**UNITED STATES MARINE CORPS**
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 11240.1A
G-4/MT
JUN 0 9 2017

II MARINE EXPEDITIONARY FORCE ORDER 11240.1A

From: Commanding General, II Marine Expeditionary Force
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR II MARINE EXPEDITIONARY FORCE MOTOR TRANSPORT (MT) (SHORT TITLE: II MEF MT SOP)

Ref: (a) MCO P4790.2C
(b) MCO P11240.106
(c) MCO 1200.18
(d) MCO 3500.72A
(e) MCO 11240.118
(f) TM 11240.15/3G
(g) MCO P8020.10
(h) NAVSEA SW020-AF-HBK-010
(i) DOD DIR 4500.36
(j) MCO 1650.17F
(k) MCO 4400.150E
(l) TM 4700-15/1
(m) MCO 11262.2
(n) MCO 5100.19F
(o) DODINST 6055.4
(p) MCO 4400.82
(q) MCO 4855.10C
(r) TM 4750-15/1
(s) TM 4790-15/1
(t) NAVMC 10772
(u) NAVMC 2671
(v) MCRP 4-11C
(w) MCWP 3-35
(x) MCWP 4-11.3
(y) MCRP 4-11.3F
(z) DD FORM 2133
(aa) TM 38-250
(ab) DD FORM 1387-2
(ac) 29 CFR 1910
(ad) OPNAVINST 5100.23
(ae) MCO 3500.27C
(af) MCO 5100.8
(ag) MCO 5100.29B
(ah) MCO P5102.1D
(ai) NAVMC 10970 (4-75)
(aj) NAVMC 3500.39C
(ak) MSTP PAMPHLET 4-0.1
(al) MCRP 4-11.3G
(am) FMF 55-10
(an) MCWP 4-11.3G

(ao) UM 4400-125 Retail Supply and Maintenance Procedures
(ap) MCO P8020.1
(aq) MCIEAST-MCB CAMLEJO P5810.3
(ar) MCIEAST-MCB CAMLEJO P5560.2
(as) MCIEAST-MCB CAMLEJO 4400.5
(at) CG MCIEAST-MCB CAMLEJ (Safety) Msg 161354Z Nov 12
(au) MCBUL 4081 Transportation Capacity Planning Tool (TCPT)
(av) MCO 4400.160
(aw) TM 11240-15/B
(ax) MCO 1650.61
(ay) MCO 4790.18C (Corrosion and Prevention Control (CPAC) Program)

1. Situation. To establish policy and procedures for the efficient, effective, and standardized management of II Marine Expeditionary Force (MEF) Motor Transport assets as required by references (a) through (ay).

2. Cancellation. II MEFO P11240.1.

3. Mission. II MEF subordinate commands will place this Order into effect immediately upon receipt.

4. Administration and Logistics. Point of contact for this Order is the II MEF G4 Division. The following telephone numbers are provided: II MEF Motor Transport Officer (MTO) and Motor Transport Chief (MTC) at (910) 451-5288 and (910) 451-8876.

5. Command and Signal

a. Command. This Order is applicable to all II MEF commands and those units assigned under the operational control of II MEF.

b. Signal. This Order is effective the date signed.

M. [illegible] DAY
Chief of Staff

DISTRIBUTION: B

Copy to: CG MCI-EAST/MCB CAMLEJ

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

TABLE OF CONTENTS

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

CHAPTER 1

ADMINISTRATION

II MEF MT SOP

1000. GENERAL. This Order is applicable to all commands of II MEF. Should the provisions of this Order conflict with directives of higher authority, the latter shall prevail.

1001. INTRODUCTION. To maintain motor vehicle transportation at its highest state of efficiency and effectiveness requires proper supervision at all command levels. Motor transport operations are critical to the successful employment of II MEF and are a vital link in support tasks and in the internal operations of all elements of II MEF. The establishment of standing operating procedures will help prevent misuse or abuse and ensure effective maintenance programs that ensure maximum equipment availability.

1002. RESPONSIBILITIES

1. The Commanding General (CG) II MEF is responsible for ensuring the proper use, maintenance and accountability of motor transport equipment.

2. The responsibility for motor transport functions within each II MEF Major Subordinate Command (MSC) and Major Subordinate Element (MSE) rests with commanders and includes proper management of personnel, equipment, and facilities. Commanders will ensure the unit's maintenance programs are conducted per reference (a).

3. All II MEF personnel have a duty to prevent abuse and misuse of motor transport equipment, to initiate prompt corrective action, as may be required, in the interest of safe operation, preservation of equipment, and the safety of personnel. The senior military member in any vehicle will be responsible for the safe and proper operation of the vehicle. Additionally, each commander has the responsibility to ensure that vehicle operators are properly trained and understand their responsibilities in the execution of II MEF's mission.

4. Motor Transport Officers (MTO) and Non Tactical Vehicle (NTV) Responsible Officers (ROs) are directly responsible to their commanders in all matters pertaining to and affecting the administration, operation, and maintenance of assigned motor transport resources. Detailed information setting forth MTO and Motor Transport Maintenance Officers' (MTMO) specific responsibilities is contained in the current editions of references (a) and (b). Additional guidance concerning the integration and operational employment of motor transport assets can be found in those publications listed in Appendix A.

5. Every operator (military and civilian) of government owned, leased or rented motor vehicles is responsible for the vehicle assigned and for all associated equipment. The operator is also responsible for:

a. Performing Preventive Maintenance Checks and Services (PMCS) to include verifying sufficiency of fuel, crankcase oil, engine coolant, battery electrolyte (water), and proper tire inflation.

b. Prompt reporting of vehicle defects and mechanical troubles.

c. Proper care and maintenance of all tools and accessories assigned.

d. Accomplishment of prescribed operator vehicle inspection and maintenance services in accordance with applicable technical manuals.

e. Operation of vehicles in accordance with regulations and safety requirements established by parent command, this order and higher authority.

1003. MOTOR TRANSPORT STANDING OPERATING PROCEDURES (SOP)

1. All II MEF MSC/Es will prepare and maintain a Motor Transport SOP in accordance with this order. All personnel assigned to motor transport billets will be thoroughly familiar with the provisions of this order and that of their parent command. At a minimum, SOPs must address the following:

a. Traffic Regulations

b. Dispatching Control and Operational Records

c. Locally Produced Forms and Records

d. March Movements

e. Towed Loads

f. Equipment Recovery

g. Fuel Conservation

h. Vehicle Safety

i. Tactical and Special Considerations

j. On-Vehicle Equipment (OVE)

k. Maintenance Records and Reports

l. Quality Control

m. Maintenance Related Subjects

n. Vehicle road testing

o. Weapons/Communications Vehicles

p. Related Safety Programs

q. Publication Control System

r. Inspections

s. Operations

t. Utilization and Leasing of Vehicles

u. Accidents and Damage

v. Road Master Program

w. Deployment Support Procedures

x. Licensing

y. Transportation Capacity Planning Tool (TCPT) Process

1004. PERSONNEL QUALIFICATION

1. Motor transport operations and maintenance personnel should be capable of performing their duties in accordance with references (c) and (d), and with their position descriptions (PDs) for civilian employees, as appropriate. Chapter 8 of this Order addresses the commander's responsibility to ensure technical Military Occupational Specialty (MOS) proficiency if assigned personnel are occupational field 35XX.

2. The proper selection, training, qualification, and supervision of vehicle operators is essential to the effective accomplishment of the II MEF mission and will be in accordance with references (e) and (f).

3. A carefully planned and implemented vehicle operator training program ensures the selection of personnel with the physical and mental qualifications that are necessary to operate government vehicles. Thorough training of selected personnel in every phase of military vehicle operation is necessary.

4. Operation of a tactical vehicle is strictly prohibited unless the operator is fully qualified in accordance with current directives. Operators must have in their possession a valid Motor Vehicle Operator's permit (Optional Form (OF)-346) in accordance with references (e) and (f).

5. Operators of Government Owned Vehicles must have in their possession a valid state driver's license.

1005. SPECIAL QUALIFICATION. All motor vehicle operators required to haul hazardous materials, explosives, or operating specialized equipment must be qualified in accordance with the current editions of references (e) through (h) and local regulations.

1006. OFFICIAL USE

1. "Official Use" of government owned, leased, or rented motor vehicles is restricted to that deemed essential to ensure official duties requiring transportation can be effectively performed. Whether authorized on a fulltime or trip basis, this explicitly precludes the use of tactical and commercial design government vehicles for travel from, or to, place of domicile, work, commissary areas, exchanges, clubs, messes, recreation areas, etc., unless such travel is directly related to the actual performance of duty. This restriction further prohibits the use of government vehicles for personal use to include private business, personal social engagements of the service members concerned, members of their family, or others.

2. Additionally, appropriated funds, or revolving funds, may not be expended for the maintenance or operation of any Marine Corps owned, leased, or rented motor vehicle not used exclusively for "Official Use".

3. Commanders are responsible for ensuring strict compliance with the instructions and restrictions concerning use of government owned, leased, and rented vehicles contained in this order and references (b) and (i).

4. Use of equipment for other than "Official Use" may result in administrative/disciplinary action.

1007. USE OF GOVERNMENT FACILITIES FOR POV REPAIR

1. Privately owned vehicles, parts, accessories, and equipment will not be repaired, serviced, or manufactured, in any II MEF government motor pool, shop, garage, or building.

2. II MEF government owned tools, equipment and supplies will not be used to service or repair private property. Privately owned vehicles will not be stored in any II MEF government motor pool, garage or other government building unless authorized.

1008. AWARDS, RECOGNITION, AND MARKINGS

1. Awards and recognition for exceptional professional performance should be conducted in accordance with reference (j).

2. Special recognition and operators placards are for use in garrison only. They should not interfere with the function of the vehicle radiator nor should they be eccentric or in poor taste.

3. Marine Corps Motor Transport Awards Program (MCMTAP)

a. The purpose of MCMTAP is to annually recognize exemplary performance of individuals and units/organizations across the Marine Corps in the Motor Transport field.

b. There are a total of ten individual awards and two Unit level awards.

c. More information can be found in reference (ax).

1009. BENEFICIAL SUGGESTIONS. Beneficial suggestions are encouraged and should be submitted per reference (j).

1010. DESKTOP PROCEDURES, TURNOVER FILES AND PROJECT FOLDERS

1. Desktop procedures, turnover files, and project folders must be maintained as required by reference (a). They should be uniform and simple. Not every billet requires a desktop procedure or turnover file.

a. Desktop procedures should include a list of procedures, references, points of contact, and related information concerning billet responsibilities. The information should be functional and complete to the extent that a billet holder could be replaced without a contact relief.

b. Turnover Files are a description of billet responsibilities contained in a binder and indexed to facilitate its use. Turnover files are organized with sections dedicated to duties, references, policy, points of contact, etc.

1011. INSPECTIONS

1. Inspecting is a varied process consisting of evaluations ranging from formal higher headquarters inspections for compliance with policy to an operations

NCO's spot check of PM services. The types of inspections used to examine motor transport procedures and readiness follow:

2. Field Supply and Maintenance Analysis Office (FSMAO)

a. FSMAO conducts comprehensive analyses of logistics functional areas to assess compliance with orders and directives and improve overall Marine Corps equipment accountability and readiness.

b. All commands/activities that account for and maintain General Property, Plant & Equipment (GPP&E), Operating Materials and Supply Inventory (OM&S), or perform distribution functions are scheduled to receive this inspection.

c. Analyses are scheduled and conducted with an emphasis on compliance, education, mentoring, and Continuous Process Improvement (CPI) within areas of supply, maintenance, maintenance management, and distribution.

d. FSMAO performs analysis of commands and activities within II MEF biennially.

e. Types of FSMAO Analyses

(1) Formal Analysis. Formal analyses are those analyses scheduled per reference (av) and any analyses directed by the CMC, I&L (LP) for which a formal analysis final report is required.

(2) Assistance Visits. All analyses that do not fall under the category of a formal analysis are considered as assistance visits. An assistance visit will be requested via the chain of command to the respective FSMAO. See reference (av) for details.

(3) Special Analysis. FSMAO OICs may conduct special analyses requested via the chain of command, or as directed by DC, I&L (LP). The FSMAO OIC will notify DC, I&L (LP) of all proposed special analyses.

3. II MEF Commanding General's Readiness Inspection (CGRI) Program

a. CGRI is a readiness-oriented inspection performed by the CG's assigned staff. The purpose of this type of inspection is to provide the MEF Commander with the "mission capable" readiness of the command. The CGRI inspection is usually scheduled a year in advance, however, unannounced inspections are at the CG's discretion.

b. The Motor Transport portion of the inspection includes, but is not limited to, the following: random vehicle Limited Technical Inspection (LTI), reconciliation with the Maintenance Production Report (MPR), tool set/box inventories, SL-3 inventory, licensing program procedures and operation, dispatching procedures, and MOS training.

4. Supply Logistics Analysis Program (SLAP). The SLAP inspection supports the Marine Expeditionary Unit (MEU) program and will be conducted in accordance with the II MEF MEU SOP.

5. Commanding Officer. The commander should make announced and unannounced inspections, as well as encourage key members of his staff to do so.

6. Maintenance Management Officer. As directed by the commanding officer.

7. MTO. It is critical that the MTO be capable of conducting internal inspections of his or her own operations and procedures, this includes assessing the status of the motor pool by use of inspection checklists and appraisal of quality control processes.

8. Road Master Inspections

a. The Road Master Program provides commanders with continuous random monitoring of operator performance, identification of unsafe motor transport practices and indicators of the condition of motor transport assets.

b. MTO. MTOs must maintain Road Master citations issued to their personnel for two years. It is encouraged that citations be given serious consideration at the unit level. Upon issue of a Road Master citation, the Road Master will contact the receiving unit's chain of command to notify the unit of the citation and the unit MTO has 10 days to acknowledge receipt in writing to the citation issuing MSC Motor Transport Officer. This is not to judge or interfere in command action, but to serve as quality assurance that the command is aware of the violation.

c. Spot Checks. Unannounced spot checks are performed periodically by the Road Master to detect unsafe operations, maintenance deficiencies and dispatching violations.

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

CHAPTER 2

TACTICAL MOTOR TRANSPORT OPERATIONS

2000. GENERAL

1. Tactical and logistical considerations govern the employment of transportation assets. Proper use of motor transport resources is vital to accomplish the tactical mission.

2. Commanders are encouraged to manage motor transport operations from a common pool to conserve personnel and equipment.

3. At no time will a motor vehicle be left abandoned, except for the time required to call for assistance. Under no circumstances will a vehicle be left unattended when loaded with hazardous material. All tactical vehicles left unattended outside of the motor pool will be secured with a locking device.

4. The marking of organizational vehicles, except for UIC numbers and USMC Registration Numbers, is prohibited per reference (k). Drivers' names may be included per chapter one of this SOP. Only Chemical Agent Resistant Coating (CARC) paint will be used to mark any tactical vehicle, assistance can be obtained from the II MEF corrosion repair facility. See reference (aw) for more CPAC Program details.

2001. OPERATOR ASSIGNMENT

1. Commanders should assign each vehicle to an operator whenever possible. Ideally, such assignments will be of sufficient duration to enable the operator to develop pride of ownership.

2. Operators may be assigned the responsibility of both a prime mover and a towed asset.

3. Tactical prime movers and towed assets that cannot be assigned to an operator may be inducted into an authorized administrative deadline program per reference (a). The use of the Marine Corps Logistics Command's Administrative Storage Program (ASP) is highly recommended if the commander deems necessary.

2002. DISPATCH CONTROL AND OPERATIONS RECORDS

1. General

a. Dispatchers must be assigned in writing by the unit MTO. A copy of this assignment shall be maintained in the desktop/turn over folder of each dispatcher for the duration of the assignment.

b. All tactical vehicles to include trailers must be dispatched in accordance with reference (l).

c. Per reference (au), units shall use Transportation Capacity Planning Tool (TCPT) to manage and dispatch all motor transport equipment. All TCPT outputs, to include the NAVMC 10031, must be in accordance with reference (l).

2. Dispatching Control

a. Before dispatching any vehicle the dispatcher will verify that the operator has in their possession: a military ID card, a valid US Government motor vehicle operator's permit (OF-346) listing the equipment to be operated, a

Driver's Improvement Card or proof of completion of Marine Corps approved Drive for Life training (if under 26 years of age), a vehicle and equipment operational record (NAVMC 10627 trip ticket), an accident report form (SF-91), statement of witnesses (SF-94), several accident ID cards (DD 518). Special note: operators of vehicles transporting hazardous cargo, to include ammunition, must be licensed to haul hazardous cargo and have in their possession a medical examiner's certificate, a valid state driver's license as prescribed by reference (h), and a copy of NAVSEA SW020-AF-ABK-010. Incidental operators are not authorized to transport ammunition off Base per reference (h).

b. IAW with reference (e), Officers may be licensed if deemed mission essential. Officers that have been screened and satisfy the requirements in reference (f) are eligible to be licensed on motor transport tactical equipment.

c. Vehicles will not be dispatched until the operator conducts the before operations (PM) checks and services prescribed for the vehicle. Vehicle operators have the responsibility to identify vehicle defects or problems which make the vehicle unsafe to operate.

d. When wreckers are dispatched, boom inspections are mandatory in accordance with reference (l). The completed boom inspection form is attached to the trip ticket and kept for 30 days when discrepancies are noted, or when required due to an accident or investigation.

3. Assistant-Drivers (A-Driver). When dispatching, all tactical vehicles are required to have an A-driver prior to exiting motorpools. When transporting weapons, light, medium, and heavy vehicles will have an armed escort assigned as the A-Driver. A-Driver assignment will be governed by one of the two following guidelines:

a. Local/Tri-Command Area. The Tri-Command area is defined as any area between Camp Lejeune, MCAS New River, and MCAS Cherry Point to include Marine Corps Auxiliary Landing Fields (MCALF). A-Drivers for vehicles dispatched within the local/Tri-Command area are not required to be MOS certified or licensed to operate the government motor vehicle. They are required to act as ground guides, observe vehicles or terrain, which may be in the operator's blind spot, and act as a guide in confined spaces. The A-Driver is not a sleeping post.

b. Long Haul/Outside Tri-Command Area. Outside Tri-Command Area is defined as any movement 50 miles outside of the Tri-Command Area (e.g. Fort Bragg, Fort Pickett, Fort A.P. Hill, Fort Stewart, or Norfolk area). Licensed A-Drivers will be in sufficient quantities as to assume driving responsibility within the convoy should the need arise. The movement leadership will determine the ratio of Licensed A-Drivers within the convoy. A-Drivers are also required to act as ground guides, observe vehicles or terrain, which may be in the operator's blind spot, and act as a guide in confined spaces.

4. Operational Records. The motor vehicle operational record (NAVMC 10627) and daily dispatching record (NAVMC 10031) will be managed using TCPT and must be administered in accordance with reference (l). Mileage will be estimated and entered on the master log when speedometers are inoperable.

2003. TRAFFIC REGULATIONS, SPEED LIMITS AND SAFETY MEASURES

II MEF MT SOP

1. MSCs must train motor transport personnel to comply with federal, state, and local military traffic regulations. Unit training programs must include instruction on traffic regulations on a quarterly basis.

2. Convoys will travel with the normal flow and speed of traffic not to exceed 55 miles per hour (mph). Tactical vehicles will not exceed regulated Technical Manual authorized speed or the posted speed limit, whichever is lower. Per reference (i), interstate convoy speeds will comply with posted minimum speed, unless the minimum speed exceeds 55 mph. Vehicles unable to maintain posted minimum speed will be routed over an alternate route. Vehicles will operate in a safe and efficient manner. Consideration must be given to surface conditions, road width, traffic conditions, weather conditions and vehicle load in determining a safe speed. The maximum speed for unimproved surface road is 25 mph.

3. Tactical recovery vehicles, to include those flat towing, may not exceed 35 mph when towing. Recovery missions on Interstate Highways have special considerations (see para 2005). Yellow beacon lights mounted on tactical wreckers must be used during vehicle recovery operations and night driving only. Under no circumstances will yellow beacon lights be displayed while the wrecker is en route to the recovery site unless during the hours of darkness.

4. Before backing, the operator must determine that backing can be accomplished safely. When backing is required, the assistant driver, or a passenger, must dismount and act as a ground guide. When a ground guide is used, the vehicle operator will keep the ground guide in sight of their mirrors at all times. If the vehicle operator cannot see the ground guide for any reason, they will immediately stop the vehicle and instruct the ground guide to remain in view. At no time will any ground guides place themselves between vehicles, or between a vehicle and a stationary platform or loading dock.

a. The maximum speed for operating in reverse is 5 mph.

b. For vehicles not equipped with an automatic reverse warning beeper, the horn will be sounded when the vehicle is placed into reverse.

5. Operators will avoid the use of tobacco products or consuming food or drinks while driving as this distracts attention from operating the government vehicle.

6. Tactical vehicles will have headlights on at all times when operating on hard surfaced roads. Headlights may be turned off during tactical training evolutions, when the vehicle is operated off road, specifically while traveling on improved and unimproved surface roads, and when the tactical situation dictates. Vehicles entering or crossing hard surfaced roads will turn headlights on for the period they are on the hard surfaced road.

7. Operators are ultimately responsible for their load and must ensure cargo is properly secured prior to moving. Bindings should be periodically checked during movement to ensure that loads do not shift. Halts should be scheduled during convoy operations by the serial commander specifically to check load security, equipment condition, and operator awareness.

8. Vehicle operators must be given an opportunity for 8 hours of rest within a 24-hour operation period per reference (o).

9. The use of cellular telephones (cell phones) by the driver while the vehicle is in motion is prohibited.

10. Per reference (o), the wearing of portable headphones, earphones, or other audio devices while operating any equipment is prohibited.

11. Eye protection will be worn by any operator or passenger whose face is exposed to the environment.

2004. SPECIAL PURPOSE VEHICLES

1. Special purpose vehicles such as ambulances, communication vehicles, armored vehicles, weapon carriers, and wreckers are restricted to the uses for which the vehicles were designed. Administrative use and transporting personnel or cargo is prohibited.

2. Operators of special purpose vehicles such, as wreckers and refuelers, are authorized to wear coveralls. Chevrons must be worn on the collars of coveralls, as worn on the utility uniform. Safety boots are required when operating special purpose equipment.

3. In extreme heat conditions, commanders may allow vehicle operators to remove their camouflage jackets when operating equipment that does not have air-conditioning. All personnel will put on their entire uniform immediately after exiting the vehicle.

4. Physical training gear may not be worn while operating tactical vehicles. During Morale, Welfare, and Recreation activities, the operator must be in uniform.

2005. TOWING, PASSENGERS AND CARGO

1. General. Maximum personnel and tonnage capacities are established in appropriate equipment technical manuals.

2. The safety pin in the towing pintle must be installed while towing. Further, the use of duct tape wrapped around safety pin and pintle may be used.

3. Vehicles towing trailers will obey the speed limitations for the trailer as listed in reference (aw) and IAW that trailers technical manual.

4. Operators are responsible for ensuring that safety chains and vehicle electrical cables are connected and vehicles with brake connections are coupled with air supplies and 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 used.

5. The transport of personnel in towed vehicles is prohibited.

6. Passenger limits are prescribed in vehicle technical manuals.

7. Passengers are prohibited from consuming alcoholic beverages. Vehicle operators are authorized to refuse to transport individuals suspected to be under the influence of alcohol or drugs unless the individual is under the

control of someone who can sufficiently restrain the individual to allow the operator to drive safely.

8. Recovery Towing. The TM-10, TM 9-4910-593-12&P and FMFRP 4-34 provide guidance on methods for the safe recovery of vehicles without the utilization of a recovery vehicle and should be reviewed prior to any recovery operations.

9. Cargo. Vehicle operators are responsible for ensuring that cargo is properly positioned and secured to prevent damage to the load. Operators must also prepare their vehicle for unloading and act as guides for material handling equipment.

a. Instructions for transporting dangerous materials are contained in reference (h).

b. Cargo and passenger loads will not be mixed except when passengers carry personal equipment, such as Individual Combat Equipment (ICE).

c. State and Federal laws require that all cargo, to include CTAP gear, camouflage poles and bags, must be contained inside the vehicle. No cargo or equipment can extend beyond the confines of the vehicle. This restriction applies to all military vehicles that drive on base, in training areas, and on State or Federal roads.

d. Recovering tactical vehicles for tow should be done to efficiently get vehicles to closest exit to reduce potential traffic hazards. If possible, alternate routes for recovered assets should be considered.

2006. HAZARDOUS CARGO

1. Transporting hazardous cargo must be conducted in compliance with the instructions contained in references (h) and (g).

2. Operators transporting hazardous cargo are required to meet the physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations.

3. Commanding Officers will make the determination when an operator has sufficient military driving experience to be trained for licensing to transport hazardous cargo.

4. To transport hazardous cargo the following operator requirements must be met:

a. Possess a valid state driver's license.

b. Possess a valid medical certificate.

c. Possess a valid OF-346, if transporting material in a tactical vehicle.

d. Be at least 18 years of age to transport hazardous cargo aboard military installations.

e. Be at least 21 years of age to transport hazardous cargo off of military installations.

f. Successfully complete the hazardous cargo operator's course.

5. Ammunition and explosives will only be moved outside the confines of the immediate Camp Lejeune area using government owned vehicles (GOV) as a LAST RESORT. Once it has been determined that movement via GOV is a requirement an off base ammo movement request must be generated and routed though the MSC ammo officer, MMCC and the Base Safety Office (BSO). All routes for transportation of hazardous material outside the confines of Camp Lejeune must be approved by the MMCC. Prior to movement, the unit must submit a convoy clearance request DD1265.

6. Vehicles transporting hazardous cargo must be inspected and marked in accordance with reference (h).

7. Trucks with iron or steel beds may not be used for hauling munitions unless the cargo is positioned on wooden pallet or fiberboard dunnage.

8. Compatible loads of munitions may be transported in the cargo bed of tactical vehicles in accordance with reference (h). Under no circumstances may fuses or detonators be transported with ammunition or explosives.

9. Only the operator and assistant driver may ride in vehicles transporting hazardous cargo.

10. Vehicles hauling hazardous cargo may not be loaded beyond the off-road capacity. Cargo containers may not exceed the height of the vehicle sides or end of the cargo bed.

11. Incidental operators and individuals under the age of 21 are not authorized to transport ammunition off base.

12. Vehicles carrying bulk fuel must be placarded accordingly.

2007. INSTRUCTIONS FOR OVERSIZED LOADS

1. Size, Weight and Load Limitations. Federal, state, and local authorities have established maximum limitations for dimensions and weight of vehicles authorized to operate on public highways with and without a permit. Limitations on dimensions, weight, and/or other characteristics of vehicular movement over roads and bridges are necessary to ensure safe passage and prevent damage to highway infrastructure. Other limitations, including hours of movement for oversized, overweight, or other shipments, are predicated on traffic congestion periods and hazardous operating conditions. Limitations are determined by each state IAW federal guidelines and can vary considerably.

a. Strict compliance/conformance with size and weight limits is required to ensure the safety of the highway user, and to avoid accelerating highway deterioration from increased traffic and heavier loads.

b. Vehicular movements exceeding legal limitations or regulations, or subjecting highway users to unusual hazards, will not be made using public highways, bridges, tunnels, and toll facilities without prior approval of state, local and/or toll authorities who directly control such facilities.

2. Vehicles and Loads Requiring Special Permits. Vehicles exceeding the dimension or weight specifications below require authorization from the state department of transportation to operate on public highways. These dimensions specifically cover North Carolina, South Carolina and Virginia but generally apply to other states as well.

a. Width. The maximum allowable width from the widest points must not exceed 8 feet 6 inches (102 inches). Safety devices and certain other devices are allowed to extend beyond the maximum limit. These include rear-view mirrors, turn signal lamps, handholds for cab entry/egress, splash and spray suppressant devices, and load induced tire bulge.

b. Length. Variable based on overall weight, number of axles, and distance between the most distant axles. Generally, 40 feet is the accepted maximum length of a single vehicle (e.g. MTVR) and 60 feet is the accepted maximum length for a combination (tractor-trailer MKR16/M870).

c. Height. The allowable maximum height of any vehicle and/or vehicle and load combination is 13 feet 6 inches (162 inches).

d. Weight. There are two aspects of weight which are governed by regulations; axle weight and gross vehicle weight.

(1) Axle weight:

(a) Single axle - 20,000 pounds

(b) Tandem axle - 38,000 pounds

(2) Gross vehicle weight. The maximum gross vehicle weight of any vehicle and/or vehicle and load combination is calculated using the Federal Bridge Formula (FBF). Refer to the United States Department of Transportation Federal Highway Administration (USDOT FHA) website at: http://www.ops.fhwa.dot.gov/freight/sw/brdgcalc/calc_page.htm.

(a) Over dimensional loads shall be reduced to the maximum extent possible, prior to requesting a permit.

(b) Divisible Loads are authorized on NC Highways that meet dimensional requirements for travel.

(c) Vehicle recovery. A legal vehicle may flat tow another legal vehicle without restriction. MKR15 and MK36 wreckers may tow a disabled vehicle or combination of vehicles to a place for repair, parking, or storage within 50 miles of the point where the vehicle was disabled, and may tow a truck, tractor, or other replacement vehicle to the site of the disabled vehicle.

2008. ON-VEHICLE EQUIPMENT (OVE). OVE must be stored in a secure area within the motor pool. Monthly inventory of OVE will be conducted and physically kept on file with the equipment. Inventory requirements are identified in references (k), (l), and (s).

2009. PARKING. When parking a vehicle, chock blocks, parking brake, and cable locks will be used.

II MEF MT SOP

2010. ACCIDENT REPORTING AND INVESTIGATIONS

1. There is a perception that motor vehicle accidents are part of the cost of doing business. The vast majority of accidents are the result of willful negligence or inexperience. Accidents are not part of doing business, they are the result of doing business poorly; failing to prepare, supervise, enforce, educate or even to become involved.

2. Commanding Officers should:

a. Establish a program that stresses professional driving and teaches advanced driving techniques.

b. Establish a recognition program for safe drivers.

c. Consider revocation or suspension of driving privileges for repeat traffic offenders.

d. Consider administrative action and or non-judicial punishment for moving violations issued by military authorities.

3. MTO's will:

a. Increase visibility of the command's actions following an accident. Recommend that all pertinent aspects of an accident, investigating officer's findings, and punishments be publicized to the command.

b. Define and develop the role of staff NCOs in teaching, supervising and reinforcing the unit's safe driving program.

c. Ensure route recons are conducted for all movements. Develop preferred routes for movements and make recommendations. Brief drivers about all conditions.

d. Maintain driving records on all assigned operators.

4. Chapter 6 of reference (ah) provides guidance concerning accident investigations. Reference (ah) also provides an accident investigation checklist, which may be used by an investigating officer.

5. In the case of an accident an SF-91 will be immediately completed by the operator.

6. Per reference (ar), the operator of any GOV, to include tactical and NTV vehicles, involved in any accident or collision on Base will immediately notify PMO.

7. Vehicles involved in an accident may not be repaired or dispatched until the vehicle is released from investigation.

8. Reference (ah) provides guidance and clarification for investigation mishaps. Contact the unit safety officer for guidance on reporting and investigating all mishaps, using the Wed Enabled Safety System (WESS) or naval message.

2011. NATIONAL CREDIT CARDS AND FUEL ACCOUNTABILITY

1. Tactical off base refueling using organic military equipment is the preferred method for supporting convoy operations; therefore, units are authorized and encouraged to conduct tactical refueling of vehicles or equipment at authorized locations while conducting convoys between DoD installations. In those cases when tactical off base refueling cannot be conducted, the U.S. Government National/Voyager credit card will be used to purchase fuel or services for tactical vehicles when operating away from Camp Lejeune.

2. When a request for operation of a tactical vehicle away from Camp Lejeune is approved, unit supply officers can obtain a credit card from the MSC/E Comptroller.

2012. RESTRICTED ROADS AND BRIDGES

1. Tactical vehicles may not use the following roads:

a. Western Blvd and Western Blvd extension; authorized only with Road Master escort.

b. Queen's Creek Road

c. Bear Creek Road

d. HWY 1756 (also known as Nine Mile Road for its length)

e. Nine Foot Road (Between Nine Mile Road and HWY 70)

g. Gum Branch Road

h. HWY 58 (Emerald Isle Road)

i. Stone Street except for emergency vehicles.

j. NC 210 east of NC 172

k. West Road

l. Catfish Lake Road

m. Lake Road

n. Roberts Road

o. NC-101

2. Tactical vehicles hauling ammo, fuel trucks, and vehicles towing howitzers are not authorized to use the main traffic circle at the intersection of McHugh Blvd and Holcomb Boulevard. All other vehicles are authorized. MSC's may restrict additional routes as they see fit.

3. Vehicles carrying oversized loads and ammunition must use the Slocum Gate to enter MCAS Cherry Point.

2013. VEHICLE ABUSE AND MISUSE

1. Vehicle Abuse. Vehicle abuse is any act or negligent oversight, which results in damage to a vehicle. Vehicle damage greater than $5,000.00 requires a JAG Manual Investigation to determine accountability as prescribed by reference (k).

2. Vehicle Misuse. Vehicle misuse will not be tolerated. Vehicle misuse includes, but is not limited to, the following:

a. Stopping at the Base Exchange, commissary, seven-day stores, post offices, or a private residence, etc.

b. Use of communication vehicles for administrative runs.

c. Any personal use of a government vehicle not associated with military operations.

d. Ineffective consolidation of runs requiring more vehicles to be dispatched than required. Vehicle misuse will be reported to the MSC/E MTO.

2014. ACCIDENT PROCEDURES

1. Operators involved in accidents shall:

a. Stop immediately and call local police.

b. Assist the injured. Do not move injured personnel unless it is absolutely essential for protection.

c. Warn other motorists of any existing highway hazards.

d. Do not leave the scene of the accident except as authorized by a state law enforcement officer or other proper authority.

e. Contact Road Master, whenever practical, when doing so will not interfere with lifesaving protocols or law enforcement directions.

f. As soon as possible emplace safety triangles at 50 and 100 feet away from the vehicles to warn other vehicles or your presence.

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

CHAPTER 3

TACTICAL VEHICLE MAINTENANCE

II MEF MT SOP

3000. GENERAL

1. The purpose of tactical motor transport assets is to support mission accomplishment. Command interest, technical proficiency and supervision are the keys to a good maintenance program.

2. Maintenance is a combination of all actions taken to keep equipment in a serviceable, combat ready condition. Maintenance by definition is the cleaning, classification as to serviceability, testing, servicing, adjusting, repairing, rebuilding, modification and inspection of equipment.

a. There are two Levels of Maintenance (LOM).

(1) Field Level Maintenance (Organizational and Intermediate Maintenance) is maintenance that does not require depot maintenance capability and is performed by crew/operators and technicians within Marine Corps Organizations and Activities. Organizational maintenance will be completed at the unit level while intermediate repairs are completed by 2d Maintenance Battalion.

(2) Depot Level Maintenance. Operated by Marine Corps Logistics Command (MCLC).

b. Maintenance is the responsibility of the using unit and will be performed in accordance with applicable technical manuals, authorized supply manuals, publications, and current orders and directives covering organizational/intermediate maintenance.

3. The key to a successful maintenance program is supervision by leaders. One of the determining factors in an effective motor transport maintenance program is a systematic command inspection program. Commanders will encourage establishing an internal maintenance inspection program.

4. Units are authorized to perform only that level of maintenance, which is authorized in their Table of Organization (T/O) and as applicable by Technical Manuals (TMs), Technical Instructions (TIs), Modification Instructions (MIs), and Global Combat Support System-Marine Corps (GCSS-MC) Procedural Notices.

5. The following guidelines apply to II MEF units:

a. Repairs should be performed at the lowest level of maintenance consistent with the nature of the repairs.

b. Repairs beyond the capability of the unit will be evacuated to the next higher level, or the unit will request a contact team from the Intermediate Maintenance Activity (IMA).

3001. PREVENTIVE MAINTENANCE

1. The timely, effective performance of operator and organizational Preventive Maintenance (PM) is a prerequisite for equipment readiness. The goal of PM is to prevent and reduce corrective maintenance. Commanders will ensure that the required preventive maintenance checks and services are promptly and correctly completed and annotated in GCSS-MC.

2. Motor Stables are an effective program for ensuring that operator services are performed on a large number of vehicles. Additionally, Motor Stables provide an effective, comprehensive and systematic means of performing maintenance requirements on motor vehicles. With proper supervision, Motor Stables provides a means to train motor vehicle operators in the correct preventive maintenance procedures. Motor Stables also serves as a means for inspection as well as a means to conduct pre and post deployment maintenance. When discrepancies are identified, the maintenance section will be notified immediately.

3. Performance of Preventive Maintenance Checks and Services (PMCS) will be in accordance with the current edition of references (a), (l), and (ao), as well as local MMSOP's and appropriate technical publications.

4. Considerations of deadlined and evacuated equipment must be made when conducting scheduled PMCS. Coordination with the supporting maintenance activity to ensure that the equipment receives adequate PMCS after evacuation to the maintenance facility is the responsibility of the owning unit.

3002. CORRECTIVE MAINTENANCE

1. Commanders will develop and implement standardized procedures for the management and coordination of corrective maintenance. Corrective maintenance will be performed in accordance with procedures established in the current edition of references (a), (ao), and the applicable technical manuals.

2. If required, contact team support maintenance is potentially available from 2D MLG and can be requested via the chain of command.

3. The economical repair criteria contained in the current edition of reference (r) will be followed.

3003. LIMITED TECHNICAL INSPECTIONS. Limited Technical Inspections (LTIs) shall be completed per reference (l). The appropriate technical manual's maintenance allocation charts shall be used as a systematic checklist by the technician(s) during equipment inspections. Regardless of level of maintenance, technicians conducting LTI's shall use the NAVMC 10284 LTI form located in reference (l). Further, CARC Condition Code will be annotated in all cases where an LTI/JLTI is generated.

3004. QUALITY CONTROL PROGRAM

1. Commanders are required to establish a Quality Control (QC) program in accordance with MMSOP's and per reference (ao).

2. QC requires a complete equipment inspection to determine proper completion of maintenance actions and that equipment records are completed per reference (l). Equipment inspections will be conducted by qualified supervisory personnel under actual or simulated operating conditions. Equipment not performing satisfactorily will be rejected and recommendations made for further maintenance action. The purpose of quality control is to check a procedure or task against known standards. QC procedures include both physical and administrative tasks. QC procedures must be established and implemented throughout all phases of the maintenance cycle within a Command.

3005. MAINTENANCE RELATED SUBJECTS

1. Product Quality Deficiency Reports (PQDR), SF-368, shall be submitted per the current edition of reference (q). Further, a PQDR is required for most warranty claims.

2. Commanders shall ensure that all DoD orders, MCO's and local restrictions are adhered to in the painting of tactical motor transport equipment. Units should plan/budget and establish, using owning unit O&M dollars, a unit level Corrosion Prevention and Control (CPAC) Program. This will cover condition code one and two equipment. The program should utilize the local Corrosion Repair Facility (CRF) via request for satellite contact team from the CRF. Units should utilize/induct condition code three and four equipment into the CRF. Special consideration and planning is required for military equipment that will attach to a MEU to mitigate excessive corrosion rehabilitation.

3006. MAINTENANCE STAND-DOWNS

1. Care must be given to ensure that the emphasis given to equipment maintenance parallels that given to training and operations. Equipment which is continually in use requires increased maintenance if it is to be kept operational. Maintenance stand-downs provide the commander with the opportunity to enhance the condition of equipment through a dedicated and intensive maintenance effort.

2. The following are some considerations for maintenance stand-downs:

a. Maintenance stand-downs are designed to prepare units for training exercises or deployments and/or to allow for maintenance and recovery after major exercises or deployments.

b. Maintenance stand-downs should be planned and scheduled with the primary purpose of conducting maintenance and not for training which prevents operators, technicians and support personnel from working on equipment and associated records.

c. The focus of the effort should be identifying maintenance deficiencies.

d. Detailed planning for maintenance stand-downs is required to ensure its effectiveness. Some recommended considerations for planning a stand-down include, but are not limited to, the following:

(1) List of equipment

(2) List of objectives

(3) Schedule shop spaces

(4) Repair Parts and Direct Support Inventory stocks

(5) Request support to augment unit capability

(6) Fiscal Planning

e. Some Maintenance Management Related Tasks include but are not limited to:

(1) Update desktop and turnover files.

(2) Review training plan.

(3) Reconcile Deadline Report with Equipment Status Report (ESR), use reference (ao) for current updated process.

(4) Update modification control/procedures.

(5) Update calibration control records/procedures.

(6) Conduct validation/reconciliation with supply/maintenance management.

(7) Validate correct parent/child relationships in GCSS.

3007. ROAD TESTING

1. Road testing will be accomplished by a licensed operator. A trip ticket must be filled out, and all safety devices and road test signs must be displayed on the front and rear of the vehicles.

2. Care should be taken to ensure that the road testing of vehicles is accomplished safely. Road testing will be restricted to command designated routes.

3008. MAINTENANCE TRAINING. Commanders are responsible for the implementation and conduct of a continuous training program in accordance with reference (d), for maintenance personnel to build stronger technical skills. Training and evaluation must encompass all aspects of service-maintenance, motor vehicle operations, and the supervision and management of unit motor transport operation and maintenance, the goal of which is the enhancement of all motor transport personnel.

3009. EQUIPMENT MODIFICATION

1. Equipment modification procedures shall be established and managed in accordance with the guidelines, instructions and procedures contained in references (a), (l), (p), and (ao).

2. Only those modifications of equipment authorized by published Modification Instructions (MIs) and Technical Instructions (TIs) are authorized to be performed.

3010. CALIBRATION. Calibration of support and test equipment will be in accordance with instructions contained in references (l) and (ao). Calibration records will be maintained in accordance with references (l) and (ao).

3011. EQUIPMENT EVACUATION. The timely and proper evacuation of equipment requires the implementation of specific procedures and policies. Such procedures should include guidelines for performing pre-evacuation services by the unit owning the equipment and guidelines for what the maintenance activity

must accomplish before receiving the equipment. References (a) and (ao) provide information and guidelines.

3012. CANNIBALIZATION/SELECTIVE INTERCHANGE. Cannibalization and selective interchange will be in strict accordance with reference (a).

3013. SUPPORT AND TEST EQUIPMENT

1. Support and test equipment consists of general mechanic tool sets, special tool sets, tool chests and test/measuring equipment.

2. Accounting for and inventorying tool sets, chests and kits will be in accordance with the current editions of references (a), (k) and local SOPs and directives.

3. Stock List (SL)-3s are required for the inventory of tools, sets, kits and chest. However, locally produced forms or extracts may be used in accordance with reference (s). Caution should be used to ensure that local extracts mirror the current SL-3.

4. Test and support equipment should be properly secured under lock and key in an area that makes forced entry difficult.

5. Missing or damaged components must be requisitioned as soon as possible after identification. Cleaning, care, and maintenance of support equipment are vitally important to ensure combat readiness.

3014. MAINTENANCE OF COMMUNICATION/ORDNANCE VEHICLES. Motor transport vehicles may be a component of an "ALPHA" or "ECHO" "TAMCN" end item, or have a parent/child relationship within GCSS-MC. PM services of the vehicle should coincide with PM services of the radio and components.

3015. LOAD TESTING AND CERTIFICATION

1. Load testing and certification of vehicles and equipment will be conducted in accordance with reference (m).

2. Load testing will be coordinated and conducted through the Marine Corps Installations East-Camp Lejeune Base Safety office, or an established and approved load testing facility.

3016. ADMINISTRATIVE STORAGE/DEADLINE PROGRAM

1. IAW reference A, PMCS may be deferred or their interval extended if the equipment is placed in administrative storage or the equipment is placed on administrative deadline. The criteria and PMCS requirements for equipment placed in an administrative storage program or administrative deadline program are as follows:

a. MSC Commanders may authorize storage programs. When administrative storage programs are authorized, the equipment must:

(1) Not be stored less than 24 months or more than 36 months.

(2) Be in condition code b or better.

(3) Be visually inspected quarterly.

(4) Be exercised every 6 months.

(5) Have a PMCS before induction.

(6) Have any due PMCS conducted and a new PMCS scheduled upon removal.

b. Commanding Officers may authorize administrative deadline. When administrative deadline programs are authorized, the equipment may have batteries and pilferable items removed and stored and must:

(1) Not be stored less than 6 months or more than 12 months.

(2) Be in a mission capable status.

(3) Be visually inspected monthly.

(4) Have a daily or equivalent PMCS performed in conjunction with quarterly exercise.

(5) Have a semiannual or annual PMCS performed within 30 days before induction.

(6) Have any due PMCS conducted and a new PMCS scheduled upon removal.

2. MCLC supports the II MEF Administrative Storage Program (ASP) which was established to provide unit commanders an option for the storage of ground combat equipment that is above the unit's day-to-day training requirements to reduce the maintenance requirements, associated cost and extend the life cycle of the equipment while maintaining the equipment in a serviceable and combat ready status. The ASP is an integral part the II MEF overall ground equipment program. Units possessing equipment not required for training or deployment should take advantage of the ASP to better manage their maintenance capacity and resources. Detailed information can be found on naval message dated: 251722Z Oct 12.

3017. PUBLICATIONS

1. Commanders must ensure that adequate publications are available to support motor transport operations.

2. Management of publications is prescribed in reference (a). The process of managing publications is best described as a never ending cycle of requisitioning, reconciliation and updating.

3. Reference (a) provides a guide in determining publications requirements. Commanders should review the Consolidated Memorandum Receipts (CMR) against their publication allowances to ensure they hold the supporting publications for equipment in their possession.

4. Commanders are authorized to maintain technical publications above the unit's authorized echelon of maintenance for reference, but may not perform the higher echelon maintenance functions if maintenance task is beyond authorized unit capabilities and shall not exceed field Level of Maintenance (LOM).

5. Publication control systems must be managed using internal control procedures.

a. Publications shown in SL 1-2 and SL 1-3 related to organic assets must be requisitioned when deficiencies are noted. These stock lists are published quarterly in the automated files of the Publications Library Management System (PLMS). It should be noted that use of PLMS is not mandated by higher headquarters policy but is highly recommended for publication control.

b. Regardless of the type of filing system used, a unit's internal distribution list must show the quantity of each publication in the MTO's publications library.

c. A copy of the internal distribution listing must be maintained by the Commander. This is required to validate and review the content of the publication library.

d. Publication requisitions must be validated once every 45 days. The validation record must be kept by the MTO and should contain backorder validation information conducted by the unit supply officer on a semiannual basis.

e. The Command will report publication discrepancies or recommendations using reference (t) and the instructions contained in reference (u).

3018. Enterprise Lifecycle Management Program (ELMP). The objective of the ELMP is to implement a process that integrates the contributions of independent Marine Corps stakeholders across multiple planning horizons; enables effective and efficient depot level maintenance planning and execution for ground weapon systems and associated material; produces accurate, visible, and defensible depot maintenance requirements and budgets; accurately tracks mean time between overhaul (MTBO); and improves the overall equipment availability and readiness of the operating forces.

II MEF MT SOP

# CHAPTER 4

## SPECIAL MOTOR TRANSPORT OPERATION

4000. GENERAL. The intent of this chapter is to provide basic guidance for conducting motor transport operations in environments other than those normally experienced. Commanders must make preparations for a variety of conditions and climates. Motor Transport personnel must be trained and equipment should be maintained in the highest state of readiness and prepared to operate in all types of environments.

4001. AMPHIBIOUS OPERATIONS

1. Amphibious operations will be planned and conducted IAW appropriate orders and directions. Command and control relationships between convoy commanders, vehicle operators, troop commanders, and embarkation personnel must be clearly delineated.

a. Reference (v) and the appropriate technical manuals for tactical vehicles provide pertinent information, instructions, and guidance for the planning, preparation and conduct of motor transport operations in support of amphibious operations.

b. Deep water fording kits must be installed on motor transport equipment prior to embarkation, except when it inhibits or prohibits embarkation or debarkation. Refer to the appropriate TM-10 for fording valve operation.

c. Preventive maintenance checks and services must be performed on vehicles after fording. Post fording services must be performed immediately after fording or as soon as possible. Fresh water wash down is mandatory requirement to control corrosion caused by salt water.

d. Maintenance checks and services of vehicles while on board ship are critical. If vehicles cannot be fully maintained, every effort will be made to complete maintenance while ashore.

2. Vehicle preparation for amphibious embarkation includes inspection to ensure the presence and satisfactory condition of all required equipment, tools and lifting fixtures including but not limited to the following:

a. Fuel tank levels should not exceed three-fourths capacity

b. Fuel, lubrication and cooling systems should be checked.

c. Tires will have the proper amount of air pressure.

d. Cargo compartment bows and canvas should be removed and secured.

e. Windshields should be crated and lowered when required.

f. Vehicles should be free of fuel, oil and coolant leaks

g. Batteries should be free of corrosion, properly secured and connected.

h. Cargo loaded in vehicles should be firmly secured and cross-lashed.

i. Vehicles should be clearly marked as per embarkation SOPs.

3. Embarkation and debarkation must be executed IAW approved embarkation plans.

a. Marshaling is the process in which units participating in an amphibious operation move to temporary sites in the vicinity of ports of embarkation and complete preparations for loading and combat.

b. Staging areas are a locality where assigned forces of an amphibious operation, with all of their equipment, assemble, prepare and load for shipping.

c. The embarkation area is an area ashore, including a group of embarkation points, in which final preparations for embarkation are completed and through which assigned loads for various landing craft, ship, and boats are called for embark.

4002. COLD WEATHER OPERATIONS

1. Units designated for cold weather operations will train motor transport personnel IAW the guidelines delineated in the following publications.

a. MCWP 3-35 (Cold Weather Operations)

b. MCWP 4-11.3 (Transportation Operations)

c. MCRP 4-11.3_ (Convoy Operations Handbook)

2. Cold weather operations are among the most physically demanding and hazardous operations required. Personnel must be indoctrinated in cold weather techniques and procedures and be made aware of associated dangers.

3. Operation of equipment and handling of material in temperatures above 25 degrees (Fahrenheit) is not difficult and is common. From 25 degrees to minus 40 degrees (Fahrenheit) operations become more difficult, but training can prevent many malfunctions of material and equipment failures. From minus 40 degrees to minus 65 degrees (Fahrenheit) maximum effort by all personnel is required to perform even the simplest task.

4. The importance of organizational maintenance must be emphasized to all personnel. Maintenance of equipment is exceptionally difficult in a cold weather environment. Even shop maintenance cannot be completed within normal time parameters because equipment must be allowed to thaw-out and warm up before technicians can make necessary repairs. When operating in a cold weather environment an important consideration is the additional time required to perform tasks. Some considerations for cold weather include but are not limited to:

a. Efficiency is reduced by the bulk and clumsiness of cold weather clothing.

b. It is dangerous to touch cold metal with bare skin.

c. If temperatures drop below minus 20 degrees (Fahrenheit) preventive and corrective maintenance requires additional time.

5. Movement in a cold environment is extremely hazardous. The lack of roads, soft wet terrain, snow, mountains, hills and waterways are some of the barriers to movement in most cold weather areas of the world.

6. Operations in cold environments entail consideration of the forces of weather and temperature. Leaders must be able to recognize and understand the challenges associated with cold environments and use the environment to provide an edge in combat.

7. Commanders should consider the following additional requirements when faced with operating in a cold weather environment:

a. Snow chains.

b. Winterization kits (cargo and engine heater).

c. Proper antifreeze mix.

d. POL requirements.

e. Reference applicable Technical Manuals for additional information/requirements.

4003. DESERT OPERATIONS

1. Units, which are alerted for desert operations, should intensify technical training on the effects of desert and arid environments on personnel and equipment. Reference (y) and the technical manuals for vehicle preparation provide guidance.

2. Every precaution must be taken to prevent sand and dust from entering the crankcases and gear housings of vehicles. Oil filters and lubricants require more frequent inspection and replacement. Air filters require daily cleaning when driven. Clogged air filters are usually overlooked by vehicle operators and contribute to poor readiness.

3. High temperatures, like those experienced in desert conditions will damage tires. During normal operation in a temperate climate, tires get hot and flex under load. When the air temperature is high, tires cannot cool off, and the excess heat weakens the tires. A lower pressure can give tires more flotation and traction in sandy soils.

4. Heat and UV light have an adverse effect on ballistic glass by causing clouding and delaminating. Operators and dispatchers are responsible for ensuring that degradation in ballistic glass is reported to the maintenance section for appropriate action. Chemicals or solvents (i.e. Windex) can create separation in lamination and are not authorized for use on ballistic glass.

5. Charging systems are vulnerable to infiltration of sand and dust in the desert; alternators should be inspected and cleaned daily. Some environments have a high concentration of metals in the soil, these small metal particles can magnetically attach to the alternators causing failure. Operators should carefully monitor charging systems to prevent catastrophic failures.

4004. TACTICAL REFUELING AND DEFUELING

1. For tactical off base refueling using organic military equipment, reference Appendix I.

II MEF MT SOP

2. Definitions

a. Tactical Refueling: Tactical refueling is the issuing of fuel to vehicles or equipment using a tactical fuel system (TFS) or mobile refueling equipment. A TFS includes, but is not limited to, any configuration of the amphibious assault fuel system (AAFS), tactical airfield fuel dispensing system (TAFDS), expedient refueling system (ERS), helicopter expedient refueling system (HERS), six-con tank and pump modules, ground expedient refueling system (GERS), flat-rack refueling capability (FRC), (A)MK31/(A)MK970 semi-trailer refueler, modular fuel system (MFS), or similar systems.

b. Mobile Refueling: Mobile refueling is the act of refueling vehicles or equipment from any mobile loaded configuration of any of the equipment identified above or otherwise transferring fuel from one vehicle to another. This also includes the use of 5-gallon cans or other similar methods.

3. Limitations. Prior approval via II MEF G-4 and adherence to environmental regulations are mandatory requirement to conduct tactical refueling. Tactical refueling using mobile refuelers or stationary TFS shall be conducted by qualified personnel and only in the following locations approved by II MEF G4.

4. Pooling. Commanders of units possessing refueler trailers will, to the maximum extent possible, pool their assets in a refueler pool to ensure maximum efficient operations and dissemination of knowledge among operators.

5. Parking. Units will ensure that sufficient refueler parking is available to allow for a minimum lateral separation of 25 feet (measured center to center of refueler tanks) between refuelers. Designated refueler parking must provide for free and direct egress from the parking area at all times. Objects, to include other trucks, will not block or hinder the egress of the refuelers.

6. Handling. One of the most important duties of refueler operators is the proper handling and dispensing of fuels. Training procedures for personnel and the inspection practices of supervisory personnel must be continuous and thorough to ensure the proper dispensing of clean fuel.

a. Refueler operators must be well versed in proper handling and dispensing of fuels. Fuel handling procedures and quality surveillance practices must be in accordance with TM 3835-OI/1B Marine Corps Tactical Fuel Systems.

b. Ensure all mobile refueling vehicles (tanker trucks, vehicles carrying FRC and Six-Con Fuel Modules) are properly grounded and bonded prior to receipt or loading. Outer clothing, especially clothing made from wool, silk, or synthetic fiber, is an active static generator; cotton is the preferred clothing material.

c. Ensure all safety and environmental measures are in place prior to any fuel loading or dispensing operations. At a minimum this must include a 30lb Class A/B fire extinguisher on site, secondary containment at inlet and outlet ports, appropriate Personal Protective Equipment (PPE) (fuel handling gloves, face shield, or goggles), and a spill kit with sufficient and serviceable materials. Do not refuel in an area where the possibility exists for an accidental discharge of fuel to reach navigable water.

7. Considerations. Tactical refueling is an inherently risky operation that creates potential for significant environmental damage or catastrophic accidents. According to the National Environmental Policy Act (NEPA), failure to report an environmental release may result in a fine of up to $250,000 for individuals and $500,000 for an organization. Each individual violation or spill incident may result in a fine of $37,500. Therefore, it is imperative that the following topics are considered prior to planning and conducting tactical refueling:

a. Environmental training required to conduct tactical refueling.

b. Familiarization with MCO 5090.2.

c. DoT requirements to transport hazardous materials.

d. Emergency response actions in case of spills/releases.

e. Appointment of a qualified site manager to oversee refueling ops.

f. Creation of a spill contingency plan specific to the site used.

g. Adherence to above storage tank (AST) regulations.

h. Adherence to secondary containment requirements.

i. Appropriate spacing of tactical vehicles.

4005. MARITIME PREPOSITIONING FORCE (MPF)

1. Maritime Prepositioning is a strategic deployment option that quickly combines the substantial prepositioned equipment and supplies loaded aboard the ships of the Maritime Prepositioning Ship Squadron (MPSRON) with a Marine Air-Ground Task Force (MAGTF) to establish a formidable force.

2. The amount of motor transport items embarked aboard the MPSRON is extensive. Consult with the II MEF Prepositioning Officer for detailed information regarding prepositioning operations. Additional information can be obtained through registration with the Marine Corps Prepositioning Information Center (MCPIC) website at https://mcpic.bic.usmc.mil/.

II MEF MT SOP

CHAPTER 5

DEPLOYMENT PREPARATION AND SUPPORT

5000. GENERAL

1. Deployment support encompasses the movement of forces and the sustainment associated with scheduled training and operations, contingency missions and crisis driven deployments for which no specific contingency plan exists.

2. Deploying MAGTF Commanders plan and organize deployments and establish the priority and sequence for the deployment of personnel, equipment and supplies.

3. The MAGTF Commander also coordinates the development of the plan with the MMCC (MAGTF Movement Control Center), LMCC (Logistics Movement Control Center) and UMCC (Unit Movement Control Center).

4. The MTO of a deploying unit is responsible for advising the commander on all matters pertaining to Motor Transport Operations.

5. The MTO analyzes operations and contingency plans to determine supportability and recommends changes as appropriate. Prior to and during deployments, the MTO determines requirements and monitors the status of all motor transport equipment and personnel consistent with established priorities.

5001. MAINTENANCE WHILE ON DEPLOYMENT

1. The requirement to perform equipment maintenance while on deployment is crucial to maintain fleet mission readiness and will not be deferred. Training schedules should be adjusted so that equipment receives all scheduled maintenance services.

2. Special arrangements for vehicle maintenance, while embarked aboard ship should be made with the ship's Captain, ship's First Lieutenant or Combat Cargo Officer during or prior to loading of the ship.

3. The water used for wash downs need not be potable, but should have a low salt/alkaloid content.

4. Commanders and MTOs will ensure that plans and provisions are established that direct the pre and post deployment inspection of vehicles and that the problem areas identified are corrected.

5. Vehicles will be prepared for embarkation in accordance with reference (x), the appropriate vehicle technical manual, MSC and local embarkation SOPs and any special requirements of the ship upon which they are scheduled to embark.

5002. EMBARKATION CHECKLIST

1. Reference (x) and vehicle technical manuals provide pertinent information, instruction and procedures for preparing vehicle movement by aircraft. Some general guidelines for movement of vehicles and cargo by aircraft are as follows:

a. Vehicles and equipment will be inspected in the marshaling areas and Joint Airlift Inspection Records (DD Form 2133) will be completed.

b. Vehicle operators must be instructed in, and be familiar with, basic safety rules.

c. Vehicles must not approach the aircraft unless directed to do so and only when using a guide.

d. Smoking is not permitted on aircraft parking ramps.

e. Loading signals will be given by one person only, usually the Aircraft Loadmaster.

f. Always remember that the aircraft have the right of way.

g. Hearing protection is mandatory.

h. SAFETY is always paramount.

2. If followed, the following checklist will eliminate many problems often encountered during aircraft movement. Moreover, if used in other type movements (ship) it will greatly assist in reducing or eliminating many of the problems encountered.

a. Check for vehicle cleanliness (dirt/mud/snow).

b. Check for and correct oil and fuel leaks.

c. Remove excess items from vehicles (rags/equipment/personal items).

d. Mark center of balance, gross weight, and axle tongue weights on both sides of vehicle.

e. Ensure fuel tank limitations are not exceeded.

f. Check fuel caps. Ensure caps have serviceable seals.

g. Expeditionary cans must be secured to vehicle. They must be clean and serviceable.

h. Mirrors must be folded if they extend beyond the body of the vehicle.

i. Secure batteries. Caps must have no cracks or fluid leaks.

j. Battery terminals should have rubber coverings.

k. Secure on-vehicle equipment (OVE).

l. Check tires for serviceability (leaks, etc.).

m. Check tie-down points and pintle hooks. Check for cracks and damaged components of pintle hook.

n. Tanker vehicles:

(1) Water tankers should be drained.

(2) Fuel (diesel) tankers should be drained, purging not required.

(3) MOGAS tankers should be drained and purged IAW TM 38-250.

o. DD Form 1387-2 (Special Handling Data/Certification) might be required.

p. Secondary loads must be secured to vehicle to prevent movement. Rope one half inch minimum or metal banding three quarter inch wide works best.

q. Cargo in bed of vehicle must not be higher than the side racks.

r. Dangerous cargo must be marked and identified.

(1) DD 1387-2 should be visible from the outside, fixed to the windshield or body of vehicle transporting dangerous cargo/material.

(2) Hazardous cargo must be compatible with other cargo.

(3) Hazardous cargo loaded into the bed space or towed trailers must have DD 1387-2 attached.

(4) Coordination with embarkation personnel for movement of hazardous cargo is mandatory.

5003. GOVERNMENT FURNISHED EQUIPMENT (GFE)

1. GFE is not available for every single applicable vehicle due to funding. Further, MEU's and other special deployments will get priority of GFE installation over CONUS based training units for the same reason. Call your MSC G4 Motor Transport SMEs for specific information. Special considerations should be given to what GFE your unit requires for deployment or CONUS training, if it is available for installation and who will install. Other considerations are as follows:

a. GFE installation takes time and certain installations require a specific sequence of installation for other items to function. An example is the cabling network needs to be installed before the radio.

b. In some cases such as the installation of CVRJ, there is a cost associated with the installation/de-installation and coordination is required.

c. Temp loaning equipment to train with while your trucks are receiving the GFE installations allows for uninterrupted sea trial training while providing the GFE integrated vehicles for the deployment. Time is always a scarce commodity; however, the commander must be willing to give up the equipment for a period long enough to have all requested and available GFE installed.

5004. CHEMICAL AGENT RESISTANT COATING (CARC) CATEGORY CODES (CCCs)

1. Only CCCs of one (1) two (2), or three (3) (priority 2 or 3) are authorized to deploy on a MEU. There are no exceptions. IAW reference (ay), all motor transport vehicles evaluated to be CCC of 5, 4 or 3 (priority 1) should be immediately scheduled for induction into the Corrosion Rehabilitation Facility (CRF). This applies to equipment deploying to and returning from a MEU deployment.

2. Equipment covers are recommended for use whenever possible.

II MEF MT SOP

3. Corrosion Prevention Products and materials such as Salt-X should be used for all shipboard deployments. NSNs are available at CR

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

CHAPTER 6

NON TACTICAL VEHICLES

II MEF MT SOP

6000. GENERAL. Non-Tactical Vehicles (NTVs), formerly known as Garrison Mobile Equipment (GME), provides non-tactical ground transportation and maintenance support. It consists of passenger vans, sedans, cargo vehicles, and material handling equipment. NTVs help commanders meet ground transportation needs for administrative requirements to avoid readiness degradation of tactical assets however, NTV's will not be used for field use in the same manner as tactical military vehicles. Specifically, NTVs are NOT designed to take the place of all-wheel drive tactical vehicles. As such, NTVs are authorized to drive down an unimproved road as long as the road does not damage the vehicle. Overloading NTVs with personnel or cargo, especially on an unimproved road is strictly prohibited. The use of NTV's should not be considered during inclement weather. NTVs are assigned to and managed by each MSC's Responsible Officer (RO). MSC ROs will be Commissioned Officers. Normal assignment of MSC RO aligns with MSC MTO billet.

6001. ASSIGNMENT CLASSIFICATIONS

1. General Information. Subsequent to pooling resources and the establishment of administrative control under dispatching authority, NTV fleet managers will screen mission requirements against equipment resources. Normally, such evaluation will indicate that short term dispatching of equipment (including "taxi" vehicles or equipment operated by users) will meet the majority of the installation's requirements. NTV fleet managers will not exclusively assign NTVs to a single official or employee unless required by the nature of their responsibilities, frequency, extent, or urgency of their requirements for the equipment. Justifiable requirements and the categories described in the following paragraphs will assist in determining proper assignment for all types of equipment.

2. Class A. This class applies to automotive equipment and authorizes a continuing assignment of one of two types. Personnel authorized class A assigned vehicles will use such vehicles for official duties only, and will not reassign such vehicles to others not entitled to class A assignments.

a. The two types of class A assignments are as follows:

(1) Continuing assignment of passenger carrying vehicles to those command positions authorized full-time assignment by law and as approved by the Secretary of Defense. This authorization is for the CMC.

(2) Continuing assignment of passenger carrying vehicles on the basis of responsibility inherent in the position when the immediate availability of transportation is necessary and approved by HQMC.

b. Submit all requests for class A assignments per this paragraph to the CMC (LFS-2) and include, at a minimum, the following information:

(1) Title or position requiring class A assignment.

(2) Statement of operational conditions that make a class A assignment necessary. In no case will rank or prestige be the sole reason for requesting a class A assignment.

(3) Number and type of vehicles necessary to support the requirement.

c. Authorizations for class A assignments neither provide for nor change vehicle allowances.

d. Authorization for class A assignment does not infer authorization for domicile to place of employment use of the vehicle regardless of residency status (i.e., quarter's location in relation to the installation) of the billet incumbent. A class A assignment is neither a prestige assignment nor a waiver of marking and identification requirements. A change in billet incumbents will not require new authorization. Class A authorizations will remain valid until rescinded by HQMC.

3. Class B. This class applies to all NTVs. Class B assignment authorizes recurring dispatch of the same equipment for activities and functions which by their nature require the use of the same equipment on a daily basis.

a. In all cases, installation commanders will authorize class B assignments in writing and will specify the unit or tenant activity to which assigned.

b. NTV fleet managers will initiate an annual review of all class B assignments approved by the installation commander to ensure equipment efficiently supports the official business of the assigned unit or organization.

4. Class C. Fleet managers will pool all NTVs not assigned under class A or class B authorization for performance of service on an "on-call" basis and to provide equipment for operation of certain scheduled services. On-call dispatches provide services through a single short term dispatch of equipment, usually not longer than a duty day. This includes the dispatch of a pool "taxi vehicle" or providing user operated equipment. This portion of the NTV Fleet normally handles the bulk of the installation equipment requirements. This type of service must respond to requirements of an intermittent nature and can consist of manual or automated dispatch.

5. Assignment Classification. The determination of proper assignment of all NTV will be based on justifiable requirements and the categories described in reference (b). Requests for NTV support above the allocation assigned to each command must be submitted via the standard transportation request (see Para. 2002)

6. Unit Commanders must assign in writing an Officer as the Responsible Officer (RO) for their account as well as an NTV Coordinator. The RO and NTV Coordinator will read and understand all responsibilities and duties pertaining assignments to current billets of references (b) and (as). The RO and NTV Coordinator will maintain copies of their assignment in desktop and turn over binders.

7. Responsible Officers and NTV Coordinators are required to inventory their NTV account quarterly during January, April, July, and October and provide a copy of the inventory to the Motor Transport Division (MTD) i.e., Base MT office on the 28th day of that month.

8. The RO or the NTV Coordinator will maintain the original CMR for each account and report to MSC MTO to reconcile the unit's CMR no later than 15 days after the beginning of a new quarter.

6002. OPERATIONS

1. Commanders are encouraged to pool their NTV assets into a single motor pool, to prevent duplication of service and personnel, prevention of abuse and misuse, and ensure enforceable management procedures. The use of satellite NTV pools is not encouraged.

2. Dispatching General Services Administration (GSA) vehicles.

a. Per reference (b), Responsible Officers and NTV Coordinators will determine the most suitable system for control of equipment and collection of pertinent data. NTV Coordinators and Responsible Officers may use automated or manual systems utilizing either standard or locally generated forms. However, the system employed will be compatible with Headquarters Marine Corps (HQMC) reporting requirements. When using DD, NAVMC, or SF forms, prepare them per reference (l).

b. All classifications of NTV are required to use a suitable system for control of equipment and collection of pertinent data.

c. While NTV Coordinators and Responsible Officers may record additional data as determined by local requirements, systems utilized to maintain and record the data will include the following elements at a minimum:

(1) Fuel control, including type and quantity of fuel used by each vehicle.

(2) Miles or hours of operation.

(3) Operator qualification and assignment.

(4) Operator maintenance checks and services.

(5) Report of need for corrective maintenance.

(6) Personnel and cargo statistics.

d. Failure to comply or mismanagement may result in administrative action and loss of GSA assets.

3. Dispatching USMC owned vehicles

a. The NAVMC 10627 (Trip Ticket) will be utilized for dispatching Class "A", "B" and "C" assigned vehicles and is required when dispatched on and outside the confines of Camp Lejeune Tri-MEF area and when waivered to operate outside of the permissible operating distance (POD). Operators of cranes and wreckers shall perform a daily inspection of their assigned equipment; this form will be filed and attached with the trip ticket.

b. If not using TCPT, the NAVMC 10031 (Daily Dispatching Record of Motor Vehicles) is to be used for recording all items of equipment that are required to be dispatched. When utilized, it will be initiated and maintained by the dispatcher and will list, in daily chronological order, all items of equipment released from the Motor Pool. Organizations having vehicles and equipment on Class "A" and "B" consignment are required to utilize the NAVMC 10031 which will be retained for one year.

c. Vehicle and equipment utilization data is required to be reported to Motor Transport Division (MTD) on a monthly basis. Automatic data processing utilization report sheets are available from MTD three days prior to the end of each month. Reports are to be completed and returned to MTD prior to the close of business on the first working day following the end of the month.

d. ROs having NTVs on consignment from MTD are responsible for the proper use and retention of the DD 1970 and NAVMC 10031 forms IAW current regulations, and for the timely submission of utilization data.

4. Established Permissible Operating Distance (POD)

a. The established (POD) is 150 miles from Marine Corps Base Camp Lejeune (MCBCL). Utilizing administrative-use vehicles outside MCBCL, Marine Corps Air Station (MCAS) New River and MCAS Cherry Point Tri-command area requires authorization from the MSC Motor Transport office if within a one hundred fifty (150) mile radius. NTVs operating outside of the 150 mile radius require authorization from the Base or Station Commander. Requests must be submitted to the MSC Motor Transport office electronically, at least three working days prior to the desired departure date. All requests must be mission essential for "Official Business."

b. POD requests of an emergency nature will receive immediate attention. This requires an immediate phone call to the MSC Transportation Coordinator once submitted.

c. At no time will Marine Corps owned white busses be authorized to exceed the 150 mile POD radius. Buses required for use outside the POD will be contracted commercially through the MSC.

d. Minimum walking distance is the one way distance between two points that by virtue of being in the same general area, makes it unreasonable to provide transportation. Minimum one way walking distance ruling will be applied when it is determined that government transportation is not feasible or non-cost effective. For purpose of NTVs, the minimum walking distance is established as one and one half miles.

5. Driving

a. IAW reference (b), Officers will not drive a commercial government vehicle, except for those selected billets which may require an officer to drive. In those instances where a determination is made that an officer is required to operate a government vehicle, the officer will obtain authorization from the installation commander. Both the NTV fleet manager and the officer will maintain a copy of the authorization for its duration.

b. Active duty personnel will wear the appropriate military uniform when operating government vehicles. Under unusual circumstances, authorization for wearing of appropriate civilian attire is acceptable if such attire is better suited to the mission.

(1) Military attire - uniform of the day.

(2) Civilian attire - clothing that meets the standards of safety, decency, neatness, and cleanliness. Clothing which is torn, ragged, excessively

dirty, revealing, or closely related with drugs or other illegal activities is considered inappropriate and shall not be worn.

c. No person will operate an NTV unless in possession of a valid state driver's license or OF-346, U.S. Government Motor Vehicle Operator's Identification Card, and Driver Improvement Card, if younger than 26 years of age. An operator will not operate a government vehicle of a capacity greater than that for which licensed.

d. No operator will back a vehicle until such a maneuver can be made safely. Operator will sound the horn prior to backing. When it is determined that the vehicle cannot be backed safely, the operator will not move the vehicle until assistance can be obtained.

e. Fuel Conservation. IAW Expeditionary Energy Office (E2O) and utilizing resources wisely, when an NTV is stationary the engine will not be operated for a period of more than one minute, except in cases of emergency or maintenance as required.

f. All personnel operating or riding in Marine Corps motor vehicles equipped with seat belts must wear the seat belts whenever the vehicle is in motion.

6. **Off Limits routes**. The following roadways, because of their narrowness, will not be utilized by an NTV. Road Master vehicles are exempt when patrolling.

a. Piney Green Road from Highway 24 to Highway 17 North.

b. Bear Creek/Queen's Creek Road from Highway 172 to Highway 24.

c. HWY 1756 (9 mile road)

d. Catfish Lake Road, Hwy 58, South of Maysville to Route 70 North of Havelock.

6003. MAINTENANCE

1. All maintenance of USMC owned NTVs within Camp Lejeune, with the exception of 1st echelon maintenance, is the responsibility of the MTD. All maintenance for GSA will refer to vendor list located in each NTV.

2. Prior to use, all NTVs will be inspected and the results of the inspection will be annotated on the trip ticket. When the vehicle returns from its assigned mission it will then be re-inspected, ensuring any damage or vehicle inoperability is appropriately noted. Vehicle inspection sheets shall be maintained in folders by vehicle serial numbers. 30 days of inspections shall be retained for vehicle maintenance history records.

3. Upon assignment of a new NTV to a unit's account, an inventory inspection will be conducted and the appropriate inspection form completed. This inventory inspection form will be maintained in the unit's vehicle folder for the life of the vehicle, showing history and condition of the vehicle upon receipt.

4. Weekly preventive maintenance checks and services are the responsibility of the assigned unit. References (b) and (l) dictate requirements which must be met. These forms once filled out will be retained for 30 days.

5. Mileage reports that apply to GSA vehicles will be reported to the RO and NTV Coordinator by COB on the 20th of each month. If the 20th falls on a weekend or holiday the mileage report is due prior to departing for the weekend or holiday.

6. Corrective maintenance is the correction of defects which occur between scheduled services or which are detected during PM/scheduled services.

a. For USMC owned vehicles, on-site road service is provided by MTD during normal working hours (0800-1630 Monday through Friday) by calling (910) 451-5167. This service is used primarily for vehicles which will not start or which have failed during operation and possibly forego the requirement for wrecker service. If a break down occurs after normal working hours or wrecker service is warranted; a wrecker can be obtained 24 hours a day from Motor Transport Division via the MSC Transportation Coordinator. Under no circumstances will tactical assets be used to recover NTV equipment.

b. For GSA vehicle corrective maintenance and wrecker service, refer to the vendor list located in glove box of all NTVs and also available at MTD.

6004. GENERAL SERVICE ADMINISTRATION (GSA). Motor Transport Division provides an updated authorized list of all vendors for all administrative support.

6005. OFFICIAL USE OF EQUIPMENT

1. General Information. The use of all NTVs shall be restricted to official business only. When questions arise concerning the official use of equipment, they will be resolved in favor of strict compliance with statutory restrictions and policies of the references listed.

2. Automotive Equipment. The following is furnished as guidance on the official use of automotive equipment:

a. Marine Corps owned or hired motor vehicles (GSA) may be used to provide transportation, wholly or in part, for personnel going to or returning from temporary duty stations, where transportation is authorized by official travel orders. However, maximum use will be made of public services in lieu of dispatching vehicles from motor pools. Transportation between lodgings and duty stations for personnel on temporary duty may be provided when public or commercial facilities are inadequate or nonexistent. The temporary duty station of an individual does not necessarily justify the furnishing of transportation by NTV. Use of NTVs in such cases will always be predicated on need, distance involved, and other conditions, which justify use. Where adequate Government bus systems operate, the use of Government vehicles, hire from GSA, or commercial rental is prohibited.

b. Group transportation support may be provided for authorized activities such as athletics, welfare, recreation, morale, and chaplain's programs when it is determined by the responsible commander that failure to provide such service would have an adverse effect on the morale of service members, and such

transportation can be made available without detriment to the installation's mission.

c. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, official, social or civic functions, parades, and military field demonstrations. A waiver of liability should be obtained from all non-government personnel prior to transport.

d. Prospective military recruits may be provided transportation in connection with interviewing, processing, and orientation.

e. Transportation by government vehicle is for official purpose and will not be provided in those cases where the justification is based solely on reasons of grade, prestige, or personal convenience.

f. The use of motor vehicles, whether authorized on a full time or trip basis, is not authorized for private business or personal social engagements of the official concerned, family members, or others.

6006. ACCIDENT REPORTING

1. The RO and NTV Coordinator will maintain necessary liaison with civil authorities within their area of operation and ensure that operators are familiar with civil laws, rules, and regulations for motor vehicle operations.

2. Prior to operation of a Marine Corps owned or leased vehicle, operators will ensure that SF 91 (Operators' Report of Motor Vehicle Accident) is available and carried in the vehicle.

3. Operators involved in accidents will take the following action.

a. Stop immediately.

b. Render any possible assistance to the injured. Avoid moving any seriously injured individual(s) unless essential for their protection.

c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, use flares or reflectors.

d. Notify civil and military police authorities after taking above action.

e. Complete SF 91. If the driver is unable to complete the SF 91 due to injury or death, the next senior person directly responsible for equipment operations will complete the report.

f. Comply with State and local laws governing the reporting of equipment accidents.

g. Do not leave the accident scene until advised to do so by proper authority.

h. Do not express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval.

i. Complete DD Form 518 (Accident-Identification Card) at the scene of the accident or as promptly as possible thereafter and provide copies to persons directly concerned with the accident. DD Form 518 provides any person involved in an accident with all of the information they require of the equipment operator.

j. As soon as possible thereafter, deliver the completed SF 91 to the NTV fleet manager.

4. ROs and NTV Coordinators will take appropriate action if operators fail to report any accidents.

5. ROs and NTV Coordinators will ensure mishap and hazard reports are completed per reference (ah). ROs will report all accidents to the unit commander to determine if an investigation will be conducted. A determination concerning the cause(s) and surrounding circumstances, including how to prevent a reoccurrence for each accident for Marine Corps owned or leased equipment will be made.

6. C-Pool NTV's. Marines involved in accidents while driving borrowed C-Pool NTV's will complete SF-91 and turn in original to MTD and turn in a copy SF-91 to the MSC RO. MSC RO will notify Marine's command.

6007. INCIDENT REPORTING

1. Telematics. Global Positioning Systems (GPS) installed in II MEF NTVs haves made it easy to record traffic violations such as speeding or erratic driving and unlawful use of government property such as mentioned in paragraph 6005 above. The RO will make command notifications electronically to simplify the processes of passing information to commanders and capturing the data for future trend analysis.

2. Speeding and general misuse of NTV's will be reported by MTD to the MSC RO's who will then forward the incident report to the command assigned that particular vehicle. It is the responsibility of the unit assigned to determine which individual in the command was responsible for the violation. Appropriate corrective action in dealing with the violator is determined by the violator's chain of command. However, at a minimum, the unit will acknowledge receipt of the incident report to the MSC RO.

3. Poor dispatching procedures and lack of "key control" contribute to difficulty determining who the driver was during the violation. Therefore, it is recommended the unit assigned give adequate attention to dispatching procedures to easily identify who was driving the vehicle at the time of the violation.

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

CHAPTER 7

SAFETY

II MEF MT SOP

7000. GENERAL

1. Commanders are responsible for all commodity safety programs. The key to a viable safety program is constant monitoring, frequent command visits, inspections, safety incentives and awards programs.

2. To prevent accidental deaths and injuries, it is important that an effective and aggressive safety program be in existence. An effective program must include the establishment and dissemination of safety regulations.

3. Risk Management

a. Uncertainty and risk are inherent in the nature of military action. The success of the Marine Corps is based on the willingness to balance risk with the opportunity to take bold and decisive action necessary to win in combat. At the same time, commanders have a fundamental responsibility to safeguard personnel and material resources and accept only the minimal level of risk necessary to accomplish an assigned mission.

b. Reference (ae), Risk Management, outlines effective tools for maintaining readiness in peacetime and success in combat without infringing upon the prerogatives of the commander. Motor transport operations in either a garrison or field environment are dangerous. Risk Management is a decision making tool to be used at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success while safeguarding personnel and resources.

c. The concept of Risk Management must be included in the planning process of motor transport activities and continued through the execution phase of operations.

d. Inclement Weather Operations

(1) Speed will be reduced as conditions dictate.

(2) Following distances will be increased as conditions dictate.

4. Commanders must ensure that:

a. A safety-training program is developed and initiated.

b. Marines are constantly being made aware of safety hazards and that all precautionary measures are utilized.

c. Safety precautions and regulations are posted IAW reference (ac) and local regulations.

d. Hazardous conditions that require action are addressed immediately.

5. Areas that must be addressed in unit SOPs include but are not limited to the following:

a. Shop safety.

b. Battery shop.

c. Safety training.

d. Personal protective equipment.

e. Vehicle operation safety.

f. Traffic safety enforcement.

g. Transportation of Explosive and Hazardous material.

h. Tire shop safety.

7001. SAFETY REPRESENTATIVES DUTIES

1. Commanders will appoint a unit safety representative in writing. This representative will assist the commander in establishing and monitoring safety programs, safety incentives and awards programs. Some of the responsibilities of the Safety Representative include, but are not limited to the following:

a. Ensuring that work areas are clean and maintained as a safe work environment.

b. Ensuring all fire extinguishers are properly maintained, assigned to personnel working within the motor pool and shop areas and that all fire exits and no smoking areas are properly and clearly marked and identified.

c. Proper loading and unloading procedures are posted and enforced.

d. Identifying and correcting all safety hazards within the motor pool, maintenance shop and other important areas.

e. Ensuring proper safety devices such as eye wash stations, hearing protection devices, etc. are maintained and placed in the required locations.

f. Ensuring that all hazardous storage areas are clean, properly marked and identified.

g. Ensuring that escape plans are posted in high visibility areas.

h. Conducting required inspections of motor pool and shop areas to ensure that all safety procedures are in effect.

i. Submitting work requests through the proper channels and monitoring the status and progress of the requested work whenever necessary to ensure compliance with safety regulations.

j. Ensuring that appropriate areas maintain Material Safety Data Sheets (MSDS) for all hazardous material held within motor pools and shops.

k. Ensuring that all personnel working within the motor pool and shop are familiar with the location of MSDS and are familiar with and knowledgeable in basic first aid techniques.

2. Safety programs must comply with current editions of references (ac) and (ad), MCO 5100.19 and federal, state and local regulations.

3. Section safety reps must ensure that they maintain current editions of references (ac) and (ad), MCO and federal, state and local regulations.

7002. SHOP SAFETY

1. An important area of any safety program is shop safety. The term shop is defined as any area where maintenance or industrial functions are performed. Within motor pools, this applies directly to maintenance shops, storage areas, battery shops, and/or other areas where maintenance operations take place. Some considerations for developing a shop safety program are as follows:

a. Shop safety is an essential part of a safety program. The constant awareness of potentially dangerous practices and conditions, and immediate corrective action on the part of supervisors is crucial.

b. Inspections to eliminate unsafe practices, conditions and equipment are essential and should be a routine part of a shop safety program.

c. Shop safety rules and regulations will be prominently posted in each area in which they are applicable and will be the subject of continuing emphasis in the unit Motor Transport SOP. Lesson plans, attendance rosters and critique sheets must be kept in compliance with reference (ac) and made available during inspections.

d. Safety posters and handouts will be made available to everyone and posted throughout the work areas.

2. Basic safety procedures must be adhered to in any shop area. The following are some examples.

a. Technicians must remove watches, rings, and I.D. tags when performing maintenance.

b. Tools should be returned to toolboxes as soon as a repair has been completed.

c. Technicians will use warning signs when vehicles are on jack stands for maintenance.

d. Jack stands will be used when working underneath a raised vehicle.

e. Tire cages will be used when inflating tires.

f. Use of proper protective equipment for respective tasks.

7003. OPERATOR/DRIVER SAFETY

1. Vehicle operators are critical to any effective safety program. All II MEF personnel are responsible for monitoring tactical vehicle safety. When traffic violations such as speeding, improper passing and reckless driving are observed (by non Road Master or Law Enforcement Officials), the individual observing the violation will note the license plate number, time, date, location of vehicle

and vehicle number. The information will be reported to the appropriate Motor Transport Officer, Road Master or Military Police Official. Only in extreme, unusual or emergency situations should a vehicle be stopped by non Road Master or Law Enforcement Official.

2. Defensive driving must be the primary goal and is considered essential in the safe operation of motor vehicles. Operators must always be in control of their vehicle at all times. In addition to continuous training, the following items, at a minimum, must be operational/present before a vehicle is allowed to go on the road:

a. Turn signals.

b. Emergency signaling devices.

c. Horns.

d. Headlights.

e. Tail lights.

f. Reflectors

g. Seat belts.

h. Mirrors.

i. Windshield.

j. Windshield Wipers.

k. Tires.

l. Fire extinguishers.

m. Brakes.

n. Vehicle Basic Issue Items (BII) to include fire extinguisher and chock block. Chock blocks will be used anytime the vehicle is parked.

o. Operator's Spill Kit (if hauling hazardous material). Operator should be familiar with the proper use and the procedures to follow in the event of a spill.

3. It is imperative that the vehicle operator comply with the procedures contained in appropriate operator or technical manuals.

4. Per reference (at), MCIEAST does not require wear of the flak jacket and helmet for operators and passengers in the crew compartment of tactical motor transport and engineer equipment.

a. While operating tactical vehicle on leave paved (hardball) roads PPE is not required. PPE is required when tactical vehicle operators leave hardball roads, PPE will be worn while operating tactical vehicles in training areas.

b. All passengers in a cargo/troop compartment are required to wear, at a minimum, kevlar helmet and armored protection level (APL) level 1 (vest/plate carrier with soft armor only) at all times.

5. When the vehicle is equipped with seat belts, use of seat belts is mandatory.

7004. CRITICAL CONSIDERATIONS FOR OPERATOR AND VEHICLE SAFETY

1. The following parameters are detailed, IAW references (ah) and (ai), to emphasize RM and reduce the potential for traffic mishaps caused by operator fatigue:

a. Vehicle operators are limited to a duty-day of not more than 16 hours with eight hours of consecutive sleep.

b. Within that 16-hour period, the operator is limited to 10 hours of vehicle operation.

c. Vehicle operators will not exceed the maximum allowable drive times; ten hours per day, 50 hours per week, or 200 hours per month.

d. Extreme caution and RM will be assessed should an operator be assigned marksmanship training duties in conjunction with being dispatched in a government vehicle.

e. These requirements may be waived by the commander when in areas of armed conflict.

2. When transporting HAZMAT, two certified drivers will be assigned if the trip will require more than eight hours, and:

a. IAW references (n), Total driving time for both drivers combined will not exceed ten hours.

b. IAW references (n), Total duty period shall not exceed 15 hours.

3. Vehicle operators are prohibited from operating equipment within 12 hours of consuming alcohol.

a. Vehicle operators are prohibited from operating equipment while under the influence of prescription/over the counter medication when the label indicates that use may cause drowsiness or directions advise against operating heavy machinery while taking the medication, as they may inhibit judgment or reaction time.

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

c. Operators will avoid the use of tobacco products, consuming food or drinks while driving as that distracts attention from operating the government vehicle. Proper hydration practices before and after the mission are critical to mission success. Consuming water while operating a vehicle is authorized but should be done cautiously and while the vehicle is stopped.

d. The wearing of portable headphones, earphones, or other listening devices while operating or A-driving a motor vehicle is prohibited. Use of these devices masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, voices, and the ability to determine the direction from which a sound is coming.

e. The use of portable music devices is also prohibited during the operation of a tactical vehicle.

f. The use of cell phones by operators is prohibited while the vehicle is in motion.

7005. SAFETY STAND-DOWNS. A safety stand-down is an effective way to pause from the tempo of operations and focus attention on safety as an essential element of operational readiness. Safety stand-downs provide an excellent opportunity to conduct safety training. Safety stand-downs are recommended to be performed on a quarterly basis.

7006. SAFETY RELATED TRAINING PROGRAMS

1. All 35XX and incidental vehicle operators assigned the responsibility of operating government vehicles will attend all scheduled safety classes.

2. Safety related classes should include but not be limited to the following:

a. Safe driving techniques.

b. Restricted areas.

c. First aid.

d. Transporting hazardous materials.

e. Vehicle operation at night or in periods of reduced visibility.

f. Shop and vehicle safety procedures.

g. Use of power tools.

h. Actions at the scene of a vehicle accident.

i. Safety programs in general.

j. Hazardous material handling and disposal.

k. Use of Material Safety Data Sheets (MSDS).

7007. FREQUENTLY USED AND RECOMMENDED SAFETY REFERENCES

1. Below listed are some frequently used Safety References which are recommended to be maintained as part of a command's Safety Program:

a. Reference (af), Marine Corps Ground Occupation Safety References and Health Program.

b. Reference (ag), Unit Safety Program Management Manual.

c. Reference (ah), Marine Corps Ground Mishap Reporting.

d. American National Standards Catalog.

e. OSHA Safety and Health Provisions for Federal Employees.

f. OSHA Safety and Health Standards.

g. Reference (n), Marine Corps Traffic Safety Program (Drive Safe).

7008. BATTERY SHOP REQUIREMENTS AND SAFETY

1. NAVMC P5100 provides detailed information and instruction for the safe operation and maintenance of a battery shop. The following are considered the minimum requirements of a battery shop:

a. Assign battery shop NCO as collateral duty.

b. Personnel are properly instructed on the hazards in a battery shop.

c. Personal Protective Equipment is available.

d. A shower and eyewash are available.

e. The facility is well ventilated, including operational exhaust system.

f. Terminal straps are available and used for handling.

g. Warning signs are present and in plain view.

7009. SAFETY ACCIDENT INVESTIGATIONS

1. IAW reference (ah), all Government Motor Vehicle (GMV) or Government Vehicle Other (GVO) mishaps require reporting up the chain of command if the mishap results in:

a. $5000 or more government vehicle or government property damage

b. Injury/fatality of DoD-personnel

c. $5000 or more total damage including:

(1) Any private vehicle damage

(2) Private property damage

(3) Injuries/fatalities to non-DoD personnel

2. Any tactical vehicle accident requiring a Serious Incident Report (SIR) or Personnel Casualty Report (PCR) will be reported to II MEF G-4 Motor Transport.

7010. ROAD MASTER PROGRAM

II MEF MT SOP

1. The Road Master program is designed to provide supervision, assistance, and control of USMC vehicles. To ensure adequate coverage of all II MEF organizations, Road Masters from II MEF MSCs are authorized to stop and issue citations to operators of all USMC owned or leased, tactical or Non Tactical Vehicles (NTVs).

2. Road Master Roles and Responsibilities. (Applies to II MEF and II MEF MSC Road Masters)

a. All II MEF assigned Road Masters will complete the Emergency Vehicle Operator's Course (EVOC) prior to operating a Road Master vehicle equipped with overhead warning lights.

b. Road Masters will have in their possession a valid medical examiner's certificate, reference (ai).

c. II MEF and II MEF MSC Road Masters are the authority in matters pertaining to the safe and efficient operation of all government tactical and NTV. Accordingly, II MEF and II MEF MSC Road Masters will:

(1) Work IAW the Provost Marshal and will be guided by the laws, rules and regulations governing emergency vehicles.

(2) Provide supervision, assistance and control of tactical vehicle movements as required for II MEF units and attachments as well as for other II MEF organizations upon request.

(3) Provide assistance to convoy commanders (CC) during the CC pre-movement inspection for all convoys moving off base consisting of 10 or more vehicles.

(4) Enforce all traffic laws during supported convoy movements.

(5) Patrol the road network, report unsafe road conditions due to weather, construction or major accidents and enforce current directives pertaining to motor transport.

(6) Conduct roadside safety inspections (check points) periodically to verify safe mechanical condition of vehicles and operator's compliance with rules and regulations.

(7) Issue Government Motor Vehicle Report (Road Master citations)DD FORM 1408 to operators and passengers of all government vehicles who are not in compliance with the rules and regulations governing safe motor vehicle operations. Refer to Appendix G for a sample Motor Vehicle Inspection/Traffic Violation form. Road Masters will submit inspection reports and/or traffic citations to the appropriate headquarters for action. One copy of the report or citation will be provided to the operator for delivery to the parent organization, the other will be processed via the chain of command. MSC corrective actions are as follows:

(a) Operators who are cited will receive corrective action education and training IAW the orders and directives regarding the specifics of the citation by the owning command.

(b) Owning commands will respond back to the MSC G-4 identifying the specific education and training that was conducted with the operator IOT prevent any future violations of orders and directives. This can be done via either an informal (e-mail) or a formal (naval letter) method.

(8) Secure operation of equipment by Marines who do not possess proper credentials or trip tickets for the tactical vehicles (rolling stock) they are operating until the owning unit is notified and corrective action is taken. The tactical vehicle will not be moved until all discrepancies have been corrected.

(9) Conduct command visits to unit motor transport facilities including dispatch offices to provide assistance and training IAW all areas of Motor Transport operations.

(10) Deadline ("on the spot") all USMC assigned vehicles that are unsafe for operation due to safety or mechanical defects, operated by unqualified drivers or are being misused.

3. Limitations. Road Masters are not authorized to stop, block, or otherwise interfere with civilian traffic off-base without local police authorization unless a vehicle breaks down or accident occurs and safety issues are involved.

II MEF MT SOP

CHAPTER 8

TRAINING

II MEF MT SOP

8000. GENERAL

1. Military Occupational Specialty Training/Licensing Programs for motor transport personnel, including incidental operators are a command responsibility. These programs are essential for maintaining equipment in a combat ready condition and for enhancing individual skills.

2. Entry level training provides Marines with the basic skill and qualifications for assignment within the motor transport occupational field. MOS proficiency is attained through formal schools, on the job training, and effective unit training programs.

3. Proper management of unit training programs requires a thorough knowledge and understanding of NAVMC 3500.18B, Marine Corps Common Skills (MCCS) Training and Readiness (T&R) Manual, and Marine Corps Bulletin 1500, Annual Training and Education Requirements.

4. Unit level MOS proficiency training requirements for occupational field 35xx apply regardless of whether Marines are assigned to the operating forces, or supporting establishments.

5. The current edition of reference (h) provides information and instruction on training priorities, which are essential for developing and conducting the unit's MOS training.

8001. PERFORMANCE OBJECTIVES

1. Mission oriented performance objectives designed to improve skills shall be established as part of the Motor Transport Training Program.

2. Descriptions of occupational field 35xx MOS duties and tasks prescribed in NAVMC 3500.18B, Marine Corps Common Skills (MCCS) Training and Readiness Manual (T&R), and Marine Corps Bulletin 1500 Annual Training and Education Requirements are to be used in the development and establishment of unit level MOS training programs.

8002. TRAINING EVALUATIONS

1. Commanders shall ensure that a motor transport MOS training evaluation system is established and maintained to provide a historical record of training received and the skill level achievement of all assigned Marines.

2. Commanders are encouraged to develop proficiency tests to determine the MOS skill level for personnel and evaluate the quality of the unit's completed MOS training.

8003. UNIT QUALIFICATION TRAINING

1. Commanders shall develop and conduct training programs which qualify personnel to meet the T&R and Mission Performance Standards (MPS) in Marine Corps Orders and Bulletins.

2. Commanders will schedule and document technical training per NAVSEA SW020-AF-ABK-010. At a minimum, four hours of technical MOS training will be scheduled per month. Technical training must directly support the commander's

annual training plan and tactical exercise employment plan. Furthermore, in concert with internal inspections, training should be focused on correcting unit deficiencies.

8004. INCIDENTAL MOTOR VEHICLE OPERATOR TRAINING

1. An incidental motor vehicle operator is one whose primary MOS is other than 353X.

2. Commanders may establish an incidental operator licensing and training program if they have licensing authority. At a minimum, the requirements of current editions of references (e) and (f) shall be met. All other federal, state and local requirements, as applicable to operation of motor vehicles will be taught. Commanders may establish additional requirements as necessary.

8005. FORMAL SCHOOLS

1. Highly trained Marines increase II MEF readiness. Commanders are highly encouraged to schedule personnel for attendance at formal MOS-enhancing schools. Examples of these schools include, but are not limited to the Motor Transport Noncommissioned Officer Operations Course (MTNCOOC), Motor Transport Staff Noncommissioned Officer Operations Course (MTSNCOOC), Fuel and Electrical Systems Component Repair Course (FESCR), Automotive Maintenance Technicians Career Course (AMTCC), and the Motor Transport Maintenance Chiefs Course (MTMCC), all taught at the Logistics Operations School (LOS), Marine Corps Combat Service Support Schools (MCCSSS), Camp Johnson, NC.

2. Commanders are highly encouraged to schedule personnel to attend advanced formal MOS-producing schools. Examples of these schools include, but are not limited to, Vehicle Recovery Course (VRC) and Semi Refueler Operator Course (SROC), which are taught by the Motor Transport Instruction Company (MTIC),at Fort Leonard Wood, Missouri.

3. Prerequisites, class report dates, class graduation dates, and other coordinating information can be found at the Marine Corps Training Information Management System (MCTIMS) website and the Motor Transport eHQMC SharePoint site:

a. https://timsapp.tecom.usmc.mil/HomePort/

b. https://ehqmc.usmc.mil/org/IL/LP/LPC/LPC-1/MotorT/default.aspx

4. Requests for quotas for all Motor Transport related schools and courses will be forwarded through the chain of command to the MSC/E G-3.

8006. II MEF MOTOR TRANSPORT SYMPOSIUM. On a quarterly basis, the II MEF G-4 Motor Transport Office will host and conduct a Motor Transport symposium. The purpose of this symposium is to discuss potential training gaps or pertinent motor transport issues, and disseminate information and guidance. Symposium agenda items can be submitted for inclusion from any II MEF unit by contacting the II MEF G-4 Motor Transport Office.

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

CHAPTER 9

LICENSING

II MEF MT SOP

9000. GENERAL

1. Tactical vehicle operator training programs for motor transport/incidental operators are vital to the efficiency of motor transport operations and an individual's professional development.

2. The guidelines contained in this chapter provide the framework to comply with the directives of higher authority to achieve optimum training benefits. Detailed tactical wheeled vehicle licensing is contained in references (e) and (f).

9001. LICENSING OFFICES AND PERSONNEL

1. Only those commands authorized a licensing code per reference (e) and approved by their MSC/E will conduct a tactical vehicle licensing program.

2. The preferred PMOS for Licensing Examiners is 3537. Commanders may assign Marines holding a PMOS of 3529, 3521, 3531, or any DOD Federal Civilian employee or contractor personnel employed by the Marine Corps in support of a licensing program as a Licensing Examiner when no 3537 is resident on the unit's Table of Organization (T/O). At a minimum, Licensing Examiner shall be the rank of Sergeant.

3. All licensing officials and examiners will be appointed in writing by the commander. The licensing official and examiner cannot be the same person.

4. Classroom instruction will be conducted using approved Periods of Instruction (POI) from the Formal Learning Center. Approved POI's can be obtained by contacting the Motor Transport Instruction Company, Marine Corps Detachment, Fort Leonard Wood, MO.

5. Commanding Officers have the authority and responsibility to suspend and revoke operator permits per reference (f). Commanders may revoke military and civilian personnel government equipment operator privileges, as deemed necessary, to ensure the safe operation of equipment.

9002. INCIDENTAL MOTOR VEHICLE OPERATOR TRAINING

1. Incidental motor vehicle operators are individuals with a primary MOS other than motor transport operator, MOS 353X, but that are required to operate a tactical vehicle to perform their regular duties.

2. Incidental operators will be screened IAW reference (f).

3. MSC Commanders will monitor the training of incidental operators. This training must be accomplished prior to testing and licensing in accordance with reference (e) and (f). Commanders may establish additional requirements as necessary.

4. A printed certificate of completion for the on-line Marine Net Incidental Motor Vehicle Operator Course will be accepted by all licensing examiners as proof of academic training and will be used as the basis for the issuance of a "Learners Permit," OF-346.

9003. SPECIAL OPERATOR QUALIFICATION

II MEF MT SOP

1. All motor vehicle operators, both tactical and commercial, required to transport Ammunition and Explosives (A&E) or Hazardous Materials/Waste (HazMat), must be trained in accordance with all local command requirements and references (f) through (h).

2. Quotas for A&E and HazMat training must be coordinated with MSC licensing offices.

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

# CHAPTER 10

## MOTOR TRANSPORT CONVOY OPERATIONS

II MEF MT SOP

10000. MOTOR TRANSPORT MOVEMENTS

1. General. The II MEF CG directs units maximize use of organic military equipment to sustain operational proficiency. II MEF subordinate units will use organic tactical vehicle support and convoy movement to and from exercises and events within 400 miles of home station. Units are highly encouraged to use organic tactical vehicle support and convoy movement to and from exercises and events between 401 and 800 miles of home station. Commanders retain the authority to decide when to use its military assets for movements over 400 miles from home station. Commercial means of transportation are an alternate mode of transportation after organic options are exhausted. Success or failure of tactical or administrative motor transport movements depends on effective planning. Detailed information for administrative and tactical movements can be found in TM-11240-14/2, MSTP Pamphlet 4-0.1 (Movement Control), MCRP 4-11.3F, FM 55-10, and Tactical Convoy Operations MCWP 4-11.3. The Transportation Capacity Planning Tool (TCPT) is the primary system for requesting convoy movements.

a. Administrative movements require considerable coordination with local government and roadway authorities to ensure success.

b. Tactical movements are dependent on the tactical situation and require an operation order.

c. Night movements between, sunset and sunrise, are authorized in accordance with NCDOT annual permits. Oversized loads require special permitting. Convoys are required to have appropriate lighting and reflective convoy signs while conducting night movements on controlled military routes. Blackout operations are not allowed on military approved routes. Vehicles with beacon lights will be utilized during night convoy movements on controlled military routes identified on NCDOT annual permits.

2. Movement Request. All units conducting movements of more than four (4) vehicles or conducting movements of four (4) LAVs off of Camp Lejeune must first submit a Ground Transportation Request (GTR) through TCPT , and, if required in garrison, a DD-1266 , Special Hauling Permit, to the MSC G-4/MTO. All off base movement bids must be received NLT 7 working days prior to conducting the movement. The unit's MTO/MTC will serve as the point of contact with the MSC MTO Office, when addressing the unit's road movement requirements and coordinating instructions.

a. Approved transportation requests will automatically be issued movement authorization through TCPT. The Ground Transportation Order confirms approved movements and is updated daily by MMCC.

b. The primary purpose of the GTR is to receive movement authorization to move tactical vehicles over a controlled route. (Any movement outside the Camp Lejeune area is considered movement over a controlled route.)

c. GTR tabs must be completely filled out to be granted route approval.

d. Route of convoy movement must be identified in route segments tab of GTR request.

e. Oversized loads will be annotated in description tab in the GTR request.

f. If there are additional oversized load permits needed (not covered by annual permits), MSCs must request an oversized load permit in conjunction with GTR.

3. GTR Approval. Upon receiving a response from the State and or North Carolina National Guard State Area Command representatives, the MMCC will provide the requesting unit with an appropriate endorsement indicating approval or disapproval for the Special Hauling Permit and route requested. Units will not be authorized to move over the road network until approval has been received from the MSC and MEF AC/S G-4 (MMCC).

a. The MMCC may dictate a different route, departure date or departure time IAW the priority of movement and route congestion. The GTR must be updated to reflect changes in route.

b. Changes made to the GTR by the MMCC are final.

4. Request for Changes. Once movement authorization has been issued, no deviation from the approved route and schedule are authorized. Authorization to change a road movement plan can be obtained from the state within a few hours, depending on the specifics of the move. However, units are reminded that no deviation from the route or date of departure is authorized until the request has been submitted, and approval has been received from the state, via the MMCC and the MSC MTO office.

a. Requests for changes to convoy movements, which have previously been issued authorization, must be updated on the GTR.

b. Requests for changes to convoy movement, which have not been issued authorization, must be requested thru MMCC to have the GTR changed or sent back to the submitting MSC.

c. Requests for changes may not be honored depending upon the previously scheduled movements. Potential conflicts caused by making changes will be de-conflicted by the MMCC based on priority of movements.

5. Organizations and Control

a. A convoy is defined as a group of vehicles proceeding under a single commander to the same destination over the same route organized for the purpose of control and orderly movement with or without escort protection. CCs will be assigned for each convoy per MEF MSG 141401Z MAR 00 and this SOP. The following are the rank requirements for a convoy:

(1) A Corporal will lead convoys consisting of four or less vehicles.

(2) A Sergeant will lead convoys consisting of five to nine vehicles.

(3) A Staff Non-Commissioned Officer or Officer will lead convoys consisting of ten or more vehicles.

b. Convoys may be broken down into the March column, the Serial and March Unit.

(1) March Column. Consists of all vehicles involved in a single move over the same route.

(2) Serial. Serial is a subdivision of the march column and will consist of no more than 20 vehicles, ensuring manageable groups of vehicles for ease of control.

(3) March Unit. March unit is a subdivision of the serial and will consist of no more than 10 vehicles.

c. Convoys are conducted in one of three accepted column formations: closed, open, or infiltration.

d. MTOs are responsible for column control and discipline. Appendix A provides guidance on planning and executing motor transport movements.

e. Command and control relationships between convoy and troop commanders must be clearly delineated in both administrative and tactical motor vehicle movements.

f. The MSC Road Masters can provide escort and convoy control assistance for commanders upon request. In addition, the MSC Road Masters will conduct spot checks to ensure compliance of regulations and safety of vehicle loads.

6. Route Reconnaissance. Organizations are required to conduct a route reconnaissance during the planning phase of motor transport movements.

7. Strip Maps. Include the preparation of strip maps in convoy planning and ensure operators use them en route.

8. Maintenance en route. Convoy commanders must plan and execute maintenance during motor transport movements. Consideration must be given to operator maintenance including checks of vehicle fluids, lights, tires and belts during rest stops. Maintenance en route must also include a plan for contact maintenance on the roadside.

9. Recovery Plan

a. Equipment considerations: A detailed recovery plan is required to ensure a safe and successful movement. Movement planners, usually NCO's or SNCO's will ensure an adequate number of tow bars, chains, straps, tools (for unhooking drive shafts) for lift tow and flat tow, bump trucks and Medium Heavy Equipment Trailers (MHET) are factored into the recovery plan.

b. Safety Considerations: Convoy Commander (CC) should maintain situational awareness of people and things within their environment at all times. To that end, breakdowns on high traffic areas must dealt with swiftly and without hesitation. Breakdowns on I-95 or any other busy highway will be planned and discussed prior to the movement. When the need arises, the CC will conduct hasty recovery moving vehicles to a safe area using lift or flat tow to avoid possible collision of passers-by with the downed vehicle. The selected location should be adequate to complete the recovery safely without being rushed.

10. Safety. CCs are responsible for compliance with safety

regulations during motor transport movement. Military personnel may not direct civilian traffic except in an emergency.

11. Convoy signs/flags. Motor vehicle movements conducted in conjunction with training must display warning signs. Signs shall be red with yellow lettering. Letters on signs must be no less than 4 inches in height. When conducting a Joint or NATO exercise convoy flags may be required. (Convoy flags are available through the supply system. NSN available from FEDLOG.) Signs or flags will be displayed in the following manner:

a. "CONVOY FOLLOWS" - Front of lead vehicle

b. "END OF CONVOY" - Rear of lead vehicle and front of last vehicle

c. "CONVOY AHEAD" - Rear of last vehicle

d. Blue Flag - Front of lead vehicle

e. Green Flag - Front of rear vehicle

f. Black/White Flag - CC vehicle

12. Road Guides. When guides are used for convoy control, their position should be shown on the convoy strip map. Procedures must be published in the movement order to ensure that no guide is left behind. Guides will wear road guard vests.

13. Operational Risk Assessment. Prior to any convoy the unit must complete an Risk Management (RM) assessment to minimize the risk inherent to convoy operations. At a minimum unit leaders need to evaluate the risk of civilian traffic, adverse weather conditions and prior unit lessons learned on each movement.

14. Military Control Point/Movement Control Teams. During MSC or higher directed movements, Military Control Points (MCP) and Movement Control Teams (MCT) may be utilized to control movement on MSR. MCP/MCT along with Military Police (MP) and Road Masters are the controlling agencies on the route. Units are required to adhere to all instructions issued by the MCP/MCT to include delay at start point or redirection of convoy to another route. CCs must report to MCT when directed in the Highway Regulation Plan.

15. MSC Movement Control Center. The MSC's Movement Control Center (MCC), when required, is established to coordinate and monitor unit convoy movements. Unit Movement Control Centers will report convoy departure from Starting Point (SP) and halts and arrival at RP. MCC will normally be located at MSC Motor Transport unless otherwise directed.

10001. MOVEMENT CONTROL

1. General. The success of military operations often depends on sound and timely deployment and logistical support. An efficient and effective transportation system for the movement of troops, equipment and supplies is essential to rapid deployment and the support of forces. Movement systems consist of sea, ground, and air transportation modes of operations, terminal operations such as ports and airfields, and movement control.

2. Movement control is the most critical part of a transportation system as inadequate control of movement results in waste, reduced efficiency, and loss of combat power. Movement control is the planning, routing, scheduling, and control of personnel and cargo movements over lines of communication (LOCs). It also consists of validating movement requirements, allocating resources, coordinating movements, and tracking of personnel and cargo during movement. Movement control balances requirements against capabilities and assigns resources based on the commander's priorities.

10002. PRINCIPLES OF MOVEMENT CONTROL

1. The six movement control principles, Centralized Control and Decentralized Execution, Regulated Movements, Fluid and Flexible Movements, Effective Use of Carrying Capacity and Forward Support must be utilized in the planning and execution of movement control operations to support the commander's mission, intent and priorities of movement. These principles are discussed below.

2. Centralized Control and Decentralized Execution - normally, the most efficient method to provide movement control is to centralize control of movements at the highest level. Centralization means that a focal point for transportation planning and resource allocation exists at each level of command involved in an operation. The focal point is an individual or unit that is aware of the current and future requirements of the supported force as well as the capabilities available to meet the requirements. Centralization of movement control normally occurs at the levels charged with integrating logistics support. Decentralized execution of mode and terminal operations is equally important. Decentralized execution of transportation missions means terminal and mode operators remain free to assign and control the specific transportation assets that will meet the requirement. This practice enhances the flexibility to prioritize support and accomplish the mission.

3. Regulated Movements - Movement Control Authorities (MCA's) regulate moves to prevent transportation terminal and Main Supply Route (MSR) congestion and scheduling conflicts among commands. Proper management of transportation assets and the transportation network is critical. Advances in technology have increased both the capability and requirement to regulate movements. Highly mobile forces, longer distances, increased consumption rates, and shared LOCs are a few of the challenges. The regulation of movements has two applications. One deals with the apportionment of cargo carrying capacities to movement requirements. The second deals with the regulation of traffic along MSRs. Transportation planners, in conjunction with the G-3 determine which traffic and LOCs require control during the planning process. Regulation of movements requires a comprehensive movement control plan as well as the assets needed to enforce the plan. The free flow of goods and services will not occur within a saturated transportation system (one in which demands for transportation exceed the system's capabilities). This saturation of the system normally occurs because highly mobile forces extend supply lines. Increased consumption rates and a desire to reduce stockpiles are additional causes of saturation of the transportation system. Movement controllers must therefore regulate movements and execute the commander's priorities for use of all available transportation modes and assets. Inadequate transportation capability in relationship to the size of the force supported will also require prioritization of available transportation.

4. Fluid and Flexible Movements - Transportation systems must provide the uninterrupted movement of personnel, supplies, and services. This means the system must be capable of rerouting and diverting traffic. Maintaining flexibility is one of the biggest challenges facing transportation planners and operators in a changing battle space with shifting conditions and priorities. To accomplish this task successfully, the transportation system must be linked into the force's command and control (C2) nodes and be able to communicate with various movement control agencies (MCAs). These systems provide timely data to adjust the responses of the terminals and modes in the system. Transportation planners and operators can also improve response time and flexibility by using the right modes for the right cargo. They can also anticipate the need for alternate modes and routes. For example, if a functioning rail system is available, movement of heavy equipment over long distances is best suited for movement over rail, as opposed to highway, if the tactical situation permits.

5. Effective Use of Carrying Capacity - Transportation is normally a limited asset. Therefore, planners must understand when to use a specific mode of transport and each mode's unique capabilities. This principle involves more than loading each transport vehicle to its maximum carrying capacity. It also means using all available transport capability in the most effective manner. While allowing for adequate equipment maintenance and personnel rest, transportation operators should keep transportation assets loaded and moving as much as the operational and tactical situation permits.

6. Transportation Discipline is the prompt return of transportation assets ensuring their availability for subsequent operations.

7. Forward Support - Forward-oriented transportation support is a combat multiplier, as it enables the commander to concentrate the preponderance of his forces on the enemy. The principle of forward support includes fast, reliable transportation to provide support as far forward as possible. The key to forward support are the reception and clearing capabilities at the destination units. These units may require equipment and personnel augmentation to enhance their reception and clearance capabilities. Forward support may entail providing operational level transportation assets to support tactical level units. However, any requirement for forward support that relinquishes centralized control for an extended time must be balanced against the effectiveness of the overall transportation system.

## 10003. FUNCTIONS OF MOVEMENT CONTROL

1. The functions of movement control consist of planning, validating, allocating, routing, managing priorities, coordinating, and force tracking.

2. Planning - Transportation planning is vital to the success of military operations at all levels of command. During course of action development, transportation planners concurrently develop movement estimates for each course of action being considered. They advise commanders and staff on transportation matters, coordinate transportation staff actions, and evaluate the effectiveness of the transportation system. They also coordinate with other functional planners that have an impact on transportation to ensure requirements relating to the transportation system are adequately covered. Because most facets of logistics interface with the transportation system and movement control, planners should ensure plans are coordinated with supporting and supported commands.

3. Validating - Authorities within the requesting unit's chain of command must validate movement requests presented to an MCA. The validation confirms the need for the movement, shipment configuration, dimensions, and routing. This validation ensures that all parties, including the chain of command, are cognizant of the requirement.

4. Allocating - Allocating assigns specific transportation resources against planned movement requirements. It involves dividing the available transportation capability among the transportation tasks according to priorities. It is a critical function in decision making because it forces planners to analyze all transportation tasks and, in the broad sense, divide the transportation capabilities among those tasks.

5. Routing - Routing is the process of coordinating or directing movements on MSRs or alternate supply routes (ASRs). ASRs are routes designated for use when the MSRs are unavailable. When routing traffic, commanders and staffs should consider the fundamentals and principles that govern routing.

6. Managing Priorities - MCAs manage requirements and priorities when there are not enough assets to satisfy all transportation requests. They also regulate movement on LOCs to prevent conflict and congestion. This is called highway regulation for movement on roads. MCAs require access to command and control and automated support systems such as Global Transportation Network, Global Command and Control System, and Transportation Capacity Planning Tool (TCPT), to process information in a timely manner.

7. Coordinating - MCAs are the customer's point of contact for transportation support and their point of entry to the transportation system. They concentrate their efforts on those functions of movement control that directly relate to providing continuous transportation support. Coordinating is where MCAs interface with the receiving units and transportation units to provide transportation support. During this process, they match requirements with modes based on priorities and consider the principles of movement and mode selection criteria. MCAs then commit or task mode and terminal operators to provide support. Coordination extends to allied forces, the host nation (HN), and non-governmental agencies within the command's area of operations (AO). Reliable communications reduces response time and is crucial to this process. A standard transportation request process and validation system is necessary to coordination.

8. Force Tracking - Force tracking provides the location and status of forces and support units within the AO to the commander. It allows the commander to know when combat ready forces have completed arrival and assembly operations in their staging areas and when they are ready to deploy to their AO. This process begins in the staging area, where equipment and personnel are assembled into combat-ready units, and continues until forces are ready to begin operations. Efficient movement control is an important means of force tracking. MCAs must be able to communicate force-tracking data directly to operational commanders. They must have the communications, data processing equipment, and personnel to provide and manage force-tracking data. MCAs use the established chain of command to facilitate effective and efficient movement control.

10004. MOVEMENT CONTROL AGENCIES

II MEF MT SOP

1. Transportation management and movement control should reside in the same organization, such as the MAGTF MCC or Unit Movement Control Center (UMCC) at the unit level. These are collectively referred to as MCAs. Their peacetime functioning should mirror their wartime functioning. The MCC is a permanent organization. Other MCAs, such as the UMCC formed by individual moving units, are temporary and may consist of no more than one or two individuals in the unit's S-4 section.

2. MAGTF Primary Staff (G-3/G-4)

a. The G-3 ensures that the movement control plan is integrated into the MSC's scheme of maneuver. The G-3 plans and directs the positioning and maneuver of combat and combat service support units within the MSC's area. This may require rapidly projecting these forces over extended distances on MSRs. The G-3, coordinating with the G-4, establishes priorities for using MSRs for movement and maneuver. Maneuver will normally have priority over movement. However, maneuver must be well coordinated with movement to prevent route congestion, enforce movement priorities, and ensure continuous logistic support.

b. The G-4 develops logistical support plans and implements logistical support priorities for movement. The G-4 assists the G-3 in establishing priorities for the use of MSRs. The G-4 plans and directs the support of the logistics units to support the command's movement control and transportation effort.

3. MAGTF Movement Control Center - The MMCC, operating under the cognizance of the G-4, coordinates with the G-3 during unit movement, force tracking, and maneuver planning. It assesses the impact for transportation requirements and highway regulation in the MSC's area. The MMCC advises the G4 of logistics and unit movement requirements. This may include support of reception, staging, and onward movement of forces, replacement operations, and reconstitution. The MMCC assesses the overall effectiveness of the movement programs and recommends the type of transportation units and assets required to accomplish the MSC's mission. It coordinates with external elements for transportation support in excess of organic capabilities. It normally includes both operations and logistics representation. The size and complexity of the deployment determines the actual structure of the MMCC. The MMCC also:

a. Plans transportation support, develops policies, provides guidance, and recommends movement priorities and procedures for movement control and highway regulation.

b. Plans, coordinates, and oversees large or special movements in conjunction with other MCAs.

c. Guides and assists major subordinate commands and units transiting the MAGTF area of operation (AO).

d. Prepares the transportation portion of the plans and orders.

e. Recommends road repair priorities and improvements for the road network in the AO in coordination with engineers.

f. Coordinates with other MCAs to implement traffic control and highway regulation plans.

g. Assesses and recommends requirements for host-nation support (HNS) in regards to transportation requirements.

h. Coordinates policy and procedures with the joint movement center (JMC), the force movement control center (FMCC) and the logistics movement coordination center (LMCC).

i. Receives, processes, prioritizes, and coordinates movement bids for all units, to include the issue of movement credits.

j. Provides force tracking to higher, lower and adjacent commanders.

k. Receives, processes, prioritizes, and coordinates transportation requests from subordinate units, including the tasking of subordinate units to support those requests.

l. Publishes daily route movement table (RMT) to subordinate units as well as traffic control points (TCPs) and movement control teams (MCTs).

m. Provides centralized movement control and highway regulation for moving personnel and materiel into, within, and out of the MAGTF area.

n. Ensures effective and efficient use of available transportation capability.

o. Plans, programs, coordinates, manages, and analyzes transportation and movement requirements and implements MAGTF priorities.

p. Performs transportation planning and highway regulation. It also controls, allocates, and supervises the operation of attached or assigned movement control teams (MCTs).

q. Coordinates unit movement requirements with the FMCC.

r. Coordinates employment of MCTs for movement of MSC units.

s. Collects, processes, and distributes information on MSR status.

t. Coordinates enforcement of highway regulation plans with the MPs.

u. Places TCPs/MCTs at key transportation nodes and other critical locations on MSRs to expedite surface movements.

4. Unit Movement Control Center. Every deploying unit down to regiment, battalion, and separate company level will activate a UMCC when needed. The UMCC ensures that units are prepared for embarkation, directs marshaling, coordinates assets, identifies additional support requirements, and, as directed by the MSC MCC, coordinates the movement of forces to unit marshalling areas (UMA) or assembly areas (AA) for onward movement to tactical assembly areas (TAA) or aerial and/or seaports of embarkation. UMCCs should consist of transportation personnel and embarkation personnel at a minimum. UMCCs are responsible for:

a. Reporting serial movement to the MMCC in accordance with the RMT.

(1) Report serial departure time, to include vehicle and PAX count by movement credit number as it happens.

(2) Report arrival times at rest areas, fuel stops and designated checkpoints by movement credit number as it happens.

(3) Report departure times from rest areas, fuel stops, and designated checkpoints to include vehicle/passenger counts, by movement credit number as it happens.

(4) Report arrival time at release points to include vehicle and PAX counts by movement credit number as it happens.

b. Enforce adherence to RMT.

c. Prepare and inspect serials prior to movement. Convoy movements are required to be updated in TCPT.

5. Movement Control Team. MCTs expedite, coordinate, and support movement control and transportation operations. They are task organized on the basis of mission, enemy, terrain and weather, troops and support available, and time (METT-T). They are normally located at sites such as ports and airfields, beaches, key combat service support nodes, and following in trace of convoys. MCTs are often assigned geographic areas. MCTs are responsible for trouble shooting, controlling, and coordinating movements within their assigned area, site, or serial. These teams may also be tasked with providing sustainment, messing, and maintenance support for units conducting movement. MCTs report directly to the MSC MCC.

6. Traffic control points (TCPs). TCPs are normally manned by MPs. TCPs are established at major road intersections, rest areas, start points (SP), release points (RP), refueling points, and areas of concern. Their primary concern is traffic control. TCPs may be required to hold serials to allow proper time intervals or to allow for changing priorities in the scheme of movement.

a. TCPs will maintain communication with the MCC at all times.

b. If electronic means of transmitting the current RMT not available, a courier will deliver it to the TCPs.

c. MP Det OIC may be required to report to the MCC for daily debriefing to retrieve the current/future RMT.

7. Communications. Communication between TCPs, MCTs, UMCCs and the MSC MCC is paramount. The communication plan should include tactical nets for convoy coordination, or, depending on the situation, could consist of cellular phones. The preferred method is a secure network.

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

APPENDIX A

PERTINENT DIRECTIVES CHECKLIST

| | |
|---|---|
| MCO 1000.6 | ACTS MANUAL |
| MCO P1200.18_ | MOS MANUAL |
| MCO 1650.17_ | MILITARY INCENTIVE AWARDS PROGRAM |
| SECNAVINST 1650.1_ | AWARDS PROCEDURES MANUAL |
| MCO P4030.19_ | PACKING AND PREPARATION MATERIAL FOR AIR SHIPMENT |
| MCO 4400.150 | CONSUMER LEVEL SUPPLY POLICY |
| MCO 4733.1_ | MARINE CORPS TMDE |
| MCO P4790.1_ | MIMMS INTRODUCTORY MANUAL |
| MCO P4790.2_ | MIMMS FIELD PROCEDURES MANUAL |
| MCO 4855.10_ | QUALITY DEFICIENCY REPORTING |
| MCO 5100.19_ | MARINE CORPS TRAFFIC SAFETY PROGRAM |
| MCO 5110.1_ | MARINE VEHICLE TRAFFIC SUPERVISOR |
| MCO P5102.1_ | MARINE CORPS GROUND MISHAP REPORTING |
| MCO P5215.17_ | MARINE CORPS TECHNICAL PUBLICATION |
| MCO 5600.31_ | PRINTING AND PUBLISHING REGULATIONS |
| MCO P8020.10_ | MARINE CORPS AMMUNITION MANAGEMENT AND EXPLOSIVES SAFETY POLICY MANUAL |
| MCO P11262.2_ | LOAD TESTING CRANES AND WRECKERS |
| TI-4790-15/5_ | REBUILD STANDARDS LISTING U.S. MARINE CORPS EQUIPMENT |
| NAVMC 1017 | TABLE OF AUTHORIZED MATERIAL |
| MCO P11240.106_ | NTV |
| NAVSEA SW020-AF-ABK-010 | GLOVE BOX EDITION (AMMO) |
| NAVMC 2761 | CATALOG OF PUBLICATIONS |
| UM 4400-124 | FMF SASSY USING UNIT PROCEDURES |
| UM 4790-5 | MIMMS AUTOMATED INFORMATION MANUAL |
| TM 4700-15/1_ | EQUIPMENT RECORDS PROCEDURES |

II MEF MT SOP

| | |
|---|---|
| TM 4750-OD/1 | PAINTING AND MARKING |
| TM 4750-OD/2 | CAMOUFLAGE PAINT PATTERNS |
| TM 11240-15/3_ | MOTOR VEHICLE LICENSING MANUAL |
| TM 11240-ODA | TECHNICAL CHARACTERISTICS MANUAL |
| TM 4710-14/1_ | R&E CRITERIA, USMC PROGRAM |
| TI 6850-15/1_ | CONSERVATION PROCEDURES |
| TI 10340-15/1_ | AUTHORIZED FUELS |
| TI 10360-15/1 | ANTI-FREEZE |
| MCRP 4-11.3F | TACTICAL CONVOY OPERATIONS HANDBOOK |
| MCWP 4-11.3 | TRANSPORTATION OPERATIONS |
| MCWP 4-11 | TACTICAL LEVEL LOGISTICS |
| MCWP 3-35.6 | DESERT OPERATIONS |
| MCO 5100.8 | MARINE CORPS GROUND OCCUPATIONAL SAFETY AND HEALTH (OSHA) |
| 29 CRF 1910 (OSHA) | OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION |

II MEF MT SOP

APPENDIX B

OPERATION ORDER FORMAT FOR MOTOR TRANSPORT MOVEMENT/CONVOYS

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 schedules

   c. Routes

   d. Convoy speeds, catch-up speed

   e. Vehicle distance

   f. Checkpoints

   g. Emergency measures

      (1) Accidents

      (2) Breakdowns

      (3) Separation from convoy

      (4) Ambush; action of convoy personnel in the event of ambush and action of security personnel during ambush.

      (5) Medical support

4. ADMINISTRATION AND LOGISTICS:

   a. Cargo loading, unloading and security

   b. Control of personnel

c. Uniform and equipment

d. Billeting/messing arrangements

e. Refueling of vehicles

f. Servicing/maintenance of vehicles/equipment

g. Vehicle recovery

5. COMMAND AND SIGNAL:

a. Location of Convoy Commander (CC), designation of Assistant CC, secession of command

b. Action of Security Force Commander

c. Serial Commander's responsibility

d. Signals

e. Radio frequencies and call signs for:

(1) Control Personnel

(2) Security Force Commander

(3) Fire Support Elements

(4) Medical Evaluation Support

6. SAFETY:

a. Hazards of route and weather

b. Defensive driving, weapons safety and security

II MEF MT SOP

## APPENDIX C

### CONVERSION TABLE

| | |
|---|---|
| 1 Kilometer = 3,280.8 ft | 1 Mile = 5,280 ft |
| 1 Kilometer = 0.6214 mi | 1 Mile = 1.609 km |
| 1 Meter = 3.281 ft | 1 Foot = .0348 m |
| 1 Meter = 39.37 in | 1 Foot = 30.48 m |
| 1 Centimeter = .393 in | 1 Inch = 2.54 cm |
| | 1 Yard = 91.44 cm |
| | 1 Yard = .9144 m |

MPH to KPH conversion equation: MPH X 1.609 = KPH

| | | | |
|---|---|---|---|
| 1mph = 1.609kph | 26mph = 41.834kph | 51mph = 82.059kph | 76mph = 122.284kph |
| 2mph = 3.218kph | 27mph = 43.443kph | 52mph = 83.668kph | 77mph = 123.893kph |
| 3mph = 4.827kph | 28mph = 45.052kph | 53mph = 85.277kph | 78mph = 125.502kph |
| 4mph = 6.436kph | 29mph = 46.661kph | 54mph = 86.886kph | 79mph = 127.111kph |
| 5mph = 8.045kph | 30mph = 48.270kph | 55mph = 88.495kph | 80mph = 128.720kph |
| 6mph = 9.654kph | 31mph = 49.879kph | 56mph = 90.104kph | 81mph = 130.329kph |
| 7mph = 11.263kph | 32mph = 51.488kph | 57mph = 91.713kph | 82mph = 131.938kph |
| 8mph = 12.872kph | 33mph = 53.097kph | 58mph = 93.322kph | 83mph = 133.547kph |
| 9mph = 14.481kph | 34mph = 54.706kph | 59mph = 94.931kph | 84mph = 135.156kph |
| 10mph = 16.090kph | 35mph = 56.315kph | 60mph = 96.540kph | 85mph = 136.765kph |
| 11mph = 17.699kph | 36mph = 57.924kph | 61mph = 98.149kph | 86mph = 138.374kph |
| 12mph = 19.308kph | 37mph = 59.633kph | 62mph = 99.758kph | 87mph = 139.983kph |
| 13mph = 20.917kph | 38mph = 61.142kph | 63mph = 101.367kph | 88mph = 141.592kph |
| 14mph = 22.526kph | 39mph = 62.751kph | 64mph = 102.976kph | 89mph = 143.201kph |
| 15mph = 24.135kph | 40mph = 64.360kph | 65mph = 104.585kph | 90mph = 144.810kph |
| 16mph = 25.135kph | 41mph = 65.969kph | 66mph = 106.194kph | 91mph = 146.419kph |
| 17mph = 27.353kph | 42mph = 67.578kph | 67mph = 107.803kph | 92mph = 148.028kph |
| 18mph = 28.962kph | 43mph = 69.187kph | 68mph = 109.412kph | 93mph = 149.637kph |
| 19mph = 30.571kph | 44mph = 70.796kph | 69mph = 111.021kph | 94mph = 151.246kph |
| 20mph = 32.180kph | 45mph = 72.405kph | 70mph = 112.630kph | 95mph = 152.855kph |
| 21mph = 33.789kph | 46mph = 74.014kph | 71mph = 114.239kph | 96mph = 154.464kph |
| 22mph = 36.398kph | 47mph = 76.014kph | 72mph = 115.848kph | 97mph = 156.073kph |
| 23mph = 37.007kph | 48mph = 77.841kph | 73mph = 117.457kph | 98mph = 157.682kph |
| 24mph = 38.616kph | 49mph = 78.841kph | 74mph = 119.066kph | 99mph = 159.291kph |
| 25mph = 40.225kph | 50mph = 80.450kph | 75mph = 120.675kph | 100mph = 160.900kph |

KPH to MPH conversion equation: KPH/1.609 = MPH

| | | | |
|---|---|---|---|
| 1kph = 0.622mph | 15kph = 9.322mph | 65kph = 40.368mph | 115kph = 71.473mph |
| 2kph = 1.243mph | 20kph = 12.430mph | 70kph = 43.505mph | 120kph = 74.580mph |
| 3kph = 1.865mph | 25kph = 15.538mph | 75kph = 46.613mph | 125kph = 77.688mph |
| 4kph = 2.486mph | 30kph = 18.645mph | 80kph = 49.720mph | 130kph = 80.796mph |
| 5kph = 3.108mph | 35kph = 21.753mph | 85kph = 52.828mph | 135kph = 83.903mph |
| 6kph = 3.729mph | 40kph = 24.860mph | 90kph = 55.935mph | 140kph = 87.011mph |
| 7kph = 4.351mph | 45kph = 27.968mph | 95kph = 59.043mph | 145kph = 90.118mph |
| 8kph = 4.972mph | 50kph = 31.075mph | 100kph = 62.150mph | 150kph = 93.226mph |
| 9kph = 5.594mph | 55kph = 34.183mph | 105kph = 65.285mph | 155kph = 96.333mph |
| 10kph = 6.215mph | 60kph = 37.290mph | 110kph = 68.365mph | 160kph = 99.441mph |

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

APPENDIX D

CONVOY COMMANDER'S CHECKLIST

1. MISSION REQUIREMENT:

   a. Current intelligence/situation

   b. Task vehicles: Type and quantity

      (1) Personnel

      (2) Cargo by type, class and size

   c. Security vehicles: Type and quantity

   d. Maintenance vehicle/Material Handling Equipment

   e. Command and Control vehicles: Type and quantity

2. RECONNAISSANCE: Leader's reconnaissance, maps and photographs.

3. ROUTE SELECTION:

   a. Roads

   b. Bridges

   c. Grades and curves

   d. Traffic density

   e. Requirements for route preparation or repair

   f. Enemy capabilities

4. LIAISON AND COORDINATION:

   a. Units along route

   b. Units being moved

   c. Supporting units; highway control agencies, shippers/cargo handlers (special road permits)

5. CONVOY ORGANIZATION:

   a. Size of serial/march units

   b. Type of column

   c. Operating gaps: Serial/march units, vehicles

   d. Position of control personnel/escorts/guides

e. Organization for command

f. Vehicle marking

6. MOVEMENT PLAN:

a. Controlled route

(1) Convoy clearance/movement credit

(2) Special permits/authorization

(3) Road Movement Table

b. Distance, time, and rate of movement

(1) Trip distance

(2) Required start time/required arrival time

(3) Column length

(4) Slowest vehicle

(5) Rate of movement/speed

(6) Maximum catch-up speed

c. Loading

(1) Report to, time and place

(2) Type/class cargo (oversized loads)

(3) Material Handling Equipment

(4) Blocking, bracing and cargo restraints

d. Staging

(1) Location

(2) Vehicle checks

(3) Cargo checks

(4) Time and start

e. Operator briefing

f. Start point

(1) Location/grid coordinates

(2) Identification characteristics

g. Check point

(1) Location/grid coordinates

(2) Identification characteristics

(3) Alpha-numeric designators

h. Guides and markers

(1) Positions

(2) Posting and pick up

i. Halts; Purpose/time/duration/location

j. Maintenance; Trail and en route support

k. Medical support; Organic capability and evacuation procedures

l. Release point

(1) Location/grid coordination

(2) Identification characteristics

(3) Report requirements

(4) Control of vehicle and operations

m. Unloading

(1) Time and place

(2) Report to

(3) Material Handling Equipment required

n. Back load and turn around

7. SECURITY EN ROUTE:

a. Action in event of attack

(1) Air attack

(2) Artillery attack

(3) Ground attack or ambush

b. Air support/fire support procedures

c. Use of lights - blackout restrictions

II MEF MT SOP

8. SERVICE SUPPORT:

   a. Fuel: Locations/times/types/quality

   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. Alert/broadcast net

   c. Security/tactical nets

   d. Fire and air support

   e. Medical evacuation

   f. Visual signals

   g. Sound signals

II MEF MT SOP

APPENDIX E

CONVOY COMMANDER'S AFTER-ACTION REPORT

1. General. The Convoy Commander's (CC) after-action report provides detailed information on convoy operations from which operational data may be obtained for reporting purposes and for future plans. It is submitted after the completion of a convoy operation but the convoy commander formulates it as the operation progresses.

2. Format. The format of the CC's report, as presented herein, provides for the minimum operational data required, and is offered as guidance only. It may be modified to suit the requirements of any given situation. For instance, this report includes no information on security forces, which may accompany a convoy. In instances where such action is required, additional information requirements covering escorts and/or security forces and measures may be inserted into this format.

(Appropriate Headquarters)
(Unit Designation)
(Convoy Clearance Number)
(Number and Type of Task Vehicles)
(Control Vehicles)

1. Convoy Operating Time

   a. Arrive start point

   b. Arrive load point

   c. Depart load point

   d. Loading time

   e. Arrival highway checkpoints:

      (1) No. 1 (list as needed)

      (2) No. 2

   f. Depart (clear) CP's:

      (1) No. 1 (list as needed)

      (2) No. 2

   g. Arrive unload point

   h. Depart unload point

   i. Time at unload point

2. Cargo/personnel

a. Cargo (weight)

b. Class/type

c. Number of personnel

3. Distance (speedometer reading of lead vehicle)

a. Start point

b. Loading point

c. Forward mileage (no load)

d. Unload point

e. Forward mileage (load point to unload point)

4. Remarks (Include such data as location of start point, route conditions en route, delays encountered and other intelligence and operational information as deemed appropriate; for example: refugee traffic along route; concentration of civilians; fires; damage to roads, bridges or buildings along the route).

5. Return Movement

a. Convoy operating time

(1) Arrive return load point

(2) Depart return load point

(3) Return load time

(4) Arrive (CP(s)):

(a) No. 1 (list as needed)

(b) No. 2

(5) Depart (clear CP(s)): No. 1

(6) Arrive unload point

(7) Depart unload point

(8) Time at unload point

(9) Arrive unit area

b. Cargo/personnel

(1) Cargo (short tons)

(2) Class/type salvage

(3) Number of personnel

c. Distance (speedometer reading, lead vehicle)

(1) Unloaded point (forward movement)

(2) Return load point

(3) Return mileage (no load)

(4) Return load destination (release point)

(5) Return mileage (loaded)

(6) Arrive unit area

(7) Return (no load)

6. Return Remarks. (Include any operational remarks such as explanation for asterisks as follows)

7. Round Trip Data

a. Convoy operating time

(1) Start point time (forward movement)

(2) Returned to start point (return movement)

(3) Total dispatch hours

(4) Deadhead hours (unit to load area, load area to unit)

(5) Total load hours

(6) Total unload hours

(7) Total operational hours

b. Cargo/personnel

(1) Forward tons/class

(2) Return tons/class

(3) Personnel forward

(4) Personnel returned

8. Distance in miles

a. Unit to forward load area

b. Forward load area to destination

c. Destination to return load area

d. Return load area to destination

e. Return unload area to unit

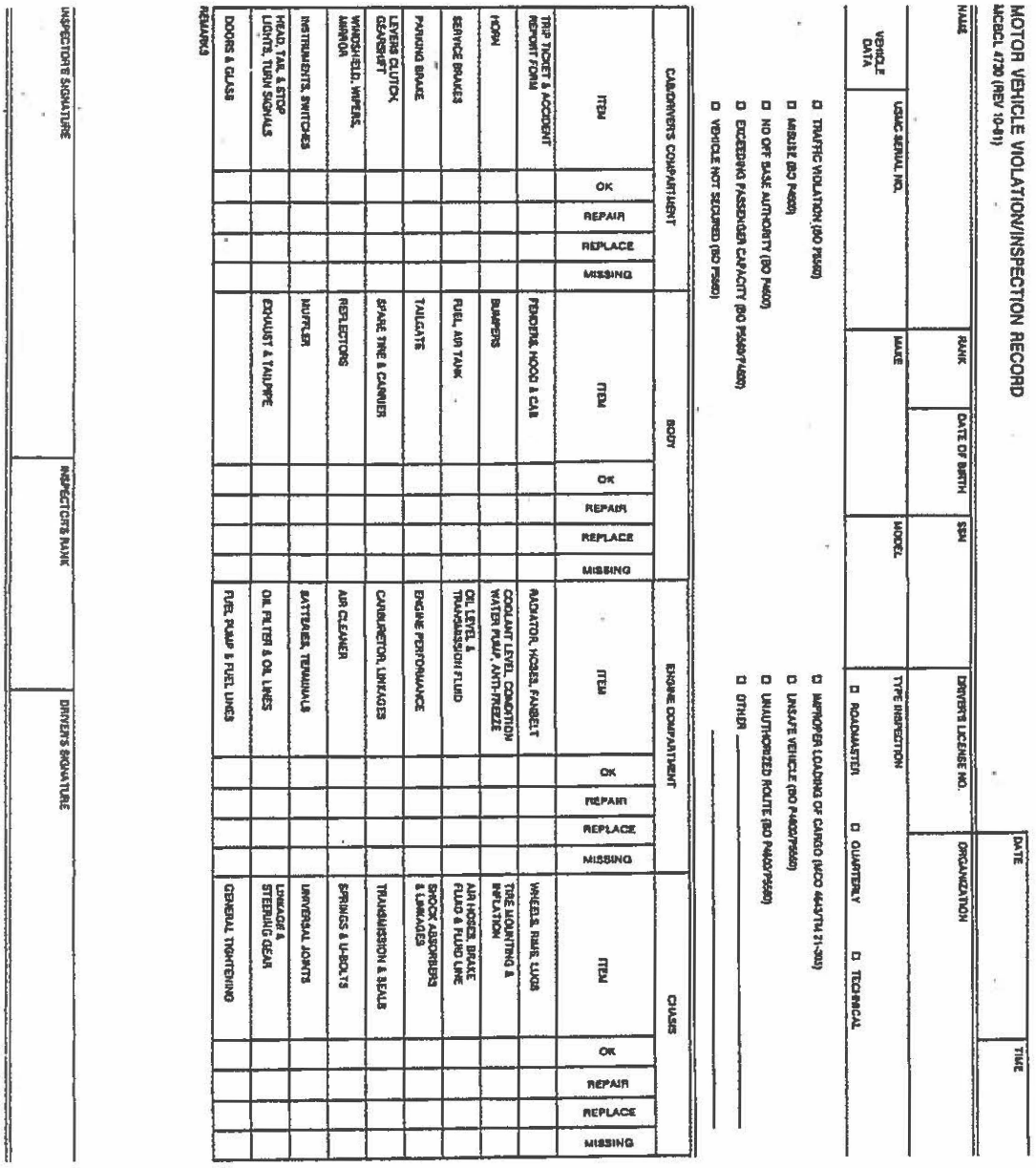
f. Deadhead total

g. Operational total

II MEF MT SOP

APPENDIX F

MOTOR VEHICLE INSPECTION/TRAFFIC VIOLATION



MOTOR VEHICLE VIOLATION/INSPECTION RECORD

MCBCL 4730 (REV 10-81)

DATE

TIME

NAME | RANK | DATE OF BIRTH | SEX | DRIVERS LICENSE NO. | ORGANIZATION

VEHICLE DATA: USMC SERIAL NO. | MAKE | MODEL | TYPE INSPECTION: ☐ ROADMASTER ☐ QUARTERLY ☐ TECHNICAL

☐ TRAFFIC VIOLATION (BO P5400)
☐ MISUSE (BO P4600)
☐ NO OFF BASE AUTHORITY (BO P4600)
☐ EXCEEDING PASSENGER CAPACITY (BO P5400/P4600)
☐ VEHICLE NOT SECURED (BO P5400)

☐ IMPROPER LOADING OF CARGO (MCO 4643/TM 21-305)
☐ UNSAFE VEHICLE (BO P4600/P5400)
☐ UNAUTHORIZED ROUTE (BO P4600/P5400)
☐ OTHER _____

| CAB/DRIVERS COMPARTMENT | | | | | BODY | | | | | ENGINE COMPARTMENT | | | | | CHASIS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ITEM | OK | REPAIR | REPLACE | MISSING | ITEM | OK | REPAIR | REPLACE | MISSING | ITEM | OK | REPAIR | REPLACE | MISSING | ITEM | OK | REPAIR | REPLACE | MISSING |
| TRIP TICKET & ACCIDENT REPORT FORM | | | | | FENDERS, HOOD & CAB | | | | | RADIATOR, HOSES, FANBELT | | | | | WHEELS, RIMS, LUGS | | | | |
| HORN | | | | | BUMPERS | | | | | COOLANT LEVEL, CONDITION WATER PUMP, ANTI-FREEZE | | | | | TIRE MOUNTING & INFLATION | | | | |
| SERVICE BRAKES | | | | | FUEL, AIR TANK | | | | | OIL LEVEL & TRANSMISSION FLUID | | | | | AIR HOSES, BRAKE FLUID & FLUID LINE | | | | |
| PARKING BRAKE | | | | | TAILGATE | | | | | ENGINE PERFORMANCE | | | | | SHOCK ABSORBERS & LINKAGES | | | | |
| LEVERS CLUTCH, GEARSHIFT | | | | | SPARE TIRE & CARRIER | | | | | CARBURETOR, LINKAGES | | | | | TRANSMISSION & SEALS | | | | |
| WINDSHIELD, WIPERS, MIRROR | | | | | REFLECTORS | | | | | AIR CLEANER | | | | | SPRINGS & U-BOLTS | | | | |
| INSTRUMENTS, SWITCHES | | | | | MUFFLER | | | | | BATTERIES, TERMINALS | | | | | UNIVERSAL JOINTS | | | | |
| HEAD, TAIL & STOP LIGHTS, TURN SIGNALS | | | | | EXHAUST & TAILPIPE | | | | | OIL FILTER & OIL LINES | | | | | LINKAGE & STEERING GEAR | | | | |
| DOORS & GLASS | | | | | | | | | | FUEL PUMP & FUEL LINES | | | | | GENERAL TIGHTENING | | | | |

REMARKS

INSPECTOR'S SIGNATURE | INSPECTOR'S RANK | DRIVER'S SIGNATURE

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

APPENDIX G

SAMPLE RM

| Mission:<br>Date Worksheet Prepared: | | | | | | | |
|---|---|---|---|---|---|---|---|
| Step 1.<br>Identify Hazards | | | Step 2.<br>Assess Hazards | Step 3.<br>Make Risk Decisions | | Step 4.<br>Implement Controls | Step 5.<br>Supervise |
| Operation Phases | Hazards | Causes | Initial RAC | Develop Controls | Residual RAC | How to Implement | How to Supervise |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | Accept Risks:<br>Yes No<br>Comm with higher: Yes No | | Lessons Learned: | |

II MEF MT SOP

THIS PAGE INTENTIONALLY LEFT BLANK

II MEF MT SOP

APPENDIX H

TACTICAL REFUELING AND DEFUELING

1. Tactical off base refueling using organic military Equipment is the preferred method for supporting convoy operations; therefore, units are authorized and encouraged to conduct tactical refueling of vehicles or equipment at authorized locations while conducting convoys between DOD installations.

2. Background. Ref a stated "the conduct of tactical refueling Using mobile refuelers or stationary tactical fuel systems (TFS) Shall be conducted only in approved training areas aboard DOD Installations by qualified personnel" and was published in lieu of II MEF G4 establishing clear policy for off base refueling at that time. That policy did not provide flexibility to commanders and negatively impacted convoy operations. It also reduced logistical flexibility in planning and executing administrative movements to and from Off-site training locations. Most importantly, the mindset of our Marines plays a critical role in the development of our warrior ethos and using credit cards to purchase fuel will only be used as a last Resort. II MEF units will no longer rely solely on commercial Civilian truck stops or gas stations as the primary means of Refueling vehicles and equipment when traveling to and from DOD Installations. Furthermore, while the protection of our natural Resources is of the highest priority, it should not stop units from Transporting and conducting tactical refueling outside DOD Installations along designated routes at authorized locations while In support of training exercises as long as procedures in this policy are strictly followed. To that end, this Order establishes policy for off base roadside tactical refueling during administrative Movements to off-site training locations.

3. Definitions:

a. Tactical refueling: tactical refueling is the issuing of fuel to vehicles or equipment using a tactical fuel system (TFS) or mobile Refueling equipment. A TFS includes, but is not limited to, any configuration of The amphibious assault fuel system (AAFS), tactical airfield fuel Dispensing system (TAFDS), expedient refueling system (ERS), Helicopter expedient refueling system (HERS), six-con tank and pump Modules, ground expedient refueling system (GERS), flat-rack Refueling capability, (a)MK31/(a)MK970 semi-trailer refueler, modular Fuel system (MFS), or similar systems.

b. Mobile refueling: mobile refueling is the act of refueling Vehicles or equipment from any mobile loaded configuration of any of the equipment identified in paragraph 3.a. or otherwise transferring fuel from one vehicle to another. This also includes the use of 5-gallon cans or other similar methods.

4. Limitations:

a. Prior approval via II MEF G-4 and adherence to environmental Regulations are necessary to conduct tactical refueling. Tactical Refueling using mobile refuelers or stationary tactical fuel systems (tfs) shall be conducted By qualified personnel and only in the following locations approved By II MEF G-4 MMCC.

(1) Northern route: rest stop on i-95 north just north of exit 903 grid 18S TF 59931 27903.

(2) Southern route: truck stop on i-95 south just south of i-40 Off exit 75, grid 17S QV 20368 11168.

b. Appendix H contains the pre-drafted template to address spill contingency requirements for each location.

5. Considerations:

a. Tactical refueling is an inherently risky operation that creates Potential for significant environmental damage or catastrophic Accidents. According to the National Environmental Policy Act (NEPA), failure to report an environmental release may result in a FINE of up to $250,000 for individuals and $500,000 dollars for an Organization. Each individual violation or spill incident may result in a fine of $37,500. Therefore, it is imperative that the following topics are considered prior to planning and conducting tactical Refueling:

(1) Environmental training required to conduct tactical Refueling.

(2) Familiarization with MCO 5090.2.

(3) Dot requirements to transport hazardous materials.

(4) Emergency response actions in case of spills/releases.

(5) Appointment of a qualified site manager to oversee refueling Operations.

(6) Creation of a spill contingency plan specific to the site used. Templates for the two pre-assigned locations listed on this message are provided.

(7) Adherence to above storage tank (ast) regulations and Secondary containment requirements.

(8) Appropriate spacing of tactical vehicles to prevent interference with regular traffic and operations.

b. Requesting new tactical rapid refueling locations. Submit Naval message to MEF G-4 NLT 15 working days prior to exercise Requesting permission to conduct tactical refueling for future Locations in support of new training venues. II MEF G4 operations and Motor transport advocate will conduct planning meeting with MMCC. If approved, MMCC will coordinate with North Carolina department of Transportation for permissions to conduct tactical refueling. Individual specific spill contingency plans the unit will create and send for approval by II MEF G-4 to add other locations.

c. Should commanders choose to utilize commercial civilian gas stations, the limited use of diesel fuel in tactical vehicles and equipment will not significantly affect performance nor require modification to preventive maintenance actions. Fuel filters will not need to be changed early.

d. Inclement weather: due to the inherent risk of using temporary secondary containment berms while raining, tactical refueling on nonmilitary roads while raining is not authorized unless conducted under overhead cover. Units can still receive fuel via commercial means during inclement weather.

e. Night operations: reduced visibility during night operations increases the risk for environmental mishaps. Therefore, units will develop a plan to ensure the refueling area is well lit and marked. The use of floodlights, chemical lights and reflective signs is highly encouraged.

6. Requirements:

a. When requesting new refueling locations, unit leaders are responsible for the conduct of a thorough route recon, where they should identify and coordinate the use of truck stops or gas stations that can refuel their vehicles in cases where planned tactical refueling becomes untenable. For requesting new locations, the following requirements will be met:

(1) Submit a naval message as per paragraph 5.b.

(2) Using the templates provided, create a new spill contingency plan for the proposed location.

b. Accidental mishaps: when handling fuel, spills can happen anywhere, anytime, by anyone. This is a risk assumed by units when conducting tactical refueling. The Marine Corps provides Marines with the knowledge and skills necessary to properly transport fuel, Conduct refueling and act quickly in the event of an accidental Spill. This is evident by our execution of tactical refueling aboard DOD installations. Accordingly, the following requirements will be met prior to, during and post tactical refueling operations:

(1) Immediate actions are listed as part of section III of the spill contingency plan. The site manager is overall responsible for determining the level of response required. Section VII covers Containment and clean up procedures and a spill response flowchart is Part of the package.

(2) Notifications: if the spill fits the description of a Release or if there are other emergencies as categorized in the spill contingency plan, contact the local fire department via 911. Additional notification to II MEF G-4 POC's is also required.

(3) Ensure follow up communications are made with state entities or first responders until all matters are completely resolved.

7. Applicability: This policy applies to convoys conducted for or In support of conus training.

II MEF MT SOP

APPENDIX H

**SPILL CONTINGENCY PLAN REFUELING OPERATIONS**
**LOCATION: I-95S IVO EXIT 903**
**LOCATION: I-95S IVO EXIT 75**
**UNIT:**
**DATE OF OPERATION:**

**Emergency Information Summary Table**

EMERGENCY COORDINATOR

Site Manager: XXXXXX Work Phone: XXXXXX

**Unit personnel must familiarize themselves with the contents of the Plan & know the difference in actions between an incidental spill or release.**

**Small Incidental Spill: A spill of petroleum, oil, coolant or lubricant that is inside an approved maintenance facility, that is considered consistent with normal actions, does not reach a floor drain or leave the facility*

**Release: Anything which reaches the environment - asphalt, concrete, water, dirt or a floor drain*

**In the event that (1) a spill not meeting the definition of incidental; (2) a Hazardous Material/Hazardous Waste spill, fire, release of toxic fumes; or (3) similar emergency occurs: CALL 911**

*****

**I. Oil & Hazardous Materials**

Attachment 2 provides a list of all oil and hazardous substances typically on hand at the site. The attachment also provides the maximum spill potential for each of the substances, as determined by the single largest container or storage capacity.

**II. Site Plan Sketch**

The Site Plan Sketch shown in Attachment 3, shall be with the personnel conducting refueling operations. All personnel shall be familiar with spill prevention procedures and proper responses. The Site Plan Sketch shows the following:

1. Location of all materials discussed in Section I.
2. Direction of flow for a spill and all known storm drains and canals
3. The location of firefighting equipment, spill response supplies and personal protective equipment.
4. Location of telephone/radio.
5. Location of exits and evacuation routes in case of a spill.

**III. Immediate Emergency Action Plan**

In case of a spill, the first responder should adhere to the Spill Response Flowchart provided as Attachment 1. The Spill Response Flowchart will be maintained by the site manager and will be available to all personnel working on the site. The primary site manager shall ensure workers are trained on the location of the chart and information shown on the chart upon initial assignment to the site and before starting work.

1. Remain calm and avoid panic or confusion.
2. Clear the area to a safe distance from the spill, going upwind if possible.
3. In case of fire or injury, use the nearest telephone and **CALL 911** or provided radio to notify the appropriate responders. Know the location of the nearest telephone/radio in the area.
4. Immediately report the spill to your supervisor and contact the Emergency Coordinator for this site (listed above as Primary Manager).
5. If there is any doubt as to the severity of the spill, **CALL 911**.

Whenever possible, give the following information when making a report:

1. Your name and telephone number.
2. Location of spill.
3. Number and type of injuries.
4. Identity, type, and estimated quantity of spill.
5. Source of the spill.
6. Behavior of spilled material (i.e. reactions, fire, etc.).
7. Anticipated movement of spill (e.g. is in, or headed to, a storm drain).
8. Time spill occurred.

**IV. Response Operations Plan**

The Site Manager, serving as the on-site Emergency Coordinator, will assume command of Response Operations until relieved by the Fire Department or other first responder. For non-emergency response actions the Site Manager will maintain command. The following actions will be taken:

Activate and direct facility response personnel to implement response operations to protect life and property. The order of operations will depend on existing conditions and may be concurrent.

1. Quickly determine the need to evacuate the site and implement emergency evacuation procedures as required. Toxic or Flammable vapors being carried downwind may endanger personnel in adjacent areas. Alert downwind personnel as necessary.
2. Rescue any injured individuals without risking personal safety.
3. Secure the spill area from unauthorized personnel.
4. Stop the source and prevent the spill from exiting the area or entering storm drains. Spill pathways and storm drain catch basins for this site are shown in attached site plan.
5. Avoid contact with released chemical(s), be cautious of vapors and wind direction.
6. If flammable vapors are present, restrict all sources of ignition, such as smoking, internal combustion engines, and or other open flames (may require shutting off electrical breakers).

7. If fire develops, utilize the proper equipment at hand to extinguish the fire, if it is safe to do so, pending arrival of the Fire Department. Locations of fire extinguishers for this site are shown in Attachment 3, Site Plan Sketch.
8. **The level of response actions of the site manager and facility personnel should never exceed their level of training.** Response actions should be defensive only, relying on Fire Department other first responders for offensive, first response actions.

**V. Evacuation Plan**

***Number of personnel normally working at site:*** *XX*

**Primary Assembly Area:** XXXXXXXXX
**Secondary Assembly Area:** XXXXXXXXX

The Site Manager will determine if an evacuation of the site is necessary. The Site Manager is responsible for directing employees and visitors in the area to the proper assigned assembly area. Personnel working at this site will be familiar with these assembly areas and procedures before an emergency arises. Evacuation routes for this facility are depicted on the Site Plan Sketch, Attachment 3.

What to do when an evacuation is announced:

1. Stop Work!
2. Leave the working area and walk to the designated assembly area. If that area is unsafe the Site Manager will select a new assembly area, or choose the alternate assembly area. Stay in this area until instructed otherwise.
3. The Site Manager will conduct a head count and report to the Fire Chief when his/ her employees have cleared the facility and if anyone is missing.
4. The Fire Chief will notify supervisors when it is safe to resume work.

What NOT to do when an evacuation is announced:

1. Do not delay evacuation of the site for any reason.
2. Do not assist in fire control unless properly trained.
3. After initial notifications, do not use the telephone. The system will remain open for emergency response personnel.
4. Do not block roads when evacuating site. Emergency response personnel must have physical access to all site areas.
5. Do not interfere with emergency response operations. Keep out of the way and stay clear of the site.
6. Do not reenter the site unless instructed to do so.

**VI. Fire and Safety Plan**

In the event of a fire, potential fire, or explosion, all personnel will evacuate from work site. Toxic or flammable vapors have the potential for traveling downwind and may endanger the community. **Immediately Call 911.**

1. Emergency Equipment. Personnel on site are equipped with the following fire control systems (as shown on Attachment 3, Site Plan Sketch):

a. Fire extinguishers: (XX)- 30 Pound Fire Extinguishers

## VII. Containment and Clean Up Procedures

Spills are to be cleaned or contained with materials available in the spill kits at the spill location. The spill kit will contain all necessary materials for the likely spill at the site. The following basic procedures are to be followed for cleaning of spills.

1. Turn leaking container(s) to minimize leakage and transfer the substance from the leaking container as soon as possible. Separate leaking container(s) from intact containers.
2. Spills occurring on the paved area should be contained with sand bags or absorbent bags before they can reach grass areas or drainage ditches. Spill areas will be cleaned using proper absorbent materials.
3. Clean up of all environmental spills (e.g. soil, storm drain, & canals) must be closely coordinated. Contaminated soil will be removed and collected to at least 2 inches below the depth of penetration.
4. Spill residue, contaminated materials, and soil will be containerized and processed in accordance with all applicable instructions and orders. Whenever practical, reuse speedi-dry type absorbent materials until fully saturated.
5. All depleted spill equipment will be replaced immediately by the unit.

## VIII. Spill Response Equipment and Materials

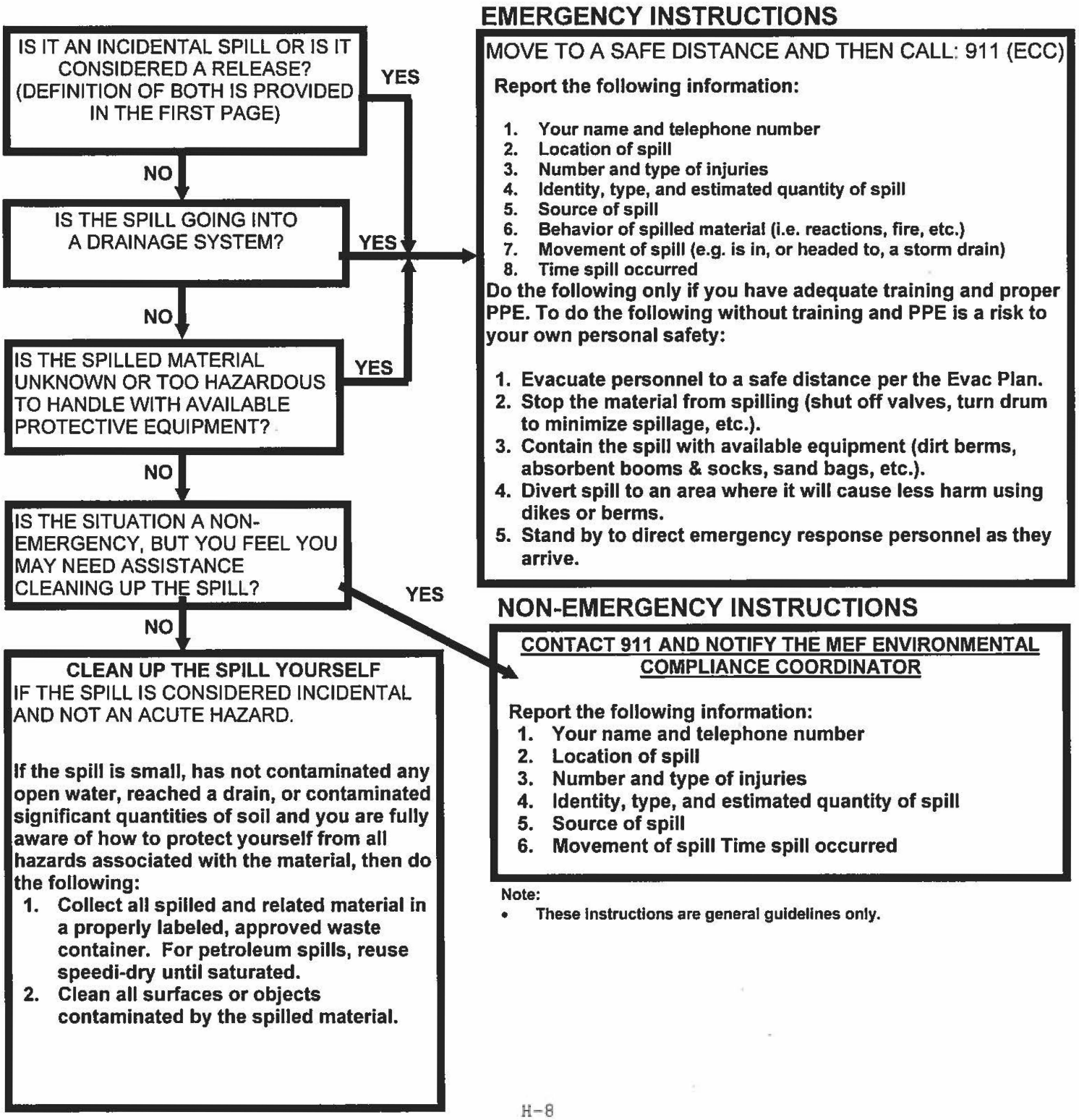
Attachment 4 contains a list of all required spill response materials and kits that must be maintained on the site to respond to a worst-case spill. It is the primary site manager's responsibility to ensure all personnel working at the site are aware of the location, content, and proper use of the spill response materials. It is also the primary site manager's responsibility to ensure the minimum quantities identified on Attachment 4 are maintained at all times and that the utilization of secondary containments is enforced throughout the site.

II MEF MT SOP

## Attachment 1

## Spill Response Flowchart

(To be maintained with the SCP and separately posted in a prominent place where it will be available to all personnel working on the site)



## Attachment 2

## Oil and Hazardous Substances Typically Handled at the Site

| X For Materials Typically Handled On Site | Substance | Maximum Quantity-Single Largest Container (e.g. 55 Gallon Drum) |
|---|---|---|
| Acids & Acid Solutions | | |
| [ ] | Hydrochloric Acid | |
| [ ] | Sulfuric Acid | |
| [ ] | Hydrofluoric Acid | |
| [ ] | Battery Acid | |
| Basic or Caustic Solutions | | |
| [ ] | Sodium Hydroxide | |
| [ ] | Alkaline Battery Fluid | |
| [ ] | Potassium Hydroxide | |
| Solvents and Thinners (Non-Halogenated) | | |
| [ ] | Acetone | |
| [ ] | Alcohol | |
| [ ] | Naptha | |
| [ ] | Cleaning Compound | |
| [ ] | Toluene | |
| [ ] | Xylene | |
| [ ] | Dry Cleaning Solvent | |
| [ ] | Methyl Ethyl Ketone | |
| [ ] | Lacquer Thinner | |
| Halogenated Solvents | | |
| [ ] | Trichloroethane | |
| [ ] | Trichloroethylene | |
| [ ] | Freon | |
| Specialized Cleaners and Solvents | | |
| [ ] | Carbon Remover | |
| [ ] | Turco | |
| [ ] | Paint Remover | |
| Other Substances | | |
| [ ] | Paint | |
| [ ] | JP-5 | |
| [ ] | JP-8 | |
| [ ] | Diesel/FJ-1 | |
| [ ] | Mogas | |
| [ ] | Kerosene | |
| [ ] | Hydraulic Fluid | |
| [ ] | Lube Oil | |
| [ ] | Antifreeze | |
| [ ] | Asbestos | |
| [ ] | Super tropical Bleach | |
| [ ] | Mercury and Mercury-Containing Compounds | |
| [ ] | Photo Waste w/Silver Residues | |
| [ ] | Calcium Hypochlorite | |
| [ ] | Mercury and Mercury-Containing | |
| [ ] | Speedy Dry | |
| [ ] | Absorbent Diapers | |
| [ ] | List others | |
| [ ] | List others | |

II MEF MT SOP

**Attachment 3**

**Site Plan Sketch**
(To be maintained with the Site Manager and available to all refuelers)

# I-95 N IVO Exit 903



| Legend | |
|---|---|
| | Secondary Containment |
| | Spill Kit |
| | Fire Extinguisher |
| | Assembly areas ICO mishaps |
| | Refueling flow/direction of traffic |

# I-95 S IVO EXIT 75



| Legend | |
|---|---|
| | Secondary Containment |
| | Spill Kit |
| | Fire Extinguisher |
| | Assembly areas ICO mishaps |
| | Refueling flow/direction of traffic |

II MEF MT SOP

## Attachment 4

## Spill Response Materials and Equipment

Highway Safety Coordinators and site managers must procure and maintain sufficient quantities of Office of Highway Safety spill equipment and materials to handle spills that may occur at their site(s). For planning and procurement, this can be based on the substances at the site and the single largest capacity or quantity of each substance that may be handled at the site (refer to Attachment 2 of this Plan for a list of these substances).

**The following minimum clean up and containment material and equipment must be on hand for all generating activities:**

| ITEM NO. | DESCRIPTION |
|---|---|
| 1 | Dustpan |
| 2 | Shop Brush |
| 3 | Sand and Sandbags (for containment of spills) |
| 4 | Shovels - Long handle, round point<br>- Long handle, flat blade<br>- Short handle, round point<br>- Short handle, flat blade |
| 5 | Absorbent Compound-General (50 lbs/bag) |
| 6 | Oil Absorbent Pads Type #156<br>(100 sheets/bundle) for ground and water spill clean up |
| 7 | Absorbent compounds Safe step (50 lbs/bag) |
| 8 | Open Head Drums with Lids and Bands |
| 9 | Spill Contingency Kits |

## On Road Refueling Checklist

- ☐ Name of Site Manager:
  - ☐ Date Attended EM 101:
  - ☐ Recertification date as required (EM 102):
- ☐ Does unit have a SITE SPECIFIC Spill Contingency Plan? Use MEF format
  - ☐ Site Manager is responsible for briefing personnel on Spill Contingency Plan (Emphasis on Attachments 1 & 3)
- ☐ Does unit follow Above Storage Tanks (AST) Precautions:
  - ☐ Secondary containment in place: Is the secondary containment's impermeability in good condition? (Secondary containment is required for both the AST and the refueling operation itself)
  - ☐ Is the condition of the tank/container sound (no rusting, corrosion, etc.)
  - ☐ Does the outside of the tank/container or containment show any sign of leakage?
- ☐ Are Refueler drivers HAZMAT qualified (EM 103) and vehicles properly marked?
  - ☐ Placards in place
  - ☐ Licenses stamped with HAZMAT certification

2

2/1/2017

## On Road Refueling Checklist

- ☐ Accountability of fuel requirements: (Can use DA 3643, Logbook or other format)
  - ☐ Fuel issued must be tracked per instance (i.e. per vehicle).
- ☐ Diagram of operations must identify pre-stage and post-stage area and flow of refueling operations
- Additional considerations:
  - Refueling in the rain is not authorized without appropriate overhead cover
  - Night operations require appropriate lighting
  - Secondary containment is a must for operations; no refueling will be conducted without secondary containment in place. Secondary containment MUST be used for both the tank and the refueling operation.
  - Compliance with Environmental Regulations are a must; each violation may result in a $37,500.00 fine

3

2/1/2017