant does not exceed \$5,000.00. Where this monetary figure may be exceeded, but the circumstances indicate an abbreviated report would preserve the facts and protect the Government's claims interests, approval to submit a limited investigative report may be sought from Naval Legal Services Office, Naval Base, Norfolk, Virginia 23511 (phone (804) 444-7148/1448; DSN 564-1448).

1952. The following information was obtained from the records of the
Department of the Interior, Bureau of Land Management, regarding the
land owned by the United States and the following are the names of the
landowners.

The following is a list of the landowners of the land in the
vicinity of the town of [illegible] in the county of [illegible],
State of [illegible]. The land is owned by the United States
and the following are the names of the landowners.

The following is a list of the landowners of the land in the
vicinity of the town of [illegible] in the county of [illegible],
State of [illegible]. The land is owned by the United States
and the following are the names of the landowners.

1944

REPORT FOR THE YEAR 1944

STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CHAPTER 6

VEHICLE OPERATOR'S PERMITS (STANDARD FORM 46)

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STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CHAPTER 6

VEHICLE OPERATOR'S PERMITS (STANDARD FORM 46)

6000. EXAMINATION AND LICENSING OF ADMINISTRATIVE-USE MOTOR VEHICLE OPERATORS

1. U.S. Government Motor Vehicle Operator's Identification Card (SF-46) is no longer required when operating U.S. Government owned or leased motor vehicles of one ton and below so long as the operator possesses a valid State Driver License. However, a U.S. Government Motor Vehicle Identification Card (SF-46) is required for vehicles greater than one ton and for all special use vehicles.
2. The term "civilian employee" as used herein includes civilians on the active rolls of the Marine Corps Base, Camp Lejeune, North Carolina.
3. The Base Motor Transport Officer, as Functional Manager, is responsible for all aspects of the Garrison Mobile Equipment Licensing program. Personnel from the quad commands may be trained by their respective organizations, however, final testing and licensing rests with Base Motor Transport. Unit Motor Transport Officers/CO's/ Supervisors shall certify, on the application for Government Vehicle Operator's Permit, that the individual has been trained and qualified in the operation of the vehicle for which a license is being requested. Alteration of a license by personnel other than those assigned the Licensing Section of Base Motor Transport shall cause it to become invalid.
4. The Base Motor Transport Officer will issue, suspend and revoke Government Operator's Permits and maintain current records of all operator's permits for Marine Corps Base and Marine Corps Air Station personnel, to include personnel assigned to Motor Transport School, Marine Corps Service Support Schools.
5. The U.S. Government Motor Vehicle Operator's Identification Card (SF-46) for military personnel normally expires three years from date of issue and will be issued/renewed in accordance with current editions of Marine Corps P11240.106, 11240.66 and TM-11240-15/3. The expiration date of U.S. Government Motor Vehicle Operator's Identification Card (SF-46) for civilian personnel will be four years or the expiration date of the North Carolina State Drivers License, whichever comes first.
6. Valid unexpired operator's permits will be satisfactory evidence of qualifications to operate military vehicles of the type indicated on the permit. This permit cannot be used in lieu of a driver's license required by state or local laws for private vehicles.
7. Commanding Officers will ensure that personnel applying for Government Motor Vehicle Operator's Identification Cards are fully instructed in the operation of the vehicle in which examinations are to be conducted, that they have read and understand the appropriate sections of current Base regulations pertaining to the operation of motor vehicles and that each civilian and civil service employee possess a valid operator's license issued by the State of North Carolina. All training must be completed prior to examination by the Licensing and Training Section, Base Motor Transport. Personnel undergoing training in the operation of administrative-use motor vehicles will be accompanied by a qualified and government licensed operator at all times. Vehicles utilized for driver training will display a sign "STUDENT DRIVER" on the front and rear. Commanding Officers will ensure that military personnel under the age of 26, applying for a driver's license will have completed the defensive driving course.
8. A completed Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators) is required of all applicants for initial and renewal of Government Vehicle Operator's permits. Detailed physical examinations are required for certain permit classifications. The medical examiner will certify the applicant's fitness to operate those classifications. Applicants whose medical history (SF-47) indicate anything other than poor vision or poor hearing should be referred for medical evaluation.

9. U.S. Government Motor Vehicle Operator's Identification Card (SF-46). Will be issued to qualified personnel, and if qualified, personnel required to operate materials handling equipment only will be examined and licensed in accordance with instructions contained in DOD 4145.19-R-1, Storage and Materials Handling Manual. This permit will be stamped "RESTRICTED" across the face and will not be valid for the operation of any other type of motor vehicle equipment.

a. Submission of applications for Materials Handling Equipment Operator's Identification Card will be in accordance with paragraph 12 below.

b. Physical Fitness Requirements

(1) A physical examination will be given by a medical examiner. Applicants for Materials Handling Equipment Operator's Permit must have 20/30 vision in each eye, with or without correction. Persons with sight in one eye only can operate industrial tractors (warehouse tractors) in open areas, not in warehouses.

(2) Physically handicapped applicants are acceptable as operators where, in the opinion of the examiner, they can perform the duties that are required.

10. Forwarding of Examinations. Results of all examinations will be forwarded promptly to the Commanding Officers of affected personnel and will be entered in the service record book of those concerned. In the case of civil service employees, results of examinations will be forwarded to the Civilian Personnel Officer for inclusion in the employee's official record. Results of the examination of other civilian employees will be forwarded to the Officer-in-Charge of the appropriate section.

11. Failure to Qualify for Government Motor Vehicle Operator's Identification Card (SF-46). The applicant may return anytime within the next eight weeks for re-examination. Application for those individuals to complete the licensing process will be destroyed after specified eight week period.

12. Submission of Applicants for Government Motor Vehicle Operator's Identification Card (SF-46).

a. Commanding Officers or supervisors will submit for NAVMC 10694 (4-75), Application for Government Vehicle Operator's Permit, in duplicate. All blocks 1 through 13 will be completed. A completed Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators) will accompany the NAVMC 10694 (4-75) (Application for Government Motor Vehicle Operator's Permit) and be forwarded to the Base Motor Transport Officer, Bldg #1502 via the Motor Transport Officer, 2d Marine Division, FMFLant or 2d Force Service Support Group (Rein), FMFLant, or the Wing Licensing Unit for 2d Marine Aircraft Wing units based at MCAS, New River, as appropriate.

b. Requesting units from Marine Corps Base, 2d Marine Division, FMFLant, or 2d Force Service Support Group (Rein), FMFLant, or 2d Marine Aircraft Wing units based at MCAS, New River, will screen the applications and evaluate them from the standpoint of previous driving records in light of prior violations and ascertain if the individual is qualified in all respects to operate an administrative-use motor vehicle.

c. When submitting Form NAVMC 10694 (4-75), (Application for Government Vehicle Operator's Permit), it is requested that in block 17 (Remarks) the name of the person or office to be notified when the applicant is scheduled for examination and the telephone number of such person or office be listed.

13. Renewals and Scheduling of Examinations.

a. Requests for personnel to be examined for renewal of Government Motor Vehicle Operator's Identification Card should be submitted so as to reach the Licensing Unit two weeks prior to the expiration date of the old card. Requests for personnel to be examined for initial identification card or to operate additional vehicles will be handled in the order in which received.

b. The scheduling of examinations and notification of Commanding Officers after the requests for examinations are received by the Licensing Unit require approximately one to two weeks as affected by the backlog of personnel awaiting examinations. Because examinations for all personnel to be examined must begin simultaneously, Commanding Officers and/or Officers-in-Charge of personnel to be examined are responsible for personnel reporting promptly at times and dates designated.

c. Commanding Officers will notify the Licensing Unit 24 hours prior to the time of examination of any personnel unable to be present for a scheduled examination in order that the Licensing Unit may arrange for others to take the examination.

d. When personnel fail to report for examination as scheduled and the Licensing Unit has not been notified as set forth above, a report will be submitted to the Commanding Officer in the case of military personnel and to the appropriate supervisor in the case of civilian personnel.

e. The Licensing Unit will reschedule examinations without the resubmission of an application (NAVMC 10694) when requested by the Commanding Officer or appropriate supervisor within two weeks from the date first scheduled for examination. If the applicant has not been rescheduled for an examination within this period, a new application (NAVMC 10694) and Physical Fitness Inquiry for Motor Vehicle Operators (SF-47) must be submitted.

14. Duplicate Operator's Identification Card. Requests for duplicate Operator's Identification Card will be submitted on form NAVMC 10694 (4-75), in duplicate, in accordance with paragraph 12 herein, accompanied by certificate signed by the appropriate official indicating that an entry has been made in the applicant's official record to the effect that a Government Motor Vehicle Operator's Identification Card and effective dates thereof has been previously issued. In the absence of this certification by the appropriate official and/or an entry in the official record of the applicant, a request for examination for initial issue of Standard Form 46 will be submitted.

15. Availability of Special Equipment

a. Organizations requesting personnel to be examined for an operator's identification card for emergency or other specialized vehicles will make such equipment available at the time and place of examination. Vehicles will be returned to the operating unit immediately after examination is completed.

b. Whenever a backlog of operators awaiting examination exists in any Marine Corps Base activity, the head of that activity will arrange directly with the Base Motor Transport Licensing Section, telephone 3244, for additional examining time.

16. Adverse Action Against Military Personnel and Civilian Employees. Adverse action (revocation of license, suspension, reassignment or discharge) may be taken against military personnel and civilian employees in accordance with current editions of FPM/CMMI 752 and Base Order P5560.2; as appropriate.

17. The department head will sight check each civilian employee's State Operator's License and Government Motor Vehicle Operator's Identification Card (SF-46) at least once each quarter to determine that such licenses are current, valid and in the individual's possession.

6001. QUALIFICATION FOR EXPLOSIVES MOTOR VEHICLE OPERATORS. No person, military or civilian, shall be permitted to operate a Government vehicle transporting ammunition, explosives or other dangerous articles unless the requirements as set forth in NAVSEA OP 2239 (5 REV), are complied with and the operator has been designated an "Explosives Driver". Operators qualified to transport dangerous cargo must possess a doctor's certificate and a U.S. Government Motor Vehicle Operator's Identification Card (SF-46), on which is noted "Explosives Driver". This notation will be made and signed by Base Motor Transport whenever requested by unit commander and after ensuring that the operator is so qualified. Careful selection of mature, dependable personnel is essential.

6002. RECORDING OF OPERATOR'S PERMITS, ACCIDENTS AND/OR TRAFFIC VIOLATIONS

1. Upon completion of the licensing procedure, the licensing examiner will forward one copy of Form NAVMC 10694 (4-75) (Application for Government Vehicle Operator's Permit, SF-46) to the Commanding Officer, (or the Civilian Personnel Office in case of civilian personnel) of personnel who have been issued operator's permits in order that an appropriate entry may be made in the service record book of personnel concerned. One copy of NAVMC 10694 (4-75) and SF-46 will be retained by the Licensing Section, Base Motor Transport.

2. The License Examiner will record all traffic violations and accidents and action taken in the individual driver history file.

6003. RETURN OF SF-46 TO APPROPRIATE MOTOR TRANSPORT OFFICER. Military personnel, upon separation from the service, may retain their SF-46 provided the words "Not Valid-Separated from the Service" are over stamped or otherwise legibly marked on the front and back of the form. Civilian personnel will surrender SF-46 upon separation from the Government Service to Licensing Section, Base Motor Transport.

6004. APPLICABILITY OF CHAPTER 6. The provisions of chapter six of this order apply to all personnel, civilian and military, operating administrative use motor vehicles, or tactical vehicles used in lieu thereof, within the confines of Marine Corps Base, Camp Lejeune, North Carolina, that are procured from either appropriated or non-appropriated funds (i.e., vehicles obtained by non-appropriated funds are those procured for, but not limited to Camp Cafeteria, Special Services, Marine Corps Exchanges and Messes). These vehicles are required to have assigned a military registration number and, in some cases, state license plates. Military personnel operating vehicles obtained from non-appropriated funds, which are required to display state license plates, will be required to have in their possession a valid State Motor Vehicle Operator's License in addition to the U.S. Government Motor Vehicle Operator's Identification Card (SF-46).

6005. SPECIAL INSTRUCTIONS

1. The Motor Vehicle Operator's Identification Card (SF-46) will not be laminated.

2. Whenever a government employee (as defined in JAGINST 5800.7, Section 2031a) is served with federal or state court civil or criminal process or pleadings (including traffic tickets) arising from actions performed in the course of official duties immediately deliver all process and pleadings served upon an individual to the Commanding Officer. The Commanding Officer shall thereupon ascertain the facts surrounding the incident and with the advice of a Navy or Marine Corps Judge Advocate, if one is reasonable available, take appropriate action in accordance with JAGINST 5822.2 of 2 February 1962, Subj: civil suits against military or civilian personnel of the Department of the Navy resulting from the operation of motor vehicle while acting within the scope of their office or employment, and legal representation in other court proceedings. The Government employee will be advised concerning all rights to remove civil or criminal proceedings from State to Federal Court under 28 U.S.C. 1442 and 1442a, also rights under the Federal Driver's Act (28 U.S.C. 2679B) and the contents of JAGINST 5822.2.

6006. AUTHORITY OF COMMANDING OFFICER/SUPERVISOR

1. Commanders will take appropriate action on reports of moving traffic violations, suspensions, or revocations received from state authorities. When state authority suspends or revokes an individual's driver license, the installation or command driving privilege is automatically terminated. The Installation Commanders, when notified of state action, may also suspend or revoke the individual's U.S. Government Motor Vehicle Operator's Identification Card (SF-46). In all cases, however, authorization to drive a Government vehicle will be restricted to the limits of the installation.

2. In addition, the U.S. Government Motor Vehicle Operator's Identification Card will be revoked for known transportation, possession or unlawful use of amphetamines, narcotic drugs, formulation of an amphetamine or derivatives of narcotic drugs.

6007. POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATOR'S PERMITS TO OFFICERS

1. Officers must obtain approval in writing from the Commanding General, prior to submitting application for Vehicle Operator's Permit (SF-46).
2. Request for permission to operate government motor vehicles will be forwarded to the Commanding General, Marine Corps Base, (Assistant Chief of Staff, Logistics) via the appropriate chain of command, providing the following:
 - a. The officer's name/rank/SSN.
 - b. Billet.
 - c. Period authority is required.
 - d. Justification.
3. Only officers occupying billets that are absolutely essential to mission accomplishment will be authorized to operate a Government Motor Vehicle.
4. Vehicle operator permits when issued will be effective only for the period of time the officer occupies the billet designated as mission essential.
5. Upon transfer or termination of duty, the officer will surrender the Operator's Permit to the Base Motor Transport Officer.
6. Commanding Officers will ensure the operator's permit and approval to operate a Government Motor Vehicle, and subsequent termination of authority is reflected in the appropriate Officer's Qualification Record.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT OF THE COMMITTEE ON THE PROGRESS OF CHEMISTRY

FOR THE YEAR 1954

CHICAGO, ILLINOIS

1955

BY THE COMMITTEE ON THE PROGRESS OF CHEMISTRY

OF THE UNIVERSITY OF CHICAGO

AND THE AMERICAN CHEMICAL SOCIETY

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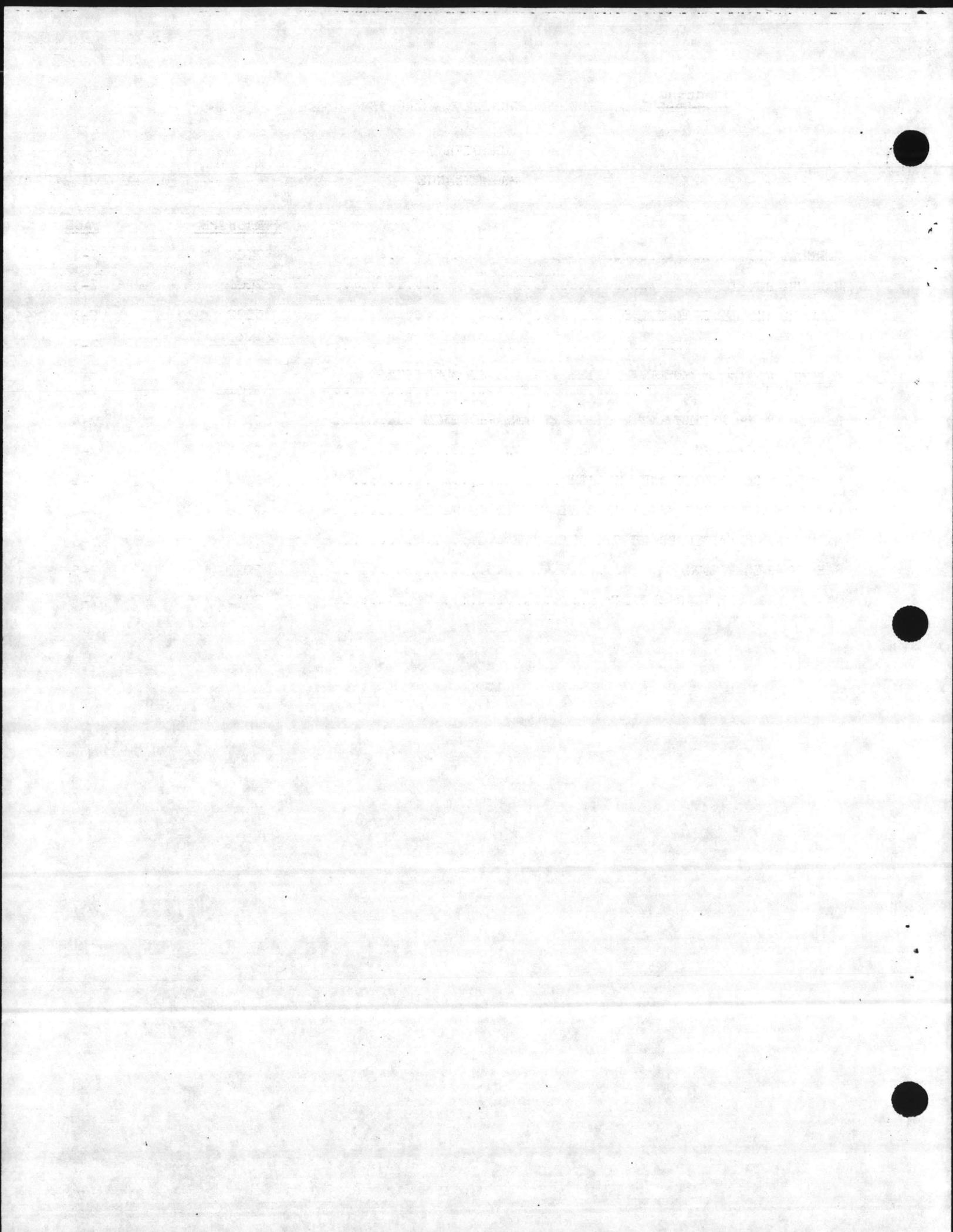
AND THE AMERICAN CHEMICAL SOCIETY

OF THE UNIVERSITY OF CHICAGO

AND THE AMERICAN CHEMICAL SOCIETY

CHAPTER 7
MAINTENANCE

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CHAPTER 7

MAINTENANCE

7000. GENERAL

1. Maintenance is the care exercised and work performed to keep vehicles and equipment in safe, serviceable, economical and efficient operating condition during their normal service life.
2. For the purpose of providing flexibility and accuracy in defining maintenance operations, the maintenance missions and responsibilities are grouped in three broad categories: organizational, intermediate and depot; and further defined as first, second, third, fourth and fifth echelons. First and second echelons are organizational maintenance; third and fourth echelons are intermediate maintenance; and fifth echelon is depot maintenance.

7001. RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for the first through fifth echelon maintenance on all administrative use Motor Transport equipment assigned to Marine Corps Base and MCAS, New River activities.
2. Whenever administrative use motor vehicles are assigned on a permanent basis or while in garrison, the using activities are responsible for the first echelon maintenance (driver's maintenance).
3. The Base Motor Transport Officer will be responsible for obtaining maximum benefits provided by the warranties for administrative use motor vehicle equipment.
4. All first echelon maintenance (driver's maintenance) will be performed prior to the vehicle being accepted into the maintenance repair shop. See paragraph 5006.8.

7002. REPAIRS AND MODIFICATIONS

1. Repairs and preventive maintenance services on administrative use motor vehicles will be performed in accordance with current edition of Marine Corps Order P11240.106, Base Motor Transport Standard Operating Procedures, appropriate vehicle maintenance and Technical Manuals and TM 4700-15/1.
2. The Maintenance Branch will schedule preventive maintenance of administrative use motor vehicles carried on the property account of Base Motor Transport and will notify using activities when vehicles/equipment are to be delivered to the maintenance facility. Compliance will be accomplished without delay.
3. Under no circumstances will using units perform repairs unless authorized, or make modifications or changes to vehicles carried on the property account of Base Motor Transport, Marine Corps Base. When modifications are required, vehicle will be delivered to Base Motor Transport, Bldg #1502.

7003. TIRES

1. Care and maintenance of pneumatic tires will be performed in accordance with current regulations. Particular attention will be directed to the recovery of tires in time to permit recapping.
2. Vehicle Tire Rehabilitation. Tires on all vehicles controlled by Base Motor Transport will be recovered in the following manner: All unserviceable tires (to include all tires with tread depth less than 2/32") will be delivered to Bldg #1504, Base Motor Transport. Replacement tires will be provided on an exchange basis for same type tire at Bldg #1504 on Monday through Friday between the hours of 0800 and 1630.
3. No buses will be operated with regrooved, recapped or retreaded tires on the front wheels, in compliance with Section 393.75, Motor Carrier Safety Regulations, U. S. Department of Transportation, 1972.

7004. WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT. The Base Motor Transport Officer is responsible for the winterizing of all administrative use motor vehicles in the Table of Equipment for Marine Corps Base, Camp Lejeune, North Carolina.

a. Prior to the advent of cold weather and no later than 15 October of each year, activities utilizing administrative use motor vehicles carried on the property account of Base Motor Transport will have these vehicles returned to Base Motor Transport to be prepared for operation under freezing weather conditions as expected in the Camp Lejeune area. Arrangement to have these vehicles winterized will be made with the Base Motor Transport Maintenance Branch, Bldg #1502, telephone 5375.

b. All equipment will be winterized by 15 October of each year to withstand temperatures as low as +10F. Each vehicle will have a tag attached to the radiator filler cap indicating the date winterized and the temperature the solution will withstand before freezing.

c. During the period of possible freezing temperatures in the Camp Lejeune area (15 October to 15 March), anti-freeze solutions will be checked weekly by using units to ensure protection to +10 F.

d. Whenever vehicles are dispatched away from the Camp Lejeune area where temperatures below +10 F are expected to be encountered, anti-freeze solution to withstand the lowest expected temperatures will be installed in the cooling system of the vehicle prior to departing from Camp Lejeune.

7005. REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY. Privately owned vehicles, parts or accessories will not be serviced, repaired or manufactured in any Motor Transport facility of Marine Corps Base. Government owned tools, equipment, parts or supplies will not be used to service or repair privately owned property. Privately owned vehicles will not be garaged, parked or stored in any Motor Transport facility. This paragraph does not apply to authorized hobby shops.

7006. DEADLINE VEHICLES

1. All vehicles which are inoperative or have been removed from service for any cause and not under the immediate control of Base Motor Transport Maintenance, will have attached to the inside of the vehicle windshield a sign with three-inch lettering, "DEADLINE" or "STORAGE", whichever is applicable.

2. Regularly scheduled organizational maintenance services will be performed on all vehicles which are inoperative except vehicles awaiting repairs at Base Motor Transport.

7007. MAINTENANCE RECORDS AND REPORTS

1. Base Motor Transport will maintain Motor Vehicle Record Folders, NAVMC 696-SD (Rev 7-54), and preventive maintenance and repair records and forms in accordance with current edition of Marine Corps Order P11240.106. Maintenance Branch will schedule maintenance of administrative use motor vehicles as carried on the property account of Base Motor Transport, Marine Corps Base, and will notify the using activities whenever vehicles are to be returned to Base Motor Transport shops.

2. Base Motor Transport will schedule annual loadtesting, in conjunction with the annual safety inspection, in so far as possible. Vehicles and equipment shall not be operated if they have not passed a loadtest within the preceding twelve months.

7008. ADMINISTRATIVE USE MOTOR VEHICLE MISUSE OR ABUSE

1. Evidence of vehicle misuse or abuse which is not the result of reasonable or expected wear and tear, defective workmanship or failure to perform preventive maintenance will be investigated by the Unit Motor Transport Officer and a written report of such findings will be submitted to the Commander of the using activity for a reply of the appropriate action taken. This report will then be forwarded to the Base Motor Transport Officer.

2. The most common causes of vehicle misuse or abuse are:
 - a. Excessive speed.
 - b. Use in unauthorized areas.
 - c. Improper use of controls.
 - d. Racing or overloading engine prior to the engine having reached the normal operating temperature.
 - e. Loading beyond rated capacity and improper placement of load.
 - f. Lack of lubrication or use of improper lubricants.
 - g. Failure to perform scheduled preventive maintenance inspections.
 - h. Deferring maintenance.
 - i. Inadequate driver training.
 - j. Continued operation of a malfunctioning vehicle, which may result in serious damage.

7009. MAINTENANCE PERFORMED BY THE OPERATOR

1. The vehicle operator is the most important single factor in preventive maintenance. Driver's maintenance will be performed by operators and/or users of all Marine Corps Base administrative use motor vehicles and tactical vehicles used in lieu thereof. Driver's maintenance is defined as the maintenance performed by the user or operator of the equipment in providing the proper care, use, operation, cleaning, preservation and such adjustments, minor repairs, testing and parts replacement as may be prescribed in current edition of Marine Corps Order P11240.106 and pertinent technical publications. Drivers maintenance required to be performed by operators or users of administrative use motor vehicles carried on the property account of Base Motor Transport is as outlined in paragraph 5006 of this Order.
2. Whenever a vehicle is inspected by a Base Motor Transport Inspector and it is found that the vehicle is not being properly maintained, it will be reported in writing to the Commanding Officer or the Officer-in-Charge of the activity assigned the vehicle. If it is found that a vehicle is not in safe operating condition or that discrepancies have not been reported or noted by the using activity or that further operation of a vehicle will cause additional damage, the vehicle will be deadlined and retained by Base Motor Transport until corrective action has been taken by the Commander of the using activity and the Base Motor Transport Officer.

7010. SAFETY PRECAUTIONS. The following safety precautions will be observed for shop operations.

- a. Garages, shops and other enclosures used for vehicle maintenance and repair will be well ventilated as a precaution against exhaust gases from engines and space heaters. Doors, windows or exhaust systems in garages, shops and other enclosures will be utilized to remove exhaust gases.
- b. Fuel carrying vehicles will be permitted only in specifically designated shops, and tanks of such vehicles must be purged. Fuel carrying vehicles will have a certification by the Fire Marshal that tanks are safe to put in the shop.
- c. Garages, shops and parking areas will be thoroughly policed daily. Hazards which could result in personal injury or property damage will be eliminated.

7011. ON-SITE REPAIR ROAD SERVICE

1. Base Motor Transport will provide on-site repair road service, during normal working hours (0800-1630 Monday through Friday), for administrative use vehicles and equipment by calling 451-5167 (mainside) or 451-6705 (MCAS).

CW1
7011

STANDING
STANDARD OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

2. This service is to be used primarily for breakdowns, in order to possibly forego the requirement for wrecker service.
3. Repairs will generally be limited to assistance as necessary, for broken down equipment to make it to the Base Motor Transport Repair Shop under it's own power.

CHAPTER 8

ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

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UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

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CHAPTER 8

ADMINISTRATION, OPERATION AND MAINTENANCE
OF MATERIALS HANDLING EQUIPMENT8000. ADMINISTRATION

1. The Base Motor Transport Officer is assigned the responsibility for the administration, operation and maintenance of all administrative use materials handling equipment carried on the property account of Base Motor Transport, Marine Corps Base. This responsibility includes the right to inspect materials handling equipment at the using unit activity.
2. The Base Motor Transport Officer will continually review the quantities and types of materials handling equipment required to provide essential support for Marine Corps Base activities, units of 2d Marine Division (Rein), FMFLant, 2d Force Service Support Group (Rein), FMFLant, MCAS, New River and all 2d MAW units based at MCAS, New River.

8001. MARKING AND PAINTING OF MATERIALS HANDLING EQUIPMENT AND RELATED ACCESSORIES AND MODIFICATIONS

1. Marking and painting of materials handling equipment will be in accordance with color chip contained in Federal Standard 595 and in accordance with instructions set forth in the current edition of Marine Corps Order P11240.106.
2. Materials handling equipment will be identified on each side using approximately 1½" USMC letters followed by numerical registration number on the same line. Identification for the rear of the vehicle shall be the same as on the sides and so located as to be visible from the rear.
3. Safety markings will be affixed as outlined in U. S. Navy Department Pamphlet "The Application of Color to Naval Shore Establishments" (Rev. 1953). In addition, materials handling equipment will have the load capacity, date tested, and the gross weight of the vehicle stenciled at a place on the vehicle that is visible at all times to the operator. These capacities will not be exceeded at any time.
4. No other symbols, markings, accessories or modifications are authorized nor will they be used in the operation of or identification of materials handling equipment assigned to Marine Corps Base unless authorized by the Motor Transport Officer, Marine Corps Base, Camp Lejeune, North Carolina.

8002. INSPECTION OF MATERIALS HANDLING EQUIPMENT

1. After obtaining clearance from the Commander of the using activity, the Base Motor Transport Officer will cause the inspection of Marine Corps Base materials handling equipment while in operation at the using activity. Equipment will be stopped and inspected to determine the mechanical condition of the equipment and to check the operator's license and compliance with current operating and preventive maintenance instructions.
2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be given to the operator for return to the supervisor and one copy will be forwarded by the Base Motor Transport Officer to the Commanding Officer or Officer-in-Charge of the activity utilizing such materials handling equipment.
3. Corrective action will be initiated by the using activity and a notation will be made on the inspection form indicating the action taken to correct noted discrepancies. All forms will be returned within ten days after receipt to the Base Motor Transport Officer.

8003. FUNDING RESPONSIBILITIES. The Base Motor Transport Officer is responsible for funding for maintenance and operation of all administrative use materials handling equipment carried on the property account of Marine Corps Base, Camp Lejeune, less

those assigned to FMF units for in-garrison support. Such equipment will not be removed from confines of Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Air Station, New River without the approval of the Commanding General, Marine Corps Base.

8004. RECORDS AND REPORTS

1. A trip ticket, DD 1970 (Motor Vehicle Utilization Record) will be used for the dispatching and recording of operational data on individual materials handling equipment and will be filled out daily in accordance with current instructions. Completed forms will be retained by using organizations for a period of thirty (30) days, at which time they will be destroyed.
2. A record of all materials handling equipment dispatched will be maintained on NAVMC 10031-SD (Daily Dispatching Record of Motor Vehicles) and retained for one year.
3. Automatic data processing vehicle utilization data reporting sheets will be completed and submitted to arrive at Base Motor Transport by the third working day after each reporting period ends. Reports are required at the end of each month. The utilization data reporting sheets are available through Base Motor Transport.
4. All users of vehicles on sub-custody from Marine Corps Base not under the immediate operational control of the Base Motor Transport Officer will maintain the above forms in accordance with current Marine Corps Directives.

8005. MATERIALS HANDLING EQUIPMENT OPERATING REGULATIONS

1. The operators of administrative use motor vehicles, including materials handling equipment, will comply with all traffic regulations set forth in current regulations.
2. Speed limits for administrative use materials handling equipment are established as follows:

| | |
|------------------------|--------|
| Forklift | 7 MPH |
| Tractor-trailer trains | 7 MPH |
| Tractor w/transporter | 40 MPH |
3. Forklifts and tractor-trailer trains will slow down at all cross aisles and other passageways. When entering or leaving warehouses, etc., the operator will come to a complete stop at entrance, sound horn and proceed only when the way is clear. These vehicles will be operated in a safe and prudent manner at all times.
4. Forklift trucks, straddle trucks, or industrial tractors will be operated only by duly authorized operators who are specifically licensed for each particular type of vehicle.
5. Materials handling equipment will never be used for personal transportation. No workman other than the operator will ride on any industrial materials handling equipment unless a permanent seat is provided.
6. The operator is responsible for all cargo being moved and will inspect and secure all questionable loads and refuse to transport unsafe or unlawful loads unless ordered in writing to do otherwise by a Commissioned Officer or civilian supervisor.
7. No forklift truck or other materials handling equipment will be equipped with a steering knob or extension to gear-shifting levers.
8. All materials handling equipment will be free of cabs, windshields, enclosures, canopies and any other device of other than original equipment design which may constitute a safety hazard by obstructing vision. When equipment has an overhead safety guard, it will be free of any material that may obstruct vision. Specific exceptions in the interest of safety may be made only by the Motor Transport Officer, Marine Corps Base, Camp Lejeune, North Carolina.
9. Operators will not attempt to fix or adjust any mechanical part of any materials handling equipment. Operators will only perform drivers maintenance.

10. Operators will never leave materials handling equipment unattended while the motor is running.
11. Operators of materials handling equipment will always face in the direction of travel. All loads will be carried in such a manner that the operator's vision is unobstructed in direction of travel.
12. Forklift trucks transporting cargo up ramps or other grades will be operated with the load upgrade; carrying cargo downgrade will be done by backing downgrade with the load upgrade. All loads being transported will be carried with channel tipped back.
13. Whenever forklifts are not in operation, the forks will be lowered and rested flat on the floor.
14. Forklifts will never be used for pushing and towing other vehicles.

8006. OPERATIONS

1. Pooling of Materials Handling Equipment. Commanding Officers or Officers-in-Charge of activities have administrative use materials handling equipment on a permanent or semi-permanent assignment will ensure the most efficient dispatching and economical utilization of such equipment.
2. Equipment Control. All materials handling equipment assigned to Marine Corps Base activities, MCAS, New River and on custody to units of the 2d Marine Division (Rein), FMFLant, 2d Force Service Support Group (Rein), FMFLant, MAG-26 and MAG-29 will be made available upon request to the Base Motor Transport Officer or designated representative, when required to accomplish an assigned mission.

8007. REQUESTS FOR MATERIALS HANDLING EQUIPMENT. Requests for permanent assignment of materials handling equipment will be submitted to the Base Motor Transport Officer with complete justification for each assignment.

8008. REQUESTS FOR SERVICE AND REPAIR OF MATERIALS HANDLING EQUIPMENT. All materials handling equipment requiring repairs will be reported to or delivered to Base Motor Transport Materials Handling Equipment Repair Section, Bldg 1502, telephone 5167. In the event repairs are of a minor nature, as determined by Base Motor Transport, on-site road service may be performed. Prior to any vehicles being delivered to the repair facility, as a result of breakdown, the road-call mechanic will be dispatched to determine if repairs are to be performed on-site.

