

Summary Report for Individual Task
805K-79R-7802
Manage Fleet Vehicle Program
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are the fleet vehicle manager and have access to all pertinent regulations and command guidance. This task should not be trained in MOPP 4.

Standard: Manage General Services Administration (GSA) fleet with 100% accountability in accordance with current regulatory guidelines and command policies.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Manage vehicle authorization.

Note: Obtain training GSA Drive-Thru and Headquarters Support System (HSS).

- a. Review USAREC basis of issue plan (BOIP).
- b. Review Force Structure Address and Zip Code Realignment (FAZR) System "REQUIREMENTS" field.
- c. Assign RSIDs in GSA Mileage Express database.
- d. Manage accountability down to Company Commander.

2. Manage fleet operations.

a. Establish SOP in accordance to Presidential and DoD Directives; DA and USAREC regulations.

(1) Monitor GOV official use.

(2) Monitor Domicile to Duty.

b. Coordinate regularly with GSA Fleet Service Representative.

c. Track fleet mileage.

(1) Review USAREC Form 584, Motor Vehicle Usage Record.

(2) Reconcile mileage monthly.

d. Conduct vehicle rotations as needed.

e. Maintain monthly maintenance actions.

f. Conduct newcomer safety brief.

g. Monitor vehicle misuse (DA and USAREC).

h. Manage accident program.

(1) Receive notification of accident.

(2) Notify chain of command of accident.

(3) Develop accident packet.

(4) Report accidents and submit accident packets to GSA to include:

(a) SF 91.

(b) SF 94.

(c) Police Report.

(d) Estimate of repair.

(e) Pictures of damage.

(f) Additional forms as needed.

i. Manage vehicle replacement/turn-in program.

j. Initiate Loss, Damage or Destroyed actions.

k. Certify GSA billing.

l. Validate annual inspections.

m. Ensure vehicles are located in safe and secure locations.

n. Monitor GOV key control.

o. Monitor GOV license plates.

p. Manage WEX card.

q. Manage Army owned vehicles.

r. Monitor unit safety programs.

3. Maintain supporting documents.

a. Establish GOV files.

(1) Maintain GSA assignment/termination documentation.

(2) Maintain maintenance records.

(3) Maintain annual inspections.

b. Establish Operator files.

(1) Establish DA form 348 for all operators (i.e., qualifications, training, licensing, etc).

(2) Maintain the following forms:

(a) State driver's licenses.

(b) Accident Avoidance Course Certification.

(c) Citations.

(d) Additional information as needed.

c. Manage utilization records.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Managed vehicle authorization.			
Note: Obtain training GSA Drive-Thru and Headquarters Support System (HSS).			
a. Reviewed USAREC basis of issue plan (BOIP).			
b. Reviewed Force Structure Address and Zip Code Realignment (FAZR) System "REQUIREMENTS" field.			
c. Assigned RSIDs in GSA Mileage Express database.			
d. Managed accountability down to Company Commander.			
2. Managed fleet operations.			
a. Established SOP in accordance to Presidential and DoD Directives; DA and USAREC regulations.			
(1) Monitored GOV official use.			
(2) Monitored Domicile to Duty.			
b. Coordinated regularly with GSA Fleet Service representative.			
c. Tracked fleet mileage.			
(1) Reviewed USAREC Form 584, Motor Vehicle Usage Record.			
(2) Reconciled mileage monthly.			
d. Conducted vehicle rotations as needed.			
e. Maintained monthly maintenance actions.			
f. Conducted newcomer safety brief.			
g. Monitored vehicle misuse (DA and USAREC).			
h. Managed accident program.			
(1) Received notification of accident.			
(2) Notified chain of command of accident.			
(3) Developed accident packet.			
(4) Reported accidents and submit accident packets to GSA to include:			
(a) SF 91.			
(b) SF 94.			
(c) Police Report.			
(d) Estimate of repair.			
(e) Pictures of damage.			
(f) Additional forms as needed.			
i. Managed vehicle replacement/turn-in program.			
j. Initiated Loss, Damage or Destroyed actions.			
k. Certified GSA billing.			
l. Validated annual inspections.			
m. Ensured vehicles are located in safe and secure locations.			
n. Monitored GOV key control.			
o. Monitored GOV license plates.			
p. Managed WEX card.			
q. Managed Army owned vehicles.			
r. Monitored unit safety programs.			
3. Maintained supporting documents.			
a. Established GOV files.			
(1) Maintained GSA assignment/termination documentation.			
(2) Maintained maintenance records.			
(3) Maintained annual inspections.			
b. Established Operator files.			
(1) Established DA form 348 for all operators (i.e., qualifications, training, licensing, etc).			
(2) Maintained the following forms:			

(a) State driver's licenses.			
(b) Accident Avoidance Course Certification.			
(c) Citations.			
(d) Additional information as needed.			
c. Managed utilization records.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 58-1	MANAGEMENT, ACQUISITION, AND USE OF MOTOR VEHICLES	Yes	Yes
	AR 600-55	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING)	Yes	No
	AR 735-5 (Change 001 08/22/2013)	Property Accountability Policies	Yes	No
	DODI 6055.04	DOD Traffic Safety Program	Yes	No
	PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	Yes	No
	TRADOC REG 385-2	TRADOC Safety Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None