

**Summary Report for Individual Task**  
**551-88M-4323**  
**Manage Transportation Operations**  
**Status: Approved**

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Lee, VA. foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** In an operational environment, you have been assigned duties as the company truckmaster. Your unit has established a tactical motor pool site for mission support. You are provided with company assets consisting of unit vehicles, assigned operators, support from company platoon sergeants and their platoons, and company maintenance section. Facilities have been erected to support motor pool operations. Communication has been established between company headquarters and the motor pool. Mission commitments and perimeter defense plans are provided. Some iterations of this task should be performed in MOPP 4.

**Standard:** Manage motor pool operations in accordance with applicable references to facilitate mission support with 100% SUCCESS. You will ensure your maintenance and dispatch operations are effective and you will accurately account for all vehicle movement and accountability and mission readiness. All necessary vehicle status reporting will be according to regulation and unit standing operating procedure (SOP). Perimeter security must be maintained and enforced.

**Special Condition:** Some iterations of this task should be performed in MOPP 4.

**Safety Risk:** Medium

**MOPP 4:** Sometimes

### Task Statements

**Cue:** You have been assigned duties as the company truckmaster. Your unit has established a tactical motor pool site for mission support. You are provided with company assets consisting of unit vehicles, assigned operators, support from company platoon sergeants and their platoons, and company maintenance section. Facilities have been erected to support motor pool operations. Communication has been established between company headquarters and the motor pool. Mission commitments and perimeter defense plans are provided.

## DANGER

Soldiers must be aware of the inherent dangers of working in and around tactical wheeled vehicles. Hot vehicles, Hot surfaces, sharp, moving objects such as fan blades, slippery surfaces, and excessively loud noises are all dangers. These dangers are also applicable to hazardous cargo being transported (explosive hazard) (as applicable). Each Soldier should take every precaution not to become a victim of these dangers by following regulatory guidance and risk management rules. If armed the vehicle has additional ammunition explosive and negligent discharge hazards.

## WARNING

Soldiers must adhere to all WARNINGS published in the applicable publication for the vehicle or equipment as well as instruction from local SOP and leadership.

## CAUTION

Soldiers must adhere to all CAUTIONS published in the applicable publication for the vehicle or equipment as well as instruction from local SOP and leadership.

**Remarks:** None

**Notes:** None



## Performance Steps

1. Enforce safety and environmental guidelines.
  - a. Ensure safety precautions are implemented and understood.
    - (1) During preventive maintenance.
    - (2) During refueling operations.
    - (3) During vehicle movement within the motor pool.
    - (4) Ensure adherence to establish no smoking areas.
  - b. Spot-check locations around motor pool to ensure platoons are complying with established safety rules while working in and around vehicles or equipment.
  - c. Ensure every effort is made to reduce or eliminate damage to environment.
    - (1) Ensure that all petroleum, oils, and lubricants (POL) products are stored in designated storage areas.
    - (2) Ensure that spillage is recovered immediately.
  - d. If so stated in unit SOP, ensure that drip pans are placed under vehicles when parked.
  - e. Enforce the use of ground guides in motor pool.
  - f. Enforce the speed limits.
2. Enforce occupation and traffic plans for motor pool operations.
  - a. Coordinate with platoons to ensure that traffic plan is adhered to.
  - b. Designate entry and exit points.
  - c. Designate emergency exits and guidelines for using them.
3. Coordinate for mission support.
  - a. With platoon leaders and platoon sergeants for available vehicles.
  - b. With platoon leaders and platoon sergeants for available vehicle operators.
  - c. With maintenance sergeant for status of vehicles due maintenance or service.
4. Oversee dispatching and commitment of company vehicles.
  - a. Match available company assets to commitment requirements.
    - (1) Determine vehicle load requirements.
    - (2) Formulate each commitment into convoy movement plans as appropriate.

- b. Ensure that platoons load and secure all cargo that is to be moved from motor pool on commitment (applicable).
  - c. Ensure that all personnel involved in each commitment are briefed on requirements.
  - d. Ensure convoy leaders are briefed and have convoy route information as well as latest threat information.
  - e. If road clearances are required, coordinate with company headquarters for clearance in advance of the need. This applies to route restrictions as well as oversized loads.
  - f. Inform company commander of vehicle status on a daily basis or as often as SOP dictates.
5. Enforce preventive maintenance procedures.
- a. Ensure all inspection worksheets are available, completed properly, and turned in to maintenance section (if necessary) at completion of maintenance inspection.
  - b. Check driver maintenance through platoon sergeants or squad leaders.
  - c. Check with maintenance sergeant for the repair of vehicles requiring services beyond driver's ability.
6. Enforce security and defense procedures.
- a. Movement security.
    - (1) Ensure that loads, including classified loads, are provided security prior to departure.
    - (2) Coordinate with platoons for personnel to provide convoy security.
    - (3) Coordinate with company headquarters for security support.
  - b. Perimeter security. Coordinate with platoons for personnel to occupy defensive positions.
  - c. Review company SOP to ensure that provisions are present to man and secure motor pool area during normal operations and during enemy attack.
  - d. Maintain communications and communications security (COMSEC) with company headquarters and between vehicles on commitment and motor pool operations.
  - e. Ensure cover and concealment techniques are maximized.
    - (1) Cover glass and mirrors.
    - (2) Use camouflage screen and support systems.
    - (3) Enforce use of local vegetation and existing natural cover whenever possible.
    - (4) Disperse vehicles and platoons as much as possible and still maintain security.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If any performance measure is failed, tell the soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Setup: Brief Soldier on task specifications. Provide company assets consisting of unit vehicles, assigned operators, support from company platoon sergeants and their platoons, and company maintenance section. Facilities have been erected to support motor pool operations. Communication has been established between company headquarters and the motor pool. Mission commitments and perimeter defense plans are provided.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Enforced safety and environmental guidelines.			
2. Enforced occupation and traffic plans for motor pool operations.			
3. Coordinated for mission support.			
4. Oversaw dispatching and commitment of company vehicles.			
5. Enforced preventive maintenance procedures.			
6. Enforced security and defense procedures.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-11	ARMY MOTOR TRANSPORT OPERATIONS	Yes	No
	PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual.	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. Make every effort to reduce or eliminate contaminant spillage. Materials and reactionary measures should be in place (SOP) to immediately recover any spillage that occurs within the motor pool operational area. Preventive measures should be stipulated in the motor pool SOP. Enforce compliance with SOP guidelines regarding environmental issues. Certain measure that may be taken are, but not limited to: Designate POL storage area and recycling of used oils and lubricants. Provide and use drip pans for each vehicle, if tactically feasible. Identify spillage quickly and respond immediately.

**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. Ground guides are required when moving vehicles. Designate NO SMOKING areas. Store flammables in approved containers and post signs reflecting contents. Enforce the speed limits. Safety is a MAJOR factor in ensuring all related operations are conducted properly and do not expose vehicle operators to unnecessary hazards in the work environment. All Soldiers, Noncommissioned officers and officers are REQUIRED to abide by all safety standards applicable to the operation and maintenance of motor vehicles.

**Prerequisite Individual Tasks :**

Task Number	Title	Proponent	Status
551-88M-3353	Review Vehicle Accident Reports	551 - Transportation (Individual)	Approved
551-88M-2374	Supervise Loading/Unloading of a Tracked/Wheeled Vehicle onto/from a Semitrailer	551 - Transportation (Individual)	Approved
551-88M-2422	Operate the Movement Tracking System Control Station	551 - Transportation (Individual)	Approved
551-88M-3322	Manage Preventive Checks and Services	551 - Transportation (Individual)	Approved

551-88M-2335	Supervise Loading a Disabled Tracked/Wheeled Vehicle onto a Heavy Equipment Transporter	551 - Transportation (Individual)	Approved
551-88M-2336	Supervise Unload a Disabled Tracked/Wheeled Vehicle from a Heavy Equipment Transporter	551 - Transportation (Individual)	Approved
551-88M-2423	Supervise Operation of Vehicle-mounted Crane	551 - Transportation (Individual)	Approved

**Supporting Individual Tasks :** None

**Supported Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
551-88M-4333	Coordinate External Support Requirements to Support a OPLAN/OPORD	551 - Transportation (Individual)	Analysis

**Supported Collective Tasks :** None