

MWI 6700.1

BASELINE

EFFECTIVE DATE: February 14, 2003

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MARSHALL WORK INSTRUCTION

AD01

MSFC MOTOR POOL OPERATIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2/14/03	This directive is a split off from MPG 6700.1

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1. PURPOSE

This Marshall Work Instruction (MWI) provides instructions for the implementation of Motor Pool Operations at MSFC.

2. APPLICABILITY

This MWI is applicable to all MSFC organizations, all authorized MSFC support contractors, and Government Agencies utilizing the MSFC motor vehicle fleet and special purpose equipment services.

3. APPLICABLE DOCUMENTS

- 3.1 MPG 6700.1, "MSFC Vehicle Operations"
- 3.2 NPG 1441.1, "NASA Records Retention Schedule"

4. REFERENCES

None

5. DEFINITIONS

5.1 Bus/Van Services. MSFC services that provide onsite and offsite passenger transportation. Offsite bus/van services are limited to a 50-mile radius of MSFC.

5.2 General Purpose Vehicle (vehicle). An MSFC vehicle used primarily for carrying passengers and hauling cargo. Examples include: pickups, sedans, tractor-trucks, and vans (both cargo and passenger type).

5.3 Government Services Administration (GSA). MSFC's source for fleet availability that also includes the maintenance services for leased vehicles.

5.4 Motor Vehicle Fleet Operations Officer (MVFO). The individual assigned to monitor and coordinate the MSFC vehicle and special purpose equipment operations.

5.5 Normal Motor Pool Operating Hours. 7:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.

5.6 Operator (employee). Civil servant and authorized MSFC support contracts who drive/operate a General Purpose Vehicle or item of Special Purpose Equipment.

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5.7 Special Purpose Equipment (SPE). MSFC Equipment used for heavy-duty and special operations. Examples include: mobile cranes, forklifts, tractors, and aerial lifts. This does not apply to contractor-owned equipment.

5.8 Special Purpose Equipment (SPE) Coordinator. The individual designated by the manager or director of an MSFC organization to serve as the organization's representative on all matters pertaining to special purpose equipment.

5.9 Taxi Service. MSFC service for onsite passenger transportation. Normal opening hours are 7:00 a.m. to 4:30 p.m., Monday through Friday.

5.10 Temporary Duty (TDY) Vehicle Service. MSFC service that provides MSFC vehicles to employees for TDY use. The TDY vehicle use is generally limited to a 14-day (unless approved by the Manager, Logistics Services Department) temporary dispatch and a 450-mile radius of MSFC.

5.11 Vehicle Coordinator. The individual designated by the manager or director of an MSFC organization to serve as the organization's representative on all matters pertaining to vehicle operations.

6. INSTRUCTIONS

6.1 Taxi Service.

6.1.1 Call 544-TAXI (544-8294) during normal operating hours for pickup.

6.1.2 Designate the name of the requestor, number of people needing pickup, pickup location, and destination.

6.2 Bus/Van Services.

6.2.1 Organization representatives should contact 544-4564 or 544-4565 for arrangements. MSFC has limited number of buses/vans available for service. The requirements will be met on a first come/first serve basis.

6.2.2 In the event that requirements exceed the existing capacity, the last organization will have to provide funds for commercial bus service. Also, any requirements that exceed the normal operating hours of 7:00 a.m. to 4:30 p.m., Monday through Friday, will have to be funded by the requesting organization.

6.3 Permanent vehicle/SPE assignment.

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6.3.1 Vehicle or SPE Coordinator submits MSFC Form 378, "Vehicle/Equipment Inventory Justification," to the MVFO for the request.

6.3.2 MVFO will assess the current fleet/SPE inventory and fill or make GSA order as appropriate.

6.3.3 Annual General Purpose Vehicle Review Team will assess the assignment on an annual basis.

6.3.4 All permanent vehicle/SPE assignments are funded by the requesting organizations.

6.4 Use of Pool Vehicle (may be a permanent vehicle assignment).

6.4.1 Operator will complete the entry in the Daily Vehicle Dispatch Logbook (MSFC Form 494).

6.4.2 If destination is offsite, user should complete MSFC Form 1934, "Authority To Use Pool Vehicle," and get appropriate signature prior to use.

6.4.3 User should always return vehicle and keys promptly to the distribution location.

6.4.4 Organizations should refuel vehicle as needed at the MSFC Fueling Station, Building 4611.

6.5 Loaner vehicle/SPE assignment (30-day time period).

6.5.1 Vehicle coordinator will request a loaner vehicle/SPE from the Motor Pool by calling 544-4565 or 544-4564.

6.5.2 MVFO will assess the current fleet/SPE inventory and fill as appropriate.

6.5.3 Operator will complete the entry in the Daily Vehicle Dispatch Logbook (MSFC Form 494).

6.5.4 Vehicle or SPE Coordinator assures that vehicle/SPE is returned in accordance with the loan terms.

6.6 TDY Vehicles (Call 544-4565 or 544-4564 for reservation).

6.6.1 For local trips (daily use within 50 mile radius of MSFC and less than 12 hours), make reservations, and submit a completed MSFC Form 1934, "Authority to Use Pool

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Vehicle/Equipment." MVFO can issue these for extended periods of 6 months.

6.6.2 For intermediate trips (daily use between 50-150 miles and less than 12 hours), make reservations, and submit a memo to the MVFO signed by the Group Lead. The memo must contain: passenger list, destination, dates, and trip justification. No travel authorizations are required. In order to track mileage/fuel records and to provide the user with a credit card for offsite fuel purchases, TDY vehicles must be used instead of pool vehicles.

6.6.3 For TDY trips (over 150 miles and/or over 12 hours), make reservations by submitting the required travel authorizations. An approved copy (or MSFC Financial Management Office e-mail approval) must be presented when picking up vehicle.

6.6.4 When accompanied by contractors, the contractor must be included in the travel authorizations and/or memo.

6.6.5 Contractors may use TDY vehicles for local trips, intermediate trips, or TDY trips by making reservations and submitting a memo to the MVFO signed by the Contracting Officer and/or the Contracting Officer's Technical Representative. The memo must contain: passenger list, destination, dates, and trip justification. No travel authorizations are required. In order to track mileage/fuel records and to provide the user with a credit card for offsite fuel purchases, TDY vehicles must be used instead of pool vehicles. However, in case of requests exceeding the capacity of the TDY vehicle fleet, the civil servant requests will take priority.

6.6.6 TDY vehicles for civil service and contractors are limited to 14 days unless approved by the Manager, Logistics Services Department.

6.6.7 TDY, travelers going to the same destination for the same purpose at the same time must use one vehicle.

6.6.8 In general, the vehicle assignment for TDY purposes will be a compact sedan (such as a Dodge Stratus). Other vehicles can be reserved if 4 or more people are traveling together (minivan such as Ford Aerostar) or if equipment must be transported (cargo van).

6.6.9 When reservations are made, the user must return to regular duty location by the date specified or call the MVFO, and get approval for an extension.

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Note: For guidelines concerning permanently assigned vehicles, please refer to MPG 6700, "MSFC Vehicle Operation."

6.7 Fuel Service.

6.7.1 MSFC Fuel Station located at Building 4611 is a self-service fueling station. It is equipped with an automated card reader. This service is restricted to MSFC vehicles and authorized MSFC support contractor vehicles. This service is only applicable to the individual vehicle assigned to the specific fuel card.

6.7.2 To access this service for contractor vehicles, submit a memo to the MVFO with the vehicle identification number, tag, contract, and justification signed by the Contract Officer or Contracting Officer's Technical Representative. A reimbursement agreement will be required for any contractor vehicles to have access to this system.

6.7.3 Mobile fuel tanker service is available for onsite fuel service for MSFC SPE or approved contractor SPE. Call dispatch for mobile fuel service 544-4476.

6.8 Accident Reports.

6.8.1 Driver/Operator requests emergency medical care (911) to aid any injured party, if necessary.

6.8.2 Driver/Operator notifies the appropriate authorities. If the accident occurs on Army-controlled property, contact a military policeman and an MSFC Security Officer (911 or 544-HELP option 1).

6.8.3 Do not move the vehicle until an investigation is completed or as directed by the appropriate authority.

6.8.4 If motor vehicle accident, complete the operator's portion of the Standard Form (SF) 91, "Motor Vehicle Accident Report," and forward to supervisor.

6.8.5 Notify MVFO at 544-4565 or 544-4564.

6.8.6 Notify supervisor, and supervisor will complete supervisor portion of SF91.

6.8.7 MVFO will review SF91 and submit to AD50/Protective Services Department, and if a Privately-owned Vehicle is involved, a copy will be sent to QS01/Safety and Mission Assurance Office and LS01/Chief Counsel.

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6.8.8 MVFO will coordinate MSFC vehicle damage repairs.

6.8.9 AD50, Protective Services Department, will investigate any vehicle accident on Army-controlled property, complete a Report of Incident, and forward it to the MVFO.

6.8.10 QS01 and LS01 will review SF91 and provide legal advice and/or direction if appropriate.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

9.1 MSFC Form 1934, "Authority To Use Pool Vehicle/Equipment." Retained by MVFO for 3 years then destroyed (NPG 1441.1, schedule 6/11/F).

9.2 MSFC Form 494, "Daily Vehicle Dispatch Logbook." Retained by MVFO for 3 years then destroyed (NPG 1441.1, schedule 6/11/H).

9.3 Travel Authorization, electronic approval from FMO. Retained by MVFO for 3 years then destroyed (NPG 1441.1, schedule 9/19/C).

9.4 MSFC Form 378, "Vehicle/Equipment Inventory Justification." Retained by MVFO for 1 year then destroyed (NPG 1441.1, schedule 6/11/N).

9.5 SF91, "Motor Vehicle Accident Report." Retained by MVFO. Destroyed 6 years after case is closed (NPG 1441.1, schedule 6/11/D(2)).

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

12. CANCELLATION

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None

Original signed by
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