



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
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IN REPLY REFER TO:  
ForO P11240.2B  
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FORCE ORDER P11240.2B

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MOTOR TRANSPORT  
(SHORT TITLE: SOP FOR MT)

- Ref:
- (a) MCO P4400.150E Consumer-Level Supply Manual
  - (b) MCO P4790.2C MIMMS Field Procedures Manual
  - (c) MCO P5102.1B Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual
  - (d) MCO P11262.2A Inspection Testing and Certification of Tactical Ground Load Lifting Equipment
  - (e) MCO 1200.17B Series Military Occupational Specialties Manual
  - (f) MCO 4790.19 Depot Maintenance Policy
  - (g) MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
  - (h) MCO 5100.19E Marine Corps Traffic Safety Program (Drivesafe)
  - (i) MCO 8020.13 Explosives Safety Review, Oversight, and Verification of Response Actions Involving Military Munitions
  - (j) MCO 11240.66D Standard Policy for Operators of Military Motor Vehicles
  - (k) FM 55-30 Army Motor Transport Units and Operations
  - (l) MCRP 4-11.3F Convoy Operations Handbook
  - (m) MCWP 4-11.3 Transportation Operations
  - (n) TI-6850-15/1 Conservation Procedures Antifreeze Solutions
  - (o) TM 9-2610-200-20 Organizational Care, Maintenance and Repair of Pneumatic Tires Inner Tubes and Radial Tires
  - (p) TM 4700-15/1H Ground Equipment Record Procedures
  - (q) TM 4750-15/1F Painting and Registration Markings for Marine Corps Combat and Tactical Equipment
  - (r) TM 11240-15/3F Motor Vehicle Licensing Official's Manual
  - (s) JAGINST 5800.7D Manual of the Judge Advocate General (JAGMAN)
  - (t) NAVSEA SWO20-AF-ABK-010 Shipping Inspector's Manual for Ammunition, Explosives and Related Hazardous Materials
  - (u) NAVMC 5100.8 Marine Corps Occupational Safety and Health (OSH) Program Manual
  - (v) 29CFR1910 Occupational Safety and Health Administration (OSHA) Standards
  - (w) 49 CFR Code of Federal Regulation (Transportation)

Encl: (1) LOCATOR SHEET

1. Purpose. To provide instruction, establish procedures, and regulations for the effective and efficient accomplishment of Marine Force Reserve (MARFORRES) Motor Transport mission per the references.

2. Cancellation. ForO P11240.2A.

3. Action

a. The procedures and regulations set forth herein are effective this date. Procedures of subordinate units will conform to the provisions of this Manual.

b. Within three months of receipt of this Manual, all units/sites are to review and update their motor transport procedures.

c. All motor transport activities, regardless of size, will be guided by the instructions herein and directives issued by higher authority. In the event that this Manual conflicts with instructions from higher authority, the latter will take precedence.

4. Recommendation. Changes are encouraged and should be submitted to MARFORRES, G-4 (MT).

5. Certification. Reviewed and approved this date.



R. E. BRAITHWAITE  
Executive Director

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR MOTOR TRANSPORT  
(SHORT TITLE: SOP FOR MT)

Location: \_\_\_\_\_  
(Indicate location(s) of copy (ies) of this Manual)

SOP FOR MT

RECORD OF CHANGES

Log completed action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## SOP FOR MT

### INTRODUCTION

0001. BACKGROUND. Motor Transport (MT) assets provide a vital link for the efficient, effective, and timely accomplishment of the MARFORRES mission in combat or garrison. To carry out the mission each command must ensure maximum efficient and safe employment of equipment through the establishment of operational procedures, which prevent its misuse or abuse as well as effective maintenance programs that will ensure maximum equipment availability. To accomplish this, commanders must employ qualified personnel, delineate responsibilities, maintain required records, and conduct periodic inspections. Although commanders are ultimately responsible for proper motor transport operations, supervision and advisement from the Inspector and Instructor (I&I) and their staff are essential to mission success. Close, continuous attention and supervision at all levels of command will enhance the MARFORRES level of readiness.

SOP FOR MT

CHAPTER 1

GENERAL

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## SOP FOR MT

### CHAPTER 1

#### GENERAL

1000. SCOPE. This manual is applicable to all units within MARFORRES. Should the provisions of these Standing Operating Procedures for Motor Transport (SOP for MT) conflict with directives of higher authority, the latter will take precedence.

#### 1001. RESPONSIBILITIES.

1. COMMANDER, MARINE FORCES RESERVE (COMMARFORRES). The COMMARFORRES is responsible for all MT equipment, operations, and maintenance within MARFORRES.
2. ASSISTANT CHIEF OF STAFF G-4 (MARFORRES AC/S G-4). The MARFORRES AC/S G-4 has overall staff cognizance of and is responsible to COMMARFORRES for all aspects of MT operations and maintenance within MARFORRES.
3. UNIT COMMANDERS. Unit commanders are responsible for all MT functions. Unit commanders will ensure convoy commanders and operators are familiar and comply with all pertinent federal, state, local, and military traffic regulations.
4. UNIT MOTOR TRANSPORT OFFICER. Unit commanders possessing MT equipment will appoint an MTO in writing who will be directly responsible for MT operations and maintenance. The unit's MTO will be at least a staff sergeant.
5. LICENSING OFFICIAL. Units establishing a vehicle licensing program will appoint a Licensing Official in writing. The Licensing Official is responsible for ensuring applicants meet all the requirements established by reference (j) and reference (r) prior to signing the NAVMC 10964 (Application for government vehicle operator permit) and the actual OF-346 (Military Driver's License). The Licensing Official will be an officer, staff non-commissioned officer, or a civilian employee acting in this capacity.
6. LICENSING EXAMINER. The Licensing Examiner is responsible to the Licensing Official and administers the command's licensing program. The License Examiner will be a Cpl-MGySgt with the MOS of 3538 (MT Licensing Examiner).
7. MOTOR TRANSPORT CHIEF (MTC). The MTC is responsible to the MTO on all matters pertaining to and effecting the administration, operation, and maintenance of assigned motor transport resources.
8. DISPATCHER. The MTO will assign the dispatcher(s) in writing. The dispatcher is responsible to the MTO/MTC for the control of all MT equipment. The dispatcher will conduct dispatching procedures per reference (p). The dispatcher is a separate billet/individual from the MTO/MTC.

9. VEHICLE OPERATOR. The vehicle operator is responsible for the safe operation of assigned vehicle(s) and the performance of preventive maintenance checks and services per the appropriate vehicle operator manuals and lubrication orders. Per reference (h), vehicle operators will have (8) hours of consecutive rest off-duty within a 24-hour operation period. Per reference (j), vehicle operators will not consume alcohol within 12 hours prior to duty.

10. SENIOR MARINE/SAILOR. The Senior Marine/Sailor in a vehicle during operation shares responsibility with the vehicle operator for the safe operation of that vehicle. Ensuring adherence to traffic regulations, assisting the operator during reversing of the vehicle, lane changes, operations, and passenger conduct are but a few shared responsibilities.

11. CONVOY COMMANDER. A Convoy Commander will be assigned for all convoy operations. Two or more vehicles constitute a convoy. The Convoy Commander's responsibility extends to the total convoy operation. Convoy Commanders will give a full convoy brief prior to departing the motor pool and conduct a convoy debrief at the conclusion of the convoy (see Appendix D).

1002. MOTOR TRANSPORT STANDING OPERATING PROCEDURES (SOP). All units with MT equipment will prepare and maintain procedures for MT. Unit procedures should cover unit local procedures and not restate procedures covered in this order.

1003. PERSONNEL QUALIFICATION. MT operations and maintenance personnel should be capable of performing their duties per reference (e).

1004. OFFICIAL USE. Motor transport assets are only authorized for official use. Use of vehicles for community services and unit functions shall be done at the discretion of the commanding officer and/or I&I.

1005. TRAFFIC REGULATIONS. Convoy commanders and operators will know and understand and adhere to all pertinent federal, state, local, and military traffic regulations.

1006. REVOCATION OR SUSPENSION OF U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD OF 346.

1. Revocation of OF 346 is a permanent removal of a Marine/Sailor's tactical vehicle operation license. In order to operate motor transport vehicles again, a Marine/Sailor with a revoked license must recomplete all of the training and licensing requirements. References (j) and (r) provide commanding officers the discretionary authority to revoke an individual's OF 346 when warranted and prescribes the required administrative actions that must be accomplished. Once an OF 346 is revoked, it will be turned in to the MTC and stamped "REVOKED" and kept on file.

2. Suspension of OF 346 is a temporary removal of a Marine/Sailor's tactical vehicle operation license. References (j) and (r) provide commanding officers the discretionary authority to suspend an individual's OF 346 when warranted and prescribes the required administrative actions that must be accomplished. Once an OF 346 is suspended, it will be turned in to the MTC and held until the commanding officer removes the suspension. At the discretion of the commander, a new OF 346 will be issued without any requirement for retesting.

3. Suspension and/or revocation of an individual's OF 346 should be considered under the following circumstances:

- a. Conviction of DWI/DUI
- b. A positive urinalysis test result
- c. A guilty verdict for possession of illegal drugs
- d. Any event which causes a commander to lose confidence in an operator

4. Per reference (j), if an OF 346-holder's state drivers license is suspended by civil authority, it is at the discretion of the commander to waive the valid state drivers license requirement.

#### 1007. DIRECTIVES AND PUBLICATIONS.

1. Unit commanders will ensure that appropriate directives, orders, manuals, and technical publications are on hand.
2. Appendix (A) of this manual provides a listing of pertinent directives for MT operations/maintenance sections.

#### 1008. DESKTOP PROCEDURES AND TURNOVER FOLDERS.

1. General. Desktop procedures and turnover folders will be established and maintained. They should be uniform and simple.

#### 2. Desk Top Procedures.

a. Desk top procedures consist of specific procedures, references, points of contact, and related significant information concerning the management of a particular billet. Desktop procedures should be developed and maintained by the individual filling the billet to which the desktop procedures applies. The information should be functional and complete to the extent that a billet holder could be replaced without a contact relief.

b. At a minimum, desktop procedures are required for:

- (1) Dispatcher.
- (2) Licensing Examiner (If authorized).

- (3) Equipment Records Clerk.
- (4) Battery Room NCO.
- (5) Tool Room NCO.
- (6) HAZMAT NCO.

### 3. Turnover Folder.

a. Turnover folders should contain the description of billet responsibilities and organized in a binder and indexed to facilitate its use. It should stay relative to policy, personnel, status of pending or planned projects, references, management controls/techniques, functioning of the unit, and any other information necessary for a newly assigned individual to perform in that billet.

b. Turnover folders are required for:

- (1) Motor Transport Officer.
- (2) Licensing Official.
- (3) Motor Transport Chief.
- (4) Motor Transport Operations Chief.
- (5) Motor Transport Maintenance Chief.
- (6) Roadmasters.
- (7) Licensing Examiner.
- (8) HAZMAT NCO.

### 1009. ACCIDENTS.

1. General. Accident reporting and investigations will be accomplished per references (c) and (p).

#### 2. Actions on Scene of Accident.

a. In cases involving other vehicles or individuals, the driver will immediately stop, render such assistance as may be warranted or necessary and give his name, unit to which attached, vehicle registration number and show his OF-346 to the other person involved. Drivers will not make any statement as to guilt or innocence to any person other than military authorities. Information on emergency procedures and accident reporting can be found in Appendix B.

b. Operators will not remove vehicles from the scene of the accident until authorized to do so by military or local police, or other competent authority except when necessary to transport injured persons to an aid station, to report the accident or to remove a traffic hazard.

c. Operators will not make any "on-the-spot" monetary settlements for injuries or damage to property, provide any statement pertaining to liability or sign any document, pertaining to the accident.

### 3. Accident Reporting Procedures.

a. The driver of a government vehicle will be furnished with a trip ticket (NAVMC 10627), Standard Form 91 (SF-91), Operator's Report of Motor Vehicle Accident, Standard Form 94 (SF-94) Statement of Witness, and DD Form 518, Accident Identification Card, when a vehicle is dispatched.

b. Supervisors will ensure each operator is instructed on the proper use of the SF-91, SF-94, and DD Form 518 per reference (p). Periodic checks should be made to ensure blank accident report forms, witness statement forms, and accident identification cards are present on vehicles.

c. Operators or supervisors will immediately report the accident to the nearest military police or local police department.

d. An immediate telephone report of a tactical vehicle accident will be made to the MARFORRES G-4 Motor Transport commodity manager, via MSC during working hours and to the Command Staff Duty after working hours, regardless of the monetary value. MFR CDO can be contacted at (504) 678-8672.

e. Electronic copies of the completed SF-91 and 94 will be submitted to the MARFORRES G-4 Motor Transport commodity manager, via the respective MSC within 24 hours.

f. A safety mishap report will be submitted to MARFORRES Safety as per MCBul 5100 series, when applicable. Telephone contact should be made with the Safety Section, MARFORRES, if assistance is required on the submission of this report. Copies of the SF-91 and SF-94 will be submitted to the MARFORRES G-4 Motor Transport commodity manager via MSC within

4. Accident Investigation. Accident investigations will be conducted per references (a) and (s). Additionally, the Investigating Officer will include finding of facts concerning completeness of the dispatching procedures, thoroughness of the convoy commander brief (if applicable), and completeness of driver training and licensing.

a. Trip tickets, dispatch log, motor vehicle record folders, witness statements forms, and the accident report form will be preserved by the owning unit for use by the accident investigation officer.

b. As soon as possible after an accident the owning unit will LTI the vehicle to identify the damage. No repairs or exchange of parts is authorized until the vehicle is released by the investigating officer.

1010. UTILIZATION OF GOVERNMENT FACILITIES, EQUIPMENT AND MATERIAL FOR REPAIR OF PRIVATELY OWN VEHICLES.

a. The utilization of government facilities and equipment is authorized for repair/rebuild of privately owned vehicles at MARFORRES sites not co-located on a military base which has (MCCS-type) automotive facilities.

b. Use of facilities or equipment will not effect mission accomplishment or unit capabilities. Use is authorized only during non-working hours with the knowledge of the unit I&I.

c. ORM and all current safety orders and directives will be strictly adhered to. Site/Unit Commander must authorize use of facilities/equipment. An authorization letter will be maintained in the turnover binder of the MTO/MTC.

d. Use of Marine Corps-purchased consumables is not authorized for the repair of POVs.

e. POVs, RVs, boats, trailers, small watercraft, and/or any other personal property is prohibited to be stored at any MFR motor pool and/or parking lot.

1011. AWARDS AND RECOGNITION PROGRAMS.

1. Commanders are encouraged to establish awards and recognition programs that recognize individuals for exceptional professionalism and attention to duty. Such programs should include recognition for safe driving records, outstanding equipment maintenance records, and organizational equipment maintenance achievements.

2. Unit commanders will award all drivers a Safe Driving Certificate for operation of tactical motor vehicles over 5000 miles without incident.

3. Commanders at all echelons should encourage the submission of individual or unit ideas for the improvement of methods, systems, material and equipment.

4. Beneficial suggestions will be submitted to COMMARFORRES.

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CHAPTER 2

TACTICAL VEHICLE OPERATIONS

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CHAPTER 2

TACTICAL VEHICLE OPERATIONS

2000. GENERAL.

1. Tactical and logistical considerations are the governing factors in the employment of tactical MT equipment within this command. Proper control and utilization of tactical MT resources at all echelons is vital to ensure maximum personnel and equipment is available to effectively accomplish missions and tasks.
2. Commanders are encouraged, whenever and wherever possible, to manage tactical MT operations from a common pool in order to effectively maximize utilization and conservation of personnel and equipment assets.

2001. SAFETY MEASURES.

1. Unit commanders are responsible for the safe operation of all tactical motor vehicles.
2. A safety representative needs to be identified for the motor pool to ensure safety measures are being upheld.
3. When operating a tactical vehicle, the proper Personal Protective Equipment (PPE) will be worn at all times. Operators, assistant drivers, and passengers must wear a properly secured Kevlar helmet and flak jacket.
4. Ground guides will be used whenever a tactical vehicle is operated in any motor pool. When a ground guide is used, the vehicle operator will keep the ground guide in sight at all times. If vehicle operator cannot see the ground guide for any reason, he/she will immediately stop the vehicle.
  - a. The maximum speed for operating in reverse is 5 mph.
  - b. For vehicles that are not equipped with an automatic reverse warning beeper, the horn will be sounded with two short blasts when vehicle is placed into reverse.
5. The maximum speed limit for tactical vehicles is 45 MPH. However, if posted speed limits, traffic condition, weather conditions, or towed loads dictate, reduce speeds as appropriate.
6. When operating on multiple lane roads, all tactical vehicles will remain in the right most lane. The following exceptions are:
  - a. When the exit lane is to the left.
  - b. When required to make a left turn.

7. Per reference (h), wearing personal headphones, earphones, or other audio devices, to include cell phones and blue tooth devices, while operating any equipment is prohibited for operators. The use of boom boxes or other stereo equipment in tactical vehicles is also prohibited. The use of these devices masks or prevents recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and the ability to determine the direction from which the sound is coming.

8. Vehicle operators are prohibited from eating while driving tactical vehicles.

9. Smoking is prohibited in all tactical vehicles.

10. Vehicle operators are prohibited from using smokeless tobacco while driving tactical vehicles.

11. Chock blocks will be used on all vehicles when parked. At least one chock block will be used for HMMWVs. Two chocks blocks will be used for medium and heavy lift vehicles.

12. For medium and heavy lift vehicles, the chock blocks will be placed FORE and AFT of the center drive wheels.

13. As physical spacing capacity allows, the following tactical vehicle parking space considerations will be used:

Minimum. A minimum spacing setup is used for parking under administrative conditions. This setup will be used for vehicles parked in the motor pool. Vehicles parked side-by-side will be spaced far enough apart so that the doors on both vehicles can be opened at the same time without making contact. The front-to-back spacing factor will be 10 feet between vehicles.

Average. This spacing factor applies to training situations for tactical operations. It is a field setup or bivouac under a tactical training scenario where friendly forces have air superiority and the possibility of hostile air attack is very low. Approximately 50 feet dispersion between vehicles is maintained to offer protection against loss resulting from hostile ground actions, including mortar or artillery fire.

Maximum. This is a field setup with dispersion of about 100 feet between unit vehicles. This set up considers a scenario in which there is a threat of hostile air attack or indirect fire.

#### 2002. OPERATOR ASSIGNMENT.

1. Commanders will ensure each operational tactical vehicle asset, (prime mover and towed unit), is assigned to a qualified operator.

Such assignments must be of sufficient duration to enable the operator to develop a sense of responsibility for the item of equipment.

2. Qualified operators may be assigned the responsibility of both a prime mover and towed unit provided the towed unit is compatible to the prime mover. Where necessary, operators may be assigned responsibility for more than one item of equipment.

### 2003. CONTROL OF MOVEMENT.

1. General. Commanders/I&I's will ensure that before a vehicle is allowed to leave the motor pool/unit that a valid requirement exists.

2. Individual Dispatch. For the purposes of this Manual, individual dispatch equates to a MT requirement/mission that will be accomplished utilizing one vehicle asset and one primary operator. For movement control, the vehicle operator will be provided at a minimum the following information:

- a. Report to address and name.
- b. Report to phone number.
- c. A specified route that he is to take. Recommend strip map.
- d. A phone number he should call in case of trouble.
- e. Expected return time.

3. Convoy Dispatch. A convoy is two or more vehicles that are traveling together along the same route. Controlling convoy movement is dependent on the selective assignment of a convoy commander. Appendix D provides convoy procedures and for all convoy motor movement there will be the following:

- a. An assigned convoy commander.
- b. A convoy commander's brief given to the vehicle operators.
- c. Convoy commanders debrief (For vehicle operators).
- d. An after action report submitted to the MTO.

### 2004. DISPATCH CONTROL AND OPERATIONS RECORDS.

1. General. Regardless of motor movement type, individual or convoy, the key to assuring the commander that his MT assets are being properly utilized and operated by only qualified personnel is the dispatcher. The selection and assignment of dispatcher(s) should not be taken for granted.

The unit SOP for MT will include specific dispatching orders, procedures, and responsibilities for the dispatcher. Appendix E provides a sample desktop procedure for dispatchers.

## 2. Assignment and Training.

a. Dispatcher(s) will be assigned in writing by the unit Commanding Officer, MTO, or I&I. A copy of their assignment letter will be maintained with their desktop procedures.

b. Training for the dispatcher(s) should be accomplished utilizing reference (p), reference (t), this SOP, and the Dispatching Procedures MCI.

## 3. Dispatching Control.

a. General. No tactical vehicle will be dispatched unless the operator has in his possession a valid U.S. Armed Forces ID Card, a valid State drivers license, a valid U.S. Government Motor Vehicle Operators Permit (OF 346) for the capacity/type vehicle involved, a DIC card (only under the age of 26), a trip ticket (NAVMC 10627), an accident report form (SF-91), two(2) statement of witness forms (SF94), three (3) accident ID cards (DD Form 518), and appropriate operators technical manuals. Additionally, emergency/safety equipment will be checked prior to dispatch (Basic Issued Items (BII), reflector kit or flares, and an appropriate size fire extinguisher are required).

b. Special MT Equipment. Table 4-1 of reference (r) lists all equipment that requires a Medical Examiners Certificate. Wreckers, emergency vehicles, refuelers, tractor-trailers, and logistics vehicle system (replacement) (LVS/LVSR) all require medical certification.

c. Ammunition, Explosives, and Related Hazardous Material. In addition to the requirements delineated above, the commander must ensure that the dispatcher complies with the additional requirements contained in reference (t) before allowing the transportation of ammunition, explosives and related material.

d. During normal operation, the NAVMC 10627, Motor Vehicle and Equipment Operational Record (trip ticket) will not be valid for a period more than 24 hours. However, if it is known that a commitment will exceed the 24 hours time limit, the NAVMC 10627 will be stamped across the top in red ink "Authorized over 24 hours". The dispatcher will then make an entry in the remarks column of the NAVMC 10031, Daily Dispatching Record of Vehicles (Master Log), stating the vehicle is authorized over 24 hours. The same stamp may be used. The dispatcher will initial this entry.

e. When dispatching vehicles, enter the assistant drivers name and grade in the space provided for the second operator. Annotate in the left margin of the NAVMC 10627, next to second operator space the term "assistant driver". Complete remainder of form as per reference (p).

All "Times" and "Miles" information will be recorded in the space provided opposite the first operators name for both primary and assistant drivers periods of dispatch. Either operator may sign the reverse side of the trip ticket.

f. Utilization of tactical MT assets to transport military personnel to and from command-sponsored events may be authorized by the unit commander but should be used as a last resort.

g. Combat/Safety Deadline. Combat deadline is a condition in which a vehicle cannot operate at all. Safety deadline is a condition in which there is something about the vehicle which prohibits it from operating safely (burned out headlights/turn signals, missing wipers, cracked windshields etc...). Combat/Safety deadlined equipment shall not be dispatched.

#### 2005. OPERATION OF TOWED EQUIPMENT.

1. Towing of equipment will be accomplished as per the appropriate Technical Manual.

2. Personnel will not be transported in towed equipment.

3. "Tube watch" is a two-man team that rides in the back of an MTVR while towing a howitzer, who are assigned to watch the towed cannon and notify the vehicle operator of any unsafe conditions with the cannon.

4. Proper backing technique will be practiced when reversing a towed vehicle. Ground guides will be used when reversing all tactical vehicles.

5. It is to be assumed that up-armored vehicles exceed the gross vehicle weight rating (GVWR), therefore they should only be towed by the proper class of vehicle, IE: 7-ton truck (MTVR), Logistics Vehicle System (LVS), Logistics Vehicle System Replacement (LVSR), and most preferred method would be the wrecker. Wreckers are designed to bear the additional weight of armored HMMWVs and its brake system is better suited to handle the additional weight. Unarmored vehicles will not flat tow armored vehicles.

6. Speed limits for flat towing are restricted to 30 mph on highway and 15 mph off-road.

7. Speeds must be lowered as terrain and weather conditions dictate.

8. Before ascending or descending steep hills in HMMWVs, stop vehicle and shift transfer case to low range for engine braking. Failure to do so may result in damage to the drivetrain/ brake system.

9. Operators are responsible for ensuring that safety chains, vehicular electrical cables, and brake connections are coupled, with air supply turned on before moving towed units. Safety chains must be properly installed. If the vehicle being towed has no power to run hazard lights, a "Vehicle in Tow" sign will be placed on the front of the towing vehicle.

10. Tactical recovery vehicles will not operate amber warning lights while the vehicle is enroute to the recovery site. Tactical recovery vehicles will operate their amber warning lights while recovering and towing another vehicle.

11. The speed limit for tactical vehicles while descending grades of more than 10% on other than primary roads is 15 mph empty and 5 mph with cargo, personnel, towed vehicles, towed trailers, and towed howitzers. Additionally, vehicles will be in low transfer with the transmission in the lowest possible gear. LVS/LVSRs and MTRVs will utilize the Jacobs brake system.

2006. PASSENGER AND CARGO LOADS.

1. GENERAL

a. Maximum personnel and tonnage capacities are established in appropriate equipment technical manuals. In the interest of safety, and to prevent vehicle damage or abuse, these capacities will be followed except in cases of emergencies and only when authorized by unit commanders.

b. The number of persons riding in the front seat (cab) of any tactical vehicle will not exceed the designed capacity. Additionally, no cargo will be transported in the cab.

c. Personnel riding in tactical vehicles are required to keep all parts of the body inside the cab/passenger/cargo area while the vehicle is in operation. No one will be permitted to ride on running boards, tailgates, side or any other exposed part of the vehicle not intended for passengers. A troop safety strap will be used at all times when transporting passengers.

d. Passengers may be transported in the bed of dump trucks provided the bed is secured by chains, pins, or other adequate devices to prevent rising of the bed. Vehicle operators will ensure that the passengers remain seated on the vehicle bed during operation. The maximum number of passengers that may be transported in the bed of a dump truck when not specifically established in the appropriate technical manual is (14).

e. Vehicle operators will not transport passengers and cargo in the bed of a vehicle simultaneously.

f. Any operator or passenger who is exposed to the elements (i.e. turret gunners) are required to wear eye protection.

g. Equipment operators shall report to their respective supervisor/leaders when they are under a physician's care and are taking prescription drugs which may inhibit their safe performance of duties.

h. State and federal law requires that all cargo, to include personal packs and gear must be contained inside the vehicle. No cargo or gear can extend beyond the confines of the vehicle.

i. Operators and A-drivers are required to raise and lower tailgates for entry and exiting of vehicles. Any other method of entry or exiting is considered unsafe and is prohibited.

j. Vehicle operators are responsible for ensuring that cargo, regardless of type, is properly positioned and secured to prevent damage to the load.

k. Passengers will wear the appropriate utility or service uniform when being transported in a tactical vehicle. The wearing of training uniforms to and from the training site is permissible. Requests for authorization to transport passengers in civilian attire to organized athletic or military functions must be submitted to the MSC G-4 for approval. The wearing of flak jackets and kevlar helmets still applies for all passengers being transported in a tactical vehicle.

l. When required to transport civilians (i.e. dependents, retirees, etc.), units will ensure that each passenger signs a Hold Harmless Agreement. This form must be maintained for one year after the completion of the event. See Appendix H for a sample Hold Harmless Agreement.

#### 2007. MOTOR TRANSPORT MOVEMENTS.

1. General. The unit SOP for MT will contain information, instructions and procedures for the planning, organization, control, and execution of MT movements under garrison and tactical conditions. References (l) and (m), and Appendix D should be used as a guide for the accomplishment of these tasks.

#### 2. Planning.

a. The success of a tactical or administrative MT movement depends to a large degree on effective planning. Although both types of movement planning are conceptually similar, administrative movements within garrison (non-tactical) environments require considerable planning and coordination with local government and roadway authorities to ensure success, whereas tactical movement must be more concerned with the tactical situation. Appendix D of this SOP is provided as a guide for planning MT movements.

b. Planning for Annual Training (AT) is a continuous evolution. Getting the maximum quality training during a short two weeks is challenging. Quality training for MARFORRES drivers is basically lost during administrative convoys to and from AT after the first 50-100 miles. On the other hand, tactical convoy training is quality training that is mission oriented. Before considering an administrative convoy to and from AT, consider the loss of quality training for our Marines.

## EXAMPLE:

## Daylight Travel Only

HTC to AT	=	350 miles.
MAX speed	=	45 MPH.
Planning speed AVG	=	35 MPH.
Rest stop/Equip checks	=	20 Min/2 Hr.
Road Time & Rest	=	16 Hrs Plus
Training Days	=	2 Days
Total Training Days	=	4 Days

c. Commanders should consider the above example carefully. Preparing drivers to operate in a combat environment is mission essential.

### 3. Organization and Control.

a. MT movements must always be organized for a specific purpose as per a specific plan. Additionally, the movement must be organized to effectively utilize all factors involved (equipment, operators, vehicles, roadway, time, traffic conditions, tactical considerations, etc.).

b. MT movement columns will consist of 10 or fewer vehicles except when tactical or other pertinent considerations require otherwise.

c. All MT movements will be organized as per the three accepted column formations: close, open, or infiltration. See Chart below

Types of column formations (FM 55-30 Table 5-1):

Type of Formation	When used	Gap Between Vehicles	Rate	Advantages	Disadvantages
Close	Night, poorly marked routes, congested areas, reduced visibility	25-50 M	15 MPH 25 KMPH	Full traffic capacity of road can be used. Control easier. Fewer guides, escorts, and route markers are needed.	Quick dispersion is difficult. The column is easily detected. May cause congestion at point of arrival. Requires careful scheduling and rigid control to avoid blocking at intersections. Causes Driver's fatigue.
Open	Daylight, well marked routes, highways	100M	25 MPH 40 KMPH	Less chance of enemy observation or damage from attack. Cargo moves faster. Driver's fatigue is reduced. Fewer accidents, very flexible.	Command and control are difficult. Proper vehicle spacing is hard to keep.
Infiltration	Daylight, congested areas, heavy traffic crosses route		Vari-ous	Provides maximum security and deception. High speeds are possible. Other traffic has little effect on individual trucks.	More time required to complete the move. Columns control is nearly impossible. Drivers can get lost. Specific details must be given to each driver. Maintenance, refueling, and messing are hard to arrange. Vehicles may bunch up, causing close column to form. Requires experienced drivers. Orders are easily changed. The unit cannot be redeployed as a unit until the last vehicle arrives at destination.

d. Unless a specific situation exists that requires the convoy commander to adapt an alternate policy. State or interstate MT movements will use the "open column" except through heavy traffic when the closed formation is required for better control.

e. Commanders are responsible for determining the grade and number of personnel required to exercise proper and effective column control and march discipline.

Both column control and march discipline are indispensable to the success of any motor movement and are only attained through effective training and positive command attention.

2008. SECURITY OF TACTICAL VEHICLES. Vehicles will not be left unattended unless they are adequately secured. Locking devices will be utilized at all times when the vehicle is not occupied by the assigned operator.

2009. SIGNS.

1. Convoys. All administrative or tactical vehicle movements conducted as a training exercise over roadways or through areas other military and/or civilian traffic is/or may be operating, will display warning signs reading "CONVOY FOLLOWS" and "CONVOY AHEAD" on the lead and rear convoy vehicles respectfully. Four-inch stencils will be used to mark the signs. Color combinations will be yellow letters on a red background. Signs should be mounted so as not to obstruct the vehicle radiator. Lettering must be reflective. Sign dimensions should be six inches wide by forty-eight inches long.

2. Student Drivers. Colors, lettering, and sign dimensions are the same as paragraph 2009.1. Placement should be FORE and Aft on each vehicle.

2010. BASIC ISSUE ITEM (BII). All Basic Issue Items (BII) listed in the appropriate Technical Manual (TM) are to be on hand or on order for each item of MT equipment.

2011. TRANSPORTATION OF HAZARDOUS CARGO.

1. Instructions and qualifications for transporting hazardous cargo are contained in references (i), (t), and (w).

2. Ammunition, explosives, or other dangerous materials will be transported in strict compliance with instructions contained in references (t), (w), and all local laws and regulations.

3. All vehicles transporting explosives will be plainly marked as per reference (t).

4. Commanders will ensure that sufficient numbers of licensed vehicle operators, to include incidental drivers, are qualified for transporting hazardous cargo to meet their training/mobilization requirements.

5. No person other than the authorized driver and assistant driver shall be permitted to ride in a vehicle transporting explosives and/or hazardous materials.

6. Vehicles transporting more than 25 gallons of fuel inside approved containers must possess an explosive certificate and the vehicle must display appropriate placards.

2011

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7. Drivers of MTRVs transporting a lube unit, power operated (LUPO) are required to have a HAZMAT certification.

SOP FOR MT

CHAPTER 3

TACTICAL VEHICLE MAINTENANCE

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CHAPTER 3

TACTICAL VEHICLE MAINTENANCE

3000. MAINTENANCE POLICY. Maintenance of all organic equipment will be performed as per current directives and technical publications.

3001. GENERAL. For the purpose of this SOP the following terms are defined:

1. Preventive Maintenance. Maintenance that is performed by the equipment operator or qualified mechanic on a scheduled basis. The goal of preventative maintenance is to prevent and reduce corrective maintenance.
2. Corrective Maintenance. Maintenance that is performed by a qualified mechanic and that is not part of a scheduled service.
3. Operator/Crew-level Maintenance. Scheduled preventive maintenance checks, services and limited unscheduled corrective maintenance performed by a vehicle operator.
4. Field-level Maintenance. Scheduled preventive maintenance or unscheduled corrective maintenance that must be performed by a qualified mechanic but is beyond the commands authorized echelon of maintenance.
5. Depot-level Maintenance. The maintenance performed on material requiring major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end-items, including the manufacture of parts, modifications, testing, and reclamation as required. It also serves to support lower categories of maintenance by providing technical assistance and performing that maintenance beyond their capability. Depot maintenance provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities.

3002. OPERATOR/CREW MAINTENANCE. This will be conducted as per the proper TM for the equipment utilizing the Preventive Maintenance Check and Service (PMCS) Charts contained in the TM-10 Manual. Intervals of Checks and Services are as follows:

1. Before, During, After Operation. Performed each time equipment is dispatched.
2. Weekly/Monthly Checks and Service. Performed when equipment has been dispatched during a given week. A record of the last weekly/monthly check performed will be retained.
3. Annual, bi-annual preventive maintenance checks and services will be scheduled on the NAVMC 10561 (PM Roster). This form will be maintained as per reference (p).

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3003. FIELD-LEVEL MAINTENANCE.

1. Corrective. If quality scheduled preventive maintenance is accomplished, there will be fewer corrective maintenance requirements. When corrective maintenance is required, commanders must ensure the equipment is inducted into the maintenance cycle in a timely manner.
2. Corrective maintenance will be performed as per the TM for the equipment.
3. All commanders will ensure that a qualified mechanic inspects vehicles inducted into the maintenance cycle before and after services are performed.
4. All commanders will also ensure weekly DPR (Daily Process Reports) audits are conducted and results communicated to higher.

a. If required, support is available from the MARFORRES G-4 and can be requested through the chain of command.

3004. HIGHER ECHELON MAINTENANCE. No organization will exceed its authorized echelon of maintenance as identified in their T/O logistics mission statement without written approval from the Commanding General, MARFORRES (I&L Directorate).

3005. MAINTENANCE RELATED SUBJECTS.

1. Painting, Registration, and Identification Markings

a. Painting, registration, and identification markings of vehicle will be per NAVMC 2666 (Marine Corps Guide for Camouflage Paint Patterns), and reference (q). Only the most current, approved CARC paints will be used on Marine Corps tactical equipment.

b. Special markings for fuel tankers will be in accordance with reference (q).

2. Road Testing Vehicles. A qualified licensed driver with a valid OF 346 can operate a vehicle being road tested outside the motor pool area with only a NAVMC 10627, Vehicle and Equipment Operational Record (Trip Ticket). Such equipment will display a sign on the front and rear annotated "ROAD TEST". This sign must be of equal size and color combination as convoy signs.

3. Maintenance of Communication and Weapons System Vehicle Components. The maintenance procedures described herein apply to vehicular components of communications/electronics and special weapons system.

4. Economical Repair Criteria. The criteria for determining eligibility for economical repair of all tactical motor transport equipment is set forth in reference (f) and will be utilized by all tactical motor transport maintenance activities.

5. Tire Rehabilitation. Reference (o) provides technical information for organizational care, maintenance, and repair of pneumatic tires, inner tubes and radial tires.

6. Load Testing. The MK36 7 TON wrecker, MK-15 LVS wrecker, and organic cranes/lifts are to be inspected, per instructions prescribed in MCO P11262.2A.

7. Winterization.

a. The specific gravity of the antifreeze solution will be checked in all liquid cooled engines during monthly P.M.'s.

b. Vehicles requiring additional antifreeze will be added per reference (n). Vehicle radiators will then be tagged with the date, protected temperature, and name of individual doing repairs as well as annotated in the remarks section in pencil of the NAVMC 696, (Motor Vehicle and Engineer Equipment Record Folder).

3006. SHOP SAFETY.

1. General.

a. A supervisor's constant awareness of potentially dangerous practices, conditions, and immediate corrective action is an essential element of leadership.

b. Shop safety will be included in accident prevention training and instructions for drivers and mechanics.

2. Shop Safety Inspections.

a. Motor transport officers/chiefs and other supervisory personnel will conduct weekly (minimal) inspections to ensure the elimination of unsafe practices.

b. Field conditions often preclude compliance with ideal shop procedures. The following matters lend themselves to inspection and correction regardless of location and are strictly prohibited at all times:

- (1) The use of gasoline as a cleaning solvent.
- (2) Smoking within 50 feet of open fuel containers, including tanks, or leaking fuel lines or assemblies.
- (3) Working under or near improperly blocked vehicles.
- (4) Working under a vehicle on jacks or without jacks stands or blocks.

- (5) Accumulation of oil/grease on rags or clothing.
- (6) Oil or grease accumulation on decks.
- (7) Use of broken tools.
- (8) Use of jacks of insufficient capacity.
  
- (9) Wearing of rings, watches, or dog tags while working with batteries or electrical connections.
- (10) Use of inadequate slings.
- (11) Failure to ground electrical circuits.
- (12) Working under hydraulic brake components without goggles.
- (13) Filling of remounted tires with air without the use of a safety cage while in garrison.
- (14) Use of electrical tools or drop cords with faulty connections, bare wires, or broken plugs.
- (15) Pushing of vehicles.
- (16) Standing or working between a wrecker and a towed load.
- (17) Raising wrecker booms near electrical lines.
- (18) Leaving creepers on the deck.
- (19) Leaving vehicle doors open while a mechanic is under the vehicle.
- (20) Failing to block or secure hoods when open.
- (21) Wearing loose fitting clothing or clothing with sleeves down while working near a running engine or operating a power tool.

3. Battery Shop Requirement. Reference (u) provides detailed information and instructions for safe operation and maintenance of battery shop facilities. The following are considered minimum requirements:

- a. That personnel be properly and adequately instructed as to the hazards associated with working in battery shops.
- b. That adequate protective clothing (rubber boots, aprons, gloves, face shield, etc.) is available and used.

- c. That a deluge shower is available.
- d. That ventilation equipment includes general exhaust as well as local exhaust systems, as appropriate.
- e. That terminal straps be available for handling batteries.
- f. That adequate warning and safety signs are present at all times.

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CHAPTER 4

TRAINING

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SOP FOR MT

CHAPTER 4

TRAINING

4000. GENERAL. It is the Commander's responsibility to ensure that the Motor Transport equipment allocated to the Unit's training allowance is being utilized for MOS training on a regular basis. Mission accomplishment, in part, will depend on MOS 35XX proficiency and incidental operators driving proficiency.

4001. TRAINING EVALUATION.

1. Unit MOS and mission oriented training programs require effective evaluation methods to provide the Commander with the means to determine training requirements and to determine if the unit's training program is effective.
2. Commanders should adopt an inventory/proficiency testing program (written and practical exercise) to assess the MOS skill level of newly joined personnel and evaluate the quality of Unit MOS technical training. This management technique is invaluable for establishing individual levels of proficiency, determining semiannual proficiency marks, and as an aid in planning the unit technical training program.

4002. INCIDENTAL MOTOR VEHICLE OPERATOR TRAINING.

1. An incidental motor vehicle operator is defined as an individual whose primary MOS does not involve the operation of tactical and/or administrative use of motor vehicle, but whose military Table of Organization (T/O) billet mission/task or special military assignment requires qualification and licensing to operate motor vehicle as an additional duty.
2. Qualification training of incidental motor vehicle operators will be accomplished at the unit level under the cognizance of the organizational Motor Transport officer/chief. Testing and licensing of students should be accomplished during Annual Training (AT) or assigned training date, by a qualified licensing examiner assigned by the licensing official.
3. Performance objectives and training for the incidental motor vehicle operators will be in accordance with references (j) and (r).

4003. SPECIAL OPERATOR QUALIFICATION TRAINING.

1. Special operators qualification training is required to provide sufficient numbers of qualified operators within MARFORRES to fill the MOS 3536 (Recovery Vehicle Operators); 3534 refueler (MK970s), and explosive operators requirements and billets.
2. Qualification training of MOS 3536 (Recovery Vehicle Operators) will be accomplished on a scheduled basis.

3. Qualification training for explosive drivers will be accomplished at the unit level. All training and licensing will be conducted as per references (t) and (r). Refresher training will be completed every two years for recertification.

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CHAPTER 5

LICENSING

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CHAPTER 5

LICENSING

5000. GENERAL. Unit commanders have their own licensing codes and will appoint in writing a licensing official who has the authority to issue government operators permits (OF-346) per references (j) and (r).

5001. APPLICABILITY. Every motor vehicle operator of a government vehicle will have in his/her possession a valid U.S. Government motor vehicle operators permit, a DIC card (only 26 yrs of age and under) and a valid Military I.D. Card to operate a government-owned or controlled tactical vehicle.

5002. MOTOR VEHICLE OPERATOR TESTING AND LICENSING.

1. No Marine/Sailor will be dispatched to drive a tactical motor vehicle as an incidental operator until he/she has been properly trained, attended/completed a Driver's Improvement Course (DIC), (applies to only 26 years of age and under), examined and issued a U.S. Government Motor Vehicle Operator's Permit (OF 346) as per references (j) and (r).

2. Chapter 1 of this SOP states that each unit establishing a Vehicle Licensing Program will assign a licensing official. In most instances this assignment will be an additional duty. The basic responsibility of the unit Licensing Officer is to ensure the command has sufficient quantities of motor transport vehicle operators to accomplish the units training and/or mobilization requirements.

5003. LEARNERS PERMITS.

1. Learners permits must be issued to each driver applicant prior to commencement of driver training for either an initial OF-346 or a licensing upgrade. Such permits will be valid only when the driver-trainee is accompanied by an operator qualified to operate the equipment for which qualification is sought.

2. Under no circumstances will a driver trainee transport personnel or cargo for other than actual driver training.

3. Traffic regulations and safe driving practices will be obeyed at all times.

4. Student driver signs will be displayed both FORE and AFT on all vehicles being operated by a student driver. Signs will be red with at least four-inch yellow letters "STUDENT DRIVER". The signs are to be forty-eight inches long with one-half inch yellow border.

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5004. OTHER PERMITS.

1. Limited/shop use permit. Per reference (r), "Shop use only" permits can be used as a learners permit to upgrade to a OF-346 for six months after issue. Permits that are subject to restrictions will be indicated on the back of the OF-346 at the time of issue. Limitation must be clearly understood by the operator.
2. Extended Permit. Extended permits are only authorized for site staff personnel and will only be effective for those individuals who are unable to renew their permits at an established licensing office at the time their OF-346 expires.
3. Duplicate Permit. Duplicate permits are only used when an applicant's current OF-346 has been lost or destroyed.
4. Details relative to the issue of permits identified in paragraph 5005 above are contained in reference (j).

5005. LICENSING PROGRAM ADMINISTRATORS.

1. In order to administer a full licensing program, the commanding officer must appoint a licensing official with the authority to use the unit's licensing code. No unit will issue a license without having a qualified Licensing Examiner on hand. Units may have more than one licensing examiner. Units will appoint licensing NCOs who have the authority to train and test. Units may also appoint licensing instructors who may train but are not authorized to test.
2. Licensing Examiner Prerequisites.
  - a. Cpl-MGySgt.
  - b. MOS 353X or MOS 352X.
  - c. Satisfactorily completed a Marine Corps sponsored licensing examiner training course.
3. Licensing Examiner Training Course. The licensing examiner course is conducted at Camp Johnson, NC. Quotas can be coordinated through training using MCTIMS.

5006. LICENSING ISSUE AUTHORITY REQUEST. Qualified units who possess the necessary resources, have the capability to administer a full licensing program, completed the Licensing Examiner's Course and do not already have authority, may request license issuing authority through MFR G4 Motor Transport Office. Marines must provide and forward documentation of MOS 3538 along with Appendix G when requesting license issuing authority. Documentation may be forwarded electronically or via fax. Contact the MFR G4 Motor Transport Office for further guidance.

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CHAPTER 6

INSPECTIONS

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CHAPTER 6

INSPECTIONS

6000. GENERAL. Inspections, visits and spot checks should be planned and scheduled by Commanders. These should be frequent enough to provide the Commander with an awareness of operational readiness of MT personnel and equipment. Inspection checklists are a mandatory tool for performing all types of MT inspections.

Commanders shall develop inspection checklist using CGI/MORDT inspection checklist.

6001. VISITS.

1. Marine Corps Maintenance Assist Team (MMAT). MMAT's are scheduled visits coordinated by MARFORRES G-4 and conducted by LOGCOM. Each motor transport item will receive a limited technical inspection.

2. Staff Visits. The MARFORRES G-4 Maintenance Branch will conduct staff visits for a specific purpose, i.e., investigate trouble areas, disseminate information and ideas etc., and assist the Logistic Enhancement Readiness Team (LERT).

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CHAPTER 7

PUBLICATIONS

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CHAPTER 7

PUBLICATIONS

7000. GENERAL. Commanders will ensure all appropriate directives and publications both technical and non-technical, are on hand in sufficient quantity to meet training and mobilization requirements.

7001. DETERMINING REQUIREMENTS.

1. Reference (b) provides a step-by-step guide to determine what technical publications are required.
2. Units are authorized to maintain technical publications that are beyond the unit's echelon of maintenance for reference. However, a unit may not perform the maintenance indicated in the higher echelon technical manual without written authority from the MARFORRES G-4.
3. Pertinent directives that apply to virtually all motor pools are identified in Appendix A.

7002. PUBLICATION CONTROL.

1. Commanders will establish an internal publication control system using the guidance provided as per reference (b).
2. Unit motor transport supervisors must work closely with maintenance management, supply and admin personnel in order to keep publications current and on-hand.
3. Units SOPs should address publication control responsibilities and procedures for motor transport personnel.

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APPENDIX A

LIST OF PERTINENT DIRECTIVES/REFERENCES

GENERAL

ForO P11240.2B	MARFORRES SOP FOR MT
MCO 1200.17B	Military Occupational Specialties Manual
MCBul 3000 Series	Marine Corps Automated Readiness Evaluation System (MARES) Equipment
SL 1-2 and SL 1-3	Index of Authorized Publications
TI 5600 Series	Publications OPERATIONS/TRAINING/LICENSING OPERATIONS
MCWP 4-11.3	Transport Operations
MCRP 4-11.3F	Convoy Operations Handbook
FM 21-305	Army Manual for the Wheeled Vehicle Drivers
FM 55-1	Army Transportation Service Theater of Ops
FM 55-30	Army Motor Transport Operations
NAVSEA SWO20-AF-ABK-010	Driver Handbook for Ammunition, Explosives and Related Hazardous Materials
NAVMC 3500.39A	Motor Transport Training and Readiness Manual, (SHORT TITLE: MOTOR T T&R MANUAL)

### LICENSING

MCO P5102.1B	Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual
MCO 11240.66D	Standard Licensing Procedures for Operators of Military Motor Vehicles
TM 11240-15/3F	Motor Vehicle Licensing Official's Manual

### MAINTENANCE

MCO P4400.82F	Regulated/Controlled Item Management Manual
MCO P8020.10A	Marine Corps Ammunition Management and Explosives Safety Policy Manual
MCO P4790.2C	MIMMS Field Procedures Manual
MCO 4733.1B	MC Test, Measure and Diagnostic Equipment Calibration and Maintenance Program
MCO 4790.19	Depot Maintenance Policy
MCO 4855.10B	Quality Deficiency Report
FM 20-22	Vehicle Recovery Operations
NAVMC 2599	Guide Book for Commanders Material Management
UM 4790-5	MIMMS Field Users Manual
TM 10510-OD/1L	General Purpose Test Measurement And Diagnostic Equipment (TMDE) Listing (Including Ancillary Support Items & Tool Kits)
TM 11240-ODA	Principal Technical Characteristics of Marine Corps Motor Transportation Equipment

TM 4700-15/1H	Equipment Records Procedures
TM 4750-15/1F	Painting and Registration Markings for Marine Corps Combat and Tactical Equipment
NAVMC 2666	MC Guide for Camouflage Paint Patterns
TI 4790 Series	Maintenance Management Information
SL 6-1 and SL 6-2	End Item Application List
MDL	Management Data List
MCRL	MC Cross-reference
DAPAM 750-1	Preventive Maintenance Guide for Leaders
PS Magazine	The Preventive Maintenance Monthly (PS) Magazine

SAFETY

DoDI 6050.5	DoD Hazard Communication Program
DoDI 6055.1	DoD Safety and Occupational Health (SOH) Program
DoDI 6055.1	DoD Traffic Safety Program
DoDI 6055.7	Accident Investigation, Reporting, and Record Keeping
DoDi 6055.12	DoD Hearing Conservation Program (HCP)
MCO P5102.1B	Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual
MCO P8020.10A	Marine Corps Ammunition Management and Explosives Safety Policy Manual

MCO P11000.11B	Marine Corps Fire Protection & Emergency Services Program
MCO P11262.2A	Inspection and Load Testing of MC Owned Commercial & Tactical Load Lifting Equipment
MCO 3500.27B	Operational Risk Management (W/ Erratum)
MCO 4450.12A	Storage and Handling of Hazardous Material
MCO 5100.8F	MC Ground Occupational Safety and Health (OSH) Program
MCO 5100.19E	Marine Corps Traffic Safety Program (Drive Safe)
MCO 5100.29A	Marine Corps Safety Program
MCO 5100.32	Marine Corps Safety Awards Program
MCO 5101.8D	Marine Corps Ground Mishap Reporting
MCO 5110.1C	Motor Vehicle Traffic Supervision
MCO 6260.1E	Marine Corps Hearing Conservation Program
MCO 10330.2D	Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders
MCO 8020.13	Explosive Safety Review, Oversight, And Verification of Response Actions Involving military Munitions
NAVMC Dir 5100.8	Marine Corps Occupational Safety and Health (OSH) Program Manual
NAVMC 5100.8	Marine Corps Occupational Safety and Health (OSHA) Program Manual
29 CFR 1910 (OSHA)	Occupational Safety and Health Administration(OSHA) Standards
49 CFR	Code of Federal Regulations (Transportation)

SOP FOR MT

APPENDIX B

EMERGENCY PROCEDURES

EXAMPLE

Emergency instructions and accident reporting will be conducted as follows:

1. If anyone is injured, first aid should be administered immediately.
2. Notify the proper authorities.
  - a. MTO (XXX)XXX-XXXX
  - b. OOD (XXX)XXX-XXXX
  - c. PMO (XXX)XXX-XXXX
  - d. Local Police/  
Highway Patrol 911
  - e. Medical Services 911
3. Take precautions to prevent additional accidents or injuries.
4. Fill out SF-91, Operator Report of Motor Vehicle Accident, SF-94, and DD Form 518, Accident Identification Card.
5. Do not move any vehicle from the scene of an accident until directed to do so by proper authority.
6. Do not express any opinions orally or in writing, regarding the accident, except with local or military police. Drivers will not admit guilt to anyone, but will simply state the facts of the accident only.
7. If you cannot fill out the proper forms because of injury, have someone else fill them out for you. Ensure you get the names and address of any and all witnesses, and the police or investigator at the accident.
8. All accidents, no matter how slight, must be reported. Operator's supervisors will immediately report circumstances to MARFORRES G-4. Information required must include, but not limited to the following:
  - a. Extent of injuries to personnel.
  - b. Time and location of accident.
  - c. Operators name, rank, and unit.

d. Type of vehicle involved.

e. Extent of damage to vehicle.

f. Brief description of circumstances which caused the accident. (i.e. excessive speed, reversing without a ground guide, failure to yield right of way, weather conditions, road conditions, etc.)

SOP FOR MT

APPENDIX C

SAMPLE SAFE DRIVING AWARD REQUEST

From: Commander \_\_\_\_\_  
To: Commanding General, Marine Force Reserve (I&L  
DIRECTORATE)

Subj: SAFE DRIVING AWARD

Ref: (a) ForO P11240.2\_\_

1. Per the reference, the Marine(s) listed below is/are nominated for the  
Commander's Safe Driving Award.

<u>NAME</u>	<u>GRADE</u>	<u>SSN/MOS</u>	<u>INCLUSIVE DATES</u>
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COMMANDING OFFICER

SOP FOR MT

APPENDIX D

CONVOY PROCEDURES

1. DEFINITION. A convoy is defined as two or more vehicles operating as a unified, controlled unit.

2. RESPONSIBILITY. Convoy Commanders' grade, should be commensurate with the abilities of the individual and the mission responsibility involved in conjunction with responsible individuals as convoy commanders (NOTE: Verified with state and local laws on the amount of vehicles allowed per series).

NUMBER OF PRIME MOVERS	CONVOY COMMANDER GRADE
2	LCPL
3-5	CPL
6-10	SGT
11-15	SNCO
16 or more	OFFICER

3. CONVOY SIGNS.

a. Convoy signs will be placed on the vehicles with the convoy as follows:

Front of first task vehicle:	"CONVOY FOLLOWS"
Rear of first task vehicle:	"END OF CONVOY"
Front of last task vehicle:	"END OF CONVOY"
Rear of last task vehicle:	"CONVOY FOLLOWS"

LETTERS ON SIGN MUST BE MADE OF REFLECTIVE MATERIAL

b. Command, trail and/or control vehicles will be marked as appropriate. Convoy marker signs will be painted red with yellow lettering. Letters will be a minimum of four inches in height.

4. CONVOY AND VEHICLE GAP. Convoy traveling away from Home Training Centers (HTC) will have sufficient gap between vehicles to allow civilian traffic to pass through the convoy (OPEN COLUMN FORMATION). While traveling through towns and cities, a CLOSE COLUMN FORMATION should be used. Convoys of over 20 vehicles will be divided into serials. Serials shall be spaced/dispatched so as to avoid traffic congestion.

5. EXPLOSIVES AND DANGEROUS MATERIALS. Explosives and dangerous material will be transported in vehicles operating individually or in separate convoy.

6. CONVOY OPERATIONS. Each state has restrictions with regard to vehicle size, width, height and weight. Information required by most states include:

- a. Convoy route.
- b. Time of departure and estimated time of arrival.
- c. Vehicle type.
- d. Vehicle load.

Special permits may be required and must be processed and mailed by each state, therefore submission of convoy information must be timely. In addition to the permits, the states will advise if any restrictions apply, i.e., bridge capacities, overhead obstructions, stopping at weight stations, etc. Units conducting convoys must coordinate with their respective state's Department of Motor Vehicles prior to conducting their convoys.

7. SAMPLE CONVOY BRIEFING OUTLINE:

1. SITUATION:

- a. Friendly Forces.
- b. Support Units.
- c. Enemy Situation.

2. MISSION:

- a. Type of Cargo.
- b. Origin.
- c. Destination.

3. EXECUTION:

- a. General Organization of Convoy.
- b. Time Schedule.
- c. Routes.
- d. Convoy Speed.
- e. Catch up Speed
- f. Vehicle Distance.

g. Checkpoints.

h. Emergency Measures

(1) Accidents.

(2) Breakdowns.

(3) Separation from Convoy.

(4) Ambush.

(a) Action of Convoy Personnel in Event of Ambush

(b) Action of Security Personnel/Forces During Ambush

(5) Medical Support.

4. ADMINISTRATION AND LOGISTICS:

a. Cargo Loading and Unloading.

b. Control of Personnel.

c. Cargo Security.

d. Uniform and Equipment.

e. Billeting Arrangements.

f. Messing Arrangements.

g. Refueling of Vehicle.

h. Servicing of Vehicle.

i. Vehicle Recovery.

j. Off-load Instruction.

5. COMMAND AND SIGNAL:

a. Location of Convoy Commander.

b. Designation of Assistant Convoy Commander.

c. Succession of Command.

d. Action of the Security Force Commander.

- e. Serial Commanders Responsibility.
- f. Arm and Hand Signals.
- g. Radio Frequencies and Call Sign for:
  - (1) Control Personnel.
  - (2) Security Force Commander.
  - (3) Fire Support Elements.
  - (4) Medical Evacuation Support.

6. SAFETY:

- a. Hazards of Route and Weather Conditions.
- b. Defensive Driving.
- c. Weapons Safety and Security.

CONVOY COMMANDER'S CHECKLIST

1. MISSION REQUIREMENTS:

- a. Current Intelligence/Situation.
- b. Task Vehicle: Type and Quantity.
  - (1) Personnel.
  - (2) Cargo by Type, Class and Size.
- c. Security Vehicle: Type and Quantity.

2. RECONNAISSANCE:

- a. Map and Photo.
- b. Physical.

3. ROUTE SELECTION:

- a. Roads.
- b. Bridges and Tunnels.
- c. Grades and Curves.

- d. Requirements for Route Preparation or Repair.
- e. Enemy Capabilities.
- 4. LIAISON AND COORDINATION:
  - a. Units Along Route.
  - b. Units Being Moved.
  - c. Supporting Units.
  - d. Highway Control Agencies.
  - e. Shippers/Cargo Handlers.
  - f. Special Road Permits.
- 5. CONVOY ORGANIZATION:
  - a. Size of Serials/March Units.
  - b. Type of Column.
  - c. Operating Gaps.
    - (1) Serials/March Units.
    - (2) Vehicles.
  - d. Positions of Security and Supporting Hints.
  - e. Positions of Control Personnel/Escorts/Guides.
  - f. Organization for Command.
  - g. Vehicle Marking.
- 6. MOVEMENT PLAN:
  - a. Controlled Route.
    - (1) Convoy Clearance/Movement Credit.
    - (2) Road Movement Table.
    - (3) Special Permits or Authorization.
  - b. Distance, Time and Rate of Movement.

- (1) Trip Distance.
- (2) Required Start Time.
- (3) Column Length.
- (4) Slowest Vehicle.
- (5) Required Delivery Time.
- (6) Rate of Movement/Speed (Speedometer Multiplier).
- (7) Maximum Catch-Up Speed.

c. Loading.

- (1) Time and Place.
- (2) Report to.
- (3) Type/Class Cargo.
- (4) Outsize Loads.
- (5) Material Handling Equipment Required.
- (6) Blocking, Bracing and Cargo Restraints.

d. Staging.

- (1) Location.
- (2) Vehicle Checks.
- (3) Cargo Checks.
- (4) Time of Start Point.

e. Operator Briefing.

f. Start Point.

- (1) Location/Grid Coordinates.
- (2) Identification.

Characteristics/Alpha-Numeric Dysenteries.

g. Check Points.

(1) Location/Grid Coordinates.

(2) Identification Characteristic/Alpha-Numeric Dysenteries.

h. Guides and Markers.

(1) Positions.

(2) Posting and Pickup.

i. Halts.

(1) Purpose.

(2) Time and Duration.

(3) Location.

j. Medical Support.

(1) Organic Capability.

(2) Evacuation Procedure.

k. Release Point.

(1) Location/Grid Coordinates.

(2) Identification Characteristics.

(3) Report Requirements.

(4) Control of Vehicles and Operators.

l. Unloading.

(1) Time and place.

(2) Report to.

(3) Material Handling Equipment Required.

m. Backlog and Turn Around.

7. SECURITY ENROUTE:

a. Action in Event of Attack.

(1) Air Attack.

- (2) Artillery Attack.
    - (3) Ground Attack or Ambush.
  - b. Air Support Procedures.
  - c. Fire Support Procedures.
  - d. Use of Lights-Blackout Restrictions.
8. SERVICE SUPPORT:
- a. Fuel.
    - (1) Location/Times.
    - (2) Types and Quantity.
    - (3) Accompanying Convoy.
  - b. Messing/Rations.
    - (1) Location/Times.
    - (2) Units on Route.
    - (3) Prescribed Loads.
9. COMMUNICATIONS:
- a. Convoy Control Net.
    - (1) Serial/March Unit Commanders.
    - (2) Parent Unit/Headquarters.
  - b. Alter/Broadcast Net.
  - c. Security/Tactical Nets.
  - d. Fire and Air Support Nets.
  - e. Sound Signals.
10. CONVOY COMMANDER'S AFTER ACTION REPORT



OTHER COMMENTS/ISSUES (use another sheet if necessary):

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## SOP FOR MT

### APPENDIX E

#### SAMPLE DESK TOP PROCEDURES FOR MOTOR TRANSPORT DISPATCHER

The Motor Transport Dispatcher is directly responsible to the MTO, MTC. The dispatching procedures will be in strict compliance with the current edition of TM 4700-15/1H and as set forth herein. Any deviation from the TM will be specifically approved by the MTO or MTC.

#### RESPONSIBILITY

The dispatcher has the authority to require all operators of MT equipment to properly complete all the administrative and preventive maintenance forms, regardless of grade. The dispatcher will instruct operators if needed, but in no case argue a point. All misunderstandings will be referred to the MTO/MTC.

Only authorized personnel assigned by the unit Motor Transport Office will dispatch vehicles in accordance with TM 4700-15/1H. The dispatcher, under the supervision of the MTC operates the unit's vehicle operations center. The dispatcher's duties include:

1. Security of the motor pool.
2. The accountability of all wheeled vehicles.
3. Control of equipment entering or leaving the motor pool.
4. Ensure that scheduled PMs are inducted to the shop.
5. Proper dispatching of equipment.
6. Ensure that all SF 91s are complete.
7. Compiling required reports.
8. Maintain proper police of the motor pool.
9. Ensure that monthly mileage and fuel reports are prepared and submitted to the motor transport chief.

#### PROCEDURES

The dispatcher or a designated representative will remain in the dispatcher's office at all times. The dispatcher will provide responses for any unanswered question or situation. The following procedures are established.

1. Security of the Motor Pool. The dispatcher will ensure that all prime movers not dispatched or in the maintenance cycle are physically within the motor pool and accounted for within the compound.
2. Accounting for All Wheeled Vehicles. At the beginning of and prior to securing from each day, a physical count will be conducted of all wheeled vehicles and submitted to the MTO.

3. Control of Equipment Entering or Leaving the Motor Pool. The dispatcher will maintain positive control over all MT equipment that is on the road.

4. Proper Dispatching of Vehicles. Excerpts from the TM 4700-15/1H are provided herein and will be used as a guide. The following additional guidance is provided:

a. No vehicle will leave the motor pool unless authorized by the MTO/MTC.

b. Trip tickets will be filled out in accordance with current TM 4700-15/1H.

c. The dispatcher will ensure that all drivers have in their possession a valid OF 346, DIC card (only required for 26 yrs old and under), Military ID Card, and Medical Certification Card if applicable.

d. Ensure vehicle operators are provided with a SF-91, SF-94, DD Form 518, TM-10 and appropriate safety equipment, i.e., fire extinguisher, flare kit, etc.

e. Ensure vehicle operators are properly briefed on their mission, provided with a route to travel and a person to report.

f. Ensure vehicle operators are debriefed, trip tickets are completed properly and Daily Dispatch Log entries are made.

g. Ensure any discrepancies identified by the operator are investigated and properly recorded in the remarks portion of the trip ticket.

h. If discrepancies are identified in the remarks portion of the trip ticket that the operator cannot correct, remove the remarks portion and turn it in to the MTC. Note in the remarks of the Master Log the vehicle deficiency. Do NOT dispatch the vehicle again until the deficiency has been corrected.

i. Maintain records of vehicle miles traveled, fuel and oil consumed, trip frequency and elapsed time, type cargo and tons moved.

j. Maintain the NAVMC 10031 Daily Dispatch Log in accordance with TM 4700-15/1H and ensure:

(1) That a neat log is maintained and proper actions are taken for a faulty trip ticket.

(2) That the specific purpose is recorded.

(3) That "report to" is a person or billet, not a building or thing.

(4) That destination will always be a training area or building number.

SOP FOR MT

APPENDIX F

MARINE CORPS MOTORCYCLE DAILY OPERATION CHECKS

MOTORCYCLE PMCS

1. This form is to be held as if it were the bottom of the NAVMC 10627 (Trip Ticket).

2. It is to be used before/during/after on and off road operational checks:

Fuel*	Adequate supply in tank, no leaks.
Engine Oil*	Oil level between level lines.
Tires*	Proper air pressure (When cold).
Drive chain*	Slack 0-5 mm or 2 in.
Nuts, Bolts, Fasteners*	Check that steering and suspension components, exiles and all controls are properly tightened and fastened.
Steering*	Action smooth, but not loose from side to side. No binding of control cables.
Brakes*	No brake fluid leakage. Brake Pedal play 20-3 mm or .8-1.2 in. Brake pad wear lining more than 1 mm. Brake pad indicator within "Usable range."
Throttle*	Throttle grip play 1-3 mm or .08-.012 in.
Clutch*	Clutch lever play 2-3 mm or .08-.012 in.
Coolant*	No leakage. Coolant level between Lines (When engine cold).
Radiator Cap*	Properly installed.
Electrical Equipment*	All lights and horn work.

Engine Stop Switch\*                      Stop Engine.

Side Stand                                      Returns to its fully up position by  
Spring tension. Returns spring not  
weak or damaged.

\* Indicate Safety Deadline/Combat Deadline items.

NOTE 1: Daily PMCS will be performed in accordance with the maintenance specifications using the form in figure 1. These checks will be accomplished prior to dispatching. This form will be attached to and retained with the trip ticket for thirty days since the daily check on the NAVMC 10627 do not match the required checks on the vehicle. After thirty days, disposal of this form with the trip ticket is authorized.

PERIODIC MAINTENANCE CHART

SPARK PLUG - CLEAN  
 SPARK PLUG - CHECK  
 VALVE CLEARANCE - CHECK  
 AIR CLEANER ELEMENT - REPLACE  
 IDLE SPEED - CHECK  
 THROTTLE GRIP PLAY - CHECK  
 FUEL SYSTEM - CHECK  
CYLINDER HEAD BOLT TIGHTNESS - CHECK  
 CYLINDER HEAD NUT TIGHTNESS - CHECK  
 COOLANT - CHANGE    1 YEAR  
SPARK ARRESTOR - CLEAN  
 EVAPORATIVE EMISSION CONTROL SYSTEM - CHECK    CALI MODEL  
 ENGINE OIL - CHANGE    YEAR  
 OIL FILTER - REPLACE  
 RADIATOR HOSE CONNECTION - CHECK    YEAR  
 FUEL HOSE - REPLACE    2 YEAR  
 CLUTCH - ADJUST  
 DRIVE CHAIN WEAR - CHECK  
 DRIVE CHAIN - LUBRICATION    300 KM  
 DRIVE CHAIN SLACK - CHECK    800 KM  
 BRAKE LINING WEAR - CHECK  
 BRAKE FLUID LEVEL - CHECK    MONTH  
 BRAKE FLUID - CHANGE    YEAR  
 BRAKE HOSE - REPLACE    2 YEARS  
 MASTER CYLINDER CUP AND DUST SEAL - REPLACE    2 YEARS  
 CALIPER PISTON SEAL AND DUST SEAL - REPLACE    2 YEARS  
 BRAKE PLAY - CHECK  
 BRAKE LIGHT SWITCH - CHECK  
 BRAKE CAMSHAFT - LUBRICATE    2 YEARS  
 BRAKE CABLE - REPLACE    2 YEARS  
 STEERING - CHECK  
 STEERING STEM BEARING - LUBRICATE    1 YEARS

FRONT FORKS OIL - CHANGE  
TIRE WEAR - CHECK  
WHEEL BEARING - LUBRICATE 1 YEARS  
SPEEDOMETER GEAR - LUBRICATE 2 YEARS  
SPOKE TIGHTNESS, RIM RUNOUT - CHECK  
SWING ARM PIVOT, UNI-TRAK LINKAGE - LUBRICATE  
BATTERY ELECTROLYTE LEVEL - CHECK MONTH  
GENERAL LUBRICATION - PERFORM  
NUT, BOLT, AND FASTENER TIGHTNESS - CHECK

The scheduled maintenance must be done in accordance with this chart to keep the motorcycle in good running condition. The initial maintenance is vitally important and the must not be neglected.

FREQUENCY ON MAINTENANCE CHART: By odometer reading every  
800KM, 5,000KM, 10,000KM, 15,000KM, 20,000KM, 25,000KM and 30,000KM

OFF ROAD USE: By odometer reading every  
500KM, 1,000KM, 1,500KM, 2,000KM, 2,000KM, 2,500KM, 3,000KM and 3,500 KM

NOTE 2: Monthly PMCS will be performed in accordance with the information contained in figure 2.

SOP FOR MT

APPENDIX G

REQUEST FOR UNIT'S AUTHORITY TO ISSUE VEHICLE OPERATORS PERMITS

From: Commanding Officer/Inspector-Instructor  
To: Commander, Marine Force Reserve (I&L DIRECTORATE)  
Via: Chain of Command

Subj: REQUEST FOR AUTHORITY TO ISSUE VEHICLE OPERATORS PERMITS

Ref: (a) TM 11240-15/3D  
(b) MCO 11240.66D  
(c) ForO 11240.2B

1. Per the references, this unit requests authority to issue motor vehicle operator permits. The below information is provided:
  - a. Issuing Official-Capt Joe Marine XXX XX 1234 USMC/USMCR
  - b. Licensing Examiner-SSgt One Each XXX XX 5678 USMC/USMCR
2. This Command has the capability to conduct a full Licensing Program. My issuing official has read and understands all orders pertaining to Marine Corps Licensing and my licensing examiner meets the prerequisites identified in paragraph 5006.2 of reference (c).
3. I further understand that the issuing official is the only person authorized to sign the issuing official block on the OF-346.

U. R. COMMANDING ← (Authorizing Official)

Appendix H

Release and Hold Harmless

I hereby agree to release and hold harmless the United States, the U.S. Marine Corps, [name of responsible unit], and any of their military personnel, employees, and agents, or agencies (RELEASEE) from all liability for any injury, including death or permanent disability, to me, caused or alleged to have been caused, in whole or in part by their negligence.

\_\_\_\_\_ Initials

I hereby agree that this release not only binds myself, but also my family, heirs, assigns, administrators, and executors. Accordingly, I agree to defend and indemnify the RELEASEE from all liability for any damage, loss, injury, or death.

\_\_\_\_\_ Initials

Should I sustain any injury while observing, or participating in, [describe the event], I hereby authorize any emergency first aid, medication, medical treatment or surgery deemed necessary by medical personnel.

\_\_\_\_\_ Initials

If any portion of this release and hold harmless agreement is held invalid, the balance of this Release and Hold Harmless Agreement shall be in full force and effect.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First Name, Middle Initial, Last Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First Name, Middle Initial, Last Name

\_\_\_\_\_  
Organization and Telephone Number

If the participant is a minor, the minor's parent or guardian must read and sign below:

I am the legal guardian of the Participant and I hereby consent to his/her participation. I have read the foregoing Release and Hold Harmless Agreement and hereby agree on behalf of myself and the participant to its terms.

\_\_\_\_\_  
Signature of Participant's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First Name, Middle Initial, Last Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First Name, Middle Initial, Last Name

\_\_\_\_\_  
Organization and Telephone Number