



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 11240.2
03 October 2003

NMRCD INSTRUCTION 11240.2

From: Officer-In-Charge, U.S. Naval Medical Research Center
Detachment Lima, Peru

Subj: IQUITOS VEHICLES ADMINISTRATION

Ref: (a) DOD 4500.36 series
(b) SECNAVINST 11240.19 series
(c) OPNAVINST 11240.8 series
(d) NAVCOMPT 11240.1 series

Encl: (1) NMRCD Daily Vehicle usage Report and Checklist
(2) Maintenance Schedule
(3) Monthly Summary Report

1. Purpose. To promulgate instruction to organize and manage transportation resources to ensure optimum responsiveness, efficiency, economy and up time in support of the NMRCD Mission in Iquitos Laboratories.

2. Scope. The provisions of this instruction applies to NMRCD FSN employees, military personnel, IPA's, permanently or temporarily assigned, visitors as well as such personnel authorized to use GOVs.

3. Policy / Responsibility. The NMRCD mission in the Amazon region of Peru requires the transportation of personnel, supplies and equipment through difficult and sometimes dangerous terrain. This demands superior preventive maintenance on those vehicles because our people and other precious cargo require the best possible protection. In addition to the rules and regulations mentioned in references (a), (b), (c), and (d), the following regulations shall apply at NMRCD Iquitos:

a. The GOVs in Iquitos are explicitly there to support all transportation requirements in support of the mission of NMRCD. The use of GOVs for personal or private use is strictly not authorized except in very rare circumstances. Only the OIC can authorize personal or private use of GOVs.

b. The Director of NMRCD Iquitos Laboratory is responsible for the administration of GOVs at NMRCD Iquitos Laboratory.

c. Operator of GOVs shall act in accordance with applicable laws and regulations in Iquitos. The operator of a GOV shall be held personally responsible and accountable for fines or other disciplinary actions resulting from the violation of laws and regulations due to the operation of the GOV, including the licensing of operators.

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d. All GOV occupants, including the driver, must wear seat belts whenever the vehicle is in motion. The operator will not place the OGV in motion until all doors have been properly closed.

e. Operating a GOV under the influence of alcohol is strictly prohibited. Any operator demonstrated to be impaired by alcohol or any other kind of narcotic shall be immediately dismissed from service, or prosecuted under the UCMJ as appropriate.

f. Property damage involving GOVs shall be reported to the Transportation Manager, the Administrative Officer or, if these cannot be reached, the OIC in Lima within 2 working days.

g. An accident or other mishap in which the operator or passenger of a GOV is hospitalized or killed must be reported directly to the OIC within 1 hour.

h. An accident or other mishap involving the GOV in which a pedestrian or other person not in the GOV is hospitalized or killed must be reported directly to the OIC within 1 hour.

i. A vehicle trip log (enclosure (1)) will be maintained for each vehicle. It is the operator's responsibility to ensure that daily trip data is accurately entered. Operator shall turn in log sheets the next morning and obtain a new daily sheet from the supervisor.

j. Smoking of tobacco products (cigarettes, cigars, pipes, etc.) in GOVs by operators or passengers is not permitted.

k. Use chewing tobacco in GOVs is also prohibited.

l. Bumper stickers or other materials cannot be affixed to GOVs without the written permission of the Transportation Supervisor.

m. Passengers in the rear cargo area of GOV pick up trucks are strictly not allowed.

n. The vehicle selected for an individual task shall be the one best suited by virtue of size, horsepower, torque, configuration and economy of operation.

o. Pooling is a management tool to help ensure the highest effective use for NMRCD Official Vehicles. Vehicles shall not be assigned exclusively to any official or employee, unless the Officer-in-Charge determines that such assignment is essential to the accomplishment of the NMRCD Mission. When not in use,

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Government owned vehicles shall be kept at the NMRCD facility at Casa Callao.

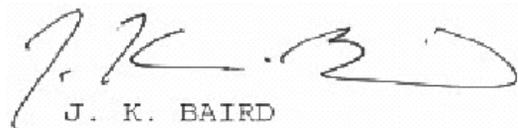
p. Montly reports shall be sent (within the first five days the month) via email. These reports shall include mileage, gasoline - in gallons and currency or any other expense incurred in the normal operation of the GOV, e.g., repair of a flat tire.

4. Operator Inspection and Service. Upon taking responsibility for a vehicle, either on a new day or simply a new assignment, operator shall inspect and service the assigned vehicle. Inspection shall consist of detection of real or likely vehicle malfunction (maintenance checklist, enc (1)).

5. Vehicle Cleanliness. GOV's operators shall ensure vehicles are kept clean by daily cleaning that includes removal of all dust or dirt from the inside and out by washing, sweeping and vacuuming. Windows shall be cleaned with and ammonia-based cleaner and paper towels at the end of each work day.

6. Safety. GOVs shall be inspected for safety at intervals not to exceed 12 months (see checklist). Preventive maintenance will be conducted precisely as directed by the manufacturer. Documentation of such maintenance shall be kept for all GOVs.

7. Action. The Director, Iquitos Laboratory, is responsible for the implementation of these policies.



J. K. BAIRD

CHECK DAILY – VERIFICAR DIARIAMENTE	Checked and action taken	CONDICION (reportar cualquier condición irregular, tal como abolladuras, ralladuras) CONDITION (report any irregular conditions, such as dents, scratches)	
Goteras (chequear debajo del vehículo) Leaks (check beneath vehicle)			
Gasolina, aceite, agua, liquido de transmisión y dirección Fuel, oil, water, transmission and steering fluid			
Limpieza del vehículo Clean vehicle			
Luces, señales, limpia parabrisas, radio, bocina Lights, signals, windshield wipers, radio, horn			
Llantas (incluyendo la de repuesto) Tires (including spare)			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)
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			
CHEQUEAR SEMANALMENTE CHECK WEEKLY (in addition to the above)		SERVICIO SERVICE Cuánto de Gasolina Cuánto de aceite Fuel added: gals. Oil added: qts. Millaje al momento del servicio:	
Batería Battery			
Correa del ventilador Fan belt			
Mangueras de conexión, gasolina y aceite Hose connection, fuel and oil lines			
Firma del chofer Driver's signature	Firma del mecánico Mechanic's signature		

Enclosure (1)

**U.S. NAVAL MEDICAL RESEARCH CENTER DETACHMENT
LIMA, PERU
IQUITOS 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. Wipe off any mud remains from any moving parts.
2. Service battery per manufactures recommendations. Clean battery and battery cables, mounts, and terminals.
3. Check radiator for rust, leaks or contamination. Flush if necessary.
4. Change engine oil and oil filter. Report excess oil contamination.
5. Top off all fluids (transmission fluid, brake fluid, radiator coolant, windshield fluid, clutch fluid, power steering fluid, etc.)
6. Examine tires for excess or irregular wear, check tightness of all lug nuts, and ensure proper air pressure.
7. Inspect all wiring, hoses, and belts. Repair or replace as needed.
8. Verify the working conditions of light bulbs (headlights – low & high beam -, turn signals, hazard signals, brake light, fog lights, back up lights, dome light, etc.)

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

1. Perform a complete Tune Up service (change oil, gas and air filters, change oil, replace spark plugs).
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 and exhaust system
6. 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.

Enclosure (2)

**U.S. NAVAL MEDICAL RESEARCH CENTER DETACHMENT
LIMA, PERU
CRONOGRAMA DE MANTENIMIENTO DE VEHICULOS - IQUITOS**

MANTENIMIENTO TRIMESTRAL. A ser realizado cada tres meses o 4800 kilómetros, lo que venga primero.

1. Lubricar puntos de engrase, bisagras, uniones y todo mecanismo que lo requiera. Retirar el lodo acumulado.
2. Verificar el estado de la batería. Limpiar batería, terminales, bornes, cables y seguros.
3. Chequear el radiador. Verificar el buen estado del panal, buscar fugas y, de ser necesario, cambiar refrigerante.
4. Cambiar aceite y filtro de aceite. Verificar que el aceite no salga muy contaminado, de lo contrario, reportar.
5. Verificar y rellenar todos los líquidos (freno, embrague, refrigerante, aceite de caja, corona, dirección, etc.)
6. Examinar cualquier desgaste irregular en las llantas. Verificar pernos y presión de aire.
7. Revisar todos los cables, mangueras y fajas. Repare o cambie si es necesario.
8. Verifique el funcionamiento de focos (faros delanteros y posteriores, luces direccionales, de reversa, interior, etc.)

MANTENIMIENTO SEMI-ANUAL. Realizar cada seis meses o 9,600 kilómetros, lo que venga primero

Realizar un mantenimiento completo (cambio de aceite, filtros, bujías)
Examinar los cinturones de seguridad.
Revisar discos/tambores de frenos. Cambiar pastillas/zapatitas de ser necesario.
Inspeccione la parte frontal del vehículo. Realice un alineamiento y rotación de llantas de ser necesario.
Revisar suspensión y tubo de escape.
Revisar alineamiento de luces.

MANTENIMIENTO ANUAL. Realizar cada doce meses o 19,200 kilómetros , lo que venga primero

1. Realizar mantenimiento trimestral y semi-anual.

Enclosure (2)

