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	Surface Transportation ADMINISTRATIVE VEHICLE MANAGMENT - CIVIL WORKS	
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CELD-T

Regulation
No. 56-2-1

15 January 1999

Surface Transportation
ADMINISTRATIVE VEHICLE MANAGEMENT - CIVIL WORKS
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Chapter 1 GENERAL

1-1. Purpose. This regulation prescribes the definition, methods, techniques and procedures for the management, operation, maintenance, and reporting of all civil works funded motor vehicles assigned the Corps of Engineers. This regulation is intended to allow commanders/managers at its lowest level to manage its fleet within the purview of that command.

1-2. Applicability. This regulation is applicable to all activities operating civil works funded motor vehicles within the Corps of Engineers.

1-3. References.

- a. Public Law 99-272, Budget Reconciliation Act, subtitle C, Federal Motor Vehicle Expenditure Control
- b. 41 CFR Ch. 101-38, Motor Equipment Management
- c. 41 CFR Ch. 101-39, Interagency Fleet Management Systems
- d. DOD 4500.36-R, Management Acquisition, and Use of Motor Vehicles
- e. AR 58-1, Management, Acquisition, and Use of Administrative Use Vehicles
- f. AR 700-88, Commercial Design Vehicles FSC Class 2300
- g. AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance
- h. ER 700-1-1, USACE Supply Policies and Procedures
- i. ER 750-1-1, Materiel Maintenance Policies
- j. ER 1130-2-550, Recreation Operations and Maintenance Policies
- k. EP 1130-2-550, Recreation Operations and Maintenance Guidance and Procedures
- l. EM 385-1-1, Safety and Health Requirements Manual
- m. CEFMS, Corps of Engineers Financial Management System
- n. VIMS, Vehicle Information Management System

1-4. Distribution. Approved for public release, distribution is unlimited.

1-5. Responsibilities:

a. Director, Logistics Management, HQUSACE, is responsible for the oversight of all civil funded motor vehicles, Corps owned and leased, assigned to the Corps of Engineers and shall:

(1) Exercise management and technical supervision, develop policy guidance, procedures, and technical instructions, as necessary, to ensure effective and efficient administration over the operation, maintenance, and use of vehicles.

(2) Provide guidance on the use of approved Corps automated systems for compliance with Public Laws and regulatory guidance. Use the maintenance management system provided in ER 750-1-1, Materiel Maintenance Policies, for maintenance and expense reporting.

(3) Include motor vehicle management in internal audit programs.

(4) Act as the National Inventory Control Point for all active license tags issued and approved for use in the U.S. Army Corps of Engineers.

b. Division commanders shall provide technical assistance to subordinate activities and promulgate the policies/procedures contained in this regulation.

c. District commanders shall:

(1) Establish flexible procedures in the District Maintenance Plan for:

(a) assignment and use of vehicles.

(b) defining unique operational procedures.

(c) economical use of manpower and equipment.

(2) Ensure all vehicles are operated in accordance with all local/state/federal highway traffic safety regulations; ensure all vehicles and equipment are operated in a safe manner, all safeguards taken, and proper care is used at all times.

(3) Provide for rotation of vehicles where practical and economical to equalize the equipment usage and to assure attainment of life cycle utilization goals within the vehicle life expectancy.

(4) Provide scheduled bus service between activities when required to meet official duty needs of the installation or activity.

(5) Ensure the collection of accurate utilization and operational data as basis for inventory/allowance actions and reporting of cost and performance data.

d. Suggested Changes: All suggested changes in policies and procedures shall be forwarded to CDR USACE, ATTN: CELD-T. (Submit recommended changes using DA Form 2028). Local limited supplementation is permitted but not required. If supplements are issued, Field Operating Activities (FOA) shall furnish one copy to the address above.

Chapter 2

OPERATION AND RESOURCE MANAGEMENT

2-1. General.

a. Motor vehicle resources shall be so organized and managed as to ensure optimum responsiveness, efficiency, and economy in support of the Corps civil works mission. The vehicle selected for an individual task shall be the one best suited by virtue of size, configuration, and economy of operation.

b. Scheduled public transportation should be used to the fullest extent to meet general transportation requirements.

c. Business shall be performed by electronic mail, regular mail or by telephone, etc, including the use of local conference calls, whenever practicable, to minimize the use of motor vehicles.

2-2. Elements Of Motor Vehicle Management. Differences in missions of the FOA, geographic layout and location of installations, facilities, and projects preclude complete uniformity in operational procedures. However, listed below are the essential elements of operation and resource management that are applicable to all FOA which use and operate motor vehicles.

a. Pooling. All Corps motor vehicles shall be used on a pooled basis where possible, to help ensure the highest effective level of utilization, and shall not be assigned exclusively to one official or employee, except for officials for whom the Secretary of Army determines that such assignment is absolutely essential to accomplish the Corps mission and approval is obtained in advance of assignment in accordance with AR 58-1, paragraph 2-2b.

b. On-Call Dispatches. On-call dispatches are for those services which can be performed by the one-time dispatch of a vehicle for short periods of time, usually not longer than a duty day.

c. U-Drive-It Service. Vehicles in this category are pool vehicles, normally passenger and light cargo types, made available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using agency. Dispatch periods range from single trips of short duration to trips associated with the travel portion of temporary duty.

d. Permissible Operating Distance (POD). Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the activities, a one-way distance of 100 miles has been selected as a guide upon which to base permissible operating distance for motor vehicles. The POD established for an activity should be sufficient to support normal operations and based on installation experience.

e. Parking or Garaging of Vehicles. Vehicles shall be parked to provide reasonable protection from pilferage or damage. All unattended vehicles shall be locked. Garaged parking is not necessary and vehicles will not be parked on quarters areas or at the domicile of the user.

f. Bus Transportation Services. When bus or shuttle bus service is provided the FOA will do so according to DOD 4500.36 -R.

g. Vehicle Accounting. Procedures will be defined in the FOA Corps of Engineers Financial Management System (CEFMS) Business Plan.

2-3. Use Of Corps Motor Vehicles By Other Federal Agencies.

Corps motor vehicles may be furnished for short periods of time to other federal government agencies when the Corps mission will not be impaired. Property records shall account for this relocation and all expenses should be covered by the gaining agency.

2-4. Official Use Of Vehicles. The use of all Corps-owned or leased motor vehicles shall be restricted to official purposes only.

a. Personal Use. Use of motor vehicles will not be authorized for conducting personal business or engaging in other activities of a personal nature.

b. Transportation Between Domicile and Place of Employment. DOD 4500.36-R specifies that use of motor vehicles will NOT be authorized for the purpose of transporting employees or other personnel over all or any part of the route between their domiciles and places of employment. Driving a vehicle home prior to departing on TDY or field trips shall not be done under any circumstances.

c. Use of Government Vehicle While on TDY. Transportation may be provided between lodgings, duty stations, and restaurants for personnel on temporary duty, when public or commercial transportation are inadequate or nonexistent. Use of a government vehicle while on TDY shall be in accordance with Joint Travel Regulations (JTR) Vol. I and II.

d. Transporting Spouse. DOD 4500.36-R specifies when a spouse may be transported in a Corps owned or leased vehicle. This does not include dependents of the employee.

2-5. Determining The Method Of Transportation Of Personnel. When it has been determined that motor vehicle transportation is essential to the performance of official business, the following methods shall be considered:

- a. Scheduled public transportation.
- b. Corps vehicle.
- c. Privately-owned vehicle.
- d. Commercial transportation.

2-6. Safety, Accident Prevention, and Reporting. Procedures for vehicle safety and accident reporting will be in accordance with DOD 4500.36-R dated March 1994.

2-7. Vehicle Utilization Standards. Utilization standards are management indicators to measure the effectiveness of a fleet or a group of vehicles. Two indicators that a fleet manager may use to determine effectiveness are miles driven and days used. If actual usage is 85% or more of the standard this would be considered acceptable.

a. Mileage. Vehicle fleets that average 10,000 miles per year per vehicle are very efficient fleets. This measurement can only be effective when analyzing a consecutive 12-month period of time or longer to take advantage of seasonal adjustments.

b. Days Used. FOA need to determine if vehicle users are working alternate work schedules before establishing days as a utilization standard. Employees working 10-hour days and 4 days a week normally will have a utilization standard of 16 days a month. Employees working 8-hour days and 5 days a week will have a utilization standard of 20 days a month. Fleet managers must determine days available, holidays, vehicle maintenance days and vehicle quantity to establish the standard for a specific period of time. Days used are then compared against the standard to determine how effective the fleet is being used. This measurement will be more effective when analyzing a consecutive 12-month period of time or longer to take advantage of seasonal adjustments.

2-8. Utilization Data. Fleet managers are required to collect accounting and utilization data for each vehicle. Some districts are capturing trip miles, while others are charging customers by the day or the month and obtaining an odometer reading monthly.

a. USACE requires a quarterly utilization report for all Corps assigned or owned vehicles, including GSA vehicles, that are not exempted as mission essential, special purpose or in administrative storage. USACE will provide the reporting criteria in the Command Management Review (CMR) instructions.

b. The fleet manager should review all vehicle utilization, including GSA vehicles, semi-annually to analyze trends, verify costs and utilization effectiveness. This measurement can only be effective when analyzing a consecutive 12-month period of time or longer to take advantage of seasonal adjustments. The fleet manager should report to the district commander if the reportable fleet is being used according to the minimum standards established in 41 CFR 101, Motor Vehicle Management, subpart 101-38.4, Sec. 101-38.400. The reportable fleet will not include vehicles in administrative storage, tagged as mission essential or special purpose. These categories are defined in Appendix A.

2-9. U.S. Government Fleet Services Card. The US Bank/Voyager Fleet Card is to be used to purchase fuel, oil and minor emergency repairs from vendors listed on the back of the card.

a. Instructions will be provided by US Bank/Voyager the POC is as follows:

U.S. Bank, Government Services
1400 Eye Street, NW, Suite 530
Washington, D.C. 20005
Phone Number 1-202-261-0818
Fax Number 1-202-261-0800
Web Site: www.usbank.com/impac

b. Cards may be provided for motorized equipment that can be refueled by vendors listed. Boats, forklifts, construction equipment, etc. are some examples besides vehicles that require fuel. Refueling of aircraft using the Fleet Card is not authorized. Contact DESC-PH for into-plane contract/Air Card issuance. Telephone: 1-703-767-8500 or DSN 427-8500.

c. FOA shall sign an agreement with US Bank/Voyager and make monthly payments for authorized vehicle expenses.

d. Fleet Cards shall be accounted for on property records (APPMS). Many Districts have added the card as an accessory to the vehicle or equipment account on APPMS. Cards not used should be kept in a secure area. US Bank/Voyager will provide instructions for lost or stolen cards.

e. Cards identified for destruction shall be recorded on an inventory sheet when and why the card was destroyed. The card should be cut into at least four pieces and disposed within normal refuse disposal. The inventory sheet will be retained according to MARKS.

Chapter 3

AUTHORIZATION AND ACQUISITION

3-1. Authorization:

a. This section outlines in general terms the requirements for establishing the optimum size and type of motor vehicles to permit organizations of the Corps to carry out assigned missions.

(1) Sedans shall be restricted to the types listed below:

(a) CLASS IB Subcompact (example: i.e. Neon, Escort, Prism, Cavalier)

(b) CLASS II - Compact (example: i.e. Acclaim, Spirit, Contour, Corsica)

(2) Station Wagons shall be restricted to the types listed below:

(a) CLASS I - Subcompact (example: i.e. Escort wagon)

(b) CLASS II - Compact (example: i.e. Taurus, Sable, Century)

b. Normally, except for those motor vehicles maintained to meet approved Corps emergency and wartime requirements, the number of non-tactical motor vehicles shall be limited to the minimum needed to provide essential transportation services under normal conditions.

(1) Peak load and other unusual requirements for such motor vehicles shall be met by borrowing from other government agencies, leasing from GSA or commercial sources, or using privately-owned vehicles on a reimbursable basis.

(2) Authorization for motor vehicles shall be provided by the FOA commander.

c. Authorization process should include the following:

(1) Has consideration been given to satisfying the requirement by use of existing or expanded shuttle bus or public transportation?

(2) Can existing assets be redistributed on the installation to meet the requirement without causing an overall increase in vehicle authorization?

(3) Can this requirement be adequately supported through the use of alternative transportation resources (such as scooters, bicycles, mopeds, ATV's, etc.)?

(4) Will the vehicle meet utilization goals established?

3-2. Acquisition.

a. The primary source for new or additional vehicles will be GSA. Circumstances may demand acquisition of commercial type vehicles and special purpose vehicle exempted from GSA. These acquisitions must be authorized by the FOA commander, following resource management guidelines and acknowledgment from GSA that they cannot provide this vehicle. These vehicles shall be limited to the minimum body size, maximum fuel efficiency, and equipment necessary to fulfill the operational need for which the vehicles were obtained. All acquisitions are to be forwarded to HQUSACE (CELD-T) for review for compliance with current federal specifications and legal restrictions prior to being submitted to GSA Automotive Commodity Center for purchase.

b. Conditions under which motor vehicles may be hired. FOA may hire motor vehicles from commercial rental vendors when the following conditions exist:

(1) When it will result in cost benefits to the government.

(2) Local laws will or Status of Forces Agreements prevent the use of government-owned vehicles.

c. The following apply for leasing vehicles:

(1) Short-Term Leasing.

(a) FOA may, within funding limitations, lease motor vehicles for periods not to exceed 60 consecutive days without regard to established allowances to satisfy temporary peak workloads, unusual requirements, or emergencies.

(b) The class of motor vehicle leased to support the visit of a DOD official can be the same as that normally authorized that official. The class of vehicle leased in support of non-DOD officials, including those from foreign countries, shall be the same as that normally authorized a DOD official of comparable rank.

(2) Long-Term Leasing. Motor vehicles leased for terms exceeding 60 consecutive days but have a known timeframe, shall be subject to the following approval requirements:

(a) The FOA shall obtain prior approval from the General Services Administration (GSA), Office of Vehicle Acquisition and Leasing Services, Washington, DC 20406, through HQUSACE (CELD-T) Washington, D.C. 20314-1000.

(b) Requests for approval of leases shall include full justification of the need for the vehicles and certification that other means of transportation are not available or suitable. Justification will include the following:

- (1). Number of vehicles required by type.
- (2) Justification of the need for hire.
- (3) Estimate of cost.
- (4) Anticipated period of use.
- (5) Source of funding.

d. GSA-owned vehicles. Vehicles leased permanently from GSA will not be considered long-term leased vehicles.

3-3. Telecommunications Equipment In Leased/GSA Motor Vehicles. When two-way communications is required, motor vehicles may be leased with the appropriate telecommunications equipment. Government-owned, two-way radio sets may be installed in leased vehicles when it is not feasible or practical to use leased telecommunications equipment. Installation of this equipment must be approved by the lessor. Citizen Band (CB) radios are not authorized for installation in any Corps owned or leased vehicles.

Chapter 4

CONTRACTOR-OPERATED CORPS OWNED/LEASED VEHICLES

GENERAL. Motor vehicles may be provided to Corps contractors in accordance with contract stipulations and DOD 4500.36-R Chapter 8. Where vehicles are provided to contractors, contracts and agreements will require that such vehicles be operated and maintained in accordance with this regulation.

Chapter 5

MOTOR VEHICLE IDENTIFICATION

5-1. General. All non-tactical vehicles, self-motorized including those rented from GSA (except for commercial leases less than 60 consecutive days) shall display the decal, "FOR OFFICIAL USE ONLY" and a vehicle license plate. Specific guidance for vehicle color and marking of visitor assistance vehicles is provided ER 1130-2-550, EP 1130-2-550, and CECW-ON/CELD-T Recreation Policy Letter 98-01, dated 15 December 1997.

5-2. Decals.

a. Motor vehicles. On the left side of the rear window, not more than one and one-half inches (1-½") from the bottom of the window. Do not affix to the window if it interferes with the driver's vision and/or safety of the vehicle.

b. On motor vehicles without rear windows or where the markings on the rear window are not conspicuous. Centered on both front doors, or in any appropriate position on each side of the vehicle.

c. On trailers. Centered on both sides of the front quarter of the trailer in a conspicuous location.

5-3. Agency Identification (i.e. License Plate):

a. All GSA vehicles are provided with an eight-digit identification number (license number). No additional numerical markings are required. The first digit of the license will be a "G" representing GSA as the leasing agency. The next two digits will identify the size of the vehicle, and the last five digits will be the serial number.

b. Corps Vehicles. Corps vehicles will be identified with a "CE" license plate (example: CE12345).

c. Special Vehicle Marking Procedures. Special type markings on motor vehicles shall be restricted to a minimum. In the interest of economy, they shall be of a removable type to facilitate rotation of vehicles. Special markings to identify fire fighting, law enforcement and emergency vehicles will comply with local, state and Federal regulations.

d. Contractor Motor Vehicles. Contractor-owned vehicles may be identified by use of official U.S. Government decal if the contract specifies that the vehicle is for use only in the performance of said contract. The contractor will obtain state license plates for the vehicles. U.S. Government tag will only be placed on government owned vehicles.

e. U.S. Government tags will be requisitioned and controlled in accordance with the following instructions:

(1) District fleet managers will obtain U.S. Government tags from HQUSACE, ATTN: CELD-T. Requests may be sent via electronic mail or FAX.

(2) Duplicate tags, i.e., same license number, that require replacement due to lost, mutilated or defaced. Send request(s) to: Superintendent of Industries, District of Columbia, Department of Corrections, Lorton, VA 22079.

(3) Purchase orders shall include the code letters and numbers to be imprinted on the tags; the dates on which deliveries are required; the consignee and shipping instructions; the symbol number of the appropriation to be charged; and the signature of an officer authorized to obligate the cited appropriation.

5-4. In The District Of Columbia. All motor vehicles acquired for official purposes which are assigned within the District of Columbia shall be registered with the District of Columbia, Department of Transportation. Each motor vehicle shall be reregistered each year. Special forms for registering motor vehicles are available from the District of Columbia, Department of Transportation. There is no charge for this service.

5-5. Marking Of Leased Motor Vehicles

a. Motor vehicles leased from commercial sources for more than 60 consecutive days must be identified and marked in the same manner as a Corps-owned/GSA motor vehicle.

b. The application of markings on motor vehicles and the removal of such markings shall be subject to the agreement between the furnishing agency and the FOA making the leasing arrangements. Magnetic or other temporary methods for applying required markings shall be used to prevent added costs for removal

Chapter 6

MAINTENANCE MANAGEMENT

6-1. General. Each FOA shall implement a maintenance management program to ensure that assigned motor vehicles are maintained in a safe serviceable condition.

6-2. Responsibility. Each FOA shall ensure that maintenance is performed on all Corps-owned or leased vehicles and procedures are included in the District Maintenance Plan, ER 750-1-1, Materiel Maintenance Policies.

a. A schedule maintenance program for Corps owned vehicles should include a systematic procedure for the servicing and inspection of motor vehicles.

b. Ensure their safe and economical operating condition throughout the period of use.

c. Meet established federal and state emission standards and proper operation of the catalytic converter and electronic/computerized emission components.

d. Meet warranty requirements.

e. FOA will ensure that all leased vehicles have inspection, repairs and servicing performed in accordance with the lessors instructions.

f. Regardless of the method selected, inspections and repairs shall be performed by a qualified automotive mechanic.

6.3. The Use Of Maintenance Performance Standards.

a. Labor Standards. Industry standards have been created and are available through the Motors or Chiltons Flat Rate Schedule. Each FOA that provides in-house facilities for maintaining vehicles shall use one of these flat rate schedules to evaluate performance.

b. Vehicle Standards. All vehicles are purchased with a manufactures' warranty. Maintenance managers should be aware when accumulated unscheduled vehicle costs exceed 50% of the current replacement cost for the vehicle, the vehicle can be classified as an uneconomical repairable vehicle in accordance with AR 700-88, Commercial Design Vehicles FSC Class 2300. This threshold is an indicator and may be justification to replace the vehicle, however the vehicle could be retained and repaired if mission requirements justify its retention. This may also be an indicator that the vehicle is being improperly used.

6-4. Vehicle Modifications. Vehicle modifications to Corps owned vehicles must have prior approval by the fleet manager. These modifications include but are not limited to installation of emergency warning devices, fire-fighting equipment, two-way radios, winches, snow blades, etc. The fleet manager shall have an economical analysis to provide additional justification for the modification. GSA fleet managers must approve all modifications to GSA vehicles.

6-5. Privately-Owned Vehicles (Restrictions). Privately owned vehicles or accessories shall not be repaired, serviced, or manufactured in any Corps facility. Privately-owned vehicles shall not be parked or stored in any government motor pool, shop, or in any building where government property is stored.

6-6. Replacement Criteria. Motor vehicle replacement criteria is provided in CFR 41 101.38. This criteria is based on age and accumulated mileage. All sedans and station wagons have a life expectancy of 6 years and 60,000 miles. All trucks less than 12,500 GVWR, (1 ton) have a life expectancy of 6 years and 50,000 miles. Exceptions are if a motor vehicle has been wrecked or damaged (including wear caused by normal operating conditions) beyond economical repair in accordance with AR 700-88 (repair exceeds 50% of replacement cost), the vehicle may be replaced without regard to replacement standards.

6-7. Insurance/Maintenance of Leased Vehicles.

a. Solicitations and contracts for commercial vendors shall provide for insurance coverage as prescribed by DFARS 225.7006.

b. Leased motor vehicles shall be operated in the same manner as DOD owned vehicles unless otherwise specified in the contract.

c. The contractor shall perform all maintenance on leased vehicles, when practicable, unless it has been determined that it will be more economical, or it is a military necessity, for the DOD component to perform such maintenance, in whole or in part.

Chapter 7 COST ACCOUNTING AND MANAGEMENT REPORTING

7-1. Purpose. The Corps of Engineers Financial Management System (CEFMS) is used as the uniform cost accounting tool. This chapter prescribes the upward reporting policies and guidelines for Corps owned or hired motor vehicles.

7-2. Responsibility. Each FOA will develop and operate the most efficient and effective vehicle program to meet its assigned mission requirements. To fulfill this responsibility, cost and performance measurement data on which to base decisions are required.

7-3. Records And Reports. The Corps automated management system will incorporate operation, maintenance, and utilization data which, in turn, will be used in conjunction with the CEFMS of the organization to manage these vehicles. Each FOA concerned will meet the continuing requirements of DOD by extracting data from the basic system.

7-4. DOD Reporting Requirements.

a. Annual Reports. FOA components that own non-tactical vehicles shall annually prepare an SF 82, "Agency Report of Motor Vehicle Data".

b. Reportable Vehicles. Reportable vehicles shall include non-tactical motor vehicles such as sedans, station wagons, carryalls, vans, ambulances, buses, light trucks.

c. Non-Reportable Vehicles. The following vehicles are excluded from the report:

- (1) Trailers and trailing equipment regardless of type or size.
- (2) Trucks with permanently mounted equipment.
- (3) Air compressors
- (4) Motorcycles.
- (5) Military design (tactical) vehicles
- (6) Special purpose vehicles (such as fire, wrecker, maintenance, refuse, high lift, oil, fuel, industrial tractors).
- (7) Construction and installation maintenance equipment (such as cranes, dump trucks, snowplows, sweepers, loaders, graders).

- (8) Material handling equipment.
- (9) Scooters (2, 3, or 4-wheel, all classes).
- (10) GSA vehicles.
- (11) Vehicles provided by contractors.
- (12) Military funded administrative use vehicles.

d. HQUSACE will request the SF-82 report from each FOA within 30 days following the end of the fiscal year. Instructions for completing this report are included on the reverse side of the form and USASCE will provide special instructions necessary with the annual request.

FOR THE COMMANDER:

2 Appendixes
(See Table of Contents)



ALBERT J. GENETTI, JR.
Major General, USA
Chief of Staff

APPENDIX A EXPLANATION OF TERMS

Acquire. Procure, purchase, or obtain in any manner, including transfer and manufacture or production at Government-owned or operated plants and facilities.

Administrative Storage. Placement of vehicles or equipment in a limited care and preservation status for short periods of time. Reference ER 750-1-1, paragraph 3-10, Administrative Storage of Materiel, for additional explanations.

Administrative Use. The normal application of a motor vehicle, usually of commercial design, assigned to provide transportation support of an installation/activity (also see tactical use).

Auxiliary Parking Areas. Areas located away from the main motor pool parking area which are designated by the FOA commander as temporary parking areas for vehicles operating in the immediate vicinity of the activity.

Commercial Design Vehicle. A vehicle designed to meet civilian requirements and used without major modifications by DOD activities for routine purpose in connection with the transportation of supplies, personnel, or equipment.

Commercial Facilities. Facilities or services conducted or provided by commercial firms.

Direct Labor. All work, performed by Corps personnel, charged to the transportation function which can be identified to a particular vehicle or group of vehicles, or other transportation equipment, at the time the labor is performed. Exclude cost of drivers.

Direct Maintenance Man-hour Input Standards. This standard established the maximum number of direct maintenance man-hours required each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over the life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace and repair components, as assemblies or parts, including tires, tubes and batteries to correct or prevent malfunctioning, wear, failure or deterioration. The standard is based on fully qualified mechanic performance and normal climatic, road, and other operating conditions generally experienced at most activities within the continental United States.

Direct Material. All fuel, material, parts and accessories charged to the transportation function which can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

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

Field Work. Official business performed away from one's regular duty station or post.

Fleet Manager. This person is a Corps employee or a contractor assigned to perform the duties necessary which may include but not limited to dispatch, transport vehicles to vendors for maintenance, perform all CEFMS functions according to local policy, authorize vendor payments, manage vehicle credit cards, vehicle inventory and inspections, etc., for any type of vehicle assigned.

Hired Vehicle: See Leased Vehicle.

Indirect Labor. All work performed by civilian and military personnel charged to the overhead or administrative function which cannot be identified to a particular vehicle or group of vehicles.

Labor Productivity Index. Reflects the relative efficiency of an individual or group of maintenance personnel when compared with job time standards developed from approved engineering sources or commercial flat rate references. The index is derived by dividing the total standard time allowed by the actual job operation time.

Lodging. Temporary sleeping place or quarters.

Leased Vehicle. A contract by which one conveys vehicles for a specified period of time and specified amount. All vehicles that are rented or hired for any duration from any commercial vendor or federal agency, i.e., GSA.

Maintenance. Those functions, associated with the repair facility, that determine, prevent or correct physical damage or malfunctioning as may be required to restore transportation equipment to a safe or serviceable condition.

Maintenance Day. Only used if vehicle utilization standards are measured in days. Days in maintenance will be subtracted from days available, when a vehicle cannot be used because its located in the maintenance facility and scheduled for maintenance or repairs or dead-lined for parts or because of an accident. During analysis, partial days will be added together for the fleet then rounded to the nearest whole number before subtracting from days available.

Military Design Vehicle. Motor vehicles (excluding general purpose commercial design) designed in accordance with military specifications to meet transportation requirements for the direct support of combat or tactical operations, or for training of troops for such operations.

Mission Essential Vehicles. Unique vehicles used more than 50% of the miles driven per year performing critical missions as defined in each FOA OM 10-1-3, Mission and Function Memorandum. The FOA commander shall concur with the justification statement for the vehicle prior to this appointment.

Motor Vehicle. An item of equipment, mounted on wheels, which is designed for highway and/or land operations and which derives power from a self-contained power unit, or is designed to be towed by and used in conjunction with such self-propelled equipment.

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

Operator Inspection and Service. Those maintenance inspections and functions performed by the operator, before, during and after operation to ensure the vehicle is safe and serviceable, EM 385-1-1, Safety and Health Requirements Manual.

Public Transportation. Transportation which is or may be made available by a commercial firm or public utility and for which fares are collected.

Reportable Vehicles. Commercial vehicles leased or owned and evaluated according to utilization standards.

Exceptions:

1. Vehicles assigned to a special group or category, i.e., mission essential or special Purpose.
2. Vehicles in administrative or seasonal storage will not be considered as reportable while in storage.
3. Vehicles dead-lined for repairs or maintenance.

Scheduled Inspection and Service. Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

Scheduled Public Transportation. Regularly scheduled transportation by a commercial firm or public utility as a part of its public service and for which fares are collected.

Special Purpose Vehicles. Vehicles that have unique equipment permanently attached and are utilized more than 50% towards a specific mission critical task. Examples: fire trucks, ambulances, drill-rigs, dump trucks, portable cranes, fish hauling trucks, camera trucks, etc.

Sub-pools. An element of the central transportation motor pool which is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of facilities.

Tactical Vehicle. See Military Design Vehicles.

Taxi Service. Transportation services provided by vehicles dispatched with drivers on an "on call" basis, without appreciable delay or the need for prior arrangement for services. Taxi service vehicles may or may not be radio equipped.

Unscheduled Maintenance Service. Maintenance required between scheduled inspection and service intervals.

Uneconomically Repairable Vehicle. A vehicle where the cost of repairs has exceeded 50% of the vehicle replacement cost.

Vehicle Downtime Standard. The maximum percentage of time a vehicle is expected to be out of commission due to maintenance, accident or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.

APPENDIX B
DISPOSAL

B-1. Purpose and Scope. This Appendix prescribes policy and procedures for the disposal of civil works administrative use motor vehicles under the provision of the Exchange Law, as amended.

B -2. Procedures and Limitations. See CFR Subchapter, part 101-46 Federal Property Management regulation.

B -3. Authority. Authority is not required for the sale of replaced Corps-owned motor vehicles which have been programmed and acquired in accordance with Chapter 3 of this regulation.

B -4. Screening Requirements.

a. Vehicles which have been replaced or are eligible for disposal in accordance with Chapter 6 of this regulation are not to be considered excess. These vehicles are to be sold without prior circularization or screening.

b. Vehicles which are excess and not eligible for replacement will be advertised by the disposal officer to district offices, and screening for possible use in other districts within the division, prior to forwarding to CELD-T.

c. The description should include: Nomenclature, Make, Model, Serial No., U.S. Government Tag Number, Accumulated Mileage and Condition Code.

TABLE B-1
CONDITION CODES

Condition Code	Brief Definition	Expanded Definition
N-1New	Excellent	New or unused property is excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
N-2	New-Good	New or unused property in good condition. Does not quite qualify for N-1 (because slightly shopworn, solid, or similar), but condition does not impair utility.
N-3	New-Poor	New or unused property so badly broken, soiled, rusted, mildewed, deteriorated, damaged, or broken and its utility is seriously impaired.
E-1	Used-Reconditioned Excellent	Used property, but repaired or renovated and in excellent condition.
E-2	Used-Reconditioned Good	Used property which has been repaired or renovated, and, while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.
E-3	Used-Reconditioned Fair	Used property which has been repaired or renovated, but has deteriorated since reconditioning and is only in fair condition, Further repairs or renovation required or expected to be needed in near future.

Table B -1. Continued

Condition Code	Brief Definition	Expanded Definition
E-4	Used-Reconditioned Poor	Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear-and-tear, corrosion, exposure to weather, or mildew.
O-1	Used-Usable without Repairs-Excellent	Property which has been slightly or moderately used, no repairs required, and still in excellent condition.
O-2	Used-Usable Without Repairs-Good	Used property, more worn than O-1 but still in good condition with considerable use left before any important repairs would be required.
O-3	Used-Usable Without Repairs-Fair	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portion) worn and should be replaced.
O-4	Used-Usable Without Repairs-Poor	Used property which is still usable without repairs, but in poor condition and undependable or uneconomical in use. Parts badly worn and deteriorated.
R-1	Used-Repairs Required Excellent	Used property, still in excellent condition, but minor repairs required (repairs would not cost more than 10% of standard price).

Table B -1. Continued

Condition Code	Brief Definition	Expanded Definition
R-2	Used-Repairs Required Good	Used property, in good condition but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of standard price.
R-3	Used-Repairs Required Fair	Used property, in fair condition but extensive repairs required. Estimated repair costs would be from 26% to 40% of standard price.
R-4	Used-Repairs Required Poor	Used property, in poor condition and requiring major repairs. Badly worn, and would still be in doubtful condition or dependability and uneconomical in use if repaired. Estimated repair costs between 41% to 65% of standard price.
X	No further value for use as originally intended but of possible value other than as scrap.	Personal property that has some value in excess of its basic material content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other Federal Agency) and its repair or rehabilitation for use as a unit (either by holding or any other Federal Agency) is clearly impracticable. Repairs or rehabilitation estimated to cost in excess of 65% of standard price would be considered "clearly impracticable" for purpose of this definition.
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