



CHIEF OF THE NATIONAL GUARD BUREAU MANUAL

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NATIONAL GUARD USE OF NON-TACTICAL VEHICLES FOR WEAPONS OF MASS DESTRUCTION—CIVIL SUPPORT TEAMS, THE HOMELAND RESPONSE FORCES, AND THE CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR ENHANCED RESPONSE FORCE PACKAGES

References: See Enclosure D.

1. Purpose. This manual provides procedures for National Guard (NG) Chemical, Biological, Radiological, and Nuclear (CBRN) Response Enterprise (CRE) use of non-tactical vehicles supplied by the General Services Administration (GSA) Fleet Management, in accordance with (IAW) reference a.
2. Cancellation. This manual replaces and rescinds Chief of the National Guard Bureau (CNGB) Manual 3000.04, 12 September 2018, "National Guard Use of Non-Tactical Vehicles by Weapons of Mass Destruction—Civil Support Teams; Homeland Response Forces; and Chemical, Biological, Radiological, and Nuclear Enhanced Response Force Packages."
3. Applicability. This manual applies to all NG CRE organizations and official National Guard Bureau (NGB) activities to which the Logistics, Engineering, and Protection Division (NGB-J34) provides transportation support for personnel (military, Department of Defense (DoD) civilians, and authorized contractors).
4. Procedures. See Enclosures A through C for guidelines on NG CRE's Homeland Response Force (HRF), Chemical, Biological, Radiological, and Nuclear Enhanced Response Force Package (CERFP), and Weapons of Mass Destruction-Civil Support Team (WMD-CST) assigned GSA vehicles.
5. Summary of Changes. This manual has been re-numbered to correspond with the CNGB Instruction giving it authority, and it has been updated more than 25 percent.
6. Releasability. This manual is approved for public release and distribution is unlimited. Access to this publication is available at <<https://www.ngbpmmc.ng.mil>>.

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7. Effective Date. This manual is effective upon signature and must be revised, reissued, canceled, or certified as current every five years.



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Enclosures:

- A -- GSA Vehicle Management
- B -- Financial Accountability
- C -- NGB-Approved GSA Vehicle Modification and Accessory List
- D -- References
- GL -- Glossary

ENCLOSURE A

GSA VEHICLE MANAGEMENT

1. Operational Overview. The procedures outlined in this CNGBM are designed to prevent or reduce the probability of a deployment failure when responding to an emergency CBRN incident. Additionally, the manual provides HRF, CERFP, and WMD-CST organizations clarity and guidance regarding GSA vehicle policy compliance, unit maintenance, driver's training, financial liability, and vehicle safe operations.

2. GSA Vehicle Authorizations. NG CRE-assigned GSA vehicles are provided using an authorization document, either the Joint Mission Essential Equipment List or the table of distribution and allowances. Regardless of acquisition or cost, all NG CRE GSA vehicles must be accounted for on the unit or organization, hereinafter referred to as unit, property book. The unit's Commander and Property Book Officer are responsible for ensuring that all assigned GSA vehicles are added to the property book. The WMD-CST, HRF, and CERFP Army GSA vehicles will be accounted for in Global Combat Support System-Army (GCSS-Army). The HRF and CERFP Air Force Medical Element GSA vehicles will be accounted for in the Defense Property Accountability System.

3. Funding GSA Vehicles. Each Service component (Army National Guard and Air National Guard) provides funding to acquire and maintain its NG CRE required quantity of GSA vehicles. The Combating Weapons of Mass Destruction Division (NGB-J39) exclusively manages the National-level funding to enhance HRF, CERFP, and WMD-CST unit readiness, improve CBRN and State Civil Support response times, and participation in NGB's Exercise and Evaluation certification process.

a. NGB funds are solely provided to support NG CRE missions and those declared State emergency missions acknowledged by NGB-J39 and NGB-J34 for distribution into Billing Office Accounting Codes in Table 1. Consequently, NGB can maintain GSA-leased vehicles in uniform amounts with similar configurations (equipment set) across the same unit type best suited for CBRN support capabilities.

213A2B	WMD-CST
213A90	Army National Guard-CERFP
057463	Air National Guard-CERFP
213A92	Army National Guard-HRF

Table 1. Billing Office Accounting Codes

b. HRF-CERFP unit operational funds must not be used to lease GSA vehicles in greater quantity than the quantities authorized in the current HRF-CERFP joint mission essential equipment list or WMD-CST equipment table of distribution and allowances. If an unauthorized rental allocation results in debt, the unit will be subject to reduced funds.

c. Commanders must designate or appoint an individual to perform as the unit GSA Customer Contact Representative to coordinate with the Field Service Representative (FSR), a person who serves as GSA Fleet Management's primary liaison for NG CRE vehicle support.

4. Short-term Rental. The Commander must submit a justification memorandum citing extended maintenance or other mission-critical factors to the Chief of NGB-J39 requesting short-term rental vehicle approval to lease extra GSA vehicles before petitioning the FSR. This procedure is necessary to safeguard unit mission readiness and prevent the Billing Account from charging twice.

5. Driver's Licensing Requirements. NG CRE members who possess a valid State Driver's License and the "U.S. Government Motor Vehicle Operator's Identification Card" GSA Form OF346, the Department of the Army "Operator's Permit Record (EGA)" DA Form 5984-E or "Equipment Operators Qualification Record (Except Aircraft)" DA Form 348, or the "U.S. Air Force Motor Vehicle Operator's Identification Card" AF Form 2293 are authorized to operate GSA vehicles based on driving ability and certification on the type of vehicle per reference b and reference c.

a. WMD-CST (**Only**) Operators of the Analytical Laboratory Suite 1A1 (ALS-1A1) Truck require the same driving credentials as HRF and CERFP vehicle operators, but with ALS-1A1 truck dimensions annotated. In addition, Commanders must verify each driver's training certification before validating an operator's license for the ALS-1A1 truck.

b. WMD-CST (**Only**) Commanders who identify a need to provide additional training to build the driving skills and enhance the confidence of the ALS-1A1 truck driver, can request supplemental funds from the NGB-J39 to offer those specific drivers professional-level training to acquire a Commercial Driver's License Class A/B or the military's Motor Transport Operator's Course certificate.

6. GSA Vehicle Driver's Training. Driver's training consists of classroom instructions and hands-on techniques to improve driving skills for each vehicle or piece of equipment an operator plans to operate. Selected drivers must be trained, tested, and licensed IAW reference b and reference c. NG CRE drivers operating a vehicle designed to transport 16 or more passengers must receive additional operator's safety training before transporting multiple passengers. The Commander or designee must ensure that training includes the use and location of safety equipment on a GSA vehicle and all successful completion of formalized driver's training is documented on the member's "U.S. Government Motor Vehicle Operator's Identification Card" Optional Form OF-346, the "Department of the Army Operator's Permit Record" DA Form 5984-E or "Equipment Operators Qualification Record (Except Aircraft)" DA Form 348, or the "U.S. Air Force (AF) Motor Vehicle Operator's Identification Card" AF Form 2293.

a. It is required that all military and civilian personnel operating GSA vehicles with a capacity of 16 or more passengers or with a gross vehicle weight rating greater than

26,000 pounds receive appropriate commercial driver's license-equivalent training. Successful completion of the training will be documented on the DA Form 348 and OF 346 or DA Form 5984-E for Army personnel, and the AF Form 2293 for Air Force personnel.

b. All NG CRE personnel operating GSA vehicles with a combined gross vehicle weight rating (truck and trailer) greater than 26,000 pounds must receive appropriate Commercial Driver License or equivalent training. Successful completion of this training will be documented on the "U.S. Government Motor Vehicle Operator's Identification Card" Optional Form OF-346, the "Department of the Army Operator's Permit Record" DA Form 5984-E or "Equipment Operators Qualification Record (Except Aircraft)" DA Form 348, or the "U.S. Air Force (AF) Motor Vehicle Operator's Identification Card" AF Form 2293.

7. Dispatching GSA Vehicles. Army National Guard personnel will use the GCSS-Army to manage vehicle and equipment dispatch. The manual dispatch process using the DoD "Motor Equipment Utilization Record" DD Form 1970 and the Department of the Army "Organization Control Record for Equipment" DA Form 2401 will only be used when GCSS-Army is unavailable. Air Force Elements assigned to the HRF or CERFP will use the "Operator's Inspection Guide and Trouble Report" AF Form 1800 to dispatch their GSA vehicles and document safety and maintenance deficiencies. All NG CRE drivers must present their driving credentials to the unit dispatcher, who will verify the proper licensing before allowing an operator to sign for a GSA vehicle. NG CRE drivers are required to have their driving credentials in their possession while operating a GSA vehicle.

8. Preventive Maintenance Checks and Services. Commanders must develop and publish command guidance about their Preventive Maintenance Checks and Services (PMCS) program citing the monthly PMCS check required for each vehicle. Commanders and Supervisors at all levels will strictly comply with the GSA maintenance management directives outlined in reference d and the vehicle manufacturer's maintenance manual. In addition, all NG CRE-funded GSA vehicles are covered under the full-service maintenance support plan GSA Fleet Management offers.

a. The driver will receive a PMCS checklist from the unit Dispatcher before inspecting the GSA vehicle. Upon completing the "before" portion of the PMCS, the driver will retain the checklist and perform the "during" and "after" operation PMCS requirements when appropriate. The completed PMCS checklist is returned to the unit Dispatcher with any maintenance deficiencies noted by the operator. The (Before-During-After) vehicle inspection protocols and engine service requirements to be performed after dispatching are specified in reference e.

b. The operator must drive the GSA vehicle at least one mile per month to ensure it is free of mechanical problems and remains entirely mission capable. Additional vehicle dispatch requirements include refueling, interior cleaning, and exterior wash before the

final motor pool turn-in. NG CRE units are authorized one monthly commercial vehicle car wash, not to exceed the \$25.00 maximum cost IAW reference d.

c. The Commander or designated unit GSA Customer Contact Representative will not allow a GSA vehicle driven beyond the prescribed "service due" mileage interval until the scheduled manufacturer's service or preventative maintenance is complete. The Commander must ensure any deviation from the manufacturer's defined maintenance interval is documented in the vehicle maintenance record. In addition, the FSR must be notified, IAW chapter 8 of reference d.

d. WMD-CST (**Only**) An NGB-J34 exception to policy applies to the WMD-CST (Guam) vehicles PMCS expenditure rule because GSA Fleet Management does not have a physical presence in Guam. Therefore, the WMD-CST (Guam) is authorized to use unit Operational and Maintenance funds to procure fuel, Diesel Exhaust Fluid (DEF), wipers, windshield washer fluid, vehicle light bulbs, engine coolant, electrical fuses, and other required maintenance consumables and minor upkeep parts used as service.

9. Re-fueling GSA Vehicles. The GSA vehicle fuel is procured using the Wright Express fuel card issued with each assigned vehicle and is only authorized for GSA fuel purchases. Operators will not use the GSA fuel card to purchase additional gasoline placed in fuel containers, generators, air compressors, or other small engine support equipment and personal consumption "food and beverage" items.

a. The driver must verify the correct vehicle odometer (mileage) reading before entering the number at the gas station pump and refueling the GSA vehicle. Premium fuel (octane rating of 91 and above) is not authorized. Unleaded fuel with an octane rating of 87 is the only fuel approved for GSA vehicles unless stated otherwise in the vehicle operator/owner manual.

b. Diesel is the only fuel authorized to use in GSA diesel vehicles. Drivers operating diesel vehicles that require DEF must ensure that DEF is pumped into DEF tanks only and diesel fuel is pumped into diesel tanks only.

10. State Safety Inspection and Emission Test. Any State safety inspection required for NG CRE-controlled GSA vehicles must include those repeated monthly PMCS and vehicle inspections conducted by the HRF, CERFP and WMD-CST units. Additionally, the required manufacturer's scheduled maintenance services are performed by certified technicians at commercial automotive repair facilities to detect and correct vehicle safety violations and equipment malfunctions. These measures satisfy the GSA Fleet Management safe vehicle operations criteria IAW reference d.

a. Government Motor Vehicles that Display Official U.S. Government License Plates. Display "Official U.S. Government License Plates Do Not Require a State Vehicle Safety Inspection" IAW reference d. However, a Joint Force Headquarters-State military policy may direct a safety inspection of all assigned GSA vehicles, which

applies to an NG CRE organization IAW reference e (Chapter 11-2 A.1), and reference f (Appendix 4:2, d. 1). Additionally, NGB-J39's Standardization Evaluation Assistance Team, underwriting the CBRN program accountability process, will conduct a fire extinguisher compliance check during inspections.

b. GSA Leased Vehicles. GSA vehicles must follow the Federally mandated emissions inspection required by the relevant administration State Department of Transportation or State Environmental Department, IAW reference e. All HRF, CERFP, and WMD-CST units must comply with Federal, State, and local governments regarding improved air quality standards, policies, and adherence to the idling rules governing vehicle exhaust emission levels when conducting CBRN operations. If required, either the NG CRE unit or the NGB-J34 will pay for these types of emission inspections if State testing fees are not waived. GSA Fleet Management will ensure each leased vehicle complies with the Federal Emission Standards before distribution occurs IAW reference d.

c. DoD Personnel (Military or Civilian), Contractors, and Commercial Mechanic Shops. Military, civilian, contractors, and commercial mechanic shops will not remove or render non-operational components of air-quality pollution regulators, emission control devices, a catalytic converter, exhaust gas reticulating valves, and heated air intake systems. Commercial repair shop mechanics will not reset any air quality or emission control device outside the vehicle manufacturer's recommended specification when performing repairs to the engine or making engine control setting adjustments on GSA vehicles. Air, fuel, or exhaust control equipment violations can result in penalties up to \$25,000 per reference d.

11. GSA Vehicle Modification and Accessory Agreement. The NGB-J39 and NGB-J34 Division Chiefs have approved the alteration equipment listed in the GSA Vehicle Modifications and Accessories in Enclosure C. The GSA vehicle modification and accessory agreement prevents unnecessary program expenditures, ensures NG CRE vehicles remain standardized, and avoids impeding future CBRN equipment modernization expansions sanctioned by the Program Manager. Commanders can use their NG CRE unit operational funds to install NGB-approved vehicle modifications and accessories without submitting a request form to the NGB-J34.

a. HRF, CERFP, and WMD-CST Commanders will not allow a GSA vehicle to be modified to any configuration other than that already approved. The NG State, Territory, or District of Columbia will provide the necessary funds to revert a GSA vehicle to its original condition when the unit Chain of Command agrees to a GSA vehicle modification NGB-J39 and NGB-J34 did not authorize.

b. The NG CRE unit will not paint a different color, affix adhesive decals, or add logos or magnetic signs to any portion of the GSA vehicle's painted body surface or chrome-plated trim. Only commercial auto body repair shops, authorized by GSA Fleet Management and NGB-J34, can re-paint the vehicle's original color resulting from an accident or vandalism.

c. WMD-CST units are prohibited from conducting vehicle modifications to their ALS-1A1 trucks unless the equipment was pre-approved by NGB-J39 and NGB-J34. The design authority and system developer will review proposed changes associated with the ALS-1A1 truck design before approval by NGB-J39. WMD-CSTs will coordinate with the Consequence Management Support Center to have specific mounting brackets and apparatuses necessary to secure highly technical and unique electronic equipment to their vehicles.

d. The NG CRE organization must complete a GSA Vehicle Modification and Accessory form, located in reference d, and submit it to the NGB-J34 requesting approval of equipment not found on the NGB-approved vehicle modification list.

12. Vehicle Replacement and Lifecycle Turn-in Process. The GSA Fleet Minimum Vehicle Replacement Standards in reference d and reference f identify the life-cycle criteria required for GSA vehicle rotations. The replacement factors include vehicle age, accrued mileage, operational condition, and maintenance repair history.

a. The HRF, CERFP, and WMD-CST assigned FSR decides when to replace or retain a GSA vehicle based on the parameters outlined in reference d and reference f. The FSR facilitates a discussion with the Commander or designated unit GSA Customer Contact Representative regarding eligible replacement vehicles at the start of each GSA acquisition cycle and submits a vehicle replacement request through GSA Fleet Drive-thru (a web-based suite of online tools and customer information) in the Customer Acquisition Module to select and approve GSA replacement vehicles. The FSR sends the vehicle replacement request to the NGB-J34 to conduct a mid-level review, which forwards the GSA vehicle replacement request to the Office of the Deputy Chief of Staff G9, Transportation Management for final approval.

b. WMD-CST (**Only**). The NGB-J34 GSA Coordinator consults with the FSR and submits all WMD-CST vehicle exchange requests in the Customer Acquisition Module based on GSA vehicle replacement eligibility factors and the rotation plan aimed at that year's disposition of vehicles turned in. The FSR sends the WMD-CST vehicle replacement request to the NGB-J34 to conduct a mid-level review, which forwards the vehicle replacement request to the Office of the Deputy Chief of Staff G9, Transportation Management for final approval.

c. Commanders are authorized to use their NG CRE operational funds to remove an NGB-approved vehicle modification. All equipment removal from installed changes will be disposed of locally IAW the Property Book Officer and the United States Property and Fiscal Officer guidelines. Within 15 days from the date the removal of all NGB-approved vehicle modification(s) is complete, the unit GSA Customer Contact Representative will coordinate with their FSR to help manage the GSA Fleet turn-in process requirements outlined in reference d. WMD-CSTs will coordinate with the Consequence Management Support Center to have their GSA vehicle's specialized mounting brackets and apparatuses removed before turning in replacement vehicles.

d. The unit GSA Customer Contact Representative is notified, either by their FSR or through the Vehicle Fleet Exchange system, to schedule the new vehicle pick-up date and drop off their older vehicle simultaneously, if there is one. GSA Fleet Management allows eight business days in which to arrange for new vehicle pick-up. After the eighth day, GSA Fleet Management will start vehicle leasing charges per reference d. The Commander or designee must ensure each new vehicle's initial mileage is recorded correctly and make certain accurate mileage reporting to GSA Fleet Management occurs by the 20th day of each month.

13. The GSA Fleet Management System. The new GSA vehicle registration system is located at reference g and requires each fleet representative to request an account to obtain website access. The NG CRE unit's fleet representative will be able to view their GSA vehicle inventory, vehicle registration, license plate list, and the ability to order license plates. GSAFleet.gov maintains an information database on all vehicles and trailers registered to or commercially leased by Federal government agencies. The Federal, State, and local law enforcement agencies have authorization to query the GSAFleet.gov database at any time.

a. GSA vehicles are registered with two assigned U.S. Government registration plates (front and back) and a Wright Express fuel card corresponding to those license plates when the new vehicle arrives at the designated GSA marshaling site. These license plates are not registered with any State agency or Department of Motor Vehicles. GSA license plates are recorded and tracked through the GSA Fleet Service Program System used by GSA Fleet Managers, State GSA Managers, and State Defense Movement Coordinators to ensure U.S. Government license plates are managed appropriately and assigned to an official government vehicle or trailer.

b. NG CRE units must immediately report stolen or lost license plates to local law enforcement and the NGB-J34 GSA Coordinator. Additionally, lost or stolen license plates require the completion of a Financial Liability Investigation of Property Loss (FLIPL) or Report of Survey, IAW reference f (Appendix 3 to Enclosure 5, paragraphs 5f and 5g). The NG CRE unit must also report severely damaged or unreadable license plates to the FSR to determine replacement status.

14. Safe Vehicle Operations. GSA vehicles will always be maintained in a safe and serviceable condition by NG CRE organizations. WMD-CST, CERFP, and HRF Commanders must provide official guidance about vehicle operations, drivers' certification, equipment load plans, and vehicle security. Ground guides are required to be adequately trained and utilized before moving or backing a GSA vehicle within an assembly area or motor pool parking lot. All assistant drivers should be prepared to fulfill ground guide duties as required.

a. GSA vehicle operators must comply with all State highway and local roadway traffic laws. The individual driver will be held liable for all parking enforcement violations and traffic infractions (tickets) received, whether on or off a military installation. Drivers must monitor their speed, daily mileage usage, fuel consumption, and the vehicle's

operating characteristics (unusual noise or fluid leak) to help identify a possible mechanical problem during driving operations. This attention to detail may help prevent further engine damage and roadside breakdowns if detected at the onset.

b. Commanders, team leaders, and drivers are responsible for overseeing NG CRE vehicles and trailers load plans to ensure overloading does not occur during an emergency response or training event. NG CRE vehicles must not exceed their Gross Vehicle Weight Rating or Gross Combined Weight Rating when towing, considering the imposing effects of the combined vehicle load and trailer maximum haul weight.

(1) Over-weighted loads will reduce the downforce on the front of the GSA vehicle, causing less responsiveness during movement. Additional factors to consider when anticipating operation with GSA vehicles and CRE trailers include highway or roadway design, weather conditions, the health and alertness of the driver, the amount of training the operator received, driver's accrued experience, equipment weight distribution measures, and other devices used to secure and prevent load shifting.

(2) Overloading a towed NG CRE trailer with heavy equipment items forward of the axle will cause unnecessary trailer tongue weight and potentially make the GSA vehicle exceed its manufacturer's Gross Vehicle Weight, Gross Vehicle Weight Rating, or Gross Combined Weight Rating. In addition, heavy loads behind the trailer's axle or tongue weight create a force on the hitch, which can cause the trailer to sway uncontrollably from side to side and lead to an accident with possibly severe or fatal consequences.

c. Operators are responsible for reporting unsafe measures and vehicle deficiencies that impede safe driving operations to their designated Maintenance Supervisor, officer, or noncommissioned officer. The organization's designated customer contact or maintenance personnel must identify and expedite the repair of any non-mission-capable condition, safety violation, or mechanical fault before returning the GSA vehicle to operational status.

d. Each designated unit GSA Customer Contact Representative will monitor the GSA Fleet Drive-Thru website monthly for manufacturer recall notifications of any NG CRE vehicles and immediately notify the Commander and unit maintenance leader. (See reference d.)

15. WMD-CST (Only) Vehicle Towing Criteria. Drivers of the ALS-1A1 Truck, the United Command Suite (UCS), and the Advanced Echelon Vehicle (ADVON) will not tow another vehicle or trailer. When fully loaded, WMD-CST vehicles are near to exceeding their manufacturer-recommended maximum Gross Vehicle Weight Rating. All operators must consider specific vehicle performance limitations and personnel safety considerations. Therefore, commanders, supervisors, and operators must ensure the vehicle manufacturer's specified haul capacities are not exceeded. The Special Communication Requirement Division does not recommend towing with the ADVON vehicle.

16. Reporting GSA Vehicle Accidents or Incidents. A “motor vehicle” accident occurs when a vehicle collides with or strikes another motorized vehicle (stationary or moving), a bicycle, a stationary object (pole or barrier), a pedestrian, or an animal. Property damage occurs through vandalism, gross negligence, theft, an act of nature, or driver misuse.

a. Motor vehicle accidents and criminally intended incidents must be reported immediately to the Military Police or nearest civilian law enforcement agency, and the unit GSA Customer Contact Representative must obtain a copy of the official police report or agency report as soon as it becomes available.

(1) Accidents, incidents, injuries to personnel, or other damages to a GSA vehicle must be reported to the NG Joint Force Headquarters–State Joint Operations Center or Message Center within 24 hours from the time of occurrence. The NG CRE organization involved in a vehicle accident, incident, or damage must notify the NGB J34 GSA Coordinator within 48 hours of occurrence by email message.

(2) All vehicle accidents must be reported to the GSA Accident Management Center within five working days of the accident, incident, or damage by calling 1-866-400-0411. In addition, email all supporting photographs to the appropriate GSA Fleet Accident Management Center at <atl.amc@gsa.gov> using the vehicle license plate number in the subject line IAW reference d.

b. During a motor vehicle accident, the GSA vehicle operator must stop immediately and turn on the vehicle’s emergency flashers. Afterward, take precautions at the accident scene to prevent another collision, and notify the local police. Do not sign any papers or make any statement as to who was at fault per reference d.

c. The operator involved in the motor vehicle accident or the person who discovered the damaged GSA vehicle must complete a “Motor Vehicle Accident (Crash) Report” (SF 91) and “Statement of Witness (SF 94) when applicable. These forms are in the “Fleet Vehicle Accident Kit” (GSA Form 1627) and the “Motor Vehicle Accident Report” (GSA Form 91) found in each vehicle’s dash or “glove box” compartment. The Commander or designated unit GSA Customer Contact Representative is responsible for submitting the SF 91, the SF 94, the police accident, or incident report regardless of estimated damages IAW reference d and reference f.

d. The U.S. Government is a self-insured body, so GSA Fleet vehicles do not require State or civilian private insurance coverage to operate on highways or show proof during vehicle accidents. Whenever applicable, GSA Fleet Management will pursue a third-party civil liability claim to recover associated damages and repair costs due to accidents IAW reference d.

ENCLOSURE B

FINANCIAL ACCOUNTABILITY

1. The FLIPL or Report of Survey Requirement. The Department of Defense Form 200 (FLIPL), Report of Survey, or other Command administrative inquiry must be initiated when a GSA vehicle is involved in an automobile accident or sustained property damage from incidents other than fair wear and tear as outlined in reference d, reference e, and paragraph 12–1c and Chapter 13 of reference h.

a. GSA vehicle damage, found to be a result of an Act of Nature (hailstorm, flood, windstorm, tree fall, mudslide, hurricane, tornado, or animal strike) findings will be charged to the NGB-J34 through the GSA Fleet billing process and not the NG CRE organization.

b. A driver's incident or unit maintenance service error that creates additional GSA Fleet Maintenance repair costs (that is, using the wrong fuel type, differential fluid misplacement, incorrect engine coolant, unauthorized vehicle modification) will require a FLIPL to assess damaged property and financial cost. The single GSA Fleet policy exception is glass repair or replacement damage occurring from road hazard debris or rocks IAW reference d.

c. WMD-CST (**Only**) Any unauthorized equipment modification made to the ALS-1A1 Truck will result in a FLIPL, ROS, or Damage Statement to establish financial liability due to the configuration control for the ALS-1A1. A FLIPL or Report of Survey will be initiated for any discrepancy found between the initial fielded and found the configuration of ALS-1A1 identified during NGB's Standardization, Evaluation Assessment Team audits, or other NGB sanctioned financial auditor results.

2. NGB Funds Misuse. The NG CRE organization conducts a misappropriation of funds violation when the unauthorized, improper, or unlawful use of funds for purposes other than that for which intended, or when intentionally using a GSA vehicle to support a non-NG CRE purpose without the express written consent from the NGB-J39 and NGB-J34. Liability findings could also reduce next fiscal year's funding to the NG CRE organization's allocation if the Chain of Command investigative authority determines deceptive negligence.

3. The Investigating Officer. A Chain of Command appointed Investigating Officer investigates the GSA vehicle accident or misuse incident and completes a FLIPL or ROS, which is required for GSA vehicles when evidence of gross negligence, willful misconduct, deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle, or when the vehicle is a total loss.

a. The Investigating Officer will present the financial liability findings to the appointing or approving Chain of Command authority. Commanders are responsible for

providing a copy of the adjustment documentation in Table 2 to the NGB-J34 GSA Coordinator after an accident, incident, or damage occurs to a GSA vehicle.

- ✓ The initiated GSA vehicle FLIPL or Report of Survey within 75 days
- ✓ The final and approved FLIPL or Report of Survey once signed by the appointing or approving authority
- ✓ A copy of approved damage statements (when used IAW paragraphs 14 through 18 of reference h) within 75 days
- ✓ DD Form 362
Statement of Charges or Cash Collection Voucher (final copy sent within 45 days)

Table 2. Adjustment Documentation

b. Any NG CRE members can be found liable for vehicle damage, other than fair wear and tear or an act of nature, if the chain of command investigative authority findings determine there was gross negligence. Investigative liability findings could potentially reduce NGB funding to the NG CRE unit's next fiscal year allocation.

c. The designated investigator must provide a released statement for the damaged vehicle within 14 calendar days. This will allow the Commander to release vehicle custody to GSA Fleet Accident Management Center, so GSA Fleet Management can initiate the appropriate action to start vehicle maintenance or accident repairs promptly.

ENCLOSURE C

NGB-APPROVED GSA VEHICLE MODIFICATION AND ACCESSORY LIST

1. Emergency Roadside warning triangles.
2. Fire Extinguishers and mounting brackets are authorized for all NG CRE GSA vehicles.
3. Installation of cargo caps on NG CRE GSA truck beds. Installation may require cargo caps being bolted onto trucks to meet air load requirements.
4. Installation of one 400-watt or one 1000-watt power inverter per vehicle.
5. Installation of laptop computer docking stations. The system requires a pedestal mount installation on the vehicle floor.
6. Installation of one multi-outlet power adaptor per vehicle.
7. Installation of one gasoline and/or diesel fuel transfer tank in the cargo bed of one GSA truck. The tank size is no more than 100-gallon capacity and its use limited to transporting operations support fuel.
8. For CERFPs and HRFs, installation of a ladder rack in the cargo bed of one Search and Extraction truck.
9. For CERFPs and HRFs, installation of high-side toolboxes on one truck.
10. Installation of a secondary 12-volt battery per vehicle, if required to operate laptop computer docking station, multi-outlet power adaptor, radio, and Ultra High Frequency amplifier.
11. CERFPs and HRFs, installation of a lift gate on one Ford 750 truck.
12. Emergency warning devices (Amber) per State and local public safety regulations.
13. Tinted windows with light transmittance value, IAW the unit's State laws.
14. For WMD-CSTs **only**, lighting in the logistics and operations truck boxes, interior, and exterior.
15. For WMD CSTs **only**, vehicle backup cameras for logistics support and operations.
16. For WMD-CSTs **only**, installation of 500-to-800 Megahertz vehicle radios and Ultra High Frequency radio amplifier with one roof-mounted antenna, one radio mount, and one speaker mount per vehicle.
17. The application of data plates, special markings, and stickers included in the Air Transportability Test Load Activity air load kit.

Figure 1. NGB Approved GSA Vehicle Modification and Accessory List

ENCLOSURE D

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau Instruction 3510.01A, 08 March 2021, "National Guard Chemical, Biological, Radiological, Nuclear Response Management"
- b. Air Force (AF) Instruction 24-301, "Ground Transportation," 22 October 2019
- c. AR 600-55, 17 September 2019, "The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)," Chapter 2, Paragraph 5. <<https://armypubs.army.mil/productmaps/pubform>>, accessed 07 October 2022
- d. General Services Administration, "GSA Leasing Guide 2020," GSA Fleet Drive-thru website, <<https://drivethru.gsa.gov/fmdtsys/dthome>>, accessed 23 May 2022
- e. Army Regulation (AR), AR 58-1, "Management, Acquisition, and Use of Motor Vehicles," 23 March 2020
- f. DoD Instruction 4500.36, 11 December 2012, "Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs)," Incorporating Change 4, 31 December 2019
- g. General Services Administration, "GSA Fleet," GSA Fleet website, <<https://gsafleet.gov>>, accessed 07 October 2022
- h. AR 735-5, 09 November 2016, "Property Accountability Policies"
- i. AF Manual 23-220, 01 July 1996, "Reports of Survey for Air Force Property," Supplement 21, November 2013
- j. AF Manual, AFMAN 41-209, 04 January 2019, "Medical Logistics Support," Section 1.6 "Reports of Survey," paragraph 1.6.1.1

PART II. RELATED

- k. AR 750-1, 28 October 2019, "Army Materiel Maintenance Policy"
- l. Department of the Army Pamphlet 750-8, 22 August 2005, "The Army Maintenance Management System (TAMMS) Users Manual"
- m. AF Instruction 24-302, 21 February 2020, "Vehicle Management"

- n. AF Manual 24-306, 30 July 2020, "Operations of Air Force Government Motor Vehicles"
- o. AR 710-2, 28 March 2008, "Supply Policy Below the National Level"
- p. AR 385-10, 24 February 2017, "The Army Safety Program"
- q. Army Training Circular TC 3-21.60, 17 March 2017, "Visual Signals"
- r. Army Training Circular 21-305-20, 12 January 2016, "Manual for the Wheeled Vehicle Operator (AFMAN 24-306(I))"
- s. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, October 10, 2017

GLOSSARY

PART I. ACRONYMS

ADVON	Advanced Echelon Vehicle
ALS-1A1	Analytical Laboratory Suite 1A1
CBRN	Chemical, Biological, Radiological and Nuclear
CERFP	Chemical, Biological, Radiological and Nuclear Enhanced Response Force Package
CRE	Chemical, Biological, Radiological and Nuclear Response Enterprise
CWMD	Combating Weapons of Mass Destruction
DEF	Diesel Exhaust Fluid
DoD	Department of Defense
FLIPL	Financial Liability Investigation of Property Loss
FSR	Field Service Representative
GCSS	Global Combat Support System
GSA	General Services Administration
HRF	Homeland Response Force
IAW	In Accordance With
NG	National Guard
NGB	National Guard Bureau
NGB-J3/4/7	Operations Directorate
NGB-J39	Combating Weapons of Mass Destruction Division
NGB-J34	Logistics, Engineering, and Protection Division
PMCS	Preventive Maintenance Checks and Services
UCS	Unified Command Suite
UHF	Ultra High Frequency
WMD-CST	Weapons of Mass Destruction–Civil Support Team

PART II. DEFINITIONS

(NONE)