



CHIEF NATIONAL GUARD BUREAU MANUAL

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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

References: See Enclosure C.

1. Purpose. This manual provides guidance for the use of non-tactical vehicles (NTVs) by Weapons of Mass Destruction (WMD)–Civil Support Teams (CSTs); Chemical, Biological, Radiological, and Nuclear Enhanced Response Force Packages (CERFPs); and Homeland Response Forces (HRFs) in accordance with (IAW) reference a.
2. Cancellation. This manual replaces and rescinds National Guard Bureau (NGB) Memorandum, 13 November 2015, “NGB Guidance for Use of WMD-CST, HRF, and CERFP NTV Trucks and Trailers.”
3. Applicability. This manual applies to all NGB WMD-CSTs, CERFPs, HRFs, and staff activities to which the Logistics Directorate (NGB-J4) provides transportation support and all categories of personnel (military, civilian, and appropriately authorized contractors).
4. Procedures. The WMD-CST, CERFP, or HRF commander or designee becomes fully responsible for the safe operation, preventive maintenance checks and services (PMCS), and accurate mileage reporting of the WMD-CST, CERFP, and HRF NTVs upon receipt of vehicles. HRF, CERFP, and WMD-CST commanders may be found responsible for damages sustained which are other than fair wear and tear if the actions are determined negligent by an appropriate authority. NTV drivers and dispatchers must ensure that NTVs are properly dispatched IAW reference a. See Enclosures A and B for additional procedures.

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5. Summary of Changes. This is the initial publication of CNGBM 3000.04.
6. Releasability. This manual is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpd.c.ngb.army.mil>>.
7. Effective Date. This manual is effective upon signature and must be reissued, canceled, or certified as current within five years from the date signed.


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Enclosures:

- A -- Vehicle Operations
- B -- Unit Approved Modifications List for General Services Administration
Vehicles
- C -- References
- GL -- Glossary

ENCLOSURE A

VEHICLE OPERATIONS

1. Receipt of Vehicles.

a. The Chemical, Biological, Radiological, and Nuclear Response Enterprise (CRE) General Services Administration (GSA) NTVs are funded for the sole purpose of supporting the CRE missions. Intentional use of the CRE GSA NTVs for non-CRE functions without written approval from the NGB-J4 may result in a misuse of appropriated funds and subject an individual to disciplinary action. Such misuse may also be a direct violation of the GSA lease agreement, which may also subject an individual to disciplinary action.

b. GSA NTVs will be used only by the units to which they are assigned.

c. GSA NTVs will not be included as part of unit operational or compliance inspections, other than inspections relating to the CRE (for example, the NG Site Evaluation Assistance Team Program accountability process).

d. Accountability flows through the State GSA Coordinator at the United States Property and Fiscal Office (USPFO) and GSA Field Service Representative (FSR) to the WMD-CST, CERFP, and HRF commanders or their designee to ensure that all GSA NTVs assigned to their organization are accounted for within the assigned Service Property Accountability System.

e. Vehicles may be hand receipted to CRE-designated units and organizations. Vehicle usage will follow GSA guidance provided by the State coordinator, FSR, and NGB-J4.

f. Unleaded is the only fuel authorized for use in GSA vehicles unless it is stated otherwise; premium fuel is not authorized.

g. Diesel is the only fuel authorized for use in GSA diesel vehicles.

h. Units are authorized monthly car washes not to exceed \$25 per vehicle.

2. Policies and Procedures.

a. WMD-CST, CERFP, and HRF commanders have sole authority over the use of their assigned vehicles.

b. Use of assigned vehicles without unit commander approval is a violation of the GSA lease agreement.

c. All WMD-CSTs, CERFPs, and HRFs are required to designate and appoint an individual to function as the GSA customer contact. As personnel change positions, customer contact information must be updated in the GSA database. Customer contact information is updated by calling or emailing the FSR assigned to the customer vehicles and includes the customer contact name, phone number, fax number, email address, and customer address. The person identified as the customer contact will also update the miles used in the GSA database IAW reference b. (Information on the use of the GSA database is available on the GSA website IAW reference c.)

(1) Each unit and organization should develop a system that ensures the correct miles are entered in the GSA database. Organizations will not input negative miles.

(2) CST customer contact representatives will ensure that CST vehicles are identified by functional use for the GSA Fleet Drive-thru inventory (for example, Unified Command Suite [UCS], Advanced Echelon [ADVON], Logistics, Operations, and Survey).

(3) The WMD-CST, CERFP, and HRF GSA customer contact representative will be responsible for submitting replacement orders as instructed by NGB-J4 through the GSA Customer Acquisition Module in GSA Fleet Drive-thru.

d. CERFPs and HRFs are responsible for all charges exceeding the fleet average of 6,000 miles per vehicle per year.

e. The WMD-CST, CERFP, and HRF commanders and their designees are responsible for driver training and operator-level vehicle maintenance. Only drivers possessing a valid State driver's license and U.S. Government Motor Vehicle Operator's Identification Card; Optional Form (OF) 346, "Operator's Permit Record"; Department of the Army [DA] Form 5984-E; or "U.S. Air Force Motor Vehicle Operator Identification Card" (Air Force [AF] Form 2293) issued by their unit are allowed to sign for and operate NTVs.

f. The WMD-CST, CERFP, and HRF commanders are responsible for ensuring that PMCS (before and after operations) are conducted and deficiencies are properly reported by operators. Additionally, commanders and their designees are responsible for ensuring that assigned vehicles are turned in when regularly scheduled maintenance services are due and not driven past the prescribed scheduled maintenance mileage interval. PMCS is performed monthly on each vehicle, at a minimum. As part of the PMCS, the vehicle is to be driven at least one mile per month to ensure that it is fully mission capable.

g. Drivers will comply with all State and local traffic laws and are responsible for all violations on or off military installations. Drivers must

monitor mileage, fuel consumption, and vehicle operating characteristics to determine whether a maintenance problem exists. IAW reference m, assistant drivers for other operations will be familiar with the vehicle operations and trained for ground guide duties. Ground guides are to be properly trained IAW references n, o, and p. Ground guides are required when wheeled or tracked vehicles are backed or when moved within an assembly area or motor pool.

h. Each GSA vehicle must receive a safety inspection at least annually. Safety inspection criteria are specified by the Department of Defense (DoD) Component. Normally, to avoid unnecessary downtime, the safety inspection may be performed during unscheduled maintenance. Deficiencies that impair safety of operations are to be corrected before returning the GSA vehicle to an operational status.

i. DoD must comply with State and local programs to improve air quality. All DoD Components will conform to State, county, and local standards to monitor and analyze emissions from GSA vehicles.

j. DoD personnel or contractors may not remove or render inoperative emissions control devices or elements of design (for example, the catalytic converter, exhaust gas reticulating valve, or heated air intake system). Violations of the fuel regulations can result in penalties of up to \$25,000. When performing corrective adjustments and repair actions or tune-ups, engine settings will not be set outside the manufacturer's recommended specifications, nor will pollution control equipment be removed or rendered inoperative.

k. The unit of assignment will adhere to installation, State, local, or host nation air quality regulations that govern vehicle operations while the government vehicle is idling. In areas without such regulations, an "extreme cold weather" policy will be in effect: Consistent with applicable laws and regulations, vehicles may idle longer (while being monitored) during extreme cold weather, as approved by the installation commander.

l. NTVs will not be modified to any configuration other than that approved by GSA and NGB-J4. Requests for modification must be submitted in writing to the NGB Domestic Operations and Force Development Directorate (NGB-J3/7) CRE WMD-CST Branch (NGB-J39) and NGB-J4. The requesting unit or organization is responsible for all costs associated with the installation and removal of these modifications. Units are also responsible for all costs associated with restoring NTVs to their prior condition. A list of approved unit modifications can be found in Enclosure B.

m. NTVs leased from GSA will not be painted to conform to DoD Component colors. Additionally, no decals or magnetic signs will be affixed to any portion of the painted surface or the chromium-plated trim unless

approved by NGB-J4. The only identification markings that these NTVs will display are those on the license plates.

n. The unit-designated GSA customer contact will monitor the GSA Fleet Drive-thru for recalls and ensure that any recalls pertaining to the unit's issued vehicles are addressed immediately.

3. UCS and ADVON Towing Specification and Information.

a. When using the UCS or ADVON vehicle as a tow vehicle, it is necessary to ensure that the manufacturer's gross combined weight rating (GCWR) capacities are not exceeded. If a fully loaded ADVON vehicle is near to exceeding the manufacturer's recommended maximum gross vehicle weight rating (GVWR), the Special Communications Requirements Division does not recommend towing with that ADVON vehicle. Although the UCS has sufficient capacity to tow a trailer, there are specific limitations and safety considerations.

b. The costs associated with engineering and integrating the communications capability to the UCS and ADVON vehicles are substantial. Therefore, serious consideration should be given to the benefit versus risk of towing with either of these vehicles and potential loss of capabilities associated with an accident.

c. The Federal Motor Carrier Safety Administration requires issuance of either a Class A or B commercial driver's license (CDL) for vehicles or combinations of vehicles with GVWR of 26,001 or more pounds. The differences between Class A and B CDL are discussed in reference h. The UCS could easily fall into either category when towing a Tactical Operations Center trailer, depending on the trailer load.

d. The communications suite, power generation equipment, and associated wiring increased the gross vehicle weight from 18,500 pounds to 19,900. The tongue weight is dependent upon trailer load distribution. A combined UCS vehicle and trailer weight above the 26,001-pound threshold requires a CDL, extensive training, and a great deal of experience. In addition, a heavily loaded trailer (maximum of 23,992 pounds) can exert exhaustive forces on the UCS vehicle, causing it to be pushed by the trailer, and drastically decrease the life of the brakes, transmission, engine, power steering, and tires.

e. Loading the trailer with heavy loads forward of the axle will cause excessive tongue weight and cause the UCS vehicle to exceed the GVWR. It will also reduce the down force on the front of the UCS vehicle, causing less responsive handling. In addition, the width of the trailer and limitations of the side-view mirrors make it difficult to see trailers towed behind the UCS vehicle.

When the trailer is loaded with heavy loads aft of the trailer axle, the tongue weight or force on the hitch will cause the trailer to sway from side to side. The operator may not observe this effect because the force exerted by the trailer is limited in relation to the mass of the UCS vehicle; however, the effect could lead to serious and possibly fatal consequences.

f. It is imperative and the commander's responsibility to ensure that vehicles and trailers are not overloaded. Vehicles must not exceed the GVWR.

g. Considering the effects of the combined vehicle load and trailer weight is a command responsibility.

h. UCS2b and ADVON2 towing guidance is in development. Do not tow the UCS2b or ADVON2 unless guidance is complete.

i. Road and weather conditions, operator training and experience, trailer loading, load distribution, and load-securing devices (to prevent load shifting) are factors to consider when contemplating operation of the vehicles with a trailer.

j. Based on the combined weights of the UCS vehicle and towed trailers, a Class A or B CDL is required. The Federal Motor Carrier Safety Administration requires States to issue CDLs to drivers according to the following license classification:

(1) Class A: Any combination of vehicles with a GVWR of 26,001 pounds and higher, and towing a vehicle over 10,000 pounds GVWR.

(2) Class B: Any single vehicle with a GVWR of 26,001 pounds or higher, and towing a vehicle not in excess of 10,000 pounds GVWR.

(3) Any vehicle with a GVWR greater than 26,001 pounds, or any vehicle that is designed to carry more than 15 passengers (including the driver), or a vehicle designated to transport hazardous material.

4. Dispatch Procedures.

a. Unit commanders and their designees will dispatch NTVs only to properly licensed personnel. Drivers must show the dispatcher a valid OF 346, DA Form 5984-E, or AF Form 2293 issued by their unit, and a valid driver's license issued by their State.

b. All military and civilian personnel operating NTVs with a capacity of 16 or more passengers or with a GVWR greater than 26,000 pounds must receive appropriate CDL or equivalent training. Successful completion of the training will be documented on the OF 346, DA Form 5984-E, or AF Form 2293.

c. Upon verification of proper licensing, the driver will receive an operator's vehicle checklist from the dispatcher and conduct PMCS on the assigned vehicle IAW the checklist. Once the checklist has been verified, the driver will retain it to perform after-operations PMCS, then return the completed checklist to the dispatcher.

5. Renting GSA Vehicles.

a. The national-level funds in Billing Office Accounting Codes (BOACs) 213A2b (WMD-CST), 213A90 (Army National Guard-CERFP), 213A91 (Air National Guard), and 213A92 (Army National Guard-HRF) are to provide and maintain leased vehicles from GSA in uniform amounts and configurations across like unit types. If a vehicle leased under one of these BOACs requires repairs or maintenance rendering the vehicle inoperable for longer than five business days, units are required to request prior authorization from NGB-J4 before renting another GSA vehicle. This will ensure that the unit's or organization's mission readiness level is not impacted. If prior approval from NGB-J4 is not obtained, the rental of vehicles may be considered a misuse of national CRE funds, potentially subjecting an individual to disciplinary, enforcement, or administrative action under applicable law, rules, and regulations.

b. Funds from BOACs 213A2b, 213A90, 213A91, or 213A92 must not be used for the rental of vehicles in excess of the amounts authorized in the Joint Mission Essential Equipment List and the WMD-CST Tables of Distribution and Allowances. Those vehicles are designated for the utilization and support of CRE missions, training, and exercises. If the unit or organization feels that additional vehicles are needed for an exercise or training event, a request for national-level funding must be submitted to NGB-J3/7.

6. Fuel. Fuel for WMD-CST, CERFP, and HRF NTVs will be procured using the GSA Fleet Services Card issued with the vehicle. The card will be used only for authorized NTV support purchases. When refueling vehicles, drivers must ensure that the correct odometer reading is entered at the pump. Drivers operating vehicles that require diesel exhaust fluid (DEF) must ensure that DEF is not pumped into the diesel tank and that diesel is not pumped into the DEF tank.

7. Before Returning NTVs. Before returning the NTV, the driver must conduct PMCS and complete entries on the dispatch checklist. The vehicle must be refueled, and the exterior and interior must be cleaned. Vehicle washes are authorized within the cost and frequency of the GSA contract. Units should contact their FSR to obtain current requirements.

8. Accident Reporting Procedures, Financial Liability Investigations of Property Loss (FLIPLs), and Damage.

a. Accidents and incidents must be reported to the Military Police or local law enforcement immediately. The police report must be provided to the WMD-CST, CERFP, or HRF commander.

b. Accidents, incidents, or damages must be reported to the NG Joint Force Headquarters-State Commander or designated representative within one working day (24 hours) of occurrence and to NGB-J4 within 48 hours of the incident. All accidents should be reported to the:

- GSA Accident Control Center at 1-866-400-0411 within five working days of the incident.
- Email supporting photographs to atl.amc@gsa.gov using the license plate number in the subject line.

c. The driver involved in the accident or the person who discovered the damages to the vehicle must complete a Motor Vehicle Accident Report (Standard Form [SF] 91) and Statement of Witness (SF94), when applicable. These forms are in the Motor Vehicle Accident Reporting Kit (GSA Form 1627), located in the glove compartment of each GSA vehicle.

d. The commander or designated representative is responsible for submitting the SF91 and SF94, police report, and photos of the damage, regardless of dollar amount and accident type. The exception is glass repair or replacement, reported to the appropriate GSA Fleet Accident Management Center.

e. IAW reference d, a FLIPL will be initiated using Defense Department (DD) Form 200 and forwarded to the commander.

f. A release statement for the vehicle will be provided by the investigating officer within 14 calendar days. This will allow the commander to release custody of the vehicle to the GSA Fleet Accident Management Center and start repairs in a timely manner. GSA will then initiate the appropriate action to repair the vehicle and, if applicable, pursue a third-party claim.

g. The initiator of DD Form 200 will normally be the hand receipt holder, unit commander, agency head, accountable officer, or individual with the most knowledge of the incident. The initiator will present the FLIPL to the appointing authority or approving authority and NGB-J4, as appropriate, within 75 calendar days after discovering the discrepancy. All investigations will be forwarded to the State USPFPO, which will serve as the final review

authority. Under normal circumstances, do not exceed 240 calendar days total processing time; the final signed FLIPL will be provided to the NGB-J4 GSA coordinator through email or other appropriate communication as directed by NGB-J4. The unit commanders may adjust the time segments downward at their discretion.

h. When an NTV is damaged and an individual is found liable through the FLIPL process, the individual will be held financially liable as directed IAW reference b.

i. Damage resulting from acts of nature (for example, hail damage, flood damage, windstorms, mudslides, and animal strikes) will be charged to NGB-J4 through the GSA billing process.

j. All government NTVs, regardless of acquisition or cost, must be accounted for on the unit's or organization's property book. The unit's or organization's commander and Property Book Officer are responsible for ensuring that all assigned GSA vehicles are added to the property book.

ENCLOSURE B

UNIT APPROVED MODIFICATIONS LIST FOR GSA VEHICLES

1. Installation of cargo caps on CRE GSA truck beds. Installation may require cargo caps being bolted onto trucks to meet AF air load requirements.
2. Installation of one 400-watt or one 1000-watt power inverter per vehicle.
3. Installation of laptop computer docking stations. The system requires a pedestal mount installation on the vehicle floor.
4. Installation of one multi-outlet power adaptor per vehicle.
5. Installation of one diesel fuel transfer tank in the cargo bed of one GSA truck. The tank will be of less than 100-gallon capacity and its use limited to transportation of fuel for operational support.
6. Installation of one gasoline fuel transfer tank in the cargo bed of one GSA truck.
7. For CERFPs and HRFs, installation of a ladder rack on the bed of one search and extraction truck.
8. For CERFPs and HRFs, installation of hi-side tool boxes on one truck.
9. Installation of a secondary 12-volt battery per vehicle if required to operate, laptop computer docking station, multi-outlet power adaptor, or radio and UHF amplifier.
10. CERFPs and HRFs, installation of a lift gate on one F750 truck.
11. Emergency warning devices per local public safety regulations.
12. Tinted windows with light transmittance value IAW the unit's State laws.
13. For CSTs only, lighting in the Logistics and Operations truck boxes, interior and exterior.
14. For CSTs only, backup cameras for logistics and operations.
15. For CSTs only, installation of 500 to 800MHz vehicle radios and a UHF radio amplifier. The installation will include one roof-mounted antenna, one radio mount, and one speaker mount per vehicle.

ENCLOSURE C

REFERENCES

- a. CNGB Instruction 3000.04, 24 January 2018, “National Guard Bureau Domestic Operations”
- b. GSA Fleet Drive-thru website,
<<https://drivethru.gsa.gov/fmdtsys/dthome>>, accessed 12 June 2018
- c. DoD Instruction 4500.36, 11 December 2012, “Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs),” Incorporating Change 2, 19 September 2017
- d. Army Regulation (AR) 58-1, 12 June 2014, “Management, Acquisition and Use of Motor Vehicles”
- e. AR 750-1, 03 August 2017, “Army Materiel Maintenance Policy”
- f. DA Pamphlet 750-8, 22 August 2005, “The Army Maintenance Management System (TAMMS)”
- g. AR 735-5, 09 November 2016, “Property Accountability Policies”
- h. AR 600-55, 01 May 2017, “The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)”
- i. AF Instruction 24-301, 05 May 2016, “Transportation, Vehicle Operations”
- j. AF Instruction 24-302, 26 June 2012, “Vehicle Management” 2
- k. AF Manual 23-220, 08 February, “Reports of Survey for Air Force Property”
- l. AR 710-2, 28 March 2008, “Supply Policy Below the National Level”
- m. AR 385-10, 24 February 2017, “The Army Safety Program”
- n. Army Field Manual 21-60, 30 September 1987, “Visual Signals”
- o. Army Training Circular 21-305-20, 12 January 2016, “Manual for the Wheeled Vehicle Operator”
- p. Army Training Circular 21-306, 05 May 2009, “Tracked Combat Vehicle Driver Training”

GLOSSARY

PART I. ACRONYMS

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| ADVON | Advanced Echelon |
| AF | Air Force |
| BOAC | Billing Office Accounting Code |
| CDL | Commercial driver's license |
| CERFP | Chemical, Biological, Radiological, and Nuclear Enhanced Response Force Package |
| CRE | Chemical, Biological, Radiological, and Nuclear Response Enterprise |
| DA | Department of the Army |
| DD | Defense Department (form) |
| DEF | Diesel exhaust fluid |
| DoD | Department of Defense |
| FLIPL | Financial Liability Investigation of Property Loss |
| FSR | Field Service Representative |
| GCWR | Gross combined weight rating |
| GSA | General Services Administration |
| GVWR | Gross vehicle weight rating |
| HRF | Homeland Response Force |
| IAW | In accordance with |
| NGB | National Guard Bureau |
| NGB-J3/7 | Domestic Operations and Force Development Directorate |
| NGB-J39 | Chemical, Biological, Radiological, and Nuclear Response Enterprise Weapons of Mass Destruction–Civil Support Team Branch |
| NGB-J4 | Logistics Directorate |
| NTV | Non-tactical vehicle |
| OF | Optional Form |
| PMCS | Preventive maintenance checks and services |
| SF | Standard Form |
| UCS | Unified Command Suite |
| USPFO | United States Property and Fiscal Office |
| WMD-CST | Weapons of Mass Destruction–Civil Support Team |

PART II. DEFINITIONS

(NONE)