



DEPARTMENT OF THE NAVY

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U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 11200.5E

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: USE, ASSIGNMENT, OPERATION AND MAINTENANCE OF GOVERNMENT OWNED TRANSPORTATION EQUIPMENT

Ref: (a) DOD Regulation 4500.36R
(b) CINCLANTFLTINST 11240.3E

Encl: (1) Use, Assignment, Operation and Maintenance of Government Owned Transportation Equipment
(2) Justification for Vehicle Assignment/Retention on a Full Time Class "B" Basis or Request for Improved type/Design Vehicle


1. Purpose. To establish procedures for the efficient and official operation, maximum utilization, and maintenance of transportation vehicles and equipment per references (a) and (b).

2. Cancellation. NAVSTAGTMOINST 11200.5D

3. Background. The assigned Civil Engineering Support Equipment (CESE) allowance is established at minimum levels to support the missions of the U.S. Naval Station, Guantanamo Bay, Cuba (NAVSTA GTMO) tenant activities/commands and visiting Fleet/Forces Afloat Units. Increasingly stringent funding constraint for the procurement of and for the maintenance, repair and operation of CESE necessitates criteria established with the assignment and operational criteria established by references (a) and (b).

4. Scope. Provisions of this instruction are applicable to holders/users of all Navy owned CESE operated aboard NAVSTA GTMO.

5. Action. Commanding Officer, Officers in Charge of tenant commands/activities and visiting ships, Heads of NAVSTA GTMO Departments, and Special Staff Officers shall ensure compliance with enclosure (1) of this instruction by all personnel under their command or authority.



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USE, ASSIGNMENT, OPERATION AND MAINTENANCE OF
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1. Definitions. The following definitions apply to the terminology used in this instruction:

a. Civil Engineering Support Equipment (CESE). A general term applied to all automotive, construction, special purpose and weight handling equipment which is controlled, procured and assigned to all Naval activities by the Naval Facilities Engineering Command. Material Handling Equipment (MHE) and Airfield Ground Support Equipment (GSE) are not included in this category and fall under the administrative and allowance control of the Naval Supply Systems Command and Naval Air Systems Command respectively.

b. Automotive Vehicles. Vehicles used primarily for administrative purposes and the movement of passengers and cargo, i.e. sedans, pick-ups, panel trucks, stake trucks, dump trucks, truck tractors, busses, etc.

c. Construction Equipment. Equipment used primarily to support construction and repair projects in the maintenance of real property, i.e. bulldozers, road graders, compressors, welder, road rollers, rock crusher, etc.

d. Special Purpose Equipment. Equipment designed to fulfill a specific/specialized function/task, i.e. structural fire trucks, crash fire trucks, aerial bucket trucks, fuel trucks, wreckers, utility line trucks, etc. The vehicle's design normally precludes its use in day-to-day, over the road, or general purpose use.

e. Weight Handling Equipment. Includes mobile, truck, and crawler mounted cranes normally used for lifting, moving and placing heavy material, equipment or cargo.

f. Official Use. Utilization of equipment for purposes directly connected with the performance of the official mission for which it is assigned.

g. Personal Use. Utilization of equipment for any purpose not directly connected with the conduct of official Navy business.

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2. Responsibilities

a. Public Works Officer. The NAVFAC SE Public Works Officer is responsible for the following:

(1) Administration, allowance control, maintenance, and to the extent practical, the proper use and operation of all CESE assigned to NAVSTA GTMO.

(2) Meeting operational requirements for vehicles, including assignment, reassignment or withdrawal of CESE assignments required to support the missions of the NAVSTA GTMO tenant commands/activities, and visiting Ship/Fleet units.

(3) Assuring that all assigned CESE is maintained in a safe and serviceable condition and that maintenance service is performed per references (a) and (b).

(4) Provision of scheduled and unscheduled bus, cargo movement, refuse collection, and crane services.

(5) Driver/operator testing and issuance of U.S. Government Motor Vehicle Operator Identification Cards to military personnel and civilian service employees, as required.

b. Security Director. The Security Director is responsible for the following:

(1) Ensuring security patrols issue traffic citations to operators found operating vehicles per reference (b).

(2) Ensuring motor vehicle accident reports are promptly prepared by drivers involved in government motor vehicle accidents.

c. Assignees. Commands, activities, and departments dispatched and/or assigned vehicles and/or equipment shall:

(1) Ensure that only properly licensed personnel are directed and/or authorized to operate equipment.

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(2) Ensure all accidents are properly reported. An Operator's Report Motor Vehicle Accident (SF-91) will be filled out immediately at the accident site or within 24 hours after the accident. SF-91 shall be carried in all vehicles and may be obtained from NAVFAC BSVE Office Building 752.

(3) Observe the vehicle preventive maintenance schedule. When notified a vehicle is due for preventive maintenance, ensure the vehicle is promptly delivered at the time prescribed to the Transportation Motor Pool, Building 2141 if a Class "C" assignment, or the Transportation Garage, N-36 if a Class "B" assignment.

(4) Ensure that operators conduct daily operator maintenance inspections on all vehicles operated. These inspections will include checking lights, windshield wiper, mirrors, safety device, tires lubricant, and water levels.

(5) Complete and return Vehicle Utilization Reports for individual Class "B" assigned vehicle(s) when issued by the Base Maintenance Service Contractor (BMS). Hour meter readings for construction and specialized equipment assigned on a Class "B" basis shall be reported in the same manner. Reports are to reach Public Works Department (PWD) by the date requested on the Report forms. Broken or inoperative odometers or hour meters should be reported so repair action can be initiated.

(6) Ensure that government vehicles are utilized for official purposes only as prescribed by references (a) through (c).

(7) All command/activities and departments assigned vehicles on a Class "B" assignment basis will designate and equipment/vehicle coordinator. Names and telephone numbers designated coordinators will be provided to PWD. PWD will be notified of change in coordinator assignments as personnel changes or reassignments occur, the individual assigned as vehicle coordinator will act as a single point of contact regarding equipment/vehicle matters.

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d. Vehicle/Equipment Operators. Operators (drivers) are responsible for the safe and proper operation of government vehicles. Damage to equipment caused by negligence, careless operation, or abuse will result in disciplinary action. Specific operator responsibilities and requirements include:

(1) Possess a current U.S. Government motor vehicle operator's identification card (OF 346) for vehicles above 10,000 lbs Gross Vehicle Weight (GVW), buses specialized equipment and emergency service vehicles. A valid state issued operator's license will be accepted as proof of proficiency to operate government vehicle less than 10,000 lbs GVW. Military personnel without a state issued license will be issued an OF 346 after examination and testing to operate vehicles under 10,000 lbs GVW.

(2) In case of an accident, notify Security immediately. The operator shall not move the vehicle(s) until directed by the on-site Patrolman or accident investigator. If damage is minor and vehicle is in a safe operable condition, the operator will, within one working day, deliver the vehicle to the BMS Contractor (QC) Building N-36, for inspection and preparation of an accident damage cost/estimate.

(3) Ensure vehicles operated are cleaned (emptying of ash trays, removal of papers, washing, etc.) and safety and security measures are practiced (setting of parking brake, closing window, and locking vehicles).

(4) Conduct daily operator maintenance inspection.

(5) Operators driving Class "C" pool vehicles shall ensure that beginning and ending odometer readings of mileage are recorded on DD Form 1970, Vehicle/Equipment Request and Record for each trip. Operator will turn in completed DD Form 1970 to the dispatcher when vehicle is returned.

(6) Ensure loads/personnel being transported are properly and safely loaded and secured. These precautions shall be observed regardless of travel distance. The driver shall ensure that loads do not exceed the rated capacity of vehicle.

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(7) Ensure all personnel riding in all government vehicles are seated. All extremities must be inside the confines of the vehicle. The driver shall refuse to move the vehicle until all passengers comply with all safety requirements. Use of seatbelts is required by the driver and all passengers. Passengers shall not be transported unless seatbelts exist and are in use.

3. Regulations. The following regulations are condensed from portions of pertinent directive and are provided as a guide for all custodians and users of CESE.

a. Assignment of Vehicle. Vehicle assignments are made in accordance with the following criteria:

(1) Class "A". Class "A" assignments are strictly controlled and approved by the Chief of Naval Operations (CNO). A Class "A" assignment is a vehicle assignment predicted on a specific command level billet.

(2) Class "B". Class "B" assignment is the assignment of a vehicle, as authorized by the local Commander, to an organizational unit of a command or tenant activity on a regular or continuous basis for the conduct of official business. Such an assignment is contingent on mission/functional requirements which cannot be met by the use of "C" pool equipment or other types of available transportation. A Class "B" utilization review is conducted annually to review all Class "B" assignments to ensure that vehicles are not being used on a convenience basis and are actually required to efficiently support the conduct of official business. Commands, activities, and departments will be required to justify retention of Class "B" assigned vehicles annually. Requests for new/additional Class "B" vehicles or vehicles of a different design or capacity, also will be submitted to the PWD BSVE Manager.

(3) Class "C". All administrative transportation vehicles not issued as Class "C" or "B" assignments will be polled for use on an "on call basis" Class "C" pool vehicle will be dispatched by the BMS Contractor with approval by the PWD transportation manager daily on a first come first serve basis except for those vehicles checked out to visiting ships and to personnel on Temporary Additional Duty (TAD).

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(4) Fleet Pool Vehicle. Administrative type vehicles are assigned to the NAVFAC CESE allowance to provide vehicle support to visiting ships/fleet units. As prescribed by reference (b), the highest assignment priority will be given to visiting ships and ships undergoing training. If vehicle assignments, as provided for in reference (b), cannot be met with "C" pool assets, steps will be taken to recall Class "B" vehicles to satisfy the requirements.

b. Transportation Vehicle Pool Operations. The PWD Transportation Vehicle Pool is located at Building 2141 on Rogers Road. Procedures for obtaining services are as follows:

(1) Authorized Requestors. Commanding Officer, Officers in Charge and/or Department Heads shall submit a list of personnel authorized to request Class "C" pool vehicles to the NAVFAC BSVE Office. This list should include the names of two individuals who are authorized to approve and sign vehicle requests. Only requests sign by these authorized personnel will be honored. Except for emergencies, vehicle requests must be received at least two working days in advance of the date the vehicle is required.

(2) Vehicles. Requests for vehicles should be submitted to the PWD BSVE Office by filling out the "Request For C-Pool Vehicle Form" and signed by an authorized person at least two working days prior to the need for the vehicle(s). The request may be faxed to extension 4027. Vehicles will be issued on a first come first serve basis predicated on times requests are received. Vehicles other than loan vehicles or those for support of visiting ships or TAD personnel will be issued only on a day-to-day basis. Vehicles shall be clean and full of fuel when returning them to the pool.

(3) Mileage/Destination Recording. The Vehicle Equipment Request and Record Form NAVFAC 9-11240/1 must be signed by the operator and annotated with each specific destination, entries such as "various locations" are not acceptable entries. Prior to and after use, all odometer readings and destinations will be annotated on the reverse of the form.

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c. Assignment Priorities. In general, transportation support and vehicle request are scheduled on a first come first serve basis. However, when availability of vehicles are limited, the following priorities will be established:

(1) Service to the fleet is primary. First priority will be afforded to fleet units and ship vehicle requirements.

(2) When large numbers of personnel would be idled by transportation delays, priority will be given for the movement of personnel, equipment, material.

(3) Coordination of loading and unloading materials requires timely vehicle/equipment support. Priority will be given to fulfill these requirements/operations.

(4) Operational transportation requirements will be given priority over administrative requirements. Requests for priority transportation support should be provided to the PWD BSVE Transportation Office, with as much advance notice possible. The Transportation Assistant can assign realistic priorities only when notified that the requirement is urgent and strong justification is provided.

d. Chauffeur Driven Service. Chauffeur driven service is available for most transportation requirements which require the movement of groups of personnel and cargo. Requests for the movement of cargo should be received by the PWD BSVE Transportation Office, extension 4514. At least three working days prior to the date service is required. Request maybe faxed to extension 4027.

e. Route Bus Service. Scheduled shuttle bus service is provided at NAVSTA GTMO. This service provides access to most major administrative areas and facilities. Bus schedules are conspicuously posted at all bus stops and on bulletin boards at facilities served. Additional schedules may be obtained by calling PWD BSVE Transportation Office at 4514 or 4549. Specific requests for bus service for the movement of personnel should be received by the PWD BSVE Transportation Office at least three days prior to the date service is required.

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f. Crane Service. Mobile crane service for official purposes may be scheduled and obtained at PWD BSVE Transportation Office at 4282 or 4514. Crane workload is normally heavy and crane assets are limited, requests for crane service should be received at least three working days prior to the required service date.

g. Refuse Collection Service. Refuse collection service is provided at NAVSTA GTMO. The service provides for scheduled and unscheduled pickup of refuse and trash. Questions, comments and complaints regarding schedules services available should be directed to the PWD Facility Management Facility Services.

h. Vehicle Equipment Maintenance Services. As required by references (a) and (b), vehicles and equipment are to be maintained in a safe and serviceable condition. Vehicle and equipment maintenance service is provided and can be obtained as outlined below:

(1) Preventive Maintenance (PM) services and vehicle safety inspections will be performed at intervals of every six months or 6,000 miles, whichever occurs first.

(2) On a monthly basis holder/custodians of Class "A" and "B" assigned vehicles will be notified of vehicle PM service dates. A follow-up phone call will be made to the respective vehicle custodian one to two days prior to the schedule Maintenance Office building N-36, extension 74506 or 75227, on the due date, the fuel key will be locked out to that particular vehicle. In extreme cases, a wrecker will be dispatched to tow the vehicle to the shop. In the event minor changes in the PM date are desired due to operational commitments or work priorities, arrangements for alternative scheduling may be made by calling or visiting the respective offices.

(3) In the event of official vehicle/equipment breakdown, or flat tire repair service trucks are available for dispatch. These services may be obtained during normal working hours or by calling the PWD Desk, extension 74506, after normal working hours.

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(4) When a vehicle requiring repairs is driven to the Transportation Garage Motor Pool, the operator will fill out an Operator's Inspection Guide and Trouble report, DD form 1358, identifying any or all mechanical problem(s). These forms are available at the Dispatcher's Office, Building N-36. The vehicle, keys, and DD Form 1358 will be turned into the dispatcher at building N-36. If a loan-vehicle is required while the vehicle under repair is in the shop, request should be submitted to the PWD BSVE Transportation Office, extension 4514 or fax 4027. As loan vehicle are predicated on the availability of Class "C" pool assets at that time, issuance of a loan vehicle cannot be guaranteed. However, every effort will be made to provide another vehicle if assets become available.

JUSTIFICATION FOR VEHICLE ASSIGNMENT/RETENTION ON A FULL TIME
CLASS "B" BASIS OR REQUEST FOR IMPROVED TYPE/DESIGN VEHICLE

1. The following is a sample of the information needed for fulltime Class "B" basis.

a. Date:

b. From:

c. To: Public Works Officer, U.S. Naval Station,
Guantanamo Bay, Cuba

d. Activity/Department, Transportation Representative (Name and Phone Number.)

e. USN Number and type of vehicle requested for fulltime assignment.

f. Average total mileage driven daily:

15 Miles 25 Miles 35 Miles 40 Miles or more

g. Most frequent destination and purpose of business.

h. Scheduled runs (Daily/Weekly) destination, purpose, and average trip mileage.

i. Special requirements (such as special purpose use, installed equipment, alternations required for a specific function.)

j. Detailed justification for full time assignments.

k. Impact if fulltime assignment vehicle is not available.

l. What other type vehicle could fulfill this requirement?

m. If pool vehicle is readily available on an intermittent run basis, can this satisfy minimum requirement in lieu of a fulltime assigned vehicle?