

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DR 56-1-3

CEMRO-LM

Regulation  
No. 56-1-3

15 April 1994

Surface Transportation  
ADMINISTRATIVE VEHICLE MANAGEMENT - GENERAL

1. Purpose. This memorandum establishes policies, guidance, and procedures of administrative vehicle management.
2. Applicability. This memorandum applies to all civil and military field offices and activities operating project-owned, revolving fund, military, GSA-owned or commercial-leased vehicles in the Omaha District and the Missouri River Division.
3. References.
  - a. Title 31, United States (U.S.) Code 1344, Passenger Motor Vehicles and Aircraft Use.
  - b. Federal Property Management Regulation, Subpart 101-39.3, Use and Care of GSA Interagency Fleet Management System Vehicles.
  - c. DoD Directive 5500.7R, Joint Ethics Regulation.
  - d. USACE Supplement 1 to AR 58-1, Management, Acquisition and Use of Administrative Use Motor Vehicles.
  - e. USACE Supplement 1 to AR 190-5, Motor Vehicle Traffic Supervision.
  - f. USACE Supplement 1 to AR 385-55, Prevention of Motor Vehicle Accidents.
  - g. USACE Supplement 1 to AR 600-55, Motor Vehicle Driver - Selection, Testing, and Licensing.
  - h. DA Pamphlet 738-750, Functional Users Manual for the Army Maintenance Management System (TAMMS) (RCS CSGLD-1047).
  - i. ER 56-2-1, Administrative Vehicle Management - Civil Works.
  - j. ER 56-3-1, Motor Vehicle Registration and Inventory, (RCS CSGLD-1608).
  - k. ER 190-1-50, Law Enforcement, US Army Corps of Engineers (RCS DAEN-PM-7).
  - l. ER 750-1-1, Materiel Maintenance Policies.

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This memorandum supersedes DM 56-1-1 dated 2 May 1988 and DR 56-1-1 dated 1 May 1988.

- m. EM 385-1-1, Safety & Health Requirements Manual.
- n. EP 750-1-1, Procedural Pamphlet for Materiel Maintenance Policies.
- o. DR 690-1-751, Conduct and Discipline.
- p. DM 715-1-1, Small Purchase Procedures.

4. Definitions.

a. Motor Vehicle. Equipment mounted on wheels designed for highway or land operations and derive power from a self-contained power unit, or are designed to be towed by and used in conjunction with self-propelled equipment, will be considered a motor vehicle. Engineer equipment; i.e., motor grader, tractor, backhoe, loader, etc., and material handling equipment, forklift, trailers, etc.

b. Administrative Use Vehicles. These motor vehicles are used in administrative support of an installation, activity, or unit in the transportation of personnel, supplies, or equipment. Special purpose vehicles, such as ambulances, fire trucks, refuse trucks, trailers, and other similar type vehicles used for, or in support of, such transportation services, will be classified as administrative use vehicles.

5. Responsibilities.

a. Logistics Management Office.

(1) Responsible for the managerial control of all motor vehicles assigned to the Omaha District.

(2) Provides motor vehicle technical support to field offices.

(3) Develops motor vehicle policies, procedures, and issues instructions on operation, utilization, and maintenance to assure efficient and economical use of vehicles.

(4) Approves acquisition, disposal, transfer, and replacement of all motor vehicles.

(5) Administers the motor vehicle driver licensing program.

b. Area Engineers/Project Managers, Project Engineers, Lake Managers, and/or Supervisors of Omaha District Field Activities.

(1) Assure vehicles are not assigned exclusively to one employee.

(2) Responsible for the safe, efficient, and economical management,

operation, utilization, and maintenance of all administrative use vehicles assigned to their activity.

(3) Assure vehicles are used for official purposes only.

(4) Ascertain vehicle utilization and cost reporting is timely, accurate, and complete.

(5) Assure the vehicle inventory is limited to the minimum number of units essential for accomplishment of assigned mission.

(6) Establish a vehicle rotation program to more equally distribute mileage among vehicles to assure optimum utilization, prolong life, and reduce replacement costs.

(7) Justify for retention or report for disposal any vehicles that do not meet the annual utilization standards set in ER 56-2-1.

(8) Establish dispatching procedures in accordance with ER 56-2-1.

(9) Promptly advise Logistics Management Office of the following:

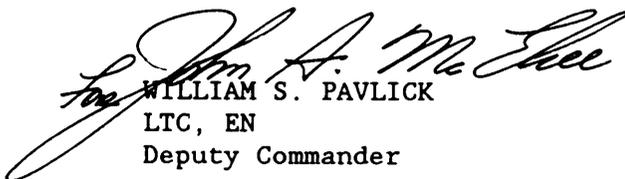
(a) Motor vehicle accidents.

(b) Excess or surplus vehicles.

(c) Maintenance repair of \$200.00 or more.

FOR THE COMMANDER:

5 Appendices  
APP A - Operations  
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Government Vehicles  
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Vehicles

  
WILLIAM S. PAVLICK  
LTC, EN  
Deputy Commander

DISTRIBUTION:

D

## APPENDIX A

### OPERATIONS

#### 1. General.

a. Assignment of administrative-use motor vehicles will be effected to the maximum extent feasible to ensure efficient and economical utilization, to eliminate duplication of services and facilities.

b. Supervisory personnel will review the ENG Form 3662, Administrative Vehicle Operational Record, to determine whether vehicles are efficiently and economically operated.

c. Vehicles not in a safe operating condition will be removed from service until it is restored to a safe operating condition.

d. The use of tobacco products is prohibited in government-owned or leased vehicles. The employee operating the motor vehicle is responsible for ensuring passengers do not use tobacco products.

e. Sleeping in parked vehicles with the engine or heater running is prohibited. Asphyxiation may result from exhaust gases entering the vehicle.

f. Drivers and occupants shall wear safety belts whenever the vehicle is in operation. The vehicle operator shall ensure all vehicle occupants are wearing their safety belts prior to operating the vehicle.

#### 2. Equipment and Supplies.

a. The purchase of luxury accessories is not authorized; i.e., power locks, power windows, CD players, stereo systems. This restriction is applicable to all equipment or accessories which are not intended to improve the operation of the vehicle and the safety of its passengers.

b. All motor vehicles shall be in compliance with the EM 385-1-1.

c. It is the driver's responsibility to assure all required safety equipment is serviceable.

#### 3. SF 149, U.S. Government National Credit Card.

a. Fuel and lubricants will be obtained from government facilities except when such facilities are not practically available. If a commercial facility is used, payment will be made by U.S. Government National Credit Card.

b. The U.S. Government National Credit Card is only to be used for the

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following:

- (1) Fuel.
- (2) Adding Oil.
- (3) Adding antifreeze.
- (4) Washing.
- (5) Emergency replacement of spark plugs, belts, or windshield wiper blades.

c. Logistics Management Office will order credit cards upon written request. The request shall include the following:

- (1) Vehicle license number or equipment identification number.
- (2) A copy of the ENG Form 4337, Offense/Incident Report (RCS DAEN-PM-7) shall be furnished for lost or stolen credit cards.

d. Vehicle users are responsible for verifying the credit card receipt shows the correct units purchased, cost per unit and total costs before the receipt is signed. The items shown on the receipt should be legible and should fully describe the services or supplies purchased. Receipts are to be safeguarded and turned in to appropriate administrative personnel. Each office will keep their credit card receipts on file for the previous and current fiscal year.

e. Area engineers, project managers, project engineers, lake managers, and/or supervisors of Omaha District field activities are responsible for reviewing credit card receipts, trip tickets, and fuel utilization to prevent abuse or possible fraud of the U.S. Government National Credit Card.

f. Government credit cards are to be secured at all times and shall be safeguarded in government-owned or leased vehicles.

g. Field activities utilizing the U.S. Government National Credit Card shall have a control log and issuance procedures. Logistics Management Office will annually review procedures to ensure credit cards are being safeguarded.

#### 4. Administrative Vehicle Operational Record.

a. The organization in possession of a vehicle, whether permanently assigned or on loan, is responsible for completing ENG Form 3662 at the end of each report period. The report period is from the first of the month through the last day of the month. Care should be taken to ensure the entries on this form are

legible and complete.

b. The dispatcher will issue a properly authenticated ENG Form 3662 to every operator of an administrative use motor vehicle. This form will be the official authorization for operating the vehicle. The authentication may be typed or legibly handwritten. Explanation remarks, with respect to the information required in items No. 1 through No. 8, are listed below.

(1) Item No. 1 - Report Period. Enter the beginning and ending date of the report period. Example : 1/1/98 - 1/31/98.

(2) Item No. 2 - Nomenclature. A brief but descriptive nomenclature will be used; i.e., sedan; pickup, 1/2 ton, 4x4; carryall, compact, 4X2; truck, dump, 5 ton, 6X4; etc.

(3) Item No. 3a - Vehicle Reporting Code. Enter the appropriate code assigned by Logistics Management Office.

(4) Item No. 3b - Vehicle Reporting Group. Enter the appropriate code assigned by Logistics Management Office.

(5) Item No. 4 - Tag/Registration Number. Enter the license number.

(6) Item No. 5 - Activity. Enter the field operating activity name.

(7) Item No. 6 - Start Mileage. Enter the final speedometer reading (no tenths) of the previous trip ticket.

(8) Item No. 7 - Rental Rate. Enter the daily plant rental rate, if applicable.

(9) Item No. 8 - Signature of Dispatcher. Self-explanatory.

c. The operator will complete columns a through l. Explanatory remarks of these columns are as follows:

(1) Column a - Date. A minimum of one entry will be made each working day. If a vehicle is not utilized, an explanatory remark will be entered.

(2) Column b - Name of Driver. A new line entry will be made to accommodate a change in driver personnel. Each driver will complete columns a through l for that portion of the day he/she drove.

(3) Column c - Destination. Local vicinity the vehicle is being

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operated or TDY destination.

(4) Column d - Time Out. Enter in military terms; i.e., 0800 for 8 a.m., the time the trip started or when use began.

(5) Column e - Time In. Enter in military terms the time the trip ended or the time at the end of the day the utilization ended.

(6) Column f - Speedometer Reading End of Day. Enter the odometer at the end of trip or day, whichever is applicable.

(7) Column g - Trip Mileage. Compute the mileage of the trip or usage.

(8) Column h - Trip Hours. Use this column to report hours used. Hours used are normally 8 hours. Hours used will be less than 8 hours only if the balance of the day is reported as hours of maintenance. Hours used will be more if the vehicle is used more than one shift, used by a person working overtime, or is actually used more than 8 hours.

(9) Column i - Load Weight or Number of Passengers. Disregard the heading and use this column to report maintenance hours only. Maintenance hours are the actual hours a vehicle is out of service during the workday for repairs, preventative maintenance or services.

(10) Column j - Project Number. The use of this column is optional. The cost account, to which vehicle rental rate is chargeable, may be entered here.

(11) Column k - Gas Added. Enter the total number of gallons to the nearest tenths.

(12) Column l - Oil Added. Enter the total number of quarts of oil added during the day. Include oil changes.

(13) Totals. At the end of the report period enter the totals under columns g through l.

5. Project Vehicle Information Management System (PVIMS).

a. All offices assigned motor vehicles are required to manage their vehicle fleet utilizing PVIMS in accordance with user instructions issued by HQUSACE.

b. The following vehicle utilization and cost data will be reported by all field offices in accordance with the user instructions no later than 10 working days after every reporting period.

- (1) Days used.
- (2) Non-work days.
- (3) Maintenance days.
- (4) Odometer reading.
- (5) Gallons of fuel.
- (6) Quarts of oil.

6. Vehicle Acquisitions.

a. The Civil Authorization Property Document (CPAD) authorizes the vehicle assignment, reassignment, acquisition and replacement.

b. Additional vehicle requirements in excess of the CPAD authorization shall be justified and approved by the District Commander.

c. Utilization goals shall be met before additional vehicle assignments shall be made.

d. General Services Administration, Automotive Commodity Center, shall be utilized for vehicle purchases unless local procurement can be justified.

e. Vehicle acquisition request shall be forwarded to Logistics Management Office not later than 1 July for the next fiscal year procurement.

7. Vehicle Utilization.

a. Area engineers, project managers, project engineers, lake managers, and/or supervisors of Omaha District field activities are responsible for reviewing vehicle utilization at the end of each fiscal year. Vehicles not meeting annual utilization standards established in ER 56-2-1, table 2-1, shall be reported excess or a justification to retain the vehicle shall be forwarded to Logistics Management Office for approval no later than 30 October for the preceding fiscal year.

b. Special purpose vehicles; i.e., dump trucks, drill rigs, boom trucks, are exempted from meeting utilizations standards.

8. Omaha District Motor Vehicle Fleet.

a. The Omaha District motor vehicle fleet shall be limited to the minimum number of vehicles to adequately furnish District office employees with

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transportation while on TDY or performing their official duties. Field office employees on TDY in the District office may need to use other means of transportation; i.e., taxi, Metro Area Transit, Ollie the Trolley, rental vehicle, because of the limited number of vehicles in this fleet.

b. District office employees requiring government furnished transportation from their duty station to official business or for TDY travel shall utilize government vehicles dispatched by Logistics Management Office.

c. District office employees requiring government-furnished transportation from their duty station to official business and no government vehicle is available may submit a SF 1164, Claim for Reimbursement for Expenditures on Official Business, to be reimbursed for miles driven on their privately-owned vehicle (POV). Logistics Management Office shall determine and document on the SF 1164 the authorized reimbursement rate allowed.

d. District office employees requiring government-furnished transportation for TDY travel and choose to use their POV will be reimbursed at a rate specified in the Joint Travel Regulation.

e. District office employees not on TDY orders requiring a vehicle assignment longer than 14 days shall submit a written request signed by his/her supervisor.

f. Reasonable diligence in the care of vehicles shall be exercised by both operators and passengers at all times. Employees failing to take proper care of motor vehicle issued to them may be refused subsequent authorization to use vehicles in the Omaha District motor vehicle fleet; after reasonable notice has been provided by Logistics Management Office to the employee's supervisor.

APPENDIX B  
MAINTENANCE

1. General.

a. Maintenance personnel, managers and drivers are to be familiar with the terms of the vehicle warranties, so they can determine when maintenance is to be provided by the manufacturer.

b. Personnel are to make a reasonable effort to maintain a good appearance of all vehicles.

c. Offices assigned vehicles, floating plant or engineering equipment shall develop and implement a maintenance plan in accordance with EP 750-1-1 and policies established by the Omaha District Maintenance Officer and the Omaha District Maintenance Plan.

d. The Omaha District Maintenance Officer will make periodic staff visits to ensure the Omaha District Maintenance Plan is implemented.

2. Preventive and Routine Maintenance.

a. The Preventive Maintenance and Inspection Guide, table B-1, on pages B-3 and B-4 shall be utilized to assure all motor vehicles are maintained in a safe and serviceable condition.

b. Unscheduled maintenance shall be performed anytime a malfunction is observed or suspected.

c. Offices that do not have an in-house maintenance facility are to comply with this appendix by utilizing a commercial maintenance facility.

d. Pre-trip inspections are to be performed by the operator daily. It is also the driver's responsibility to report all shortcomings or deficiencies to his/her supervisor or the maintenance coordinator so corrective action may be taken to keep the vehicle in a safe and serviceable condition. The pre-trip inspection shall consist of the following:

- (1) Check tires for damage and proper pressure.
- (2) Check operation of lights, horn and signals.
- (3) Check windshield wiper fluid.
- (4) Check all instrument gages for proper operation.

- (5) Check for exterior vehicle damage.
- (6) Check engine oil level.
- (7) Check condition of safety belt.
- (8) Check steering lock and transmission lever mechanism.

### 3. Vehicle Modification.

a. Modification and/or modernization of motor vehicles must be approved by the Commander, Omaha District. Justification to modify motor vehicles must include a statement of safety, security, or requirement to accomplish the mission.

b. Tires shall be replaced when they become unsafe or unserviceable. Replacement tires are to be the same size and type to ensure and provide a proper balance of many characteristics such as handling, durability, tread life, traction, rolling resistance and speed capability. Failure to use equivalent replacement tires may adversely affect the safety of the vehicle and could cause tire failure and loss of vehicle control.

### 4. Maintenance Procedures and Records.

a. A file or jacket folder will be maintained for each vehicle assigned to an office or installation. This file will contain a historical record of all maintenance inspections, repairs, replacement parts installed and the cost of labor and parts.

b. A DA Form 2407, Maintenance Request, RCS CSGLD-1047, will be used by all installations operating a maintenance facility. A copy of DA Form 2407 will be filed in the vehicle jacket folder whenever preventive maintenance or unscheduled maintenance is required.

c. Offices utilizing a commercial maintenance facility may either complete a DA Form 2407 for maintenance performed at the commercial facility, or a documented legible copy of the invoice shall be filed in the vehicle jacket folder.

d. In compliance with the Clean Air Act, the Corps of Engineers is required to comply with state and local programs to improve air quality. All Corps of Engineers vehicles shall meet state and local standards.

TABLE B-1  
PREVENTIVE MAINTENANCE AND INSPECTION GUIDE

MAINT CODE		SCHEDULE TYPE		
		3000 MILES OR EVERY 3 MONTHS	6000 MILES OR EVERY 6 MONTHS	24000 MILES OR EVERY 24 MONTHS
C	Change Oil Filter			
C	Lubricate Chassis Components, Body Mechanisms and Hardware	●		
C	Check and Top Off Fluid Levels Brake Master Cylinder Differential (Rear Wheel Drive) Transfer Case (4x4 Vehicles) Transmission Cooling System Reservoir Power Steering Windshield Washer Reservoir	●		
C	Inspect Drive Belts, Hoses	●		
C	Adjust Tire Pressure	●		
B	Rotate Tires		●	
B	Inspect Drive Train for Leaks		●	
B	Lubricate Parking Brake Cables & Linkage		●	
B	Inspect Exhaust System		●	
B	Inspect Vacuum Hoses		●	
B	Road Test		●	
B	Check Mirrors, Lights, Temperature Controls, Horn,		●	
B	Safety Belts		●	
A	Inspect Wipers & Washers			●
A	Inspect Emission Control System			●
A	Replace Fuel Filter			●
A	Inspect Throttle Body Mounting Bolts			●
A	Inspect Fuel Lines for Leaks			●
A	Service Transmission Change Transmission Fluid Inspect for Leaks Inspect Mounting and Adjustments Linkage			●
A	Service Front Suspension Repack Wheel Bearing and Seals Check Front End Alignment Adjust Camber, Caster, and Toe-In			●

TABLE B-1 (Cont)  
**PREVENTIVE MAINTENANCE AND INSPECTION GUIDE**

MAINT CODE		SCHEDULE TYPE		
		3000 MILES OR EVERY 3 MONTHS	6000 MILES OR EVERY 6 MONTHS	24000 MILES OR EVERY 24 MONTHS
A	Service Differential Change Gear Lubricant Inspection of Gear Clearance Inspection of U-Joints Inspect Pinion Seal Replace Gasket			●
A	Inspect Brakes Inspect Front Brake Pads Turn Rotors Repack Wheel Bearing (RWD Vehicles) Inspect Brake Lines and Calipers Inspect Rear Brake Shoes Turn Drums Inspect Brake Lines and Wheel Cylinders			●
A	Inspect Steering Lock & Transmission Lever Mechanism			●
A	Inspect Starter Safety Switch			●
A	Engine Tune-up			●
A	Service Air Condition System Clean Condenser and Evaporator Drain Tighten Compressor and Condenser Mounts Adjust Drive Belt			●
A	Service Coolant System Pressure Test System Inspect Hoses & Freeze Plugs Flush and Refill			●

APPENDIX C

OFFICIAL USE OF GOVERNMENT VEHICLES

1. Title 31, U.S. Code, section 1344, allows officers and employees of the U.S. Government to use government-owned and controlled vehicles for official purposes only. An official purpose does not include transportation for officers and employees of the U.S. Government between their domiciles and places of employment.
2. Any officer or employee of the U.S. Government who willfully uses or authorizes the use of any government-controlled vehicle for other than official purpose violates provisions of Title 31, U.S. Code, section 1344,; shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from duty if circumstances warrant.
3. Request to provide government transportation which does not include official purposes as stated in paragraph 1 above will be submitted through the District Commander, to the Secretary of the Army for approval in accordance with ER 56-2-1, paragraph 4-2d.
4. Official use does not include trips between an employees domicile/duty station and commercial or military terminals, unless the terminal is located in an area where other means of transportation cannot meet mission requirements in a responsive manner.
5. Employees operating government-owned or leased motor vehicles are officially on duty and are subject to the standards of conduct and discipline established in DoD Directive 5500.7-R and DR 690-1-751.

APPENDIX D

LICENSING OF MOTOR VEHICLE OPERATORS

1. General.

a. A valid driver's license, issued in the state in which the employee is domiciled, must be in his/her possession while driving a government-owned or government-leased motor vehicle.

b. An employee who may be required to operate a motor vehicle in order to properly perform his/her assigned duties must inform their supervisor whenever their state driver's license has been suspended or revoked.

c. Employees who operate government-owned or government-leased vehicles rated over 10,000 gross vehicle weight rating (GVWR), but less than 26,000, shall be issued OF 346, U.S. Government Motor Vehicle Operator's Identification Card.

2. Licensing Procedures.

a. The project ,manager/engineer, lake manager, area engineer, or applicable division chief for District office elements will appoint in writing an authorized examiner who is a competent operator and familiar with safety and operational features of vehicles over 10,000 GVWR.

b. The authorized examiner will test employees to demonstrate their proficiency and safety while operating vehicles over 10,000 GVWR prior to being certified.

c. An DA Form 348, Equipment Operator's Qualification Record, will be completed and authenticated for each type of vehicle over 10,000 GVWR. These records shall be kept on file and be available for inspections.

d. The examiner will issue a U.S. Government Motor Vehicle Operator's Identification Card to those who qualify.

3. Commercial Drivers License (CDL).

a. Employees required to operate the following vehicles will be required to acquire a commercial drivers license (CDL) from their state of residence or domicile.

(1) Any vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

(2) Any vehicle/trailer combination with a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

(3) Any vehicle designed to transport more than 15 persons, including the driver.

(4) Any vehicle transporting hazardous toxic waste (HTW) material.

b. Employees who are required to operate the above listed vehicles shall bear the cost of the CDL.

c. Employees are authorized the use of government-owned vehicles whenever the state issuing the CDL requires a road test for qualification or re-qualification.

d. Employees who are issued a CDL do not need to be issued an OF 346, but their DA Form 348 shall be complete and up-to-date.

APPENDIX E

COMMERCIAL RENTING/LEASING OF MOTOR VEHICLES

- 1 Chief, Logistics Management Office, has the authority to approve vehicle lease or rental agreements for a period not to exceed 60 days in order to meet temporary peak workloads, unusual requirements or emergencies.
2. Civil Property Authorization Document shall be approved by the District Commander for all commercial vehicle leases.
3. Request for approval of leases shall include full justification of the need for the vehicle and certification that other means of transportation or vehicle reassignment is not suitable and GSA lease is not available.