



# **LRC-Belvoir SOP**

4500.9R and 58-1

## **Transportation Operations:**

**Official Travel,  
Transportation  
Motor Pool (TMP)  
Operations, and  
Freight Movement**

**Logistics Readiness  
Center-Fort Belvoir  
Standard Operating  
Procedures**

LRC-Belvoir  
Fort Belvoir, VA 22060  
29 April 2024

# SUMMARY of CHANGE

**LRC-Belvoir SOP 4500.9R and 58-1**

Transportation Operations Standing Operating Procedures

Specifically, this revision dated 29 April 2024

- This SOP replaces all existing transportations SOPs and consolidates Official Travel, Transportation Motor Pool, and Freight Movement operations.

**Logistics Readiness Center Fort Belvoir  
Transportation Operations Standard Operating Procedures (SOP)**

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**By Order of the Director**

**CARLOS D. MORRISON**  
**Director**  
**Logistics Readiness Center Fort Belvoir, Virginia**

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**History**

This is a revision and consolidation of three transportation SOPs which include Official Travel SOP, 04 March 2021; Transportation Motor Pool (TMP) SOP, 5 March 2021; and Freight Movement operations, 8 March 2021.

**Summary**

This SOP outlines the policies and procedures for implementing the Official Travel Operations, TMP, Freight Movement Operations, and reporting requirements within the Logistics Readiness Center-Belvoir (LRC-Belvoir), Fort Belvoir, VA.

**Applicability**

This SOP applies to all personnel within the LRC-Belvoir and serviced customers

**Suggested Improvements**

The proponent of this SOP is the LRC-Belvoir, transportation division. Users are invited to send comments and suggested improvements to the chief, transportation division/installation transportation officer (ITO), [usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-OfficialTravel@army.mil](mailto:usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-OfficialTravel@army.mil).

**Distribution**

This publication is available in electronic media at [https://www. https://www.asc-406-lrc-belvoir.army.mil/Divisions/Transportation/](https://www.https://www.asc-406-lrc-belvoir.army.mil/Divisions/Transportation/).

## Table of Contents

Chapter 1 Official travel.....	6
Section I.....	6
General.....	6
1-1. Purpose.....	6
1-2. Scope.....	6
1-3. General.....	6
1-4. Location and hours of operation.....	6
Section II.....	7
Responsibilities.....	7
1-5. Use of Government Travel Charge Card (GTCC).....	7
1-6. Traveler's use of the individually billed account (IBA).....	7
Section III.....	7
Procedures.....	7
1-7. PCS travel.....	7
1-8. Air Mobility Command (AMC) travel.....	7
1-9. Customers conducting PCS travel.....	8
1-10. Commercial air travel/premium class travel.....	8
1-11. Use of GSA airline city pair fare program.....	8
1-12. Personal convenience travel.....	8
1-13. Commercial servicing airports.....	9
1-14. Premium class travel.....	9
1-15. Premium class travel reporting tool.....	9
Section IV.....	10
Commercial bus request.....	10
1-16. General.....	10
1-17. Line of Accounting (LOA).....	10
Section V.....	10
Charter Plane.....	10
1-18. General.....	10
1-19. Group Operational Passenger System (GOPAX) Line of Accounting (LOA).....	11
1-20. Group Operational Passenger System (GOPAX) submission.....	11
Chapter 2 Transportation Motor Pool (TMP).....	11
Section I.....	11
General.....	11
2-1. Purpose.....	11
2-2. Scope.....	11

2-3. Location and hours of operation .....	11
Section II .....	11
Responsibilities .....	11
2-4. Operator responsibility .....	11
2-5. Permissible operating distance.....	12
2-6. Official use of vehicles.....	12
2-7. Recurring dispatch procedures.....	12
2-8. Vehicle operation.....	12
2-9. Safety and accident prevention .....	13
2-10. Winter operations .....	13
2-11. Reimbursable Customers .....	14
Chapter 3 Freight movement.....	14
General .....	14
3-1. Purpose.....	14
3-2. Scope.....	14
3-3. General .....	14
3-4. Responsibilities .....	14
3-5. Procedures.....	15
Appendix A .....	17
References.....	17
Appendix B .....	18
Abbreviations .....	18
Section II Tasker Names .....	19
Appendix C .....	20
Justification for additional vehicles .....	20
Appendix D .....	21
Obtaining a Military Driver’s License for LRC-Belvoir .....	21

## **Chapter 1 Official travel**

### **Section I**

#### **General**

##### **1–1. Purpose**

This SOP consolidates transportation operations to provide a systematic method of obtaining official travel outside of the defense travel system (DTS); prescribe procedures for LRC- Belvoir transportation motor pool (TMP) vehicle operations; and prescribe a systematic method of obtaining transportation services for shipping government freight using commercial trucks, commercial ships, or commercial air transportation.

##### **1–2. Scope**

This SOP applies to military, civilian, and contractor personnel assigned to Fort Belvoir installation that require official travel, transportation motor pool and freight operations support. In addition, units or organizations assigned within Fort Belvoir's area of responsibility must follow these guidelines.

##### **1–3. General**

Scheduled air service will be obtained using priorities in order of precedence established in the defense transportation regulation (DTR), Part 1, passenger movement, department of defense (DoD) regulations, joint travel regulation (JTR) and AFI 24-101, passenger movement. For official travel, this applies to all military personnel, DoD civilians, family members, contractors, and other agencies in the following categories:

- a. Permanent Change of Station (PCS) Travel
- b. Deployment/Contingency Travel
- c. Funded Emergency Leave Travel
- d. Retirement or Expired Term of Service (ETS)
- e. Premium Class travel
- f. Reserve Component Travel
- g. Human Remains Transport
- h. Prisoner Transport
- i. Charter Bus/Commercial Bus Requests
- j. Invitational Travel Authorizations (ITA)
- k. Foreign National Travelers
- l. Cadet/Midshipman
- m. Safe Haven (Hurricane Evacuation)
- n. Temporary Duty Travel (TDY)

##### **1–4. Location and hours of operation**

The LRC-Belvoir ITO is located at 5982 16<sup>th</sup> Street, building 189. The hours of operations are Monday-Friday 0800-1600. The office is closed weekends and during observed Federal holidays. Telephone numbers include transportation officer, 703-805-1581, email box: [usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-OfficialTravel@army.mil](mailto:usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-OfficialTravel@army.mil).

## Section II

### Responsibilities

#### 1–5. Use of Government Travel Charge Card (GTCC)

The travel and transportation reform act of 1998 (Public Law 105-264) stipulates that the government-sponsored, contractor-issued travel card shall be used by DoD personnel (civilian and military) to pay for all costs incidental to official business travel, including lodging, transportation, and rental cars.

#### 1–6. Traveler's use of the individually billed account (IBA)

a. Use of IBA government travel card (GTC) is **MANDATORY**, for all travel expenses.

Travelers must ensure their GTCC card is activated and in travel status before making travel arrangements.

b. Travelers not in possession of a GTC card and selecting the central billing account (CBA) for travel arrangements must indicate "No GTC card" in the comments section of the air segment screen and on the orders.

c. When the traveler does not have a GTC, and airline tickets are charged to the organization's CBA, the traveler or the approving official will be responsible for providing "electronic copies" of the order within three days prior to the date of travel to the ITO or commercial travel office (CTO) or travel management company (TMC) office.

## Section III

### Procedures

#### 1–7. PCS travel

a. Continental United States (CONUS), outside continental United States (OCONUS), temporary change of station (TCS), emergency, deployments, retirement or ETS separations, and ITA will be coordinated through the LRC-Belvoir official travel office and not the commercial travel office (CTO) or TMC until an authorization is approved by the ITO.

b. One copy of orders and any amendments are required for making a reservation. Orders can be delivered via email, fax or in person. Upon receipt of orders the travel specialist will review the orders to ensure the proper CTO or TMC is used, name, rank, dependent status, destination, TDY (enroute or return), funding, form of payment for individual bill account (IBA), CBA, and official signatures.

c. Traveler will complete a travel request form to collect information necessary to make travel reservations.

#### 1–8. Air Mobility Command (AMC) travel

a. AMC-procured channel airlift (Patriot Express) must be used to the maximum extent.

b. LRC-Belvoir will access Global Air Transportation Execution System (GATES) for availability and arrange travel for all travelers regardless of agency. If AMC flights are not available or do not meet mission requirements, the LRC-Belvoir will initiate the reservation with the CTO or TMC to make commercial reservations.

c. International travel: The traveler will contact LRC-Belvoir to determine if any AMC flights are available prior to making international reservations. If AMC flights are available, the LRC-

Belvoir will book the flight through GATES. Travel specialists will use GATES to search for available flights while considering:

- (1) Passenger space
- (2) Dependent travel
- (3) Pet travel: Consult consignment guide <https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/> and AMC travel site under travel Information Links at <https://www.amc.af.mil/Home/AMC-Travel-Site>. The HQAMC pet travel pamphlet must be provided to all travelers requesting pet accommodations.
- (4) Date range: Travel window is ten days prior to report date, unless early reporting is authorized in the orders.

**1-9. Customers conducting PCS travel**

- a. All travel for PCS moves to Germany are restricted to Monday – Friday.
- b. All travel for PCS move to Korea are restricted to Sunday – Thursday.
- c. A system generated PDF file with reservation information will be saved and printed out.
  - (1) One copy will be attached to the travel orders and filed by month.
  - (2) One copy will be provided to the customer via hard copy, email, or fax.

**NOTE: All the below countries are serviced by AMC flights and must be used prior to making commercial airline reservations. The ITO will determine if an AMC/Patriot Express flight is available. The ITO will confirm travel arrangements with the traveler.**

Antigua	Iraq
Ascension Island	Italy
Azores	Japan
Bahrain	Korea (exception Camp Mujuk)
Crete	Kuwait
Cuba	Marshall Islands
Diego Garcia	Niger
Djibouti	Qatar
Germany (exceptions: Cologne, Munich, Stuttgart, Nuremberg)	Spain
Greenland	Turkey
Guam	United Arab Emirates
Honduras	Uzbekistan

**1-10. Commercial air travel/premium class travel**

Commercial air travel is authorized for individuals traveling CONUS or when AMC OCONUS travel is unavailable.

**1-11. Use of GSA airline city pair fare program**

Uniformed service members and DoD employees on official travel are mandatory users of the GSA airline city-pair fare program. There are two types of GSA city pair fares, the non-restricted city pair fares (YCA) and the capacity control city pair fares (\_CA). When offered by the carrier, the \_CA is limited to a specified number of seats, (no last seat availability). In many cases the \_CA fare is significantly lower than the YCA fare. The \_CA fare should be used when available.

**1-12. Personal convenience travel**

- a. A traveler may not be provided contract city pair airfares under GSA contract, or any other airfares intended for official government business for any portion of a route traveled for personal



convenience. Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall total cost of the trip.

b. Restrictions: To prevent misuse of the GTCC IBA and city pair airfares for leisure travel a copy of the relevant travel orders must be provided to the TMC before ticketing. The contract carrier's flight schedule does not operate during normal working hours.

### **1–13. Commercial servicing airports**

a. Servicing airports DCA (Regan National), IAD (Dulles International), and BWI (Baltimore/Washington International) are the servicing airports for Fort Belvoir, VA departures and arrivals. Departure from other locations for personal convenience is not authorized at City Fare Pair rate. Departure from Richmond, VA (RIC) is an authorized alternate airport if no flights are available from DCA, IAD, or BWI to meet mission requirements.

b. Access Carlson Wagonlit website [www.cwtsatotravel.com](http://www.cwtsatotravel.com) and enter information from travel request form into reservation request.

(1) Upload travel orders to website

(2) Once the reservation request is made the orders are filed by month and day waiting to be ticketed.

(3) CTO and TMC will retrieve the reservation from their queue and reservation will be made. The reservation will be emailed to the traveler and the travel office. Attach the reservation to the orders

(4) CTO and TMC will issue tickets 72 hours prior to departure date. A copy will be emailed to the traveler and the travel office.

### **1–14. Premium class travel**

a. The defense travel management office (DTMO) provides oversight of the department's premium class travel policy that requires coach (economy) class travel accommodations be used when performing official government travel. Premium class travel, any travel above coach class at the government expense is permitted on an exception basis only. Use of premium class travel accommodations must be authorized in advance of the travel unless extenuating circumstances or emergency prevent it. Blanket authorization and justification for premium travel is prohibited. Authorization must be obtained on a case-by-case basis.

b. DoD Components are required to report premium travel as directed in the memorandum on premium class travel reporting requirement 1 June 2023. The approval authority should submit the report using the premium class travel reporting tool.

c. As of 1 June 2023 Defense Transportation Regulation – Part I Passenger Movement, DoD policy no longer requires the reporting of other than economy/coach-class air fare, where the cost is less than the economy/coach-class airfare or the lowest unrestricted economy/coach-class airfare.

### **1–15. Premium class travel reporting tool**

The premium class travel reporting tool automates the semi-annual premium class travel report required by the deputy secretary of defense. The tool consolidates reports at the service/agency and DoD levels. The authorizing authority and service/agency level users may view reports any time to monitor and manage premium travel. The tool also has several useful links to regulatory and policy references as decision-making tools to assist the traveler and authorizing authority.

## **Section IV**

### **Commercial bus request**

#### **1–16. General**

a. Upon identification of the need for commercial bus travel, unit travelers are to fill out a request for commercial bus transportation and turn it in to the LRC-Belvoir official travel office. Requests can be sent via email, fax or delivered in person. Travel specialist will review the form and ensure all applicable information has been filled out. Once the form has been reviewed, a transportation specialist must digitally sign the form and return a signed copy to the requestor. A trip file should then be set up for requested commercial bus travel either electronically or hard.

b. All information from the request for commercial bus transportation form will be entered into the Group Operational Passenger System (GOPAX) by the travel specialist. A note must be made in the system to identify this as a request for price quote only.

c. The DTMO will upload all information obtained from GOPAX into their website to initiate a bidding process for all contracted commercial carriers. A response will be forwarded to the LRC-Belvoir within 72 hours to provide a price estimate.

d. Upon receipt of the price quote, the travel specialist will provide the unit traveler with a commercial bus estimate request form to determine if they are willing to accept the quote. If approved, the travel specialist will inform the unit that a line of accounting (LOA) must be provide within three weeks or the travel request will be cancelled. The travel specialist will then accept the quote in GOPAX to confirm a reservation and lock in the quote:

e. Once a quote has been accepted/confirmed, no changes can be made to any reservation that will affect the cost of the trip.

f. Unit travelers can cancel reservations up to 24 hours prior to scheduled departure. If cancellation is provided less than 24 hours prior to scheduled departure a penalty will be charged to the customer.

#### **1–17. Line of Accounting (LOA)**

a. Once LOA is provided to the travel specialist, it will be printed and filed along with all other documentation within the customer trip file. When the LOA is received, the travel specialist will verify the LOA and funding amount with LRC-Belvoir budget officer to ensure funds are available prior to confirming the trip.

b. The day after the trip has concluded the bus company will provide an invoice to the travel specialist via email or fax. The travel specialist will fill out the credit card authorization form for approval and signature. When approved, the credit card authorization will be forwarded to the bus company for payment. The bus company will provide the LRC-Belvoir with a receipt to include in the customer trip file.

## **Section V**

### **Charter Plane**

#### **1–18. General**

a. Requests for travel via charter plane must generally be submitted no later than 30 days prior to requested travel time.

b. Upon identification for the need for charter plane travel unit/travelers are to fill out a request for group commercial travel form and turn it into the LRC-Belvoir travel official travel office. Requests can be sent via email, fax or delivered in person. Travel specialist will review the form and ensure all applicable information has been filled out. Once the form has been reviewed, a transportation specialist must digitally sign the form and return a signed copy to the

requestor. A trip file should then be set up for requested commercial bus travel either electronically or hard copy.

### **1–19. Group Operational Passenger System (GOPAX) Line of Accounting (LOA)**

a. Unit travelers are informed that a valid LOA must be in place before the LRC-Belvoir official travel office is authorized to schedule a charter flight. Unit travelers will be informed to contact their resource management office (RMO) to set up a LOA for travel.

b. Once a LOA has been assigned the travel specialist will be notified via email. A copy of the LOA will be printed and added along with all other documentation in the trip file for the GOPAX submission.

### **1–20. Group Operational Passenger System (GOPAX) submission**

a. All information from the request for group commercial travel form will be entered into GOPAX by the travel specialist. TRANSCOM will upload all information obtained from GOPAX into their website to initiate a bidding process for all contracted commercial air carriers.

b. All bids received will be forwarded to the travel specialists from TRANSCOM. Travel specialist will provide the unit traveler with a charter plane estimate request form to determine if they are willing to accept the quotes. The unit traveler will be provided all estimates to select desired carrier. Upon notification of the unit traveler's selection, the travel specialist will notify TRANSCOM who will in turn schedule the transportation with the commercial carrier.

c. Additional travel specifics will be managed between the unit traveler and the air carrier; however, the LRC-Belvoir is available to assist if necessary.

## **Chapter 2 Transportation Motor Pool (TMP)**

### **Section I**

#### **General**

#### **2–1. Purpose**

To prescribe procedures for Fort Belvoir TMP vehicle operations.

#### **2–2. Scope**

These procedures are applicable to all external TMP customers.

#### **2–3. Location and hours of operation**

The TMP is in building 189, 5921 16<sup>th</sup> Street. The hours of operations are 0630 – 1500 Monday -Friday. The TMP is closed for lunch from 1200 – 1230. Phone numbers for the TMP include Dispatcher; (520) 669-8615; Driver Instructor / Dispatcher (520) 669-8838; and TMP Branch Chief (520) 669-8619.

### **Section II**

#### **Responsibilities**

#### **2–4. Operator responsibility**

All users of government vehicles dispatched from the LRC-Belvoir TMP will comply with these directives and guidance from higher headquarters concerning motor vehicle operations. These responsibilities are also listed in each vehicle logbook. Government vehicle operations are also subject to the enforcement for compliance with Virginia, Maryland, District of Columbia (DC)

motor vehicle codes or applicable laws. Drivers are subject to pay tolls and fees when using a government vehicle. Obtaining toll tickets (EZ Pass) is the responsibility of the individual organizations. Drivers are subject to penalties that may be imposed by the local magistrate for violations of the law, including non-compliance with laws regulating transport of hazardous materials, substance, or waste.

### **2–5. Permissible operating distance**

TRADOC Reg 385-2 establishes a one-way operating distance of 100 miles as the maximum permissible distance for motor vehicles. Vehicles are intended for local administrative travel, not for long distance temporary duty travel. Permissible operating distance applies to all vehicles. Requests to exceed the permissible operation distance must be made through the TMP and forwarded to the ITO for a decision. Requests must be at least 10 days prior to the requested departure. The 100 miles radius request will be reviewed for approval / disapproval on a case-by-case basis. A completed DD Form 2977 (Deliberate Risk Assessment Worksheet) must also accompany the request. The DD Form 2977 must be signed by the following:

- a. Extremely high risk: The senior commander (SC) or general officer (GO) grade. GO commandants or commanders can also sign off on extremely high risk.
- b. High risk: Colonel or equivalent as designated by the SC or general officer grade.
- c. Moderate risk: Lieutenant Colonel or equivalent and command sergeant major (CSM) serving as NCO Academy or CSM academy commandants, as designated by the SC colonel grade or above.
- d. Low risk: Company Level commander (O3) or above as designated by the SC or colonel grade or above.

### **2–6. Official use of vehicles**

AR 58-1 (Management, Acquisition, and Use of Motor Vehicles) para 2-3 provides an outline of “Official Use of non-tactical vehicles (NTV)”. Specific guidance to users of vehicles from the LRC- Belvoir TMP is also located in the logbook for each vehicle and can be obtained at the TMP. Government vehicles will only be used for official government purposes. The use of a government vehicle for personal business is not “official use.” Transportation between domicile and place of employment is strictly prohibited.

### **2–7. Recurring dispatch procedures**

- a. Recurring (also known as B Pool) dispatch relates to activities and functions that by their very nature require the use of a vehicle daily for the efficient and orderly conduct of official business.
- b. Vehicles assigned in this category (B Pool) will not be assigned for convenience. Recurring dispatches will not exceed 30 calendar days. Vehicles will not be assigned exclusively to any one official or employee (unless authorized by the Department of the Army (DA)).
- c. Utilization goals are management indicators which measures the average annual use for a particular type of motor vehicle on an installation. The DA annual mileage utilization goal for sedan/passenger vans and small trucks is 12,000 miles per year.
- d. All recurring dispatch vehicles will be justified annually through the DA vehicle allocation methodology (VAM) process. Approved vehicles will then be aligned to the activity’s table of distribution and allowances (TDA). If the using organization does not retain use of the vehicle because of the VAM process, they remain responsible for all costs associated with the vehicle until such time as the TMP or GSA can find a new user for it.

### **2–8. Vehicle operation**

- a. An operator’s daily maintenance checklist is in each vehicle logbook. The list provides for checks before, during, and after operation of the vehicle. The driver will annotate any

deficiencies found during the daily check and operation of vehicle on the LRC-Belvoir TMP vehicle inspection checklist found in the vehicle logbook.

b. Use of the U.S. government fleet credit card issued by the dispatcher. Card is assigned once a vehicle is processed into the LRC-Belvoir TMP database. A letter of instruction (LOI) for use of this card will be in the logbook.

c. In an emergency, refer to the logbook of the vehicle. There is a memorandum for record that lists emergency telephone numbers and some general instructions for after duty hour emergencies. There is a card on the front of the logbook with key numbers during duty hours emergencies.

d. GSA maintenance control center (MCC) phone number is located at the front of each logbook in case of an emergency maintenance issues during or after duty hours. You can also find the phone number on the back of the Wright Express (WEX) credit card. All operators must notify the LRC-Belvoir TMP of any issues via email or phone call within 24 hours of the occurrence or first thing of the next duty day (whichever comes first). In the event of a breakdown of the vehicle, the operators must stay with the vehicle until the tow truck arrives at the scene and takes possession of the vehicle.

e. Damage to a vehicle must be reported immediately to both the Provost Marshal office (if on post) and county police (if off post), the TMP dispatcher (520) 669-8615 / (520) 669-8838 or the fleet manager (520) 669-8619. If the damage occurs after duty hours, the dispatcher or fleet manager must be notified first thing of the following duty day. The operator will prepare SF form 91 motor vehicle accident report and return the report to the TMP within 24 hours of the accident.

## **2–9. Safety and accident prevention**

The following are actions the driver will take if involved in an accident:

a. Stop immediately. Turn on four-way flashers on. Contact police or military police (depending on where you are located).

b. Assist the injured. Injured people shall not be moved unless essential for their protection.

c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors shall be used when available (unit responsibility for flares and reflectors).

d. Do not express oral or written opinions to claimants or their agent's concerning liability, investigation findings, or possibility of claim approval.

e. Complete a SF Form 91 motor vehicle accident report. If a SF form 91 cannot be prepared by the driver because of injury or death, the report shall be completed by the next senior person directly responsible for the motor vehicle operation.

f. Comply with state and local laws governing the reporting of motor vehicle accidents.

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

h. Do not make official accident investigation reports available to a claimant, or to any individual or representative of any non-DoD organization. Clearance shall be obtained from the claims officer before delivery of any accident report to a third party, including state or local officials.

i. Expeditiously, within 24 hours, deliver the completed SF form 91 to the TMP.

j. You must stay with the vehicle in the event of an accident or incident if not being transported to the hospital for injuries. In the event you are being transported, if able, make every attempt to contact your chain of command and TMP to let them know where the vehicle will be getting towed to or if the vehicle needs to be recovered.

## **2–10. Winter operations**

No vehicle (except emergency, life support, and fire) will be operated when red road conditions are in effect. Essential missions will be supported when amber road conditions are in effect.

Leadership will determine what is essential to their missions when amber road conditions are in effect. Leadership should ensure drivers have winter driving experience when requiring operation of vehicles during amber road conditions.

## **2-11. Reimbursable Customers**

- a. All organizations assigned vehicles are on a reimbursable basis for the monthly costs, mileage, and any damage to the vehicle.
- b. Reimbursable customers with assigned vehicles will be required to keep their accounts in good standing and fund their GSA NTV accounts at the beginning of the fiscal year via ASC LOA FMZ and throughout the fiscal year if their accounts become low or negative with the LRC-Belvoir.

## **Chapter 3 Freight movement**

### **General**

#### **3-1. Purpose**

The purpose of this section is to provide all organizations on Fort Belvoir installation a systematic method of obtaining transportation services for shipping government freight utilizing commercial trucks, commercial ships, or commercial air transportation.

#### **3-2. Scope**

This section applies to military and civilian operations with personnel assigned to Fort Belvoir installation. In addition, units or organizations assigned within LRC-Belvoir's area of responsibility must follow these guidelines.

#### **3-3. General**

- a. Hours of Operation: The Freight Movement Office operates from 0700-1500 hours Monday through Friday excluding weekends, national holidays, cases of severe inclement weather or any time the post is closed. Shipment movement requests will be processed from 0700-1500 hours Monday-Friday. There is no freight scheduled for pickup on Fridays.
- b. Same Day Shipments: All same day small package shipments must be received NLT 1000 hours Monday - Friday.
- c. Small Package Shipments: All packages of 150 pounds or less and meeting the dimensional requirements below will be shipped as a small package shipment.
  - (1) FedEx Express Domestic Services: Up to 19" in length and 165" in length plus girth
  - (2) FedEx Express International Services: Up to 108" in length and 130" in length plus girth
  - (3) FedEx Ground Services: Up to 108" in length and 165" in length plus girth
- d. Less Than Truckload Shipments (LTL): Packages exceeding 150 pounds with a weight less than 10,000 pounds and exceeding the small package dimensional requirements will move as an LTL shipment.
- e. Truckload Shipments (TL): Unit equipment; ammunition arms and explosive; sensitive; rolling stock in quantities; oversized; over dimensional; overweight and dimensions meeting the requirements of a truckload will be offered for shipment utilizing the full capacity of a cargo transport vehicle (trailer or van).

#### **3-4. Responsibilities**

The organization requesting freight shipments must appoint a representative who is responsible for:

- a. Coordinating all movement requirements through the outbound freight section.

b. Preparing cargo for shipment in accordance with applicable packing and crating instructions.

c. Properly complete required forms to process freight shipments.

(1) The DD Form 1149, Requisition and Invoice/Shipping Document or DD Form 1348-1, Shipping/Verification Information Document.

(2) Material handling equipment (MHE) Support: Be advised that additional charges will occur due to commercial trucks being delayed for loading when units are not prepared to move equipment onto the trucks. When this happens, detention time will be charged to the provided transportation account code (TAC) account assigned to the shipment.

(3) Funds Verification and Use Authorization Form. (DA G44 (d) for Army-Funded shipments.

(4) Provide DD Form 1750, Inventory Sheet for all containers and attach copies to each container as required.

(5) Provide hazardous material (HAZMAT) documents: DD Form 2890 for movements via highway, rail, or to the seaport, DD Form 836 for CONUS moves, and shipper's declaration for dangerous goods for air shipments. These HAZMAT documents should be signed by HAZMAT certified personnel, certified in the Technical Transportation of Hazardous Materials AMMO-62 course as required by the DoD Regulation 4500.9-R and the transportation of hazardous material CFR 49. HAZMAT authorization card of certifiers will be checked to validate individual is authorized to sign hazardous cargo shipment documentation.

d. Units shall properly label placard containers and any other hazardous material in accordance with DoD Regulation 4500.9R and transportation of hazardous material, CFR 49.

e. Units shall arrange to have all equipment and containers put through inspections as needed.

f. Units are responsible for weighing and measuring of their containers. All shipment requests submitted without weights and dimensions will be refused.

### **3-5. Procedures**

Request to ship freight via commercial means must be submitted to outbound freight 72 hours prior to shipment movement date using a DD Form 1149 or DD Form 1348-1 whichever applies and a funds verification and use authorization form (FVUA).

a. The following blocks must be submitted on the DD Form 1149:

(1) Block 1. FROM: The unit, unit department of defense activity address directory (DoDAAC), complete physical address, POC name, and POC commercial phone number.

(2) Block 2. TO: Destination's complete physical address. DO NOT use PO Boxes or APO/FPO addresses.

(3) Block 3. SHIP TO-MARK FOR: Ultimate Destination Unit Name, unit DODACC, complete physical address, POC name, and commercial phone number. DO NOT use PO Boxes or APO/FPO addresses.

(4) Block 4. APPROPRIATIONS DATA: Transportation Account Code (TAC) for payment.

(5) Block 4. Type equipment or material, NSN or any additional information that the freight specialist will need to process the shipment for movement. Identification of classified, sensitive, or hazardous material is required before shipment pickup.

(6) Block 7. DATE MATERIAL REQUIRED: Year, month, and day material is required at destination.

(7) Block 10. Digital SIGNATURE of an authorized DoD representative.

(8) Block 13. Mode of Shipment (i.e. FedEx, Mil-Air, Truck)

(9) Block 18. Total # of Containers, Type of Containers [i.e. box (BX), crate (CR), pallet (PT)], dimensions [Length x Width x Height (L x W x H)] in inches, total weight, total cube. If additional shipment information is necessary, continue page 2 or use a blank sheet of paper.

b. The DD form 1348-1 is normally a computer-generated form and all the pertinent data is printed on the form from the supply technician's entries that has the same required information as the DD form 1149 in item 5 above. Please ensure the TAC code is assigned and printed on

the form. Be sure to manually enter dimensions and weight of items being shipped or ask the freight office for a form when using a DD form 1348-1.



## **Appendix A**

### **References**

#### **Joint Travel Regulation**

##### **Defense Transportation Regulations**

<https://www.ustranscom.mil/dtr/>

##### **DoD Regulation 4500.9-R**

Defense Transportation Regulation (DTR) Part II Cargo, Part III Mobility

##### **AR 55-46**

Travel Overseas

##### **AR 55-48**

Transportation of Personal Property and Related Services

#### **Joint Transportation and Traffic Management**

##### **MIL-STD 129**

Standard Markings for Military Shipments

##### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives, CFR 49, HAZMAT

##### **DoD 4500.36-R**

Management, Acquisition, and Use of Motor Vehicles.

##### **DoD Instruction 4515.7**

Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area.

##### **AR 58-1**

Management, Acquisition and Use of Motor Vehicles

##### **AR 600-55**

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

##### **AR 385-10**

The Army Safety and Occupational Program

##### **AR 600-55 2-6**

The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)

##### **TRADOC Reg 385-2**

US. Army Training and Doctrine Command Safety and Occupational Health program

##### **Military Freight Traffic Rules Publication 1c (MFTP1c)**

<https://www.sddc.army.mil/Pubs/MFTURP-1.pdf>

## **Appendix B**

### **Abbreviations**

#### **BOAC**

Billed Office Address Code

#### **CONUS**

Continental United States

#### **DRAW (DA Form 2977)**

Deliberate Risk Assessment Worksheet

#### **DTMO**

Defense Travel Management Office

#### **GO**

General Officer

#### **GSA**

General Service Administration

#### **ISSA**

Installation Service and Support Agreement

#### **ITO**

Installation Transportation Officer

#### **LRC**

Logistics Readiness Center

#### **LOI**

Letter of Instruction

#### **NTV**

Non-tactical Vehicle

#### **OCONUS**

Outside Continental United States

#### **SC**

Senior Commander

#### **TCS**

Temporary Change of Station

#### **TMP**

Transportation Motor Pool

#### **TC**

Transportation Coordinator

**TMP**

Transportation Motor Pool

**VAM**

Vehicle Allocation Methodology

**WEX**

Wright Express

**Section II Tasker Names****F.A.S.T**

Federal Automotive Statistic Tool

**VURB**

Vehicle Utilization Review Board

**CAM**

Customer Acquisition Module

## Appendix C

### Justification for additional vehicles

1. Unit name and location.
2. Type vehicle required (passenger/cargo?)
  - a. Number of passengers?
  - b. Type cargo to be transported?
3. Mission to be accomplished.
  - a. What is the mission of the organization?
  - b. Where will the vehicle be driven?
  - c. How many hours will the vehicle be in use?
  - d. What time of the day/night is the vehicle normally in use?
  - e. Where will the vehicle be parked overnight?
  - f. Is there a routine mission requirement for vehicle use between 1800-0600? If yes, how often?
  - g. If the requirement for a vehicle is based on regulatory directives provide the appropriate reference.
4. Describe how your vehicle needs are currently being satisfied.
5. Describe what the impact to your mission will be if a recurring dispatch vehicle is not provided.

Note: All request for additional vehicles assignment for garrison units must be approved by garrison commander/deputy to the garrison commander prior to LRC-Belvoir forwarding request to ASC HQ.

All Law Enforcement vehicles must follow the law enforcement VAM in accordance with IMCOM San Antonio. LRC-Belvoir or ASC will NOT deviate from guidance.

## **Appendix D**

### **Obtaining a Military Driver's License for LRC-Belvoir**

Drivers Training and Testing is located at:

9901 Dalrymple Road BLDG# 707  
Fort Belvoir, VA. 22060  
(520) 669-9022

POC: TMP email box: [usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-TMP@army.mil](mailto:usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-TMP@army.mil)

Garrison and Tenant units not part of Army Sustainment Command is responsible for their personnel obtaining a Government License.