



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 11240.1C  
25 Feb 04

NMRCD INSTRUCTION 11240.1C

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj MANAGEMENT OF NMRCD, LIMA TRANSPORTATION RESOURCES

Ref (a) DOD 4500.36 series  
(b) SECNAVINST 11240.19 series  
(c) OPNAVINST 11240.8 series  
(d) NAVCOMPT 11240.1 series  
(e) NAVFAC P-300 series

Enc: (1) NMRCD Transportation Request (Official Business Only)  
(2) NMRCD Transportation Request of a U.S. Government Vehicle for other Authorized (Personal) Use  
(3) NMRCD Daily Vehicle usage Report and Checklist  
(4) NMRCD Vehicle Report  
(5) Maintenance Schedule

1. Purpose. To delineate policy on the utilization of U.S. Government Owned Vehicles (GOVs), safety, maintenance, and reports at the U.S. Naval Medical Research Center Detachment, Lima, Peru. The NMRCD Transportation Division shall be managed and operated in accordance with DOD and Navy policies as set forth in references (a) through (d). For the purpose of this directive, GOVs are defined as any motor vehicle owned, leased or under the control of NMRCD.

2. Cancellation. NAMRIDINST 11240.1B

3. Applicability. The provisions of this instruction shall apply to all military and civilian personnel (including Foreign Service National (FSN) employees) who are assigned to or employed by NMRCD, the dependents of the American staff; and authorized official guests while they are using GOVs.

4. Policy and Procedures. The atypical location and nature of the NMRCD Mission generates many unique demands on the Transportation Division. However, rigorous economy must still be exercised in the day-to-day use of GOVs. Assignment of GOV shall be based solely upon bona fide requirements and the availability of resources. The Transportation Division is under direct supervision

and operational management of the Transportation (Administrative Assistant) Manager, with the Administrative Officer retaining ultimate responsibility and control.

a. Official Business. This is defined as any use of GOVs that contributes to the support of the NMRCD scientific research mission or to the well-being, productivity, and effectiveness of the NMRCD American staff. Requests for official transportation shall be submitted utilizing enclosure (1). The Dispatcher shall review all requirements, prioritize, and dispatch vehicles. The Transportation Manager is tasked with monitoring requests for official transportation and may recommend public transportation when appropriate. Examples of legitimate official business include:

(1) Trips to the United States Embassy to conduct routine business. NOTE: Members who require transportation to the Embassy shall take the regularly scheduled trips to the Embassy whenever possible (usually 0930h).

(2) Trips to and from local hospitals, American staff housing, vendors, or other locations to move personnel, supplies, or equipment as necessary to support the NMRCD mission.

(3) The transport of authorized NMRCD personnel to and from work each day, and of those working odd hours, overtime or weekends in direct support of the NMRCD mission.

(4) Transportation for command or U.S. Embassy sponsored meetings, or other events of an official or representational nature.

(5) Transportation of the American staff and their command sponsored dependents for medical/dental care; and for administrative reasons such as enrollment of dependants in school, official briefings, and/or renewal of passports and visas.

(6) Airport transportation when the staff member is traveling on official business and transportation cannot be obtained through the U.S. American Embassy's COSMOS Service. NOTE: Taxis to and from the airport are reimbursable on TAD travel claims and should be used unless the traveler has excess baggage or there is a group of NMRCD personnel all traveling at the same time.

7 Transportation of official guests of the Command.

(8) Official and personal transportation requirements of permanent American staff personnel during a 30-day transition period after reporting aboard and prior to detachment from NMRC D (subject to availability of assets).

b. Other Authorized Use (OAU). While the primary function of the Transportation Division is to provide for the use of GOVs for official government business, the command also recognizes that newly reporting American staff members may have other legitimate requirements for the use of GOVs prior to the arrival and receipt of their privately owned vehicle. The exorbitant cost of automobiles on the local market, and the fact that American staff members do not receive any type of transportation allowance, the OAU of GOVs may be granted on a fee basis as assets permit and does not constitute a right or entitlement of any individual.

(1) Requests for OAU shall be submitted on enclosure (2) at least 24 hours in advance and may be granted by the Transportation Manager if a driver and vehicle are available. OAU shall never interfere with the official use of GOVs.

(2) OAU shall only be authorized for American staff members and their command sponsored dependents

(3) Routine or recurring requests such as home-to-school or home-to-work for dependents will not be considered.

(4) The Transportation Manager may approve OAU for Intra-city travel or to an area within a two-hour drive of the Lima city limits. Extended trips or overnight OAU require approval of the Officer-in-Charge or Administrative Officer.

(5) A pick-up charge and an hourly charge will be paid by the user directly to the driver for his services. If the driver is retained for OAU seven (7) hours or longer, a stipend for meals shall be paid for the hours of 0600, 1230, and 1900 if the driver works through these hours. If retained overnight, the user shall provide lodging for the driver. Up-to-date charges for OAU are outlined on the current version of enclosure (2).

(6) A mileage charge shall also apply and must be paid to the NMRC D Cashier no later than the last day of the month

following the date of the OAU. Up-to-date charges for OAU are outlined on the current version of enclosure (2). The alternative to the mileage charge is to return the vehicle with an equal amount of gas as when the vehicle was first checked out.

(7) The user shall pay any miscellaneous expenses that occur during OAU, including the cost of fuel expended, parking fees, tolls, and any damage or repairs (including flat tires) not covered under the NMRCD automotive insurance policy (Third Party Liability).

(8) Staff members may request a specific driver for OAU. However, this request may be denied if it is necessary to maintain a balance of pay and driving time among drivers or to prevent overworking a particular driver.

(9) OAU of GOVs must be completed at a reasonable time-of-day to ensure sufficient driver rest and to allow for timely return of the GOV to NMRCD.

c. Group Home-to-Work Transportation. The entitlement for Group Home-to-Work Transportation (HTWT) is based upon Secretary of the Navy approval.

(1) Transportation shall depart specific pick-up points at a designated time each morning to insure the arrival of staff members to NMRCD by the start of the normal workday. Return transportation shall depart each day at the conclusion of working hours.

(2) HTWT is provided to ensure the safe and timely arrival of NMRCD staff personnel and shall not be used as a convenience for individual staff members. The scheduled times for morning pick-up and afternoon departure from NMRCD are set by the Transportation Manager and shall only be varied when the situation warrants such variance for the benefit and convenience of the majority and of the command.

(3) Transportation via GOV for personal reasons such as early liberty will not be provided. In these cases, the staff member must obtain other transportation at his or her own expense.

(4) Official transportation shall be used to transport staff members in cases of illness, injury, or other emergency.

d Safety.

(1) GOVs shall be operated only by those drivers licensed to drive in Peru or carry an International Driver's License. Drivers shall operate GOVs safely and in compliance with all motor vehicle laws of this country. American staff personnel may operate GOVs only with explicit permission of the Officer-in-Charge.

(2) Seat belts shall be used whenever any GOV is in motion

(3) The use or consumption of any tobacco product or alcoholic beverage in GOVs is strictly prohibited.

(4) Dangerous, offensive, or malodorous substances shall not be carried in any GOV

(5) In the case of accident involving a GOV, the driver shall stop immediately, render help or first aid, warn other motorists of hazards, and cooperate with law enforcement officers.

Any GOV accident, however minor, shall be reported to the Regional Security Office at the U.S. Embassy and the Officer-in-Charge via the Transportation Manager.

(6) The Transportation Manager shall limit the driving time of any driver or deny any request for the use of a particular driver for official or OAU if, in his or her opinion, that driver has been working excessive hours and his or her further use will constitute a safety hazard.

(7) Drivers shall report any instance of unsafe or excessive driving demands to the Transportation Manager. Such accounts shall be reported to the Officer-in-Charge.

e Reports.

(1) Enclosures (3) and (4) shall be completed daily by each driver and submitted as required

(2) The Dispatcher is responsible for ensuring that all GOVs undergo preventative maintenance in accordance with the schedule set forth in enclosure (5).

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(3) The Dispatcher shall consolidate the original completed forms of enclosures (3) and (4) for each month into a single package. These records shall be maintained for two years. The original completed forms of enclosures (1) and (2) shall be maintained for six months.

5. 1. The Administrative Officer, Transportation Manager, and all department heads are tasked with taking all necessary continuing action to ensure compliance with the policies set forth in this directive.



M. F. DAVID  
Acting

U.S. NMRC  
**TRANSPORTATION REQUEST**  
**(Official Business Only)**

- 1.- \_\_\_\_\_  
Requestor Name, Department Requesting Transportation
- 2.- Date Transportation Requested: \_\_\_\_\_ Time: \_\_\_\_\_  
DD / MM / YY AM / PM
- 3.- Reason Transportation Requested: \_\_\_\_\_  
\_\_\_\_\_
- 4.- Transportation Manager: \_\_\_\_\_ Approved / Disapproved  
Reason for Disapproval: \_\_\_\_\_
- 5.- Transportation Officer: \_\_\_\_\_ Approved / Disapproved  
Reason for Disapproval: \_\_\_\_\_
- 6.- Motorpool Dispatcher: \_\_\_\_\_

<b>VEHICLE TYPE NUMBER:</b>	
Ending Odometer:	Fuel level: (F) (3/4) (1/2) (1/4)
Beginning Odometer:	Oil level:
Total Mileage:	

Destination	Time		Remarks
	Arrival	/ Departure	
From: 1			
To: 2			
To: 3			
To: 4			
To: 5			

**Enclosure (1)**

**U.S. NAVAL MEDICAL RESEARCH CENTER DETACHMENT, LIMA, PERU  
REQUEST OF A NMRCD GOVERNMENT VEHICLE FOR OTHER AUTHORIZED  
(PERSONAL) USE**

<b>From:</b>		<b>Date of Request:</b>	
<b>To: Transportation Chief</b>			
I am requesting a NMRCD vehicle, and/or driver, for my personal use. I agree to pay the fees listed below, for fuel use, parking tolls, and any damage that may occur that is not cover by NMRCD Insurance.			
Requestors Signature: _____			
<b>Driver Requested:</b>	<b>Destinations:</b>	<b>Name of All Passengers:</b>	
<b>Pick-up Location:</b>			
<b>Pick-up Date:      Time:</b>			
<b>Return Date:      Time:</b>			
<b>Authorized Dates New Arrival:</b>			
<b>Authorized Dates Departures:</b>			
APPROVED/DISAPPROVED _____			
Transportation Manager		Date	
Approval for overnight Other Authorized Use (OAU) or trips more than 2 hours from Lima.			
APPROVED/DISAPPROVED _____			
Officer-in-Charge or Administrative Officer		Date	
<b>CHARGES</b> To be Computed by driver	<b>Start Time:</b>	<b>Finishing Time:</b>	
Total hours: _____ x S/. 13.4 = S/. _____		<b>PAID TO DRIVER:</b> S/. _____	
Taxi Fare (before 0500 or after 2100 only) = S/. 25.00			
# _____ Meals at S/. 15.0 each = S/.. _____			
Total to be paid directly to driver = S/. _____		User's Signature _____	
		Driver's Signature _____	
<b>Ending Odometer</b>	Authorized users will return the vehicle with a full tank of gasoline and a clean condition.		
<b>Beginning Odometer</b>			

Enclosure (2)



<b>CHECK DAILY</b>	<b>Checked and action taken</b>	<b>CONDICION (reportar cualquier condición irregular, tal como abolladuras, ralladuras) CONDITION (report any irregular conditions, such as dents, scratches)</b>		
Goteras (chequear debajo del vehículo) Leaks (check beneath vehicle)				
Gasolina, aceite y agua Fuel, oil and water				
Limpieza del vehículo Clean vehicle				
Luces, señales, limpia parabrisas, bocina Lights, signals, windshield wipers, horn				
Llantas (incluyendo la de repuesto) Tires (including spare)		<b>FUNCIONAMIENTO DEL VEHICULO (reportar cualquier defecto observado durante el funcionamiento del vehículo o cualquier reparación realizada en la ruta) VEHICLE OPERATION (report any defects noted during operation of vehicle or any road repairs made)</b>		
Herramientas y equipo de emergencia Tools and safety equipment				
Frenos (de servicio y parqueo) Brakes (service and parking)				
Placas de rodaje, formatos (incluyendo formato reporte de accidente) License plates, forms (including accident report form)				
Etiquetas de mantenimiento y servicio Maintenance and Service Sticker				
<b>CHEQUEAR SEMANALMENTE CHECK WEEKLY (in addition to the above)</b>		<b>SERVICIO SERVICE</b>		
Batería Battery		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Cuánto de Gasolina Fuel added: gals.</td> <td style="width: 50%; border: none;">Cuánto de aceite Oil added: qts.</td> </tr> </table>	Cuánto de Gasolina Fuel added: gals.	Cuánto de aceite Oil added: qts.
Cuánto de Gasolina Fuel added: gals.	Cuánto de aceite Oil added: qts.			
Correa del ventilador Fan belt				
Mangueras de conexión, gasolina y aceite Hose connection, fuel and oil lines		Millaje al momento del servicio:		
Firma del chofer Driver's signature		Firma del mecánico Mechanic's signature		

Enclosure (4)

**U.S. Naval Medical Research Center Detachment  
Lima, Peru  
VEHICLE MAINTENANCE SCHEDULE**

**QUARTERLY MAINTENANCE.** Accomplish every three months or 4,800 kilometers (3,000) miles whichever comes first.

- 1 Lubricate oil fittings, linkage joints, hinges and door latches.
- 2 Service battery per manufactures recommendations. Clean battery and battery cables, mounts, and terminals.
3. Check radiator for rust or contamination. Flush if necessary.
4. Change engine oil and oil filter. Report excess oil contamination.
5. Top off all fluids (transmission, brake, radiator, windshield, washer, and power steering)
6. Examine tires for excess wear, check tightness of all lug nuts, and ensure proper air pressure.
7. Inspect all wiring, hoses, and belts. Repair or replace as needed.

**SEMI-ANNUAL MAINTENANCE.** Accomplish every six months or 9,600 kilometers (6,000 miles), whichever comes first

1. Perform all Quarterly Maintenance items
2. Examine seat belts.
3. Remove front wheels. Inspect brake pads/rotors for wear.
- 4 Inspect all steering components and perform front-end alignment. Rotate and balance tires.
5. Check shock absorbers.
6. Inspect exhaust system
- 7 Align headlights.

**ANNUAL MAINTENANCE.** Accomplish every twelve months or 19,200 kilometers (12,000 miles), whichever comes first.

1. Perform all quarterly and Semi-Annual Maintenance Items.
2. Accomplish complete engine tune-up and replace ignition parts as required.

**Enclosure (5)**