



**SUPREME HEADQUARTERS ALLIED POWERS
EUROPE**
**GRAND QUARTIER GÉNÉRAL DES PUISSANCES
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ACO DIRECTIVE (AD) 055-001

ACO MOTOR TRANSPORT MANAGEMENT

1. **Status.** This directive supersedes Allied Command Operations (ACO) Directive 055-001 dated 30 June 2014.
2. **Purpose.** The purpose of this directive is to state the policies and responsibilities for the management and control of the ACO Motor Transport Fleet, associated equipment and other vehicles purchased, rented or leased through NATO common funding or controlled by ACO, in accordance with the principles and control criteria set forth by the NATO Accounting Framework¹. It aims to prescribe and standardise the rules for vehicle management of the fleets belonging to ACO entities.
3. **Applicability.** This directive sets down the policies for the management of the ACO Motor Transport Fleet throughout ACO entities. It is applicable to all ACO Headquarters/Commands/Units and to NATO Force Structure, as well as to Headquarters/Commands/Units in operations, having vehicles funded with common NATO/international funds or even acquired through other sources if control exists as indicated above.
4. **Publication Updates.** Updates and interim changes are authorised when approved by the Director of Management (DOM), SHAPE.
5. **Proponent.** The proponent of this Directive is SHAPE Logistics Division, Allied Movement Coordination centre, Motor Transport Management Cell (SHAPE J4-AMCC-MTMC).
6. **Transport Management Instructions (TMIs).** The present ACO Directive will be complemented with TMIs. The purpose of the TMIs is to standardise the fleet management procedures in the area detailed in paragraph 3 by ensuring that TMIs reflect the specific policies and procedures, for both the Green and Blue fleets, and standards/criteria to be applied in the management of the ACO Vehicle fleet (Green and Blue Fleet definition at Annex A). SHAPE J4-AMCC-MTMC is responsible for amendments or changes to the TMIs, subject to approval by

¹ C-M(2016)0023 dated 21 April 2016.

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the DOM SHAPE. TMIs will be applied for the management of the complete ACO vehicle fleet. However, for the Blue Fleet, certain TMIs or elements thereof may be designated as advisory rather than directive. All areas which are not covered by ACO Directives or TMIs, or where TMIs or elements thereof are advisory, must have local directives developed to ensure economical and effective management of the fleet.

7. **Responsibilities.** The overall policy for the management of the ACO Motor Transport Fleet is the responsibility of SHAPE J4-AMCC-MTMC. This Cell is authorised to deal directly with the designated Transport Officer in all ACO entities use NATO Common Funded Vehicles (NCFVs), on matters concerning motor transport management, whilst the Commander/Section Chief Motor Transport at the ACO entity will deal with routine and technical issues.

FOR THE SUPREME ALLIED COMMANDER, EUROPE:



Taner Sağıroğlu
Brigadier General, TUR A
Director of Management

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CHAPTER 1 – POLICY RELATING TO USE AND ASSIGNMENT OF NATO COMMON FUNDED VEHICLES WITHIN ACO ENTITIES

1-1. **Provision.** NATO Common Funded Vehicles (NCFVs) are provided for official mission-related international duties only. An official mission related to international duty is defined as one undertaken on operational, technical, training or support missions necessary for the ACO entity to achieve its assigned NATO mission.

1-2. **Use.** Local civilian labour, NATO military and civilian personnel (including NATO agencies), and NATO Partner personnel assigned against Peacetime Establishment (PE) or Crisis Establishment (CE) posts to an ACO Headquarters/Command/Unit from the NATO Command Structures (NCS), to Headquarters/Command/Unit from the NATO Force Structure (NFS) or to an operation Headquarters, may use the NCFVs. In this directive and its TMIs the aforementioned group of units is referred to as ACO entities. In addition to ACO entities, in very limited circumstances, members of a NATO/Partnership Force who are not attached to ACO PE or CE can drive NATO common funded vehicle or dependants and official visitors can be added to the group of authorised users subject to the conditions as laid down in TMI 2. Deviations from the policy stated in this directive and TMIs require the approval of COS ACO HQ.

1-3. **Restrictions.** The restrictions on the use of NCFV are concerned not only with the conservation of fuel and vehicle wear and tear but, even more fundamentally, with questions of liability in the event of an accident and the responsibility of NATO and Host Nations in dealing with third party claims. Any use that is not permitted by the terms of this directive and TMIs could, in the event of an accident, have serious financial consequences for those immediately involved and responsible for the use.

1-4. **Assignment of Vehicles.** In general, in order to manage the vehicles in the most economical way, the Transportation Officer will operate the Blue Fleet on a pool basis. Green Fleet is to be assigned, if requirement persists, to NATO Organisational elements, i.e. Deployable Communication Modules (DCMs).

1-5. Insurance and Liability

a. Third Party Liability. Under the provisions of the NATO SOFA and Paris Protocol, specific procedures are established for the settlement of claims involving Host Nations. These international agreements contain provisions addressing procedures for handling claims arising from accidents between vehicles owned by ACO entities and NATO member nations. NATO effectively “self-insures” for its portion of any third party liability. As such, ACO entities are not authorised to use international funds to commercially insure NATO-owned vehicles against third party risks. SHAPE will budget centrally for legal obligations and expenses associated with third party claims.

b. Damage to vehicles. ACO entities are not authorised to commercially insure against damage to NATO vehicles. Proposals for exceptions to this policy must be well justified with financial or/and if needed other analysis and submitted for approval by both SHAPE J8 and SHAPE J4-AMCC-MTMC. SHAPE J4-AMCC-MTMC may ask for coordination and contribution when necessary from all ACO entities.

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CHAPTER 2 – POLICY RELATING TO ESTABLISHMENT OF ACO VEHICLES

2-1. **Approval.** The establishment of vehicles, shelters and trailers for ACO entities is subject to approval by SHAPE ACOS J4, on behalf of SACEUR (details in TMIs).

a. Each ACO HQ and Command (as defined in the NCS) will propose SHAPE J4 its own vehicle establishment (VE) based on its operational and day-to-day requirements, following standards and criteria set out in TMIs.

(1) All ACO subordinate entities will propose changes to their VE to SHAPE J4 through its superior structure following the chain of command.

b. Crisis Response Operation (CRO) HQs will propose their establishment to SHAPE for approval through their chain of command.

c. To ensure the link with budgetary planning, all input has to be received by 31 March of the year prior to the year the establishment should become effective. In special circumstances an ACO entity may request alteration in the VE out of this period with shorter execution, the Financial Controller's pre-approval of the budgeting entity is required. The authorisation needs to be sent to SHAPE J4-AMCC-MTMC.

2-2. **Distribution.** SHAPE J4-AMCC-MTMC will distribute the details of endorsed vehicle establishments. The endorsed establishment authorizes ACO entities to hold vehicles/trailers/shelters and allows budgeting for procurement, replacement and leasing of the fleet as well as for the operation, maintenance and repair of both Blue and Green fleet.

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CHAPTER 3 – POLICY RELATING TO THE REPLACEMENT, PURCHASE AND LEASING OF NCFVs

3-1 Blue Fleet Policy. Each ACO entity is responsible for the management and the funding of its Blue Fleet. This includes lease/rent of Blue fleet vehicles for personnel transportation and purchase/renewal of the Operational Blue fleet vehicles. In accordance with the Host Nation Support Policy and Standards, ACO entities are not entitled to purchase Blue fleet vehicles for personnel transportation. Each ACO entity has to manage its fleet in the most economical way within the guidance set out in the TMIs. In areas where TMIs do not fully apply, ACO entities in coordination with SHAPE J4-AMCC-MTMC, are to establish local policies and procedures for vehicle management. For reasons of economy and standardisation, it may be beneficial to ACO to provide an ACO-wide vehicle leasing or purchasing contracting instrument and individual entities will be able to draw on this contracting instrument to fulfil their requirements. As a general policy, SHAPE J8 Acquisition Management Branch will perform Invitation for International Bidding procedure (IFIB) or equivalent solicitations for setting agreements for the ACO procurement or leasing of vehicles. The respective entities will place individual orders against the published agreements. Other contractual arrangements will require SHAPE J8's approval prior to entering into financial obligations.

3-2 Green Fleet Policy. For operational reasons and to achieve standardization within the Green Fleet as much as possible, SHAPE J4-AMCC-MTMC is responsible for authorising the purchase and replacement of green fleet vehicles, non-communication shelters and trailers. ACO entities are responsible for arranging the necessary resources for repair within their O&M and replacement within the respective Capability Package (CP) budgets. Vehicles will only be replaced when they have reached the end of their economical life, as a result of an accident, when repair is uneconomical (see TMIs), or when the operational mission changes. Procurement of Green Fleet vehicles is normally realised through ACO centralised International Competitive Bidding (ICB) procedures. When setting out the requirements for Green Fleet vehicles, both new and replacement, ACO entities should take into consideration the potential requirement for vehicles to be air lifted, especially those designed for deployable expeditionary operations. Procurement of vehicles especially used for communications purposes, through the Capability Package funds, is responsibility of the Capability Package team. However, whenever procurement of vehicles part of any CP or infrastructure project is initiated, SHAPE J4-AMCC-MTMC must be consulted in order to maximise standardisation of the ACO vehicle fleet.

3-3 Reallocation. SHAPE J4-AMCC-MTMC may do the reallocation of vehicles from the Green Fleet from one unit to another as circumstances warrant. In exceptional circumstances, i.e. deactivation of an HQ, SHAPE J4-AMCC-MTMC may also reallocate vehicles from the Blue Fleet. The provisions set forth by the ACO Directive 60-80 on property accounting and control related to the lateral transfers or distribution of surplus serviceable assets apply.

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CHAPTER 4 – FINANCE AND CONTRACTING RESPONSIBILITIES

4-1 Green Fleet

- a. SHAPE J4-AMCC-MTMC is responsible for screening all ACO vehicle requirements (at ACO entities where NATO common fund is used for acquisition).
- b. ACO entities will request themselves the necessary budget through the respective CP managers for the procurement or replacement of their Green Fleet vehicles resulting from the screening.
- c. SHAPE (ACOS J8 in coordination with SHAPE J4-AMCC-MTMC) is responsible for central procurement of these vehicles.

4-2 Blue Fleet

- a. Each ACO entity is responsible for the management of its own vehicles, in accordance with this directive, directives of the HQ Financial Controller/J8 and TMIs.
- b. ACO entities will themselves budget for their vehicles.
- c. SHAPE (J8 in coordination with SHAPE J4-AMCC-MTMC) is responsible for setting up ACO-wide agreements to enable the lease or purchase (for operational Blue fleet) of vehicles. ACO entities can draw on ACO-wide centrally established agreements or on other contract instruments suitable to face the dynamic opportunities or constraints of the vehicle markets.

4-3 Crisis Response Operations (CRO) (Blue and Green Fleet)

- a. **Initial Procurement.** Operational Commands will submit their initial Blue/Green vehicle fleet requirements for emerging CRO to SHAPE J4 AMCC MTMC as part of the operations planning process.
 - (1) **J4 Validation.** Following J4 validation, requirements will be submitted to the SHAPE Crisis Management Requirements Board (CMRB) for approval and subsequent programming within the NATO Security Investment Program (NSIP).
 - (2) **Further Requirements.** Should new vehicle requirements arise during the operation, requests will be forwarded to SHAPE through the local Requirements Review Board (RRB) in accordance with procedures laid down in AM 015-01 (Procedures For Staffing And Management Of Crisis Response Operations Urgent Requirements).
- b. **Annual Support and Maintenance.** Operational Commands will plan for routine support and maintenance of the common funded vehicle fleets. Annual budgets will be programmed and executed in accordance with normal NATO financial procedures.
- c. **Replacement.** Vehicles may need to be replaced for unforeseen reasons (e.g. road traffic accident) or as part of a planned sustainment program.

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(1) **Unforeseen Replacement.** Requirements for replacement of individual fleet vehicles may be submitted as an urgent requirement for funding from the NSIP through the local RRB. Alternatively, logistic staffs, in cooperation with their financial controllers, may include contingency funds in their annual budget plans for the purpose of addressing these unforeseen requirements.

(2) **Planned Replacement.** Operational Commands, in coordination with SHAPE J4 AMCC MTMC, will develop and maintain a rolling [five] year plan for programmed replacement of vehicles reaching the end their service lives during that period. The plan will be updated annually and submitted to SHAPE J4 AMCC MTMC for endorsement through the CMRB. Based on this plan, SHAPE J4 will coordinate with CMRB the submission of annual NSIP fund requests as necessary to implement the requested replacements.

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CHAPTER 5 – POLICY RELATING TO MAINTENANCE, REPAIR AND SERVICING

5-1 Location of Works. ACO-owned and/or controlled vehicles are to be maintained, serviced and repaired in the most cost-effective manner. ACO entities with 'in house' repair capability (facilities and personnel) are to compare the cost-effectiveness between their workshop and equivalent civilian facilities in order to evaluate the maintenance in the most economical way. ACO entities without 'in house' repair capability are to carry out work via civil repair contracts at firms selected through competitive bidding procedures in accordance with Bi-SC Directive 60-70.

5-2 Levels of Maintenance. Maintenance is to be based on the following levels:

- a. 1st Level – Driver/user (daily) maintenance;
- b. 2nd Level – Workshop maintenance (where applicable);
- c. 3rd Level – Special contract maintenance.

5-3 Leased/Rental Vehicles. Maintenance is contractor's responsibility.

5-4 Vehicles in Operations. In order to maintain the highest readiness level, special attention is to be paid to all transportation assets assigned to a Theatre. Therefore, depending on the operational activities and environment, the maintenance scheduling might have to be intensified.

5-5 Spare Parts Stock. The level of repair parts to be held in ACO entities' maintenance facilities is a maximum of 30 days of stock for the Green Fleet assets.

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CHAPTER 6 – POLICY RELATING TO SURVEYS AND LIAISON VISITS

6-1 Classification. All ACO entity operating NCFVs are subject to surveys/liaison visits from SHAPE J4-AMCC-MTMC that include a Management and a Technical part:

- a. Management – To ascertain that the Blue and the Green Fleet are operated in the most economical way, in accordance with this directive and TMIs.
- b. Technical – To ensure that all transportation assets are kept and maintained following the national/EEC and NATO standards, regulations and criteria.

6-2 Reports. Upon conclusion of each survey/liaison visit, SHAPE J4-AMCC-MTMC provide a formal written report to the unit, copied to chain of command for follow-up action as required.

DEFINITIONS OF BLUE FLEET, GREEN FLEET AND VEHICLE

1. **Blue Fleet**

a. Blue fleet vehicles for personnel transportation - transportation assets of civilian type, i.e. cars (sedan, station wagon), minibuses and vans, Personnel Vehicle Rough Terrain (PVRT) civilian version, motorcycles and buses, solely designed for transportation of people.

b. Operational Blue fleet - this category includes service vehicles (military police, ambulances, fire trucks etc.) and non-tactical special purpose equipment for base functions i.e. light trucks standard (gross vehicle weight up to 3,5 t), trucks medium standard (gross vehicle weight up to 10 t), special purpose trucks (tippers, civil works) airfield trucks, standard tractors, fork lifts etc.

2. **Green Fleet:** Transportation assets are all tactical vehicles (normally green or camouflage colour sprayed and including tactical equipment), i.e. PVRT, tactical trucks, trucks tractor, trucks tanker, shelters, military trailers and recovery truck trailers, trailer generators and shelters normally used for an operation or an exercise.

3. **Vehicle:** All are vehicles are categorised by type within a fleet. Beside the descriptions of the fleets above together, the term "vehicle" is understood as any other associated equipment and shelters, which compose the ACO Motor Transport Fleet, i.e. generators and basic shelters as well (for this directive only).

TRANSPORT MANAGEMENT INSTRUCTIONS 0

INTRODUCTION

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1. **Definition**

a. The Transport Management Instructions (TMIs) are a complementary to the ACO Directive 055-001 (ACO MOTOR TRANSPORT MANAGEMENT). TMIs must be applied by:

(1) All ACO HQs from the NATO Command Structure, NATO Force Structure and in operations;

(2) The ACO subordinated Commands having vehicles funded with common NATO/international funds or acquired through other sources if control exists in accordance with the control criteria set forth by the NATO Accounting Framework.

(3) The ACO fleet is composed of the vehicles of ACO entities.

(4) In all TMIs, a vehicle is understood as a car, a truck, a shelter, a generator a trailer or other associated equipment and shelters, which compose the ACO Motor Transport Fleet (see AD 055-001, Annex A, point 3.)

2. **Purpose.** The purpose of the TMIs is to standardise the fleet management and the management procedures in all ACO entities.

3. **Applicability**

a. Green Fleet

(1) All the TMIs must be fully applied for the management of the Green Fleet. All the required reports have to be sent to SHAPE J4-AMCC-MTMC.

b. Blue Fleet

(1) TMI2 and TMI7 must be fully applied from the ACO entities except from CROs. For CROs the scope of applicability of TMI2 is defined in TMI 9.

(2) Certain TMIs or elements thereof may be designated as advisory rather than directive. In all areas, which are not covered by ACO directives or for which TMIs are a guide, rather than a constraint, local directives must be developed. They are to assure economical and effective management of the fleet.

(3) The required reports must be kept in the vehicle file. Exceptions are the reports allowing the control of the ACO entity establishments (notification of receipt of new vehicle, notification of receipt of vehicle/shelter on transfer, ACO Form 51) and the maintaining of the ACO vehicle database (copy of the Repair Expenditure Limit (REL) decisions when the Report of Survey (ROS) procedure is initiated, and copy of the ROS documentation when ROS decided by the entity). These reports must be provided to SHAPE J4-AMCC-MTMC.

(4) Remarks

(a) TMI 9 must be applied only by the HQs in Crisis Response Operation.

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(b) TMI 4 is for the Green Fleet only.

4. **Changes/Amendments.** Changes and amendments are under the competence of SHAPE J4-AMCC-MTMC. However, each ACO entity is free to propose any improvement to these instructions, by using the form in Annex B. When SHAPE J4-AMCC-MTMC imposes an amendment to the TMIs, the form in Annex A will be completed.

ANNEX A TO
ENCLOSURE 1 TO
AD 055-001
DATED 22 MAR 18

LIST OF CHANGES

Change Number	Reference of Document Prescribing the Change	Date of Document	Executed by	Signature

ANNEX B TO
ENCLOSURE 1 TO
AD 055-001
DATED 22 MAR 18

PROPOSAL FOR AMENDMENT TO TMIs

(TO BE SENT TO SHAPE J4-AMCC-MTMC)

1. Concerned TMI(s):
2. Proposed modification:
3. Justification:

Proposed by:

(Name) (Rank) (HQ/Command) (Function)

(Phone Number) (Signed)

Approved by: the BSG Cdr or equivalent

(Name) (Rank) (HQ/Command) (Function)

(Phone Number) (Signed)

TRANSPORT MANAGEMENT INSTRUCTIONS 1

REPAIR EXPENDITURE LIMIT (REL)

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- A. Green and Blue Fleet Vehicle Codes.
- B. CVF Table.
- C. Vehicle Repair Assessment.
- D. Examples of Calculation of REL.
- E. Lifetime for the ACO Vehicles.

1. **Purpose.** The purpose of this TMI is to set out the method and criteria for determination of the level, up to which a NATO common funded vehicle (NCFV) is repairable and its utilization is cost effective. This is to be obtained by calculating the maximum amount of money to be spent on a certain vehicle by the use of the Repair Expenditure Limit (REL) procedure.

2. **Policy**

a. ACO policy is that vehicles are to be kept in fully roadworthy condition throughout their lifespan, unless repairs to achieve this ever become uneconomical.

(1) Green Fleet vehicles – if a planned repair exceeds the established limits, SHAPE J4-AMCC-MTMC will decide whether the vehicle is to be repaired or disposed.

(2) Blue Fleet vehicles – ACO entities have to make their own decision regarding the most economical method of repair or disposal.

(3) Shelters – no REL is to be calculated, regardless of the type of fleet. In case of major damages or defaults, SHAPE J4-AMCC-MTMC is to be advised of details by the respective ACO entity. Decisions about further action will be taken in coordination with the user.

(4) Leased or Rental vehicles – no REL calculation is needed due to the nature of the ownership or contracts, except for finance leases which substantially transfer all risks and rewards related to ownership.

3. **Procedure.** The REL procedure has been designed to take into account various factors such as: the age of the particular vehicle, its residual value, its mechanical condition and the level of cost effective repair.

4. **Definitions**

a. Whenever a cost-intensive repair is required, the officer responsible for vehicle maintenance is to produce an estimate of repair costs. This estimate will be compared with the REL, which is to be calculated as follows:

$$REL = PC \times CVF \times CD$$

Where:

(1) The Purchase Cost (PC). The PC is to be obtained from the Property Accountable Officers' asset registers and be based on the acquisition value of the vehicles. When unknown, an estimated price based on the fair value¹ of the vehicle will be determined by the PAO in accordance with the AD 60-80 and notified to SHAPE J4-AMCC-MTMC for concurrence.

(2) The Current Value Factor (CVF). The CVF code is to be obtained from Annex A, the CVF used for the calculation is to be obtained from Annex B. For

¹ Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction (i.e. market price).

vehicles more than 20 years old, SHAPE J4-AMCC-MTMC is to be contacted for further guidance.

(3) The Condition Factor (CD). The CD gives the technical inspector the possibility to take into account the distance, the money spent on maintenance or repair in the previous years and the likely condition of the vehicle after the planned repair.

5. **Repair Expenditure Limit (REL) Calculation**

a. Determination of the age of the vehicle. SHAPE J4-AMCC-MTMC maintained database in the Vehicle and Fleet Management Database and Software² (only to this Directive. Referred as Management Database and Software – MDS) has to be consulted. The year of manufacture is to be considered as year 0 with a calculation value (age) of 0.

b. Purchase Cost. PC is the acquisition value determined as specified above at Paragraph 4, a, (1).

c. Current Value Factor identification. The CVF code is listed in Annex A and the CVF in Annex B.

d. Condition Factor (CD). CD factor is to be determined as shown at paragraph 6.

e. Labour Costs³. The hourly labour rate cost for manpower may vary and will be updated by SHAPE J4-AMCC-MTMC according to the latest Budget Committee (BC) approved NSPA⁴ customer rates. This figure may not be applied for ACO entity or CRO units where more cost effective local rates are established in place. In that case a financial analysis as justification and request for exception from the reference entity is to be submitted for approval by both SHAPE J8 and SHAPE J4-AMCC-MTMC.

f. Calculation. For the vehicles of the Green Fleet, Annexes C and D are to be sent to SHAPE J4-AMCC-MTMC after calculation of the REL.

6. **Condition Factor**

a. CD = 1.0

Repair is completely justified

After carrying out planned repair, vehicle can run on for at least another 3 years with high probability of no further major repair.

b. CD = 0.8

Repair is justified

² The respective software package, designed to manage the fleets and the vehicles both locally and centrally.

³ Inspector's manpower costs are to be included in the calculation of military manpower costing, using the current hourly labour rate.

⁴ NATO Supply and Procurement Agency

After carrying out planned repair, vehicle can run on for another 2 to 3 years with **reasonable** probability of no further major repair.

c. CD = 0.6

Repair is marginally justified

After carrying out planned repair, vehicle can run on for another 1 to 2 years probably without exceeding its REL.

d. CD = 0.3

When the repair is not justified

If the proposed repair were to be completed, the vehicle would still remain in such an overall condition that it would be unlikely to remain reliable for more than a few months. CD factor to be considered in this case is 0.3. For a vehicle of the green fleet, SHAPE J4-AMCC-MTMC is to be immediately advised of the problems encountered with that particular vehicle.

7. Comparison of REL with Estimated Cost of Repair

a. After calculation of the REL value, it is to be compared with the estimated cost of repair.

(1) For the Green Fleet, request (Annex C) to SHAPE J4-AMCC-MTMC is to be sent in the following circumstances:

(a) Whenever a major item is to be repaired or replaced (engine, gearbox, axle) or when repair costs of more than 15% of the EFL Level A⁵ should be spent even if the REL is not reached.

(b) When repair costs due to a traffic accident exceed 15% of the EFL Level A.

(c) If the estimated cost of repair exceeds the REL.

(d) If the REL is higher than the estimated cost of repair, but, in the opinion of the ACO entity concerned, there are other valid reasons why repair should not be made, e.g. vehicle is no longer required. (After repair this would involve deletion from the ACO entity's vehicle establishment and transfer the vehicle to another ACO entity).

(2) For the Blue Fleet, ACO entities have to make their own decision regarding the most economical method of repair or disposal in the same cases.

⁵ NATO Budget Committee approved Financial Rules and Procedures (FRPs) contain the level of the NATO Established Financial Limit of Discretionary Powers (EFL). SHAPE J8 and the respective level of financial bodies publish the FRPs including EFL levels if there is any change.

8. Comparison of Total Repair Cost with Purchase Cost

a. The total repair costs spent on a vehicle during its lifetime to date, including estimate of repair now under consideration are to be compared with the purchase cost of the vehicle.

(1) For vehicles with a Purchase Cost (PC) of maximum the EFL Level C: the overall repair costs obtained from the Form 32 documents (see TMI 3) cannot exceed 60% of the PC. All previous repairs and their costs must then be reported in Annex C.

(2) For vehicles with a PC over the EFL Level C: the overall repair costs obtained from the Form 32 documents (see TMI 3) cannot exceed 40% of the Purchase Cost. All previous repairs and their costs must then be reported in Annex C.

b. The decision on the maximum repair cost has to be based on the EFL Level C at the time the record of the vehicle in MDS is created. This ratio and – as a consequence – the amount of costs can be spent are permanent afterwards through the complete lifetime of the vehicle and does not follow the possible changes in EFL levels.

c. The life of a vehicle of the Green Fleet may be extended on the authority of SHAPE J4-AMCC-MTMC.

9. Completion and Submission of Vehicle Repair Assessment

a. When the need for a REL assessment is identified, it is to be completed in accordance with the format shown in Annex C. For vehicles of the Green Fleet, the REL must be sent to SHAPE J4-AMCC-MTMC. Care must be taken that all information is included. Failure to include sufficient data could lead to delays in reaching the final decision to repair or replace the vehicle concerned.

b. For vehicles of the operational Blue Fleet, however, the REL will be kept at the concerned ACO entities to justify their decision during the SHAPE surveys.

10. **SHAPE Decision.** For Green Fleet vehicles, SHAPE J4-AMCC-MTMC will return the decision taken (repair or disposal). Comments on the vehicle replacement, if appropriate, will be included.

11. **Examples of Calculation.** Examples on the procedures are given in Annex D.

ANNEX A TO
ENCLOSURE 2 TO
AD 055-001
DATED 22 MAR 18

GREEN AND BLUE FLEET VEHICLE CODES

Vehicle categories (with subdivision in Green/Blue Fleet) and Current Value Factor Code (CVF)

VEHICLE CATEGORY	NSN GrpCla	NOMENCLATURE and Fleet type	CVF
A		SEDAN/STATION WAGON (BF)	
AA	2310	SEDAN CLASS I	A
AB	2310	SEDAN CLASS II/IIA	A
AC	2310	SEDAN / SW CLASS III	A
AD	2310	SEDAN / SW CLASS IV/V	A
B		MPV (BF)	
BA	2310	MULTI PURPOSE VEHICLE UP TO 7 SEATS	B
BB	2310	MULTI PURPOSE VEHICLE UP TO 9 SEATS	B
C		PERSONNEL VEHICLE ROUGH TERRAIN (PVRT)	
CA	2310	PVRT SWB MILITARY (GF)	A
CB	2310	PVRT LWB MILITARY (GF)	A
CC	2310	PVRT CIVILIAN (BF)	A
D		BUS (BF)	
DA	2310	MINIBUS 10 -25 SEATS	C
DB	2310	BUS 26-35 SEATS	C
DC	2310	BUS >35 SEATS	C
E		TRUCK LIGHT (LOWER THAN 3.5 TON GROSS VEHICLE WEIGHT) (BF)	
EA	2320	TRUCK LIGHT SWB	C
EB	2320	TRUCK LIGHT LWB	C
EC	2320	MINIVAN	C
F		TRUCK MEDIUM (BETWEEN 3.5 AND 10 TON GROSS VEHICLE WEIGHT)	
FA	2320	TRUCK MEDIUM MILITARY (GF)	C
FB	2320	TRUCK MEDIUM STANDARD (BF)	C
G		TRUCK HEAVY (OVER 10 TON GROSS VEHICLE WEIGHT)	
GA	2320	TRUCK HEAVY MILITARY (GF)	C
GB	2320	TRUCK HEAVY STANDARD (BF)	C
H		TRUCK TRACTOR	
HA	2320	TRUCK TRACTOR MILITARY (GF)	C
HB	2320	TRUCK TRACTOR STANDARD (BF)	C
I		TRUCK RECOVERY	C
IA	2320	TRUCK RECOVERY MILITARY (GF)	C
IB	2320	TRUCK RECOVERY STANDARD (BF)	C
J	2320	TRUCK AMBULANCE (BF)	C
K	2320	TRUCK FIRE (BF)	C

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L		TRUCK TANKER	
LA	2320	FUEL TANKER MILITARY (GF)	C
LB	2320	WATER TANKER MILITARY (GF)	C
LC	2320	FUEL TANKER (BF)	C
LD	2320	WATER TANKER (BF)	C
M		TRUCK SPECIAL PURPOSE (BF)	
MA	2320	TRUCK CHERRY PICKER	C
MB	2320	TRUCK CIVIL WORKS, FORKLIFT, ROAD SWEEPER	C
MD	2320	TRUCK TIPPER	C
N	2320	TRUCK AIRFIELD (BF)	C
O	2320	TRACTOR MAX 40 KM/H (BF)	C
PG	6115	POWER GENERATORS (GF)	
S		SHELTERS / CONTAINERS *(GF)	
SA	5411	SHELTER ACO TYPE 1 COMMAND POST	
SB	5411	SHELTER ACO TYPE 2 COMMAND POST	
SC	5411	SHELTER ACO TYPE 3 COMMAND POST	
SD	8140	CONTAINER ISO 10 ft CONTAINER	
SE	8140	CONTAINER ISO 10 ft COMMS	
SF	8140	CONTAINER ISO 20 ft CONTAINER	
SG	8140	CONTAINER ISO 20 ft EXTENDABLE	
SH	8140	CONTAINER ISO 20 ft COMMS	
SI	8140	CONTAINER ISO 40 ft CONTAINER	
SJ	8140	CONTAINER ISO 40 ft EXTENDABLE	
SK	8140	CONTAINER ISO 40 ft COMMS	
SL	2330	FLAT RACK TO CARRY ISO CONTAINERS / ALL TYPES	
T		TRAILERS / TRAILER GENERATORS	
TA	2330	WATER TRAILER MILITARY (GF)	F
TB	2330	CARGO TRAILER MILITARY (GF)	F
TC	2330	ENGINEER/MOTOR TRANSPORT TRAILER (GF)	F
TD	2330	COMMUNICATIONS TRAILER (GF)	F
TF	2330	AIRFIELD TRAILER (GF)	F
TG	2330	TRAILER GENERATOR (GF)	F
TM	2330	SEMI-TRAILER (GF)	F
TO	2330	TRAILER FUEL (GF)	F
TZ	2330	MULTIPURPOSE TRAILER CIVILIAN (BF)	F
Z	2340	ENGINE DRIVEN CYCLES (BF)	A

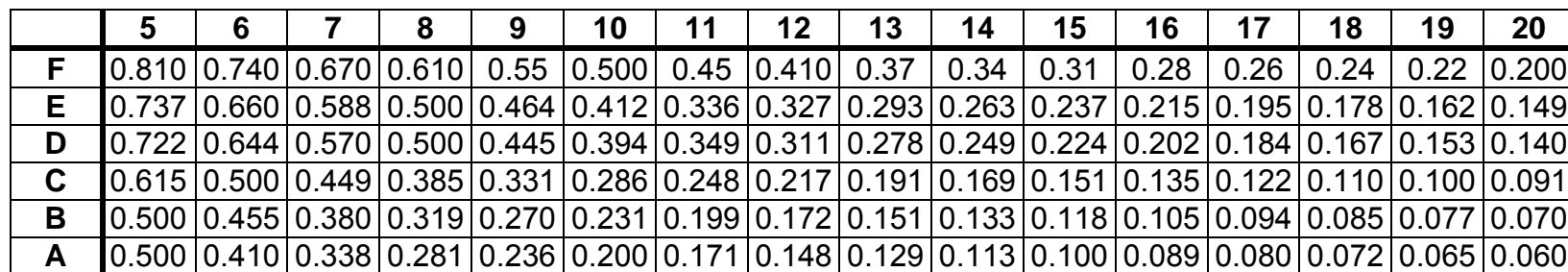
SHELTER TYPE DIMENSIONS

TYPE	LENGTH [mm]	WIDTH [mm]	HEIGHT [mm]
ACO TYPE 1	2900	2050	1825
ACO TYPE 2	4250	2200	2075
ACO TYPE 3	5000	2200	2075

NOTE:

1. The height of the skids shall not exceed 100 mm
2. All dimensions with a tolerance of +/- 3 mm.

CURRENT VALUE FACTOR (CVF) TABLE
AGE OF THE VEHICLE



	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
F	0.810	0.740	0.670	0.610	0.55	0.500	0.45	0.410	0.37	0.34	0.31	0.28	0.26	0.24	0.22	0.200
E	0.737	0.660	0.588	0.500	0.464	0.412	0.336	0.327	0.293	0.263	0.237	0.215	0.195	0.178	0.162	0.149
D	0.722	0.644	0.570	0.500	0.445	0.394	0.349	0.311	0.278	0.249	0.224	0.202	0.184	0.167	0.153	0.140
C	0.615	0.500	0.449	0.385	0.331	0.286	0.248	0.217	0.191	0.169	0.151	0.135	0.122	0.110	0.100	0.091
B	0.500	0.455	0.380	0.319	0.270	0.231	0.199	0.172	0.151	0.133	0.118	0.105	0.094	0.085	0.077	0.070
A	0.500	0.410	0.338	0.281	0.236	0.200	0.171	0.148	0.129	0.113	0.100	0.089	0.080	0.072	0.065	0.060

CURRENT VALUE FACTOR CODE (CVF) FROM ANNEX A

For vehicles in Cat. A and B (SEDAN/STATION WAGON, MPV) that are less than 5 years old, the CVF factor to be taken into consideration is:

- 0 year: 1.0
- 1 year: 0.9
- 2 years: 0.8
- 3 years: 0.7
- 4 years: 0.6

For other categories of vehicles less than 5 years, proportional calculation will apply (Ex: Cat D, 3 years old: $CVF = 1 - (3/5 \times (1 - 0,722)) = 0,8332$)

VEHICLE REPAIR ASSESSMENT

Green Fleet: forward, when completed, to SHAPE J4-AMCC-MTMC

Blue Fleet: when completed, keep in the vehicle file.

In case of REL following an accident, the accident report is to be annexed.

HQ/Command/NCISG unit: _____ Main use and user of the vehicle: _____

PART I - VEHICLE DETAILS

SHAPE CONTROL NO.: _____ REGISTRATION NO.: _____

VEHICLE MAKE AND MODEL: _____

ACTUAL KMS: _____

PART II - REPAIR DETAILS

DESCRIPTION OF WORK: Description of work is to be attached as a separate sheet.

CURRENCY: _____

LABOUR COST: _____ (a)

SPARE PARTS COST: _____ (b)

ESTIMATED REPAIR COST: _____ (a+b)

CD FACTOR USED: _____

PART III - PREVIOUS REPAIR DETAILS

All the costs, carried out on this vehicle during the previous years and reported on the last (current) Form 32 of which a copy is to be annexed, are requested.

Date: _____ Signed: GRADE NAME FUNCTION

EXAMPLES OF CALCULATION OF REL

a. EXAMPLE 1

(1) Vehicle details

- (a) Station Wagon Class 3, code AC
- (b) Year of manufacture: 2006
- (c) Purchase cost: € 10,907.32

(2) REL calculations (in 2013)

- (a) Age of vehicle: 7 years
- (b) Money spent on the vehicle up to now: € 2,974.72 (a)
- (c) Estimated cost of repair: € 1,189.89 (b)
- (d) Total costs of repair (a+b): € 4,164.61
- (e) 60% limit of Purchase Cost: € 6,544.39
- (f) Determine CVF from Annex A: the code is "A" and go to the
- (g) CVF table at Annex B: figure is 0.338
- (h) Determine CD factor: for example 0.6
- (i) Calculation of REL:

$$\text{REL} = \text{PC} \times \text{CVF} \times \text{CD}$$

$$\text{REL} = € 10,907.32 \times 0.338 \times 0.6$$

$$\text{REL} = € 2,212.00$$

(3) Action

The estimated repair cost (€ 1,189.89) does not exceed the REL limit (€ 2,212.00) and 60% level (€ 6,544.39) has not been reached in this case (€ 4,164.61). Unit can repair.

b. EXAMPLE 2

(1) Vehicle details

- (a) Truck heavy: GA

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- (b) Year of manufacture: 1994
- (c) Purchase cost: € 52.330,00
- (2) REL calculations (in 2013)
 - (a) Age of vehicle: 19 years
 - (b) Money spent on the vehicle up to now: € 27,436.81 (a)
 - (c) Estimated cost of repair: € 3,140.31(b)
 - (d) Total costs of repair (a+b): € 30,577.12
 - (e) 40% limit of Purchase Cost: € 20,932,00
(Vehicle with a Purchase Cost over EFL Level C - 40% limit instead of 60%)
 - (f) Determine CVF from Annex A: the code is "C" and go to the CVF
 - (g) Table at Annex B: figure is 0.100
 - (h) Determine CD factor: for example 0.6
 - (i) Calculation of REL:

$$\text{REL} = \text{PC} \times \text{CVF} \times \text{CD}$$

$$\text{REL} = € 52,330 \times 0.100 \times 0.6$$

$$\text{REL} = € 3,139.80$$

- (3) Action

The estimated repair cost (€ 3,140.31) exceeds the REL limit (€ 3,139.80) and 40% level (€ 20,932.00) has been reached (in this case € 30,577.12). As it is a Green Fleet vehicle, submit Vehicle Repair Assessment conform Annex C to SHAPE J4-AMCC-MTMC, for REL decision.

c. EXAMPLE 3

- (1) Vehicle details
 - (a) Bus 16-20 Seats, code DB
 - (b) Year of manufacture: 2002
 - (c) Purchase cost: € 52,057.64
- (2) REL calculations (in 2013)
 - (a) Age of vehicle: 11 years

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- (b) Money spent on the vehicle up to now: € 15,369.40 (a)
- (c) Estimated cost of repair: € 10,907.32 (b)
- (d) Total costs of repair (a+b): € 26,276.71
- (e) 40% limit of Purchase Cost: € 20,823.06
- (f) Determine CVF from Annex A: the code is "C" and go to the
- (g) CVF table at Annex B: figure is 0.248
- (h) Determine CD factor: for example 0.6
- (i) Calculation of REL:

$$\text{REL} = \text{PC} \times \text{CVF} \times \text{CD}$$

$$\text{REL} = € 52,057.64 \times 0.248 \times 0.6$$

$$\text{REL} = € 7,746.18$$

(3) Action

The estimated repair cost (€ 10,907.32) exceeds the REL limit (€ 7,746.18) and the 40% level (€ 20,823.06) has also been reached (€ 26,276.71). As it is a blue fleet vehicle, the Vehicle Repair Assessment pro-forma (Annex C) will be kept in the vehicle file to justify the decision of the ACO entity.

LIFETIME FOR THE ACO VEHICLES

Vehicles	Categories	Normal use (Years)	Assigned in operations (Years)
Sedan, Station Wagon, Motorcycle	A, B, Z	08	06
PVRT	C	10	09
Minibus, Light truck	DA, E	10	07
Trucks and Bus, Medium	F, DB	15	12
Bus, Truck Heavy, Special purpose vehicle, Trailer and Shelter	DC, G, H, I, J, K, L, M, N, O, T, S	20	15

Remark

1. Local circumstances could lead to an extension or a reduction of the lifetime of the vehicles (i.e. intensive use, severe environment, accidents etc.). For the Blue fleet vehicles it is the ACO entities' Transportation Officers responsibility to extend/reduce the lifetime of the vehicles. In that case, SHAPE J4-AMCC-MTMC must be informed in order extension/reduction to be noted. For the Green Fleet vehicles the request for an extension/reduction is to be submitted to SHAPE J4-AMCC-MTMC for authorization (coordination with the respective CP manager for the Green Fleet vehicles is necessary).

TRANSPORT MANAGEMENT INSTRUCTIONS 2

**REGULATIONS FOR THE USE OF THE NATO COMMON FUNDED TRANSPORTATION
WITHIN ACO**

TABLE OF CONTENTS

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ANNEXES:

- A. Summary of the Entitlements.
- B. Summary of Rules for the Use of NATO Common Funded Transportation.
- C. Examples of Official and non-Official Functions.
- D. Technical Criteria for the Classification of the Staff Cars.

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1. **Purpose.** The purpose of this TMI is to set out the regulations for the use of the NATO common funded transportation within ACO. These regulations are not fully applicable for the management of the Blue Fleet vehicles in Crisis Response Operations (CROs). The scope of applicability in CROs is defined in TMI 9.

2. **Policy**

a. As described in the “NCS Host Nation Support Policy and Standards” (NCS HNS P&S) and “Base Support Concept” (BSC), ACO entities are not entitled to purchase Blue Fleet vehicles for personnel transportation as of 01 January 2014. However, ACO remains responsible for its operational vehicles and for specialised equipment and vehicles. Additionally, flag officers’ local transportation requirements will become responsibility of the respective sending nation.

b. The following regulations serve to define how this policy is to be executed within ACO. ACO entities are responsible for producing their own local editions of this TMI to reflect local circumstances. However, such locally produced regulations are not to increase, in any way, the guidelines and standards laid down in NCS HNS P&S, BSC, AD 55-1 or herein.

3. **Definitions**

a. Transportation: involves everyday movement of personnel, hauling equipment and supplies, and provides service vehicles and special equipment for the entity in order to function. It also includes providing HQ staff with the means to travel on Temporary Duty Assignment (TDY) or for the purposes of official business/official duty or mileage reimbursement for the use of privately owned vehicles.

b. Local Transportation Requirements of Flag Officers: local transportation requirements of flag officers include the transportation requirements within the “local area” not considered official duty/business or official function.

c. Local Area: defined as destinations in the vicinity of the normal duty station or habitual residence where personnel routinely travel in the conduct of official business. In ACO, this is defined as no more than one and a half hour's average travel time or a distance of 100 kilometres, away from the normal duty station or habitual residence. ACO entities’ local policies or regulations should specify locations and distances within respective ACO entity area.

d. Official Business/Official Duty: any duty or service required and authorised to be performed by the headquarters directives and regulations, by lawful order of a superior or by current headquarters usage.

The following essential requirements must always be met:

- (1) It must be essential for the execution of assigned duties to the interest of ACO.
- (2) It must be undertaken to accomplish a military mission in the interest of ACO.

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- (3) It must pertain to the interests of ACO and not the individual involved.
- e. Temporary Duty Assignment (TDY): Any duty travel due to an official business/official duty authorised on a NATO Travel Order.
- f. Official Function: a function is to be considered as official, formal or ceremonial when:
 - (1) It is a function described in AD 60-52 (Official Representation and Hospitality).
 - (2) Attendance is required by an order of a superior in the international chain of command.
 - (3) Non-attendance can be detrimental to the image of the Headquarters.

In any case it has to be related to the mission of the Headquarters.

There are few official functions which will satisfy these requirements; therefore, there should be few occasions when common funded transport is requested or provided. Examples of official and non-official functions are given in Annex C.

4. **General Rules for Vehicle Management**

a. **Vehicles for Personnel Transportation**

- (1) ACO entities are no longer entitled to purchase Blue Fleet vehicles for personnel transportation.
- (2) However, in order to optimise the use of financial resources, Blue Fleet vehicles for personnel transportation, classes A, B, CC and D¹ which are in fully roadworthy condition and have not reached the end of their economic life, can be operated until they fulfil their respective lifespan². Underpinning this is the need for the transportation to be provided in accordance with the NCS HNS P&S and BSC and in a resource efficient manner. This category of vehicles will be hereafter referred as Legacy vehicles.
- (3) Legacy vehicles for personnel transportation generally are to be operated on a pool basis and ACO entities will not assign permanently any of them. Exceptional deviations may be authorised by local Chiefs of Staff or Base Support Group Commanders (or officers fulfil these tasks) in writing, following a request contains solid justification. Fleet management team must review and analyse the usage of these assets, and, based on the outcome confirm the need of or propose the annulation of the assignment. All requests may be resubmitted – if the requirement still exists – maximum on an annual basis.

1 Reference TMI1 ANNEX A

2 Reference TMI1 ANNEX E

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(4) Minimum requirements and frequency of maintenance of Legacy vehicles should not be less than these laid down in TMI12. When the maintenance requirements are beyond the capability of local entity workshop, the work can be undertaken by the Host Nation (HN) on reimbursable basis or by commercial service provider.

(5) Once a Legacy vehicle is approved for disposal and if a transport requirement endures, it is to be replaced by HN vehicle on reimbursable basis, in accordance with the respective "Garrison Support Arrangement", as negotiated between the respective Strategic Headquarters and Host Nation.

(6) Where the HN is unable to support ACO entity's transportation requirements, the ACO entity will normally procure transportation services from commercial sources and pay the associated costs using NATO common funds directly to the commercial provider. For reasons of economy, ACO may provide an ACO wide contracting instrument. ACO entities will be able to draw on this instrument or on other contract instruments suitable to fulfil their dynamic transportation requirements. Local transportation officer has to ensure that all transportation is utilised in the most cost effective manner possible. In exceptional occasions ACO can authorise using of "Legacy vehicles" if they are in roadworthy conditions and within the utilisation limits.

(7) Where frequent requirements for staff to attend Official Business/Official Duty events at another distant HQ within the local area exist, contracts providing daily services during the working days will be concluded.

b. Operational Vehicles, Service Vehicles and Special Purpose Equipment for Base Functions

(1) ACO entities remain responsible for maintaining its operational vehicles from the Blue Fleet, like service vehicles (military police, ambulances etc.) and special purpose equipment for base functioning (fork lifts, trucks etc.). These categories of vehicles are to follow the replacement procedures established within TMI 6.

5. Transportation of Flag Officers

a. Local transportation requirements (including drivers) of flag officers and their entourage are the sending nation's responsibility.

b. The use of NATO common funded vehicle for flag officers' transportation is to comply with the criteria set out below:

(1) The use of motor transport is to be in accordance with AD 55-1, this TMI and AD 60-50.

(2) NATO common funds are to be used only for the conduct of official business/duty or official function of flag officers different from their national duty.

c. Flag officers are entitled for the following types of cars, when the use of NATO common funds is justified:

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- (1) SACEUR: Class I vehicle.
- (2) DSACEUR, SHAPE COS, Cdr JFC Brunssum and Cdr JFC Naples: Class IIA vehicle.
- (3) Vice COS SHAPE, OF-8 (3-star status) and OF-7 (2-star status) in position of Commander, Deputy Commander and Chief of Staff: Class II vehicle.
- (4) Officers of three-star status and above, filling an international post in that grade, which are not specified in points (1) – (3) above, are eligible for Class II vehicle.
- (5) Deputy Chiefs of Staff of SHAPE, SACEUR representative to MC: Class II vehicle.
- (6) Officers of one or two star status, who are not specified in points (1) – (5) above, are eligible for Class III vehicle.

d. If a nationally assigned vehicle is used for the conduct of official business/duty or official function, the respective nation may claim for reimbursement.

e. Classification of the Staff cars is given in Annex D.

6. **Transportation of Civilians with A-6 and A-7 Grades.** Civilians filling an international post in grades A-6 and A-7 are not entitled for the provision of vehicle for their local transport requirements. For the conduct of Official Business/Official Duty travel, they are eligible for class III vehicle.

7. **Transportation of Personnel below the Rank of General**

a. The tasks and duties for which NATO common funds may be used for provision of transportation are listed in Annex A.

b. Vehicles used for Official Business/Official Duty are normally operated on self-drive basis. All personnel assigned to drive NATO common funded vehicles on a self-drive basis are required to sign a resume of the rules governing the use of these vehicles. This resume is to comply with the rules established by the HN providing the vehicle or the contractor's rules and will include re-imbursement or penalisation for seriously negligent (meaning a degree of fault which exceeds simple negligence) driving or action by the driver and causing extremely high costs to repair the vehicle. A suitable resume is given in Annex B. This document is to be produced locally and is to be retained for 1 month after dispatch of each vehicle concerned and to be presented in front of MTMC survey team during the onsite inspection. The transportation officers are free to establish a more constraining local regulation, after consultation with specialised staff including legal offices.

c. If the circumstances impose necessity for a driver to be assigned, this temporary requirement can be satisfied by one of the staff, whose job description includes official driving requirement.

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d. Members of NATO/Partnership Force or Supplementary Manning personnel/Manpower Overage³ personnel who are not attached to ACO Peacetime Establishment/Crisis Establishment (PE/CE) can drive NATO common funded vehicle, subject to the following conditions:

- (1) The driver must be a member of a NATO/Partnership force (i.e. a member of the forces of a NATO/Partner country and not an individual person);
- (2) The driver must have a valid national driving license for the vehicle to be driven;
- (3) The unit does not have the possibility to provide a driver from a NATO member state;
- (4) The use of the vehicle is strictly limited to official NATO missions.

e. The Transportation Officer remains fully responsible for the training of non-NATO personnel to drive NATO common funded vehicles. It is to be reminded that when several units are co-located in/or near an ACO HQ, the transportation officer of this HQ is responsible for the management of all the vehicles, including those of the co-located units. Exceptions are the vehicles of units where a Transportation Officer is in place.

f. Members of NATO/Partnership Force or Supplementary Manning personnel/Manpower Overage personnel who are not attached to ACO PE/CE when visiting NATO units (entities) for official business/official duty can use local personnel transport services if there are in place (i.e. shuttle bus service etc.). The NATO Travel Order (NTO) is to be presented to local authorities as confirmation of official business.

³ For PE Supplementary Manning, see AD 045-001 5-1. d., dated 13 April 2015 or the following issues if any. For CE Manpower Overage, see AD 045-003 3-17. c., dated 19 July 2016 or the following issues if any.

SUMMARY OF THE ENTITLEMENTS

1. Tasks and Duties for Which NATO Common Funded Transportation May Be Used (Personnel below the Rank of General/Equivalent)

a. Official Duty/Official Business

ELIGIBILITY AND PROVISION	REMARKS
<p>1. All Military and Civilian personnel working directly for an ACO entity.</p> <p>a. A sedan for up to 3 officials, 4 if self-drive.</p> <p>b. Buses where numbers warrant it.</p> <p>c. Maximum radius is 500 Km's from HQ</p>	<p>1. NATO Common Funded Vehicle (NCFV) may be provided for:</p> <p>a. Duty journeys. Sending ACO entity provides the vehicle for the TDY.</p> <p>b. Travel to/from ACO entity to/from departure/arrival points for TDY. The normal start point for all TDYs is the Motor Pool. Travellers may be collected from/delivered to residences provided that no major route deviation occurs. The maximum kilometres rate for the route deviation is to be determined by the Transportation Officer in charge and in coordination with SHAPE J4-AMCC-MT CELL.</p> <p>2. Use of provided vehicles during the traveling and at the TDY location is for official business only. Vehicles may not be used for any social activities e.g. tourism, dining out, etc.</p> <p>3. For TDY over 500 Km's, a cost analysis must show the most appropriate travel means. The use of public transport should always be considered whenever is cost-effective (see ACO Directive 60-50).</p> <p>4. Contractors officially working for NATO may be carried as passengers only when the contract or other document (e.g. NATO Travel Order or special permission) stipulates ACO to provide transportation.</p>

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2. Personnel in Remote Locations	<ol style="list-style-type: none">1. NCFV may be used for personnel administrative tasks on remote locations, i.e. CIS units and radio sites, where national vehicles are not established.2. Such use must be combined with NATO business whenever possible.3. Where national vehicles are supplied, NCFV may not be used for this purpose.
3. Dependants	<ol style="list-style-type: none">1. ONE adult dependant may accompany a staff member on TDY in NCFV (sedans, minibuses or shuttle bus services). This includes travel to/from departure points, with a maximum deviation of 3 Km. Transportation for such travel is to be supplied on a "space available" basis ONLY and if no additional financial implications for insurance are associated. Restrictions are:<ol style="list-style-type: none">a. The dependant MUST be an ACO entity ID cardholder living with the HQ staff member. Visitors are excluded.b. Travel by dependant is to/from TDY accommodation only.c. The dependant at the TDY location may not use transportation.2. Spouses Programmes: Vehicles may be supplied specifically for this purpose where programmes have been arranged officially by HQ Protocol in association with major conferences, meetings, etc.

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b. **Home to/from Work**

ELIGIBILITY & PROVISION	REMARKS
1. Flag Officers Home to/from Work Travel is the respective sending nation's responsibility.	
<p>2. Military and Civilian Personnel Working Directly for ACO entity</p> <p>a. Use of bus service where such service is authorised by the Military Budget Committee (MBC) and the local Command.</p> <p>b. MAXIMUM radius to be 20 Km from HQ, within the Host Nation Country.</p>	<p>1. Civilian personnel do not include concessionaire employees or outside contractors.</p> <p>2. Personnel using this service may be required to pay for it.</p> <p>3. Budgets and manpower constraints may force ACO entity to cancel this service.</p> <p>4. Use must strictly be limited to home to/from work.</p>
<p>3. NATO Members on TDY (e.g. exercises) and Invitees, non-NATO Members, Visiting ACO entity.</p> <p>a. Sedans, if appropriate;</p> <p>b. Group transportation.</p> <p>c. Shuttle bus service</p>	<p>1. Visitors on TDY to ACO entity may be collected from local hotels and official accommodation on the basis of one round trip per day.</p> <p>2. Visitors on TDY may also be collected from/taken to nearest arrival or departure points, airports, stations, ports, etc., when public transport is inadequate.</p> <p>3. During the exercises⁴ where the meal is an operational requirement and hosting ACO entity cannot provide a dining facility, NCFVs could be used to drive the participants to the nearest possible dining place. In this case the ACO entity provides a vehicle on a group basis along with a driver. Whenever providing drivers is unachievable, self-drive requests could be authorised for NATO members only (see</p>

⁴ Exercises conducted into the area where third party liability is covered by the provisions of applicable agreements (e.g. SOFA etc.).

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	<p>chapter 1, paragraph 1-2). Hosting ACO entity remains fully responsible for the control, training and equipping drivers with all needed provisions (e.g. instructions, mission order, etc.) in order to assure the cost efficiency of the vehicle use.</p> <p>4. Non-NATO military personnel and civilian guests must be official invitees in connection with official international business or groups of press representatives invited to attend training, exercises, briefings or demonstrations. Guests must be accompanied by an Officer or equivalent, if this is impracticable, by an OR NOT below the rank of OR-6 (Sergeant equivalent).</p> <p>5. NTO is required for shuttle bus service to be presented from NATO members on TDY or official business.</p>
ELIGIBILITY & PROVISION	REMARKS
<p>4. Dependants</p> <p>a. Bus service, where authorised may be used on a space available basis only.</p>	<p>1. Dependants must be in the possession of an ACO entity ID card.</p> <p>2. An adult must accompany dependants under the age of 9.</p> <p>3. Journeys to/from internationally sponsored schools may be permitted when no nationally provided transport is available via public commercial transport. Such a service is reimbursable.</p> <p>4. Dependants may be required to pay for the bus service.</p>

c. **Ceremonial and Social Events**

ELIGIBILITY & PROVISION	REMARKS
<p>1. Normally, General, Flag, Air Officers and Equivalent Civilian. Possible for officers ordered to deputise for their General/Equivalent</p> <p>a. A sedan for up to 3 Officers.</p>	<p>1. Attendees at ceremonies/social events where required or invited to attend by virtue of international appointment, representing international interests. In such cases, spouses or adult children may be carried if they are expected to accompany the Officers.</p> <p>2. Spouses or adult children, if appropriate, of such Officers, deputising for them at ceremonies, social functions.</p>

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b. Bus transportation where numbers warrant.	<p>3. Officers officially ordered to deputise for their General, Flag, Air Officers may have appropriate vehicles provided. Requests are to be signed by the General, Flag, and Air Officers personally.</p> <p>4. General, Flag, Air Officers requesting vehicles for these events MUST certify them as "official" and sign the transportation request personally. This procedure is designed to prevent possible abuse of this privilege and can only be delegated by the Commander, Deputy Commander, or Chief of Staff. Such delegation of authority must be held to a minimum (1-2 individuals), be done in writing, and be delegated to an Officer no lower than the rank OF-5.</p> <p>5. Private parties of any sort are not eligible for transportation.</p>
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d. **Recreational**

ELIGIBILITY AND PROVISION	REMARKS
<p>All personnel</p> <p>1. As members of sports teams formally recognised as representing an ACO entity except teams comprising solely of dependants. This concession is designed to promote links between ACO entities and local communities.</p>	<p>Sports: The following restrictions apply:</p> <p>1. Journey of a maximum distance in a radius of 100 Km from participating entity in ACO Host Nation territory only can be authorised by the local Transportation Officer.</p> <p>2. Chiefs of Staff, either personally or by delegating authority to a nominated Officer of General, Flag, Air rank, may authorise journeys in excess of 100 Km and between NATO Nations, if fully justified.</p> <p>3. Teams must be from approved sports activities and must be either playing in a recognised local league with a published fixture list or playing/taking part in an internationally planned activity.</p> <p>4. "Internationally planned activity" is defined as an event, or series of events, (but not leagues), officially organised and/or sponsored by:</p> <p style="padding-left: 40px;">a. An ACO entity</p>

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2. Liberty runs for ISOLATED locations ONLY.	<p>b. Major National HQ and Support Commands. Activities must be supported by an official HQ/Support Command invitation and be fully international in content</p> <p>5. Non-playing members of the ACO entity and dependants may travel with teams on a "space-available" basis if the organiser agrees, but additional vehicles must NOT be tasked so as to provide space for these categories.</p> <p>Commanders-in-Chief may authorise liberty and shopping runs for entitled personnel and dependent assigned to ISOLATED locations, e.g. remote communications sites, to nearest centre of amenities.</p>
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e. Transportation of Supplies and Equipment

ELIGIBILITY AND PROVISION	REMARKS
1. Adequate and appropriate transportation for authorised international activities ONLY.	All vehicles are to be supplied from the pool to meet specific transportation requirement of materiel only.

f Official Visitors

ELIGIBILITY AND PROVISION	REMARKS
1. Guests may be transported to or from an International Military HQ (IMHQ) when on official visit.	<p>1. Passengers are covered by IMHQ "self-insurance" in the event of injury/death due to the fault of IMHQ personnel or transport means.</p> <p>2. Organisers/Transportation Officers should give consideration to alternative/commercial means of transportation that would not involve the legal liability of the IMHQ.</p> <p>3. These visits will have to be certified as being official.</p>

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g. **Service Vehicles and Special Purpose Vehicles for Base Functioning**

ELIGIBILITY AND PROVISION	REMARKS
1. Adequate and appropriate vehicles for authorised international and base functioning activities ONLY.	<p>1. Vehicles are to be supplied to meet specific base support, security and emergency services only.</p> <p>2. Service vehicles (military police, ambulances etc.) and special purpose equipment for base functioning (fork lifts, trucks etc.) may be assigned i.e.: Police, Engineers, Communications, Fire Services, and Airfield Operations.</p>

2. **Activities for Which NATO Common Funded Vehicles May not Be Used**

USE	REMARKS
1. School children and children under 9 years	<p>1. School children proceeding to/from internationally sponsored schools where national transport is supplied are not eligible.</p> <p>2. School children aged 9 and upwards detained in school for valid reasons e.g. sports, after departure of national transportation, may use international buses, in which case reimbursement may be required.</p> <p>3. Use of buses is forbidden for all children under the age of 9, except if accompanied by an adult.</p>
2. Concessionaires and contractors activities	Use is forbidden except if stipulated in a contract. Such clauses in contract MUST be avoided.
3. Arrival and departure of personnel and families on Permanent Change of posting	"Permanent Change of Posting" is a national responsibility.
4. Attendance at medical and dental facilities	This is a national responsibility.

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5. Travel through non-NATO nations	<p>In the absence of applicable agreement, no Legacy vehicle is permitted to drive in a NON-NATO country. Exceptions under the following circumstances could be:</p> <ol style="list-style-type: none">1. When the NATO vehicle has CD (diplomatic) plates and is covered by commercial insurance2. When the NATO vehicle has civil registration plates and is covered by commercial insurance.3. When a written authority of the non-NATO country is obtained concerning compliance with that Nation's rules and regulations, including insurance requirements.4. When in CRO in a non-NATO country.
6. Conveyance of household goods	<p>This is a national responsibility.</p>
7. Conveyance of animals	<p>Limited to:</p> <ol style="list-style-type: none">1. Police are authorised to convey police dogs in specially provided vehicles.2. Safety officers are authorised to carry caged animals.

SUMMARY OF RULES FOR THE USE OF NATO COMMON FUNDED TRANSPORTATION

1. All personnel using NATO common funded transportation on a self-drive basis are required to sign this document in acknowledgement that they fully understand the limitations placed on the use of such transportation.
2. I understand that the following limitations apply to the use of all NATO common funded transportation assets:
 - a. Use is for strictly authorised duty purposes.
 - b. The vehicle must not be driven into any non-NATO Country except under the condition stated in Annex A 2.5 of this TMI.
 - c. ONE dependant only may travel as a passenger when accompanying NATO Staff members on Official Business/Official Duty to assigned accommodation at the respective location and if this will not cause any additional cost.
 - d. Dependant is not him/herself permitted to drive the vehicle, nor has any use of it for any other purpose than travel to/from the location.
 - e. The vehicle must not be used for any social activity off base (e.g., going out to dinner), when such facility is provided on base. If accommodation is not on a base, a maximum radius of 10 kilometres around the hotel is allowed to go out for dinner.
 - f. During the exercises where the meal is an operational requirement and hosting ACO entity cannot provide a dining facility, NCFVs could be used to drive the participants to the nearest possible dining place. In this case the ACO entity provides a vehicle on a group basis along with a driver. Whenever providing drivers is unachievable, self-drive requests could be authorised for NATO members only (see chapter 1, paragraph 1-2). Hosting ACO entity remains fully responsible for the control, training and equipping drivers with all needed provisions (e.g. instructions, mission order, etc.) in order to assure the cost efficiency and security of the vehicle use.
 - g. Routine visits to medical/dental facilities are not allowed. All journeys must be fully recorded on the vehicle trip ticket: entries such as "TDY Duty" are not acceptable; destination and specification of duty travel is required.
 - h. Serious negligent driving (meaning a degree of fault that exceeds simple negligence) and action by the driver, and causing high costs to repair the NCFV will have to be penalised by either reimbursement of the costs, and/or suspension of the driving license until he/she has accomplished refresher HQ driver's training.

DATE:

NAME (PRINT)

SIGNED:

EXAMPLES OF OFFICIAL AND NON-OFFICIAL FUNCTIONS

1. Examples of Official Functions

- a. Official receptions hosted by General, Flag, Air Officers and Equivalent Civilian grades of three star rank and above at their Headquarters and residences.
- b. Formal invitations to embassies when attended personally by Ambassadors, but not by lesser officials.
- c. National day receptions to which all other Nations locally represented have been invited.
- d. Invitations to welcome or farewell receptions, or formal uniform dinners given on the occasion of the arrival or departure of a General, Flag, Air Officer or Equivalent Civilian Grade of three star and above.
- e. Vins d'Honneur⁵, Dinners or other functions for which Hospitality funds have been allocated such as officially sponsored, internationally attended, conferences. Transport for one such function per event is permitted.

2. Examples of Non Official Functions

- a. Attendance at formal and informal private functions. For example: a person on the protocol list inviting another protocol list member to his residence or elsewhere, or members of protocol list having dinner etc., with junior members of their staff.
- b. Invitations to welcome or farewell receptions/parties given on the arrival or departure of Officers/Civilian Equivalents below 3 star ranks.
- c. Parties/receptions for personnel of one Nation only.
- d. Taking houseguests out to dinner.
- e. National business, e.g. medical/hospital appointments, visits to dentists, PCS (postings), leave etc.
- f. Attendance at the private residences of NMRs.
- g. Promotion parties.
- h. Social entertainment or hospitality on a non-official basis.

⁵ Vins d'Honneur (fr.) - Reception (where wine is served).

TECHNICAL CRITERIA FOR THE CLASSIFICATION OF THE STAFF CARS

Model	Type	Displacement Range (ccm)	Length	Remarks	Category (by TMI 1 Annex A)
Class I	Sedan	3500 <	> 4.95	Vehicle hardening specifications are to be in accordance with the Security office requirements.	AA
Class IIA	Sedan	2750 - 3499	> 4.95		AB
Class II	Sedan	2350 - 2749	> 4.70		AB
Class III	Sedan and station wagon	1900 - 2349	> 4.55		AC
Class IV	Sedan and station wagon	1575 - 1899	> 4.45		AD
Class V	Mini and compact	1000 - 1575	< 4.45		AD

NOTE:

The Engine Capacity Criteria is considered the primary factor.

In case a particular manufacturer's model does not meet the engine capacity requirements, SHAPE J4-AMCC-MTMC has to authorize the exemption.

For the classifications, only "A" category (sedans – reference to TMI 1 Annex A) is detailed. For PVRTs (like CC), there are no further subcategories, can be linked to all models.

TRANSPORT MANAGEMENT INSTRUCTIONS 3
VEHICLE AND FLEET MANAGEMENT DATABASE AND SOFTWARE

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ANNEXES:

- A. Instructions for Completion of Form 32 and 33.
- B. Notification of Receipt of Shelter (Form 3.10) New or Transfer.
- C. Notification of Receipt of Vehicle (Form 3.11) New or Transfer.

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1. **Policy**

a. It is ACO policy to establish minimum reporting and accounting procedures for vehicles in order to provide a management and budgetary database for fleet management both ACO-wide and within ACO entities. The production of detailed cost data is devolved to ACO entities.

b. The Vehicle and Fleet Management Database and Software (MDS)¹ is to provide specialised software assisting SHAPE J4-AMCC-MTMC to perform its tasks based on AD 055-001 and its associated Transport Management Instructions (TMIs). It is also beneficial for the users, as they will always have access to their current inventory and a number of reports for their daily business.

c. The aim of the software is to collect, share and analyse vehicle data in order to optimize the usage of NATO common funded vehicles, trailers and shelters. This TMI applies to those ACO entities which have a CIS/LAN connection to the MTM Central Vehicle Database.

d. The Instructions contained herein and the data managed through MDS do not modify the requirement to maintain assets data including those of the ACO vehicles and shelters in the asset registers of the ACO entities as required by the AD 60-80. If necessary, reconciliations of data between the official asset registers and the MDS are to be performed and all discrepancies are to be corrected.

2. **System Design.** MDS of the ACO Vehicle Fleet is designed for the collection, processing and reporting of essential vehicle data, in order to issue the Vehicle Establishments and Inventories. The specific MDS used ACO-wide shall part of at least an ACO-level project with capability to manage vehicles and fleets to meet with the requirements of AD 055-001 and its TMIs as a minimum, as well as of all corresponding ACO Directives. It is for use by both SHAPE J4-AMCC-MTMC and all vehicle users.

3. **Application of System.** All vehicles procured through NATO Common funds are to be accounted for and subsequently managed through this system. However, as stated above, this instruction does not change the primary reporting requirements to account for all ACO assets categories as prescribed by the AD 60-80 through the official ACO entities' asset registers.

4. **Responsibilities**

a. SHAPE J4-AMCC-MTMC:

(1) Responsible for the effective operation of the management system and subsequent feedback of consolidated inventory and establishment data to ACO entities, together with REL decisions (TMI 1) and annual replacement programme (TMI 6).

¹ MDS refers to this Directive only as the respective software package, designed to manage the fleets and the vehicles both locally and centrally.

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(2) Responsible for the contents and structure and update of the MDS MTM Central Vehicle Database. Any changes or improvements to this database shall be requested and coordinated through SHAPE J4-AMCC-MTMC only.

(3) Only SHAPE J4-AMCC-MTMC is authorized to register, transfer or archive a vehicle, trailer or shelter from the MDS MTM Central Vehicle Database.

b. ACO entities:

(1) Full responsibility for the compilation and maintenance of all data specified in this instruction. This will be required for basic management of the fleet, for audits, for the accurate preparation of annual ACO entity budgets for fleet operation and for the correct assessment of REL. ACO entities are therefore required to establish a comprehensive control system so as to ensure adequate fleet management.

(2) Responsible for maintaining the data for the quarterly/biannual reports and accident reports for each vehicle of their entire fleet in the MDS MTM Central Vehicle Database.

5. **Documentation**

a. Form 32 – Vehicle Utilisation and Cost Record. This is an individual record, which is to be maintained for each vehicle. A specimen Form 32 describing the required information is shown at Appendix 1 to Annex A. For leased or long-term rental vehicles only the mileage and consumption are to be kept on Form 32 for statistical reasons. The method of completion is detailed at Annex A. The data has to be accurately entered and kept locally. This document is essential as the basis for calculating O&M budget cost estimates to be included in Budget and in the vehicle history book. When managed by computer, the record of each vehicle must be available at any time, and an annual file is to be created and archived. In case of transfer or write-off (hand-over to PDO) a complete history of the vehicle – all archived files and the actual one – must be printed off and accompany the vehicle.

b. Vehicle Utilisation and Cost Record must be available for inspection by auditors and by SHAPE J4-AMCC-MTMC during visits and surveys. ACO entities must be prepared to forward detailed Form 32 information upon request. The Form 32 is to remain throughout the life of the vehicle and kept for 2 years after vehicle disposal for audit purposes. Accuracy in completion of this document is a must.

c. Form 33 – Fleet Utilisation Summary. This is an individual record, which is to be maintained for each fleet and reflects the utilisation of them on annual basis. A specimen Form 33 describing the required information is shown at Appendix 2 to Annex A. The method of completion is detailed at Annex A. Form 33 is to be kept for 5 years after creation for audit and analytic purposes. Accuracy in completion and matching of the figures with both the database and the sum of the individual records of Form 32s results are musts.

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6. Data Output

- a. SHAPE J4-AMCC-MTMC generates the following outputs:
 - (1) ACO Vehicle Inventories – Issued to ACO entities during visits, surveys or upon request.
 - (2) ACO Vehicle Establishments – These documents represent ACO entity authority to hold and incur O&M costs on vehicles. They will be issued to ACO entity when authorised major changes occur, during visits and surveys or upon request.

7. SHAPE Control Number

- a. Each NATO common funded vehicle is to obtain a SHAPE Control Number (SCN) composed of two letters for the category of vehicle (see TMI 1 Annex A) and of a four (old version) or six digits (first two digits are the actual year of registration, the following four is a system-generated sequence number) serial number, assigned by SHAPE J4-AMCC-MTMC. Each vehicle will keep its assigned control number during its life cycle.
- b. Procedures for assignment of SHAPE Control Number (SCN):
 - (1) Newly procured/transferred Shelter. A report giving the information shown at Annex B is to be forwarded as soon as a shelter is received to SHAPE J4-AMCC-MTMC. It is imperative to paint the SCN on the rear side/door (top right or left corner) of the relevant shelter.
 - (2) Newly procured/transferred Vehicle. A report giving the information listed at Annex C is to be forwarded to SHAPE J4-AMCC-MTMC as soon as a vehicle is received by the entity. SHAPE J4-AMCC-MTMC will then issue the appropriate SCN and notifying the respective entity.
 - (3) Vehicle taken permanently out of use. When vehicles are taken permanently out of use, following a SHAPE decision (Green Fleet) or an ACO entity decision (Blue Fleet), a Report of Survey (ROS) is to be sent immediately to SHAPE J4-AMCC-MTMC (see TMI 14 for details).

8. Procedures

- a. Registration or transfer of a new vehicle
 - (1) Every vehicle, trailer or shelter is to be registered as described in the para 7.a. SHAPE J4-AMCC-MTMC will, based on the data provided by notification Form 3.10 or 3.11 (Annex B or Annex C), generate a new record in the MDS MTM Central Vehicle Database.
- b. Archiving a vehicle in the database
 - (1) ACO entities have to send a copy of the original ROS (TMI14 Annex A and supporting documents) to SHAPE J4-AMCC-MTMC by mail, email or fax.

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- (2) For Blue Fleet and Green Fleet there are two procedures in place for vehicles. TMI14 details the procedure for write-offs of vehicles.
 - (3) SHAPE J4-AMCC-MTMC will check the provided data and set the vehicle on ROS. Once done, the vehicle will no longer appear on the inventory list of the subject entity, however, will be stored in the database and can be retrieved as historical data anytime.
 - (4) The ROS documents shall be kept at the applicable ACO entity for a period of time that ACOS J8 declares in "NATO POLICY ON RECORDS RETENTION SCHEDULES" (SH/J8/CAC/FC162/17-318246, dated 29 August 2017 and any following updates) after disposal for survey or audit purposes.
- c. REL Calculation. The REL (Repair Expenditure Limit) calculation is to be done in accordance with TMI 1. The MDS MTM module provides a tool to simplify calculation of the REL. The data of such a calculation will not be retained.
- d. Quarterly/Biannual Report. The MDS MTM Central Vehicle Database is to be updated on quarterly basis. No later than the second working week after every quarter (in April, July, October, January next calendar year) for those vehicles that requires quarterly update and no later than the second working week after every semester (in July and January next calendar year) for those vehicles that requires biannual update ACO entities are to update the information in MDS MTM using the data from Form 32 for the respective months. Randomly, SHAPE J4-AMCC-MTMC will run an inquiry in order to see if all records have been updated properly.
- e. Accident Report. Accident data shall be stored in the applicable form with the vehicle record. All fields have to be filled out completely and accurately as described in the user manual.

INSTRUCTIONS FOR COMPLETION OF FORM 32 AND 33

1. **General.** Form 32 (Appendix 1) is to be completed and maintained annually for each vehicle and fuel consuming equipment. Form 33 (Appendix 2) is to be completed and maintained annually for the complete fleet of assets that Form 32 is recorded.
2. **Utilisation.** Data is to be extracted from the transportation records with particular attention to the following:
 - a. **Kilometres.** The number of kilometers driven, verified from trip tickets, is to be recorded. Kilometers driven, but not recorded due to an unserviceable odometer are to be assessed from trip tickets and included, with a note to this effect in the remarks box.
 - b. **Fuel.** Vehicle consumption is to be ascertained from trip tickets and cross-checked with fuel issue records. Fuel used for other fuel consuming equipment is also to be recorded on individual fuel control cards or register.
3. **Vehicle Operating Costs.** The cost of materials is to be extracted from transportation and workshop records and should accurately represent the cost of tyres and spares used in operating a vehicle. Costs are to be calculated and recorded as follows:
 - a. **Fuel Costs.** These are only to be calculated yearly on Form 32 by using the average cost per litre paid by ACO entity during the year.
 - b. **Spare Parts Costs.** All new spare parts, including batteries, are to be charged at the most current price available. Used parts are estimated at their actual value. In particular:
 - (1) Costs for spare parts included in civilian contract bills must be extracted and entered under this heading. All costs reported are to include deduction of any discount allowed and to be exclusive of taxes.
 - (2) 5% is to be added to spare parts costs (not including labour costs) for work done in Military Workshops only, to cover such items as bulbs, cleaning materials, small nuts, bolts etc., not specifically itemised on job card.
 - c. **Labour Costs.**
 - (1) Entries under civilian contract labour are to be the actual cost of labour incurred as shown on invoices/bills.
 - (2) Entries under manpower (e.g. military and local wage scale) labour are to be the costs for work carried out in ACO entity workshops. The time for the in and out inspections performed by inspectors are to be included in the labour costs.

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(3) In order to standardise the calculation of the costs spent on a vehicle and the calculation of Repair Expenditure Limit (REL) the hourly manpower rate to be used as defined in TMI 1. This nominal cost is to be assessed by using the hourly labour rate and multiplied by the actual number of man-hours spent on the vehicle.

d. Form 33. All data that recorded in Form 33 must be in line with each Form 32s and the database. Form 33 is to be filled by the data based on the "totals" of Form 32s.

APPENDICES:

1. Vehicle Utilisation and Cost Record – Form 32.
2. Fleet Utilisation Summary – Form 33.

APPENDIX 1 TO
ANNEX A TO
ENCLOSURE 4 TO
AD 055-001
DATED 22 MAR 18

VEHICLE UTILISATION AND COST RECORD – FORM 32

VEHICLE UTILISATION AND COST RECORD							
HEADQUARTERS: _____		SHAPE CONTROL NUMBER: _____ - _____				YEAR OF MANUFACTURE: _____	
YEAR: _____		REGISTRATION NUMBER: _____				PURCHASE COSTS: _____	
CURRENCY: EURO		MAKE/MODEL: _____				OVERALL REPAIR COST(60 or 40%): _____	
overall		CHASSIS NUMBER: _____				PREVIOUS KILOMETERAGE: _____	
PERIOD	UTILISATION	FUEL	OPERATING COSTS				DESCRIPTION OF IMPORTANT SPARE PARTS INSTALLED OR IMPORTANT REPAIRS PERFORMED
		LITRES	MATERIAL		LABOUR		
MONTH	KILOMETRES	G or D	SPARES	5%	CIVIL	MILITARY	
Total amount previous years:							
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL							

[illegible]

ANNEX B TO
ENCLOSURE 4 TO
AD 055-001
DATED 22 MAR 18

NOTIFICATION OF RECEIPT OF SHELTER (FORM 3.10) NEW OR TRANSFER

ANNEX to be sent to SHAPE J4-AMCC-MTMC upon receipt.

RECEIVING HQ/COMMAND	
SHAPE CONTROL NUMBER OF RECEIVED SHELTER (for transfer only)	
SHAPE CONTROL NUMBER OF REPLACED SHELTER (if appropriate)	
MAKE	
CHASSIS/SERIAL NUMBER	
REGISTRATION NUMBER OF SHELTER CARRIER (if appropriate)	
ORIGIN (CAPABILITY PACKAGE PROJECT NUMBER – if supplied from Infrastructure funds) OR ORIGINATING ACO entity	
COLOR	
YEAR OF MANUFACTURE	
RECEIVED DATE AT HQ/COMMAND	
PURCHASE COST/CURRENCY	
SPECIAL EQUIPMENT *	
SHELTER TYPE	ACO 1-2-3 **
MISSION OF SHELTER	

* Special equipment: winches, tow bars, special lightening...

** Delete as necessary

ALL PARTICULAR FEATURES (INTERNAL EQUIPMENT) OF RECEIVED SHELTER TO BE DESCRIBED ON A SEPARATE SHEET. PICTURES/DRAWINGS ARE NECESSARY FOR COMPREHENSION.

DATE, NAME AND SIGNATURE OF RELEASING OFFICER:

ANNEX C TO
ENCLOSURE 4 TO
AD 055-001
DATED 22 MAR 18

NOTIFICATION OF RECEIPT OF VEHICLE (FORM 3.11) NEW OR TRANSFER

ANNEX to be sent to SHAPE J4-AMCC-MTMC upon receipt.

RECEIVING HQ/COMMAND	
MAKE AND MODEL	
CHASSIS NUMBER	
ORIGIN (if new: Capability Package number or year and budget number/ if transfer: originating unit)	
NEW REGISTRATION NUMBER	
ENGINE TYPE (GASOLINE/DIESEL/LPG/ELECTRICAL)	
ENGINE DISPLACEMENT AND POWER	ccm / kW
PAYLOAD(kg) AND GROSS WEIGHT(kg)	kg / kg
DIMENSIONS: LENGTH-WIDTH-HEIGHT(mm)	/ /
WHEEL BASE (mm)	
TRACTION (N/A, 2WD, AWD)	
SEATING CAPACITY	
COLOR	
YEAR OF MANUFACTURE	
RECEIPT DATE AT HQ/COMMAND	
PURCHASE/LEASE/RENTAL TYPE AND COSTS	TYPE EURO *
SPECIAL EQUIPMENT **	
TOTAL KMS RUN WHEN RECEIVED	km

* Euro is used as the default currency, to be changed if differs.

** Special equipment: winches, tow bars, special lightening...

- ALL PARTICULAR FEATURES OF RECEIVED VEHICLE TO BE DESCRIBED ON A SEPARATE SHEET
- PICTURE OF THE VEHICLE IS NECESSARY FOR COMPREHENSION
-

NOTE: Registration will only be done when this form is completely filled and a picture of the vehicle is attached. No exception will be made!!

DATE, NAME AND SIGNATURE OF RELEASING OFFICER:

TRANSPORT MANAGEMENT INSTRUCTIONS 4
VEHICLE AND SHELTER SPECIFICATIONS

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1. **Purpose.** To state the minimum specifications required for all vehicles and shelters supplied under contract for ACO entities.
2. **Policy**
 - a. Technical specifications for vehicles and shelter bodies throughout ACO are held in SHAPE J4-AMCC- MTMC. They may only be altered when:
 - (1) There is a modification of a legal regulation;
 - (2) New technical features become standard;
 - (3) New safety features become standard;
 - (4) There is a change in the operational requirements.
 - b. These specifications are provided to ensure that bidders as well as ACO entities know the configuration of the vehicles/shelters offered and the Minimum Military Requirements (MMR) for each class and type of vehicle/shelter needed. The specifications are available on request.
3. **Commercially Designed Vehicles.** A large part of the ACO fleet requirement can be met from vehicles of commercial design, from standard commercial production. Where these vehicles are ordered, it will not be necessary to specify distinct design or construction techniques.
4. **Special Purpose Vehicles.** Vehicles required to meet with special needs can also, in many circumstances, be provided from either standard commercial production, or from basic military vehicle production of member nations.

TRANSPORT MANAGEMENT INSTRUCTIONS 5

REALLOCATION OF VEHICLES AND SHELTERS

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1. **Purpose.** To state actions and accounting measures to be taken when SHAPE J4-AMCC-MTMC orders the transfer of any vehicle or shelter from one ACO entity to another.

2. **Policy**

a. The provisions set forth by the AD 60-80 on Redistribution of Serviceable Assets in Surplus apply and are complemented by the present Instructions. The authority to approve transfer requests is reserved to SHAPE. In particular:

(1) When vehicles/shelters are to be transferred between ACO entities, they will be selected by SHAPE using data provided by the database.

(2) The ACO entity will inform SHAPE J4-AMCC-MTMC once the vehicles/shelters for transfer have been selected.

(3) Selection by SHAPE J4-AMCC-MTMC will invariably take into account consideration of national vehicle conformity regulations, as well as standardisation of the existing vehicle fleet.

3. **Action by Issuing ACO Entity**

a. The following action is to be taken by the issuing ACO entity:

(1) The vehicle/shelter is to be given a complete servicing (its next scheduled inspection), associated rectifications, repairs and lubrication. The necessary work may either be carried out in ACO entity workshops or by contract, but in any event, the issuing unit will be responsible for all costs involved.

(2) Vehicle body defects are to be rectified.

(3) In exceptional cases, where it is difficult to bring the equipment to the required standard for transfer, advice is to be sought from SHAPE J4-AMCC-MTMC.

(4) The Form 32 (or vehicle history book) are to be completed according to TMI 3 Annex A.

(5) If no other vehicle of that type will remain in the fleet, special tools, maintenance handbooks and spare parts from the stock are to be prepared for handover to the new user.

4. **Action by Receiving ACO Entity**

a. The receiving ACO entity is responsible for the collection of any reallocated equipment. However, circumstances may arise where collection will be impossible, in which case it will be the responsibility of the receiving ACO entity to arrange suitable means of conveyance, in coordination with the issuing ACO entity. Any costs involved in transportation are to be borne by the receiving ACO entity.

b. Detailed responsibilities of the receiver are as follows:

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- (1) To ascertain when the vehicle/shelter will be ready for collection.
- (2) To arrange for a suitable qualified Officer and/or NCO tradesman to report to the issuing ACO entity, at a mutually acceptable date, to inspect the allocated vehicle/shelter, checks the Forms 32 (or vehicle history book) and either accept or reject it. Rejection can only be on grounds of unacceptable mechanical faults. Age and/or appearance are not acceptable reasons for rejection.
- (3) If the vehicle/shelter is rejected, it is to be repaired without delay by the issuing ACO entity. If repair is uneconomical, SHAPE J4-AMCC-MTMC is to be informed and consideration will then be given to the substitution of another vehicle/shelter of similar type from the same source (issuing ACO entity), if possible.
- (4) Where equipment cannot be collected (e.g. dispatched by rail), an inspection by the receiving ACO entity is strongly advised, since once a vehicle/shelter leaves an issuing ACO entity, the responsibility for it becomes entirely that of the receiving ACO entity. As foreseen by the AD 60-80, once the transfer is approved, the receiving entity accepts the liability to take over the asset "as is" with no right to refuse it afterwards.

5. **Control of Transfer**

a. As all vehicles/shelters are accounted for in the database, the following action is to be carried out following transfers:

- (1) By the issuing ACO entity:
 - (a) Notify SHAPE J4-AMCC-MTMC by phone when vehicle/shelter leaves the Command.
 - (b) Ensure that cost/utilisation data is reported on Form 32 until day on which vehicle/shelter is transferred.
 - (c) Provide all Forms 32 (or vehicle history book) and original of documents (copy of order, certificate, customs, etc.) related to the vehicle to the new user.
 - (d) The Lateral Transfer (LT) Form foreseen by the AD 60-80 will be completed by the issuing entity and submitted to the receiving entity.
- (2) By the receiving ACO entity:
 - (a) Immediately notify SHAPE J4-AMCC-MTMC with the form at TMI 3, Form 3.10 for shelter or 3.11 for vehicle when received.
 - (b) Report cost/utilisation data on Form 32 from date of transfer to end of current year and thereafter by the defined intervals.
 - (c) The Lateral Transfer (LT) Form foreseen by the AD 60-80 will be completed by the receiving entity and returned to the issuing entity.

TRANSPORT MANAGEMENT INSTRUCTIONS 6

VEHICLE AND SHELTER PROCUREMENT AND REPLACEMENT PROCEDURES

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ANNEXES:

- A. Vehicles, Trailers and Shelters Inspection and Receiving Report
- B. Report of Warranty Problems during the Warranty Period
- C. Report for Return of Leased Vehicle to the Dealer

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1. **Purpose.** The purpose is to state policies, guidelines, documentation and procedures for the procurement and replacement of vehicles and shelters.

2. **Policy**

a. Blue Fleet operational vehicles, service vehicles and special purpose equipment for base functions are eligible for procurement by purchase only if they are pre-authorised on the respective ACO entity's Vehicle Establishment (VE).

b. ACO entities are no longer authorised to purchase Blue Fleet vehicles for personnel transportation (ref. Dir. 3-1). This rule is not applicable for Crisis Response Operations (CRO) Establishments (CE). Based on the operational, security and base support requirements, procurement of Blue Fleet vehicles in CROs is authorised in accordance with the respective vehicle establishment approved by SHAPE ACOS J4 (ref. TMI 7).

c. Procurement of Green Fleet vehicles and shelters must be coordinated with SHAPE J4-AMCC-MTMC in the planning and design phase, regardless of the source of funding.

3. **Procedures for Procurement of Green Fleet Vehicles**

a. Vehicles belonging to Capability Package (CP)

(1) Normally, the Green Fleet vehicles belonging to Capability Packages are procured with funds from the NATO Security Investment Programme (NSIP). NSIP is used for the provision of Alliance capabilities within the limits of its eligibility rules.

(2) The following conceptual approach is used within ACO:

(a) The up-front provision of new vehicles, replacement, upgrades and modifications of existing capabilities is done with the use of NSIP funds, with the extent of NSIP funding remaining in line with NSIP rules;

(b) The running, maintenance, upkeep and repair of existing capabilities, when declared eligible for common funding, are the responsibility of the Military Budget.

(3) SHAPE J8 contracting officers/the assigned Host Nation will initiate the acquisition process and will proceed in accordance with Minimum Competition Requirements established with the BI-SC Directive 60-70. All contracts valued in excess of level 2xB of the Established Financial Limits (EFL) will be awarded by the Contract Awards Committee (CAC).

(4) Upon receipt of bids, a CAC is to be convened to open the bids. If the contract procedure is managed by SHAPE J8, SHAPE J4-AMCC-MTMC will be presented at CAC as a Technical Representative/Originator of the requirement and will support the committee by providing evaluation of all bids based on the technical aspects.

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(5) SHAPE J4-AMCC-MTMC provides vehicle specifications and delivery terms to SHAPE J8 for the establishment of a Purchase Order/Contract.

(6) ACO entity will examine the vehicles, trailers and shelters upon delivery and ensure compliance with specifications as detailed in the Purchase Order/Contract. Acceptance of the newly received vehicles/trailers/shelters has to be confirmed as per TMI 6 and receipt to be notified to SHAPE J4-AMCC-MTMC as per TMI 3 (Form 3.10/3.11).

b. Vehicles not belong to Capability Package. Normally these vehicles are procured by Crisis Response Operations Urgent Requirements (CUR) process following the procedure described in paragraph 7 of this TMI and as referred to this paragraph's point a.

4. **Procedures for Normal Replacements of Green Fleet**

a. Vehicles are eligible for replacement when they reach the end of their economical life and when repair costs have exceeded the Repair Expenditure Limit (ref. TMI 1). Shelters are eligible for replacement when reach their end of lifetime and/or their condition is not allow them to meet their operational requirements.

b. Replacement of vehicles belonging to CPs.

(1) Once yearly, the ACO entities' requirements for Green Fleet vehicle replacement are to be screened. SHAPE J4-AMCC-MTMC submits a provisional list of Green Fleet vehicles/shelter to be replaced in the following year to the concerned ACO entities and respective CP managers. The selection of the items listed is based on a vehicle's technical data uploaded in the Management Database and Software (MDS)¹.

(2) ACO entities and CP managers/budget holders confirm that the recommended vehicles are the most suitable for replacement, or provide a list of preferred alternative(s), with adequate justification to SHAPE J4-AMCC-MTMC.

(3) Replacement is done with funds from the designated CP budget.

c. Replacement of vehicles, initially procured through Crisis Response Operations Urgent Requirements (CUR) process.

(1) SHAPE J4-AMCC-MTMC submits a provisional list of Green Fleet vehicles to be replaced in the following year to the concerned CRO HQs/Force/Units. CRO HQ/Force/Unit confirms that the requirement for the vehicle(s) still exists or provides a list of preferred alternative(s) (which do not change the scope of the initially approved capability), with adequate justification to SHAPE J4-AMCC-MTMC.

¹ MDS refers to this Directive only as the respective software package, designed to manage the fleets and the vehicles both locally and centrally.

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(2) After confirmation from SHAPE J4-AMCC-MTMC of the liability for replacement, the CRO HQ/Force/Unit plans funds for replacement from its O&M budget.

d. The following timetable is used as a guideline for normal replacement:

(1) February. SHAPE J4-AMCC-MTMC, issues a provisional list of vehicles/equipment for next year replacement at various ACO entities and CP managers.

(2) March. ACO entities return the list with new proposal and justification for the required vehicles.

(3) April. SHAPE J4-AMCC-MTMC sends an answer back about the eligibility for procurement.

(4) October. Budget Committee screens budget requirement.

5. **Procedures for Out-of-Phase Replacements**

a. The following actions are to be taken for out-of-phase replacements of Green Fleet vehicles:

(1) Traffic accident replacement.

(a) The replacement of a vehicle incurred by an accident has to be assessed on a case-by-case basis. If high repair costs are involved compared to the residual value of the vehicle, ACO entities are to consider the most cost-effective way to either repair or replace the vehicle (according to TMI 1). However, SHAPE J4-AMCC-MTMC will take the final decision.

(b) Vehicles can be replaced by either newly procured vehicles, transferred vehicles from other ACO entity or by an extended use of older vehicles until other suitable resources can be found.

(c) Procurement of new vehicles can only be done when the required budget is available.

(d) Capability Package manager in coordination with SHAPE J4-AMCC-MTMC will initiate the necessary action to procure Green Fleet vehicles and notify the ACO entity on the way ahead.

(2) Replacement as a result of major breakdown. In case of major failures (mechanical or electrical) and high uneconomical repair costs, the headquarters are advised to:

(a) Apply REL (ref. TMI 1), and notify SHAPE J4-AMCC-MTMC on repair costs exceeding the REL for the Green Vehicle Fleet.

(b) SHAPE J4-AMCC-MTMC will assess whether the vehicle should be repaired or replaced.

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- (c) When it has been decided to procure a new vehicle, no repair of any sort will be performed on subject vehicle.

6. Procedures for Procurement of Blue Fleet Operational Vehicles

- a. The procurement of Blue Fleet operational vehicles, service vehicles and special purpose equipment for base functions is responsibility of the ACO entities. Any such vehicle is to be pre-authorized on the respective ACO entity's Vehicle Establishment. ACO entities are to provide SHAPE J4-AMCC-MTMC with a clear and valid justification for any required changes of the number of the authorized operational Blue Fleet Vehicles (see TMI 7).
- b. Although not directly responsible for the provision of Blue Fleet Vehicles, SHAPE J8 Procurement and Contracting (P&C), in close conjunction with SHAPE J4-AMCC-MTMC, can set up ACO-wide agreements to enable the lease/rent of Blue Fleet Vehicles for personnel transportation and/or purchase/rent/lease of Operational Blue Fleet Vehicles for the ACO entities. SHAPE J4-AMCC-MTMC has to be notified on acceptance and receipt of all such vehicles. These vehicles and associated equipment must meet the basic ACO standard specifications.
- c. ACO entities are to submit a budget plan for the replacement of the operational Blue Fleet Vehicles to SHAPE J8, with a copy to SHAPE J4-AMCC-MTMC.
- d. Replacement of a large number and same category of vehicles can be consolidated for central acquisition in accordance with the procedures established with the BI-SC Directive 60-70.

7. Vehicles Procured by Employment of Crisis Response Operations Urgent Requirements (CUR) Process (Blue and Green Fleet). The process is described in Chapter 4, paragraph 4-3 of the main Directive.

8. Action on Receipt of New Vehicle/Shelter (Green Fleet)

- a. Upon receipt of the vehicle or shelter covered by the Purchase Order, a two days test period is allowed. As a minimum, the equipment should be checked to ensure it is complete, operational and in accordance with order specifications.
- b. If the vehicles are part of Infrastructure projects, they are subject to inspection (Joint Final Acceptance Inspection (JFAI)) before formal acceptance. SHAPE J4-AMCC-MTMC is to act as a military arbitrator for determinations and final decisions concerning minimum military requirements, should any contentious issues arise.
- c. After performing all acceptance procedures, and within a five-day period following the delivery of the equipment, ACO entities must notify SHAPE J8 ACO Acquisition Management Branch of the receipt of the vehicle or shelter as per ANNEX A.

Full details of "Conditional Acceptance" and of any missing items must be reported. SHAPE-J8 ACO Acquisition Management Branch will follow up the deficiencies directly with the supplier of the vehicle/trailer/shelter.

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d. When the reported deficiencies have been followed up, ACO entities are to re-send an Inspection and Receiving Report to SHAPE J8 Acquisition Management Branch as shown in ANNEX A.

e. Within 2 weeks and after full acceptance, ACO entities must notify SHAPE J4-AMCC-MTMC on the receipt of the vehicle/trailer/shelter as per TMI 3 (Form 3.10 and 3.11). SHAPE J4-AMCC-MTMC will update the MTM Vehicle Database and allocate a SHAPE Control Number to the subject vehicle/trailer/shelter.

f. Once the vehicle is roadworthy and agreed by SHAPE J4-AMCC-MTMC, the replaced equipment is to be disposed of and notification is to be done in accordance with instructions described in TMI 14.

9. **Action on Receipt of New Vehicle (Operational Blue Fleet).** ACO entities must notify receipt of the vehicle to SHAPE J4-AMCC-MTMC as per TMI 3 (Form 3.11). SHAPE J4-AMCC-MTMC will update the MTM Vehicle Database and allocate ACO entities with SHAPE Control Number to subject vehicle.

10. **Vehicle Warranty Report**

a. The form in ANNEX B will allow ACO entities and SHAPE J4-AMCC-MTMC to report to the supplier, technical or safety problems experienced during the warranty period.

b. For Green Fleet Vehicles, the form has to be sent to SHAPE J4-AMCC-MTMC that will inform SHAPE J8 Acquisition Management Branch. For Operational Blue Fleet Vehicles, ACO entities will contact the supplier directly for possible repair of the vehicle.

11. **Action on Receipt/Return of a Leased Blue Fleet Vehicle**

a. Before acceptance, the leased vehicle has to be checked to make sure that it is complete, operational and in compliance with the specifications stipulated in the contract.

b. After performing all acceptance procedures, and within a five-day period following the delivery of the equipment, ACO entities have to follow the same steps as indicated in paragraphs 7 and 8.

c. Before returning the leased vehicle to the dealer, it has to be checked for wear and tear damages. Repairs exceeding the financial limit established by the lease company have to be prevented and funded from ACO entity's budget. Once the vehicle is returned to the dealer, the ACO entity is required to send to SHAPE J4-AMCC-MTMC "Report for Return of Leased Vehicle to the Dealer" – Annex C.

ANNEX A TO
ENCLOSURE 7 TO
AD 055-001
DATED 22 MAR 18

VEHICLES, TRAILERS AND SHELTERS INSPECTION AND RECEIVING REPORT

*** PURCHASE/LEASE**

FROM:.....

TO: SHAPE J8 ACO ACQUISITION MANAGEMENT BRANCH

INFO: SHAPE J4-AMCC-MTMC

THE FOLLOWING VEHICLE (S)/SHELTER (S) HAS (HAVE) BEEN RECEIVED

SHAPE PURCHASE ORDER NO:.....

MAKE AND MODEL:..... CHASSIS NUMBER:.....

DATE OF RECEIPT:.....

DELETE PARAGRAPH WHEN NOT APPLICABLE :

1. THE VEHICLE(S)/SHELTER(S) (IS) ARE COMPLETE AND IN COMPLIANCE WITH CONTRACTED SPECIFICATION.
2. THE VEHICLE(S)/SHELTER(S) HAVE BEEN ACCEPTED CONDITIONALLY. THE FOLLOWING CONTRACTED ITEMS ARE MISSING:
LIST ALL MISSING ITEMS WITH DETAILED INFORMATION WHICH HAVE TO BE CONSIDERED
3. THE VEHICLE(S)/SHELTER(S) DELIVERED HAVE BEEN REJECTED AND RETURNED TO THE CONTRACTOR. (STATE THE REASON(S) FOR REJECTION):

* WE RECOMMEND PAYMENT OF THE INVOICE: YES/NO

NAME..... PHONE NUMBER.....

DATE..... SIGNED.....

ANNEX B TO
ENCLOSURE 7 TO
AD 055-001
DATED 22 MAR 18

REPORT OF WARRANTY PROBLEMS DURING THE WARRANTY PERIOD

ANNEX to be sent to SHAPE J4-AMCC-MTMC

RECEIVING HQ/COMMAND	
RECEIVED DATE AT HEADQUARTERS/COMMAND	
SHAPE CONTROL NUMBER	
CHASSIS NUMBER	
REGISTRATION NUMBER	
MAKE AND MODEL	
ACTUAL KM	

DESCRIPTION OF WARRANTY PROBLEMS FOR THE VEHICLE:

ANNEX C TO
ENCLOSURE 7 TO
AD 055-001
DATED 22 MAR 18

REPORT FOR RETURN OF LEASED VEHICLE TO THE DEALER

ANNEX to be sent to SHAPE J4-AMCC-MTMC

RETURNING HQ/COMMAND	
MAKE AND MODEL	
DATE OF RETURN TO THE DEALER	
SHAPE CONTROL NUMBER	
CHASSIS NUMBER	
REGISTRATION NUMBER	
RECEIPT DATE AT HQ/COMMAND	
LEASE/RENTAL COSTS	TYPE EURO
SPECIAL EQUIPMENT	
TOTAL KMS RUN SINCE RECEIVED	km
ACTUAL KM	km

Date:

Signature and Stamp

TRANSPORT MANAGEMENT INSTRUCTIONS 7

VEHICLE ESTABLISHMENT CHANGES

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ANNEX:

- A. Sample of Vehicle Establishment Change Form.

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1. **Purpose.** To state the method to be used to establish vehicles for use within ACO and the procedures to be followed by ACO entities when vehicle establishment changes are required.

2. **Policy.** The establishment of vehicles and shelters for each ACO entity is always based on the Minimum Military Requirement (MMR) and is subject to SHAPE J4 approval. SHAPE J4-AMCC-MTMC is the agent for all matters relating to vehicle establishment.

3. **Methods of Establishing Vehicles**

a. There are three ways in which vehicles may be established throughout ACO. In each case, SHAPE J4-AMCC-MTMC validates the actual establishment.

(1) As a result of an application by ACO entity to meet specific, justified, mission requirements.

(2) As a result of Management Surveys.

(3) As a result of Communications or Infrastructure purchases to meet special project needs.

4. **Application**

a. Applications for alterations to increase, decrease or change of category in approved establishments are to be forwarded to SHAPE J4-AMCC-MTMC, on an as-required basis. Depending upon the urgency of any changed requirement, action will be taken at once or may be deferred to a later management survey.

b. Application must be provided in writing in the following format:

(1) A staffed ACO entity justification giving full reasons for the proposed change (including new tasks, kilometres to be covered, number of vehicles and equipment required, etc.) is to be submitted. This justification must be in sufficient detail in order to allow for an informed decision.

(2) Reasons why new requirement cannot be met from existing resources, if applicable.

(3) Proposed specifications for new vehicle(s) required (include any technical publications, etc., available).

(4) Date by which new vehicle(s) required to be in position.

(5) Operation and Maintenance (O&M) costs and Manpower implication.

(6) Vehicles to be declared surplus, if any.

(7) A Vehicle Establishment Change Form signed and stamped (Annex A)

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5. Vehicle Establishment Changes as a Result of Management Survey

- a. The SHAPE J4-AMCC-MTMC Survey Team, in consultation with ACO entity, may alter existing vehicle establishment to meet changed circumstances, modified missions, etc.
- b. SHAPE J4-AMCC-MTMC survey establishment examinations, which determine the size and the composition of an ACO entity fleet, will be based on the following:
 - (1) The operational and administrative support tasks and functions requiring the regular and irregular use of motor transport based on the policy set out in AD 055-001, TMI 2 and TMI 9 (for CROs only).
 - (2) The records of current operating methods.
 - (3) Assignments authorised in AD 055-001.
 - (4) The suitability of existing types in relation to task function and operating conditions.
 - (5) Downtime rates by vehicle types.
- c. Following a survey, SHAPE J4-AMCC-MTMC will initiate changes proposed.

6. Vehicle Establishment Changes Brought about by Infrastructure and Communications Project Purchases. Additional vehicles may be assigned to ACO entity following special Communication or Infrastructure project purchases. All such vehicles have to be brought to account on the official establishments, since the operation and maintenance costs (O & M) is covered by the Military Budget.

7. Establishment Documents. SHAPE J4-AMCC-MTMC issues an official, approved document giving details of vehicles which ACO entity may hold to operate and for which they may commit funds. ACO entities are NOT permitted to vary the approved establishments in any way nor are they permitted to transfer vehicles without the specific authority of SHAPE J4-AMCC-MTMC. Establishment documents are accountable.

8. Establishment Versus Inventory

- a. Serviceable vehicles can be retained in excess to the authorised establishment in the following two situations:
 - (1) Due to a change of mission, the vehicle is of no use for the ACO entity. If SHAPE J4-AMCC-MTMC decides that the ACO entity must keep the vehicle, it is the responsibility of the actual user to keep the vehicle in serviceable condition until a new user is found (for Green Fleet only. No Blue Feet vehicle is to be transferred).
 - (2) A replaced vehicle can still be locally used for authorised mission. With the authorisation of SHAPE J4-AMCC-MTMC, the vehicle is considered as excess to the authorised Establishment and is allowed to run in order to cover the loss of a similar vehicle, due to an accident or high repair costs, or to cover peak demands.

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In this latter case, a saving in the rental costs budget for similar vehicles is to be achieved.

- b. In both cases, O & M funds are authorised to be spent on the vehicle with the restriction that only routine maintenance is authorised and the REL is not reached.

SAMPLE OF VEHICLE ESTABLISHMENT CHANGE FORM

VEHICLE ESTABLISHMENT: Unit's Name							
VEHICLE	PROPOSED			CURRENT			CHANGES plus/minus
	SUBUNIT1	SUBUNIT2	TOTAL	SUBUNIT1	SUBUNIT2	TOTAL	
TYPE							
SEDANS							
AA: CL1	0	0	0	0	0	0	0
AB: CL2	0	0	0	0	0	0	0
AC: CL3	3	2	5	1	0	1	+4
AD: CL4	2	2	4	0	0	0	+4
SUBTOTAL	5	4	9	1	0	1	+8
MPV (BF)							
BA: up to 7 SEATS	3	1	4	0	0	0	+4
BB: up to 9 SEATS	1	3	4	1	1	2	+2
SUBTOTAL	4	4	8	1	1	2	+6
PERSONNEL VEHICLE ROUGH TERRAIN (PVRT)							
CA: MIL SWB	0	0	0	0	0	0	0
CB: MIL LWB	0	0	0	0	0	0	0
CC: CIV LWB	2	3	5	1	1	2	+3
SUBTOTAL	2	3	5	1	1	2	+3
BUSES (BF)							
DA: 10/25 SEATS	0	0	0	0	0	0	0
DB: 26/35 SEATS	0	0	0	0	0	0	0
DC: >35 SEATS	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0
TRUCK LIGHT (LOWER THAN 3.5 TON GROSS VEHICLE WEIGHT) (BF)							
EA: SWB	0	0	0	0	0	0	0
EB: LWB	1	1	2	0	0	0	+2
EC: MINIVAN	1	0	1	0	0	0	+1
SUBTOTAL	2	1	3	0	0	0	+3
TRUCK MEDIUM (BETWEEN 3.5 AND 10 TON GROSS VEHICLE WEIGHT)							
FA: MIL	0	0	0	0	0	0	0

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FB: CIV	1	0	1	0	0	0	+1
SUBTOTAL	1	0	1	0	0	0	+1
TRUCK HEAVY (OVER 10 TON GROSS VEHICLE WEIGHT)							
GA: MIL	7	7	14	0	0	0	+14
GB: CIV	0	0	0	0	0	0	0
SUBTOTAL	7	7	14	0	0	0	+14
TRUCK TRACTOR							
HA:	0	0	0	0	0	0	0
HB:	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0
TRUCK RECOVERY							
IA:	0	0	0	0	0	0	0
IB:	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0
TRUCK AMBULANCE (BF)							
J:	0	0	0	0	0	0	0
TRUCK FIRE (BF)							
K:	0	0	0	0	0	0	0
TRUCK TANKER							
LA: FUEL MIL	0	0	0	0	0	0	0
LB: WATER MIL	0	0	0	0	0	0	0
LC: FUEL CIV	0	0	0	0	0	0	0
LD: WATER CIV	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0
TRUCK SPECIAL PURPOSE (BF)							
MA: CHERRY PICKER	0	0	0	0	0	0	0
MB: CIV. WORKS, FORKLIFTS...	1	1	2	0	0	0	+2
MD: TIPPER	0	0	0	0	0	0	0
SUBTOTAL	1	1	2	0	0	0	+2
TRUCK AIRFIELD (GF)							
N:	1	3	4	0	0	0	+4
TRACTOR 40 KM/H (BF)							
O:	2	0	2	0	0	0	+2
TOTAL VEHICLE	25	23	48	3	2	5	+43
TYPE							
POWER GENERATORS (GF)							
PG:	0	0	0	0	0	0	0
SHELTERS/CONTAINERS (GF)							
SA: ACO 1	0	0	0	0	0	0	0

NATO UNCLASSIFIED
Releasable to Resolute Support, KFOR and EEAS

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SB: ACO 2	0	0	0	0	0	0	0
SC: ACO 3	0	0	0	0	0	0	0
SD: ISO 10 ft, CONT	0	0	0	0	0	0	0
SE: ISO 10 ft, COMMS	0	0	0	0	0	0	0
SF: ISO 20 ft, CONT	0	0	0	0	0	0	0
SG: ISO 20 ft, EXT	0	0	0	0	0	0	0
SH: ISO 20 ft, COMMS	0	0	0	0	0	0	0
SI: ISO 40 ft, CONT	0	0	0	0	0	0	0
SJ: ISO 40 ft, EXT	0	0	0	0	0	0	0
SK: ISO 40 ft, COMMS	0	0	0	0	0	0	0
SL: FLAT RACK	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0
TRAILERS/TRAILER GENERATORS							
TA: WATER	0	0	0	0	0	0	0
TB: FIELD	0	0	0	0	0	0	0
TC: ENGINEER	0	0	0	0	0	0	0
TD: COMMUNICATION	8	8	16	0	0	0	+16
TE: CARGO	0	0	0	0	0	0	0
TF: AIRFIELD	0	0	0	0	0	0	0
TG: GENERATOR	0	0	0	0	0	0	0
TM: SEMI-TRAILER	0	0	0	0	0	0	0
TO: FUEL	0	0	0	0	0	0	0
TU: TRAIL GEN, UIE	0	0	0	0	0	0	0
TZ: Blue Fleet Trailer	4	4	8	0	0	0	+8
SUBTOTAL	12	12	24	0	0	0	+24
TOTAL SHELTERS, TRAILERS AND GENERATORS	12	12	24	0	0	0	+24
MOTORCYCLE							
Z:	0	0	0	0	0	0	0
GRAND TOTAL	37	35	72	3	2	5	+67

REQUESTED BY: Rank/Grade Full Name

Position

SIGNATURE

DATE:

TRANSPORT MANAGEMENT INSTRUCTIONS 8

TRANSPORT MANAGEMENT AND TECHNICAL SURVEYS

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1. **Purpose.** To outline the method and aim of Transport Management and Technical Surveys.

2. **Policy.** All ACO entities operating vehicles procured with and maintained from NATO funds are subject to on-site transportation management and technical surveys. The frequency will depend on the potential problems experienced by the entity and on the availability of the SHAPE J4-AMCC-MTMC.

3. **Procedure**

a. The Survey will take the form of an on-site examination of:

- (1) ACO entity vehicle establishment and inventory.
- (2) Workshop/Maintenance facilities (Organisation of maintenance).
- (3) Safety and Fire Regulations (Organisation and implementation).
- (4) A selected number of vehicles in order to assess technical standards.
- (5) Motor Transport Management control procedures.
- (6) Vehicle records (Forms 32) and documentation.
- (7) Spares holding and backing.
- (8) Vehicle repair procedure.
- (9) Downtime rates.
- (10) POL accounting procedures.
- (11) Driver manning/use of self-drive.

4. **Team Composition.** The SHAPE J4-AMCC-MTMC Survey Team will normally consist of an Officer (for the general control, the control of the policy, the establishment...) and a NCO (for the technical part of the survey). For technical surveys conducted at an ACO entity that has SHAPE-level leading body, a representative from that office will be invited.

5. **Programme**

a. The programme of all visits is to be as follows:

- (1) Introduction briefing by the entity, which is to include as minimum:
 - (a) Administrative and operational organisation and where applicable, operational deployment problems.
 - (b) Establishment, replacement programme.
 - (c) Any special features having an influence on the technical and mechanical efficiency of the vehicle fleet.

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- (d) Bi-annual report on the cumulative kilometres of each vehicle and the running hours of each trailer and trailer generator.
- (e) Any specific problems.
- (2) A detailed examination of the workshop procedures and completion of the vehicle inspection as outlined in paragraphs 10, 11, 12 and 13.
- (3) De-briefing by team to Commanders, Transportation Officers and Technical Officers. Those attending this de-briefing must be authorised to commit the ACO entity to acceptance of the Survey Team's proposals and findings.

6. **Advanced Analysis**

a. ACO entities are to provide the following information, which should be handed out to the Team during 'in-briefing':

- (1) Standard Operating Procedures (SOP).
- (2) Traffic accidents for the last two (2) years split up into:
 - (a) Driver to blame
 - (b) Other to blame
 - (c) Unknown

These statistics should also analyse the reasons for these accidents.

- (3) Workshop organisation chart in accordance with the Peacetime/Crisis Establishment list.
- (4) Motor Transport element organisation chart (Peace/Crisis), together with a description of operational tasks and peacetime requirements.
- (5) Trip tickets for the last twelve months.
- (6) An updated copy of the database inventory with vehicle tasks against each vehicle (e.g. pool sedan, police, operational blue fleet for base support etc.).
- (7) For ACO entity operating an authorised NATO legacy bus service, an area sketch map including:
 - (a) Bus routes and distances.
 - (b) Capacity of buses used.
 - (c) Summary of passengers picked up/dropped off at bus stops.
 - (d) Bus timetables, NATO and local commercial.
 - (e) Outline of local train services.

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- (8) Details of any special local safety problems.
 - (9) Responsible Officer/NCO for safety and Fire regulations.
 - (10) Checklist for cranes, chains and lifting ropes in accordance with local regulations.
7. **Notification.** Formal notification along with a detailed agenda is to be sent to the surveyed ACO entity normally one month prior but not later than 15 calendar days before the survey.
8. **Reports.** Formal written report will be issued by SHAPE J4-AMCC-MTMC within one month after the survey.
9. **Follow-up Action.** Within one month after receiving the written survey report, ACO entities' Transportation Officers are required to answer to the questions raised and to confirm in writing that action has been taken to implement the recommendations made.
10. **Workshop Inspection**
- a. ACO entities are to provide the following subjects and paperwork, which should be prepared and handed out to the Survey Team:
 - (1) Driver/user maintenance.
 - (a) Checklists (daily/weekly) for the last six (6) months.
 - (b) Regulations for first line maintenance.
 - (c) Responsibility for command and control.
 - (2) Servicing.
 - (a) Mileage and time-gearied servicing plan.
 - (b) Management servicing plan and manufacturers handbooks.
 - (c) Who is responsible for planning, co-ordination and control?
 - (d) The timetable for servicing.
 - (3) 'In' and 'Out' Inspections.
 - (a) Qualifications of inspectors.
 - (b) Organisation of 'in' and 'out' inspections.
 - (c) Which paperwork do they use?
 - (d) Are defects and spare parts listed in the form by the inspectors?

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- (e) Are roadworthy vehicles being returned to user pending availability of spare parts?
 - (f) 'Out' inspection after civil contract work before payment?
- (4) Depth of maintenance.
 - (a) To which echelon is maintenance in the workshop carried out?
 - (b) Qualifications of mechanics.
 - (c) Job training.
 - (d) Work given to civil firms.
 - (e) What is the percentage of civil contract work compared with in-house repair?
- (5) Workshop Manuals.
 - (a) Availability of Workshop Manuals for repair.
 - (b) Is a microfiche/CD ROM system available?
- (6) Spare parts.
 - (a) Are spare parts held in accordance with TMI 13?
 - (b) Is spare part accounting in relation to documentation?
 - (c) Is a digital system available for the spare parts manuals?
- (7) Workshop equipment.
 - (a) Is it well maintained?
 - (b) Is cost-effective additional equipment necessary for 'in-house' repair?

11. **Safety at Work in ACO Workshops**

- a. Notice. Operation and maintenance of motor vehicles can cause dangers for personnel and environment. Specifically, the careless use of tools and machinery as well as the non-appropriate handling or storage of POL, colours, thinners and other chemical products may be the cause for accidents or health and environment hazards. Therefore, special attention is to be given to all measures concerning safety at work and protection of the environment.
- b. Responsibilities

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- (1) The Commanding Officer of every ACO entity controlling a workshop is to be responsible for all measures concerning safety within that workshop and its environs.
- (2) This responsibility is to include:
 - (a) The equipment and the maintenance of workshops/comparable facilities in a way that will guarantee the protection of all personnel working there and avoid third parties claims against working accidents and other risks to health.
 - (b) The provision of:
 - 1/ Appropriate protection equipment
 - 2/ Necessary first aid equipment
 - 3/ Information about safety at work
- c. As a minimum requirement, the facilities/equipment must be maintained in accordance with local safety regulations. The local Commander may impose additional military regulations. Special attention is to be given to electrical equipment, lifting devices and use of hazardous substances
- d. Copies of the local legal and military (if there are any) safety regulations are to be available in the ACO entity and are to be kept up to date.
- e. The Commanding Officer is to inspect regularly (at least once per three months) the workshops/comparable facilities to ensure that the safety requirements are being fulfilled (see also paragraph 12). These inspections may be delegated to an appropriate officer/senior NCO who has the necessary specialist knowledge. This officer/senior NCO should assist the Commanding Officer in all safety at work matters.
- f. The inspections are to be the subject of a written report, which is to contain:
 - (1) Name of inspecting individual.
 - (2) Inspected workshop/facility.
 - (3) Discovered faults.
 - (4) Deadline for rectification.
 - (5) Notices on the faults disclosed by the previous inspection, and details of the rectification.
 - (6) Signature of inspecting individual.
 - (7) Signature of Commanding Officer.

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These reports are to be presented, once per year, to the next higher Commander for signature.

g. The ACO entity is to maintain statistics of the accidents in the place of work. An evaluation of the statistics is to be made every year in consultation with a safety officer, in order to avoid further similar occurrences.

h. On the occasion of a technical survey, the above-mentioned documents are all to be available for inspection.

12. **Safety and Fire Regulations**

a. During surveys, the following subjects will be addressed and paperwork should be available:

(1) Fire regulations.

- (a) When was the last fire practice performed?
- (b) Where are fire extinguishers placed?
- (c) Do all personnel know of their position?
- (d) What type of fire extinguishers is installed (halon, powder, other)?
- (e) Are the fire extinguishers periodically checked? When was the last check?
- (f) Are personnel fully trained in the use of extinguishers?
- (g) Who is responsible for periodical checks?

(2) Illumination

- (a) Is the illumination for working areas sufficient?

(3) Machines

- (a) Are there protective devices at grinding machines?
- (b) Are there safety goggles or other applicable protective devices available?

(4) Battery charging room

- (a) Is there an extractor fan fitted?
- (b) Is there protective goggles available?
- (c) Is an eye washing facility available?
- (d) Is the door locked when batteries are being charged?

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- (e) Are only authorised personnel allowed access to the battery charging area?
- (5) Paint shop: is the paint shop fitted with an extractor fan?
- (6) Workshop
 - (a) Are the pits covered with metal grills when not in use?
 - (b) Is a first aid kit available?
 - (c) Do all personnel know their position and responsibilities?
 - (d) Are all the emergency exits marked and unlocked during working hours?
 - (e) Are they kept clear?
 - (f) Are there containers available for oily rags, used oil etc.?
 - (g) Is the welding equipment controlled?
 - (h) What material is used to clear up split oil (sawdust, sand, other)?
 - (i) Are accident prevention posters placed in prominent locations?
- (7) Electrical installation
 - (a) Is the electrical installation in accordance with national regulations?
 - (b) Are the lights in pits supplied with Low Voltage (lower than 50 Volts)?

13. Examination of Vehicles

- a. SHAPE J4-AMCC-MTMC is not directly responsible for vehicle inspections. All ACO entities are to monitor the mechanical standard of the vehicle fleet, especially with regard to the strict observance of all civil regulations (If no host nation regulations apply, EC regulations are to be used) as well as in accordance with the procedures foreseen by the AD 60-80 on regular quantity and quality checks of the assets.
- b. During a SHAPE J4-AMCC-MTMC Survey, the following will be inspected:
 - (1) A random physical inspection of individual vehicles.
 - (2) A random check on the mechanical condition of the vehicles due for replacement within the next two (2) years (operational Blue and Green fleet), to decide whether they can be 'run on'.
 - (3) Other vehicles with permanent technical problems, which the unit wish to be inspected and considered for early replacement.

TRANSPORT MANAGEMENT INSTRUCTIONS 9

TRANSPORT MANAGEMENT IN CRISIS RESPONSE OPERATIONS (CRO)

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ANNEX:

- A. Tasks and Duties for which NCFV may be supplied on a Reimbursable Basis.

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1. **Purpose.** To highlight adapted directives for the use and management of NATO common funded vehicles (NCFV) in Crisis Response Operations (CROs).
2. **Policy.** All Transport Management Instructions (TMIs) apply to CROs, unless explicitly stated otherwise.
3. **Management**
 - a. Within the same operational theatre, the Transportation Officer of the main CRO HQs is responsible for the general management of all NCFVs deployed in that theatre. The Transportation Officer of the main CRO HQs is the primary point of contact of SHAPE J4-AMCC-MTMC in the theatre.
 - b. All vehicles are to be used on a pool-basis; however, exceptions may be authorised by COS. Every permanent assignment must have coherent justification and should indicate the task and duration of the allocation. The Transportation Officer is responsible to ensure effective management of the vehicle fleet and that the use of the vehicles is in accordance with ACO regulations.
4. **Workshop.** All NCFVs deployed in theatre are authorized to be repaired in the NATO workshops established in theatre. If the maintenance requirements exceed the capabilities of NATO workshops, commercial services should be used, if possible. Troop Contributing Nations' vehicles are not authorised to be maintained in NATO workshops.
5. **Repair Expenditure Limit (REL).** Repair Expenditure Limit in CRO is to be calculated as defined in TMI 1.
6. **Use of NATO Common Funded Vehicles**
 - a. General use and drive
 - (1) Military personnel and civilians with a Crisis Establishment post are authorized to drive NCFV's. It is understood that each driver holds a valid National Driver License for the operation of a similar or equivalent class of vehicle. Transportation Officers of the operational HQs are responsible for establishing and supervising the drivers' training and testing.
 - (2) Local employees directly remunerated with NATO funds are permitted to drive NCFVs.
 - (3) Other personnel are not authorized to drive NCFV's. Exceptions are specified in TMI 2 and need to be authorized by the Transportation Officer.
 - (4) In exceptional circumstances, non-NATO personnel may be authorized by the Transportation Officer to be transported in NCFV. Exceptions are authorized for the following:
 - (a) In cases of emergency.
 - (b) Official international missions.

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- (c) Operational requirements.
- b. Rules for the use of NCFV and applicability of TMI 2:
 - (1) General rules in CRO
 - (a) Green Fleet Vehicles. Normally in CRO the requirements for Green Fleet vehicles will be fulfilled by the use of assets from Capability Packages (CPs), Stand Alone Projects, Minor Works and CRO Urgent Requirement procedures. These assets are objective of a centralised procurement in order to optimise lifecycle costs through standardisation and to reduce procurement costs by globalisation. In emergency and special cases procurement can be carried out in theatre after authorisation from SHAPE J4-AMCC-MTMC.
 - (b) Blue Fleet Vehicles. Since the Host Nation Support policy and standards and Base support concept are only applicable for the NATO Command Structure, the new regulations for Blue Fleet management established with them are not affecting the fleet management in CRO. Based on the CRO's operational, security and base support requirements, procurement of Blue Fleet vehicles is authorised in accordance with the vehicle establishment approved by SHAPE ACOS J4. Each Establishment with delegated O&M budget will be responsible for the funding and procurement of its blue fleet vehicles.
 - (2) TMI 2 applies under the following scope in CRO:
 - (a) TMI 2, paragraph 3 - Definitions
 - (b) TMI 2, paragraph 7 - Transportation of personnel below the rank of general
 - (c) TMI 2, Annex A (without 1.b.1)
 - (d) TMI 2, Annex B
 - (e) TMI 2, Annex C
 - (f) TMI 2, Annex D
 - (3) The following exceptions from the regulations established with TMI2 are authorized for CRO:
 - (a) The vehicle may be used for international social activity off base (maximum radius of 10 kilometres); however, an authorization must be granted by local COS. Self-drive is not allowed.
 - (b) Routine visits to medical/dental facilities, if justified, are permitted.

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7. **Equipment from other HQs.** All equipment supplied by the ACO entities (or CPs) for use in CRO is to be maintained using funds from the O&M budget. Prior to its return, the respective technical standards are to be re-established.

8. **General Guideline for Assistance in Vehicles Disposal**

a. The following general PDO guidelines are applicable unless other ACO direction and guidance reflecting the specific mission circumstances are not issued. In case of incoherence, the new directions will take precedence to these guidelines.

(1) Transportation Officer hands over written-off vehicles and related documents to PDO.

(2) In case of any kind of sale (as is, scrap, etc.), after the offers come in, an award committee composed of PDO, J8 representative and Transportation Officer will open the envelopes and select the highest bidder of each of the written-off vehicles. Minimum price is to be fixed by the committee for each vehicle before the opening of the envelopes.

9. **Repayment/Reimbursement Rates for ACO Vehicles**

a. Policy. It is only in very limited circumstances that the reimbursable use of ACO vehicles is allowed. Those circumstances are covered exhaustively in Annex A, to which references must be made. It is also policy that, even in those circumstances, the rate charged for the use shall not, in principle, be less than the rate, which a local commercial contractor would charge for a similar service. Furthermore, it is policy that all reimbursable use of ACO vehicles is to be covered by commercial insurance, in order to remove the burden of risk, which would otherwise fall directly on NATO funds.

b. Purpose. To state, in respect of the reimbursable use of ACO vehicles:

(1) The method by which charges are to be calculated.

(2) The insurance requirements in respect of such use.

c. Definition of "Reimbursable use". In this context, reimbursable use means: any use for which the concerning CRO HQ/Unit obliged, under this TMI, to make a charge as specified in Annex A. The phrase does not extend to any other authorised use. In particular, it does not extend to the use for which passengers may be charged at discretion.

d. Insurance - general

(1) No reimbursable use of an ACO vehicle is to be authorised unless a comprehensive, commercial insurance covers the subject vehicle.

(2) Comprehensive cover means cover which provides indemnity:

(a) To the driver and the owner in respect of their legal liability to third parties, including liabilities to any passengers carried.

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- (b) To the owner, in respect of legal liability, and towards the driver.
- (c) Against cost of recovery and repair following damage in an accident.
- (d) Where an accident involving the ACO vehicle is caused, either in whole or part, by the fault of his driver, against the cost of damage to or loss of any property of NATO or of a constituent part of it, insofar as such cost is not covered under (a) above.

e. Insurance Procedures

- (1) The responsibility for affecting the insurance cover mentioned in paragraph 9, d above rests with the CRO HQ/Unit, and is to be held in the name of the HQ/Unit on whose strength the vehicle is maintained.
- (2) Each such CRO HQ/Unit is to designate an Officer, other than a Transportation Officer, to take charge of the insurance aspects of reimbursable use.
- (3) The manner of effecting the insurance (i.e., whether by annual premium, or on a use by use basis, or by a combination of both) is a matter for the CRO HQ/Unit concerned.
- (4) The officer designated under paragraph 9, e, (2) above has to countersign all requests for reimbursable use of ACO vehicles. Before countersigning the request, he will certify the existence of a comprehensive, commercial insurance to cover the use of an ACO vehicle. He also has to ensure that the insurance is valid for all the countries in which the vehicle will be used.
- (5) The countersignature under paragraph 9, e, (4) above will constitute confirmation for the transportation branch that the insurance requirements for the use are met.
- (6) Where, in the course of reimbursable use, an accident occurs, which may give rise to a claim, then:
 - (a) The commercial insurer is to be notified without delay by the CRO HQ/Unit concerned;
 - (b) Traffic accident documentation submitted in normal course to Host Nation departments (i.e., in the case of an accident which may give rise to a claim against NATO or a constituent part of it) is to be clearly endorsed in red ink:

"COMMERCIALY INSURED JOURNEY"

f. Computation of rates. When applicable, the following action is to be taken to compile rates:

- (1) At yearly intervals, CRO HQ/Unit, through Procurement and Contracts (P&C) Officers are to issue a certified list of reimbursable rates.

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(2) The rates are to be compiled by obtaining from three commercial hire firms, quotations for daily hire rates, which should exclude the insurance element. Insurance is covered separately. The lowest quotation for each category shall be the approved local CRO HQ/Unit rate.

(3) All quotations are to be kept by the P&C Officer and these are to be made available for audit.

g. Rates for NATO agencies. Transport reimbursable rates chargeable for official duty journeys, performed on behalf of NATO Agencies operating on a different budget basis from the transport supplier, are to be the average kilometer rate for vehicle type. In particular:

(1) Charges are to be made only when authorized by agreement between the ACO organisation and the NATO Agency concerned.

(2) No insurance charges are to be included.

TASKS AND DUTIES FOR WHICH NCFV MAY BE SUPPLIED ON A REIMBURSABLE BASIS

1. For reimbursable rates (including insurance), see paragraph 9
2. Reimbursable transport is to be supplied only if spare capacity exists.
3. No vehicle is to be dispatched on a reimbursable journey without a properly authenticated request.

USE	ELIGIBILITY AND PROVISION	REMARKS
OTHER INTERNATIONAL ORGANISATION	Upon political decision for NATO support to other international organisation within means and capabilities.	The conditions, scope and exceptions of the overall policy (para 9.a. and para 9.d.(1)) are to be explicitly covered in the MOU (other type political agreement).
NATIONAL DUTIES	Upon request from support unit concerned.	Covers such activity as: 1. Medical/Dental. 2. PCS (Posting).
CARRIAGE OF STORES, SUPPLIES AND EQUIPMENT FOR NON-APPROPRIATED FUND (NAF) ACTIVITIES	Upon written request from approved activity concerned.	1. Chiefs of Staff must give approval to activities. 2. Covers such activities as Clubs, Library, Bowling, etc.

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RECREATIONAL ACTIVITIES	At the discretion of Commanders for assigned personnel, to assist in the maintenance of fitness and morale.	This service is provided only when no local hire firm can be found to undertake journey required. It is provided at the same cost as local hire plus insurance.
RECOVERY	At request of police ONLY when: a. Vehicle is causing an on-base obstruction, or b. When vehicle is to be impounded for future investigations.	1. Individuals are not authorised to request this service. 2. Normal off-base recovery is through commercial means only. 3. The owner of the vehicle is responsible for all costs involved.

TRANSPORT MANAGEMENT INSTRUCTIONS 10

CANNIBALISATION PROCEDURES

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1. **Purpose.** To state policies, actions required and accounting procedures necessary when a vehicle from within the ACO fleet is authorised for cannibalisation as part of the disposal methods of the ACO assets following the write-off procedure and approval foreseen by the AD 60-80 and TMI 14.

2. **Policy.** Cannibalisation of retired vehicles is to be undertaken only when the known sale value is negligible and there are similar types of vehicles remaining in service in the ACO entity concerned, which are likely to have a continuing need for spare parts.

3. **Exceptions**

a. Cannibalisation is not authorised when:

(1) Host Nation national regulations require vehicle to be disposed of in a "whole" condition. In this case, any serviceable parts required may be removed at any time, prior to final disposal, but they must be replaced by unserviceable parts.

(2) It appears to be more cost-effective to dispose of a vehicle or associated equipment in running order.

(3) It is unlikely that there will be a requirement for cannibalised parts.

4. **Procedures for Green Fleet Vehicles¹**

a. The following procedures apply in respect of cannibalisation:

(1) Each request for cannibalisation is to be recommended by the Property Survey Board (PSB) in the request for write-off and authorised by SHAPE J4-AMCC-MTMC for the Green Fleet vehicles only. It follows the submission of a REL in accordance with TMI 1.

(2) In case of approval of the application for write off the ACO Form 51 (ROS form, see TMI14) is further submitted to the Financial Controller of the concerned ACO entity following the procedure foreseen by the AD 60-80.

(3) Once authorised and within 60 days:

(a) All recoverable spare parts or assemblies e.g. engines, gearboxes, rear axles, etc. are to be removed, cleaned, and then clearly labelled with the manufacturer part number and the fact that they are recovered parts.

(b) All recoverable parts following the cannibalisation of the vehicle are to be classified based on the asset categories foreseen by the AD 60-80 and recorded in the entity's asset register based on the provisions prescribed for the disposal of the assets by the aforementioned directive.

(c) All non-recoverable parts are disposed of as scrap by the Property Disposal Officer (PDO).

¹ Cannibalisation of Blue Fleet vehicles is an ACO entity responsibility

ENCLOSURE 12 TO
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DATED 22 MAR 18

TRANSPORT MANAGEMENT INSTRUCTIONS 11

FUEL CONTROL PROCEDURES

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1. **Purpose.** To state the procedures required for the control of all fuels funded through ACO Budget under the scope of this directive.

2. **Policy**

a. ACO policy is that all items of expenditure are to be fully justified and that there shall be established a verifiable control system.

b. This instruction should be read in conjunction with AD 60-80

3. **Fuel Consuming Equipment**

a. Vehicles. Each vehicle shall have valid trip ticket on which all fuel receipt are to be properly recorded, regardless if they are issued by the home base, other NATO base or with fuel coupons/fuel credit cards. Trip tickets are to be closed at the end of each calendar month and reported on Forms 32. When the refuelling at the home base is performed through a computerised system, it is not a must the fuel to be recorded on the trip ticket; however the total monthly fuel receipt still needs to be recorded on the Forms 32.

b. Other. A separate card/register is to be maintained for each fuel consuming piece of equipment. Some examples for such equipment are: Generators, Power mowers, Fork-lifts, Cement mixers, Heaters, Cookers, Pumps and etc.

4. **Control**

a. All fuel issued is to be controlled and accounted for separately. Fuel in this context means:

- (1) Petrol - each grade.
- (2) Diesel.
- (3) Paraffin/Kerosene.
- (4) Oils/Lubricants.
- (5) Coupons or credit cards.

b. Bulk fuel. ACO entity with bulk fuel tanks are required to dip them on the first working day of each month. All issues and receipts for the previous months are to be properly reconciled. A record of tank dips is to be maintained for one fiscal year. This is to be produced locally.

- (1) Bulk tank related discrepancies. A tolerance of 2% between issues and receipts is allowed at the end of each accounting week. Differences in excess of 2% are to be investigated and, if circumstances warrant, the Property Survey Board (PSB) foreseen by the AD 60-80 including a technical member proficient in this type of assets (vehicles and fuel) convened to recommend changes in tolerance case by case. All cases for a change in tolerance are to be submitted to SHAPE J4-AMCC-MTM Cell following the proper command chain. Any major

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discrepancy found on any single dip is to be investigated immediately in accordance with the procedure foreseen by the AD 60-80 for cases related to the loss of assets.

c. Fuel and lubricants in cans/drums. An inventory of fuel in containers is to be taken at least once per month and reconciled with receipts and issues.

d. Fuel coupons/cards and fuel station tickets. An Inventory of all fuel coupons and cards has to be done on weekly basis. Account forms are to be retained for one fiscal year audit purposes.

(1) Discrepancies related to Coupons/Fuel cards. Distribution of fuel coupons or fuel cards (i.e. DKV/SHELL/BP/ ESSO, etc.) is to be registered per vehicle and driver. All unexplained deficiencies are to be investigated, in the first place, by Military Police authorities.

e. Receipts. Fuel from sources outside the ACO entities are to be verified against the respective trip tickets/fuel control cards and receipts from the fuel stations.

f. Issues to other organisations. Full details of all issues to outside ACO entities, whether reimbursable or not, are to be maintained by the Property accountable Officer. Bills (Collection Voucher - CV) are to be raised within 15 days after the end of the month and have to be retained to support accounts. For non-reimbursable issues, details of the recipient vehicle and driver are to be maintained to support accounts.

g. Retention of documents. All fuel accounting documents shall be kept at files by the concerned ACO entity in accordance with the "NATO POLICY ON RECORDS RETENTION SCHEDULES".

h. Form 32 and 33. All fuel consumed by vehicles and generators must be reported on Forms 32 and 33.

5. **Fuel Control Cards/Register.** Every fuel consuming unit is to have individual fuel control cards/register. Fuel control cards are to be produced locally. A "master" record of all fuel control cards is to be maintained by each ACO entity.

TRANSPORT MANAGEMENT INSTRUCTIONS 12

MAINTENANCE, INSPECTIONS, SERVICING AND PRESERVATION

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ANNEXES:

- A. First Level Maintenance Tasks.
- B. Preservation Tasks for Vehicles Not in Use Up to 6 Months.

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1. **Purpose.** To lay down the minimum maintenance requirements and to outline the method, frequency and aims of maintenance and inspections for the ACO vehicle fleet. When vehicles or generators are taken out of service for a limited period, separate preservation measures are required and these are also included in this instruction.

2. **Policy**

a. For ACO entities having maintenance unit and workshop, it is ACO policy that the maximum servicing, repair and maintenance work should be carried out using NATO Units' equipment and personnel. Work undertaken by civil contractors must only be for repairs beyond the capability of the NATO workshops.

b. If the ACO entity does not have maintenance unit and/or workshop, servicing, repair and maintenance work is to be undertaken by the Host Nation (in accordance with the respective Garrison Support Agreement) on reimbursable basis or by civil contractors.

c. Legal safety, technical and registration requirements: All NCFVs must meet the legal safety, technical and registration requirements of the Host Nation. It is up to the user to maintain this standard in case of changes of applicable laws. The Transportation Officer must ensure his fleet complies, at all times, with the latest safety, technical and registration requirements. Certain exceptions are affordable due to the specific status of NCFVs given by Memorandum Of Understanding or other applicable agreement. If no governmental regulations exist, the EU regulations are to be applied (possible in Crisis Response Operations).

3. **Terms**

a. Maintenance and servicing terms are as follows:

(1) Vehicles/Generators in regular use:

(a) 1st Level Maintenance. Simple maintenance carried out by the vehicle driver/equipment operator.

(b) 2nd and 3rd Level Maintenance. Maintenance and equipment technical inspections carried out by qualified personnel at specialized facilities.

b. Vehicles/Generators/Trailers not in use:

(1) Vehicles/Generators/Trailers not in use for up to 6 months (Light Preservation):

(a) Maintenance before the storage period carried out by qualified (workshop, if available) personnel.

(b) Maintenance during the storage period to stop deterioration carried out by MT unit personnel assisted by mechanics.

(2) Vehicles/Generators/Trailers not in use for more than 6 months:

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(a) **Preservation Maintenance.** Measures of a technical nature, designed to limit all forms of deterioration, which result from a vehicle being not in use, undertaken by MT unit workshops or civil specialist contractor personnel in accordance with instructions from the manufacturer.

(b) **Preventive Maintenance.** Regular preventive maintenance, once vehicles are 'in preservation'.

(c) **In-depth maintenance** to stop long-term damage occurring to stored vehicles from lack of regular use.

4. **Equipment to be Maintained.** All NATO Green Fleet, "Legacy", operational, service and special purpose vehicles, generators and trailers.

5. **First Level Maintenance**

a. **Definition.** 1st level maintenance consists of elementary checks and tasks to be usually carried out by the vehicle driver.

b. **Responsibility.** The Commanding Officer/Headquarters Commandant and Transportation officer are to ensure that first level maintenance is conducted properly (time frame and scope). Proper supervision and control of driver's maintenance is the key to maintaining the condition of the vehicle fleet.

c. **Purpose.** 1st level maintenance is designed to:

(1) Ensure that NATO vehicles are well-maintained and kept in full working order.

(2) Ensure the timely detection and reporting of defects, damage and missing items, thus preventing accidents or higher repair costs.

d. **Maintenance intervals**

(1) As a minimum, units are to adopt the vehicle manufacturer's published instructions.

(2) Details, to include the method of recording the work undertaken, are to be published in the Unit Standing Orders/Operating Procedures (SOPs).

e. **List of first level tasks.** A summary of the tasks which are generally to be considered as a first level responsibility is given at ANNEX A to this TMI. It is only a guide and does not absolve units from using their own initiative as circumstances demand.

6. **Second and Third Level Maintenance**

a. **Definition.** Second and third level maintenance consists of all maintenance, inspections, servicing and repairs which are beyond the capability of the vehicle driver/operator. Second and third level maintenance is to be carried out by trained and authorised mechanics.

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- b. Responsibility. The transportation Officer is to be responsible for the planning, organisation and supervision of all second/third level maintenance and repair, including civil contract work.
- c. Purpose. 2nd/3rd level maintenance is designed to:
 - (1) Maintain vehicles and related equipment in full working order and also to extend every vehicle's useful working life.
 - (2) Pre-plan known maintenance to ensure that vehicles are not off the road at inopportune periods (e.g. for exercises).
 - (3) React efficiently to vehicle defect reports from 1st level maintenance by drivers/operators.
 - (4) Optimise the vehicles maintenance cost.
- d. Minimum maintenance Intervals
 - (1) Equipment in regular use:
 - (a) Servicing and maintenance as recommended by the manufacturer.
 - (b) Any additional civil requirements of the Host Nation (e.g. brake tests), as well as safety checks.
 - (2) Additional areas for all vehicles/generators/trailers. The Transportation Officer is to include the following checks in the workshop programme on the timescales indicated:
 - (a) Cavity sealing/waxing: all vehicles must be checked yearly. This is particularly important for vehicles with long life span (medium/heavy trucks).
 - (b) Under body coating for all vehicles: a check must be executed on a yearly basis. It should also be applied to generators.
 - (c) Dynamic brake testing: to check yearly, unless national legal requirements specify shorter intervals.
 - (d) Visual examination of vehicles: a thorough inspection must be done at least every six months (completed inspection records should be retained for at least 12 months).

7. Maintenance Tasks for Vehicles/Generators Not in Use

- a. General. If an entity does not intend to use vehicles/generators for a long period, the type, the location and the duration of the storage will have to be reported to SHAPE J4-AMCC-MTMC. No storage of vehicles/generators is allowed without the approval of SHAPE J4-AMCC-MTMC. For vehicles/generators, which are not in regular use, a comprehensive set of regular mechanical checks and servicing should also be published in SOPs. Instructions from the manufacturer are to be incorporated.

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b. For vehicles/equipment not in use up to 6 months. Before placing the vehicle/generator into storage, it is to be inspected. All necessary works are to be completed all servicing intervals and technical inspections (TUV, etc.) which are due during the storage period, are to be carried out. All maintenance for the vehicle/generator is to be completed. Further details are given in Annex B.

c Maintenance during the storage period. The user will still be responsible for the stored equipment. A detailed plan for periodic checks must be locally produced.

FIRST LEVEL MAINTENANCE TASKS

1. **Daily Checks.** Daily checks are best carried out with a cold engine on level ground. Faults are to be reported in accordance to the SOP.

a. Daily Exterior Checks

- (1) General condition of the vehicle (damage, scratches, rust etc.)
- (2) Leaks (Oil, brake fluid, coolant, fuel etc.)
- (3) Before starting the engine, check:
 - (a) Fuel level
 - (b) Oil levels
 - (c) Brake fluid level
 - (d) Water levels (cooling system, washer reservoirs)
- (4) Tyre conditions including the spare wheel (damage, minimum tread, pressure etc.)
- (5) Function and cleanliness of vehicle lights and all reflective surfaces
- (6) Fan belts - condition and tension (cooling fan, alternator, power steering)
- (7) Inventory (tools, fire extinguisher, first aid kit, etc.)

b. Daily Interior Checks

- (1) Visual check of all gauges (air/oil pressures, water temperature, alternator, fuel, etc.)
- (2) Visual and audible check of warning lights
- (3) Operation of windscreen wipers and washers
- (4) Security of fittings (seats, tools, doors etc.)
- (5) Position of driving mirrors, driving seat and controls
- (6) Vehicle documentation. The following is to be available as a minimum:
 - (a) Identification of vehicle (certificate of conformity)
 - (b) Statement that the vehicle is NATO property (see TMI 16, Annex A)

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- (c) Accident report: form outlining procedure to be followed
- (d) Recovery procedures, phone numbers
- (e) Trip tickets
- (f) Fuel refilling procedures

c. Operational Checks. These checks should be carried out at the start of every trip. The driver should check on the function and efficiency of:

- (1) Brakes (Hand, foot, exhaust)
- (2) Steering
- (3) Suspension
- (4) Speedometer
- (5) Vehicle horn

2. **Weekly Checks**

a. The weekly checks will include many of the daily checks but are to be more detailed. It should include the following:

- (1) Wheel changing, if necessary
- (2) Care and attention of batteries
- (3) Cleaning (inside, outside, engine chassis)
- (4) Rust prevention treatment of damaged paintwork (by patch painting)
- (5) Maintenance of all controls in-and outside the cab
- (6) Oiling door hinges
- (7) Checking the security of ancillary equipment

3. **Bi-annual Tasks**

a. In addition to regular inspections of vehicles/trailers/generators, the Transportation Officer and/or his supervisor should carry out a bi-annual examination of all vehicles. In particular they should:

- (1) Look at patch painting of vehicles externally
- (2) Look for rust/corrosion inside i.e. under floor mats
- (3) Carry out a check on vehicle tools/equipment for completeness

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- (4) Check in vehicle history file whether all necessary works have been carried out by the workshop (cavity sealing, underbody sealing, etc.).
 - b. The examination is to be documented and must be available during surveys.
- 4. **Recording of Driver's Checks.** Once a driver's check is completed, it should be signed by both driver and supervisor. Inspection sheets are to be established according to local SOP.

PRESERVATION TASKS FOR VEHICLES NOT IN USE UP TO 6 MONTHS

1. Try to keep the vehicle/generator under cover.
2. Clean the vehicle/generator (including underfloor and engine compartment).
3. Rectify paint damage/rust by removing rust, protecting and patch painting.
4. Lubricate all lubrication points with specified lubricant.
5. Spray all hinges with anti-corrosion oil.
6. Put silicone spray on all rubber sealing.
7. Release parking brake to stop linings from seizing. Before laying up the vehicle, apply service brake until warm to ensure moisture evaporates from brake drums. Remember to chock vehicle wheels.
8. Drain condensation from brake compressed air system.
9. Spray all electrical cables with water repelling fluid, especially plug terminals and loom connections.
10. Remove batteries. They are to be used up for the running fleet. New unloaded batteries are to be bought for the vehicle(s)/generator(s) not in use, labelled for the dedicated vehicle(s)/generator(s), and stored in a suitable place.
11. Refill or top up cooling system and check antifreeze. Adjust to cover cold weather conditions and run engine to circulate coolant.
12. Fill fuel tank to maximum to stop water condensation in tank. Diesel vehicles parked in the open may suffer from fuel waxing (clouding) in cold weather. Storing the vehicle in a warmer environment, or adding anti-wax agents prior to storage can help to alleviate this condition.
13. Check all other fluid levels.
14. Remove all tools and store them in covered/locked places.
15. Increase tyre pressure by 0,3 bar.
16. Remove shelters or other loads, if possible. Periodic checks are to be carried out for oil-leaks and low tyre pressure.
17. For each vehicle/generator, date of storage is to be sent to SHAPE J4-AMCC-MTMC.

TRANSPORT MANAGEMENT INSTRUCTIONS 13

SPARE PARTS ACCOUNTING

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ANNEX:

- A. Excess Spare Parts List.

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1. **Purpose.** To state the procedures to be used in the stocking and accounting of spare parts, for all NATO common funded vehicles.

2. **Policy**

a. Each ACO entity is responsible for the maintenance of, and is accountable for an adequate holding of spare parts. The Transportation officer determines the scale for holdings, using the criteria outlined in this TMI and in conjunction with the relevant HQs policy staff. The spares holding policy is as follows:

- (1) Peacetime vehicle use – Minimum holdings only (see paragraph 4).
- (2) Operational readiness (OR):
 - (a) A minimum of 30 days stock of spare parts should be held for operational readiness.
 - (b) Limitation on the types of OR spares stocked to those that are 'mission essential'.

3. **Applicability.** In principal, the general procedures as reflected in this TMI apply to all ACO entities. Some of the procedures, as outlined below, may have to be modified because of different requirements within the ACO entities, particularly in reference to the size of the stores handling facility or because there is a centralized stores handling system available in the ACO entity. However, any modifications to the instructions given in this TMI must be fully documented, and kept available for inspections/surveys.

4. **Spares Planning**

- a. ACO entities are to plan their spares holdings based on the following criteria:
- (1) Normal peacetime usage no spares should be held, except for the 'fast moving' items shown in paragraph 4, a, (2). All normal spares should be purchased when required, from a local commercial supplier through an open-ended contract, awarded after a competitive bidding procedure between potential local suppliers. This has the following advantages:
 - (a) Limits finance tied up in spares stock.
 - (b) Ensures that latest manufacturer's modified parts are used.
 - (c) Ensures that parts for vehicles no longer held are not uselessly stocked.
 - (d) With the ever-changing vehicle and model types being introduced annually by new purchases through International Competitive Bids, allows the commercial dealer to be responsible for correct parts identification.
 - (2) Fast moving items. Filters, wiper blades, bulbs, and other parts, used in regular servicing, may be stocked.

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(3) Old vehicles. Some old vehicles are no longer supported by their manufacturer. Here either a suitable spares stock has to be built up from vehicle cannibalisation (see also ACO Directive 60-80 and TMI 10), or parts purchased in bulk, whenever these become available. Coordination with SHAPE J4-AMCC-MTMC is required in case of bulk purchase, to evaluate if the mission and the age of these vehicles justify the expense.

(4) Operational readiness spares:

(a) Only to be held for vehicles with an operational role (shown as Emergency Employment (EE) on the unit vehicle establishment).

(b) If possible held separately, or at least be easily identifiable from peacetime stock, and with a means of transportation into the field.

(c) For shelf life purposes, parts should be used in peacetime whenever possible, but must be replaced immediately.

(d) Must only consist of 'operationally essential' spares, see paragraph 5 and 6.

(e) Vehicles' 'mechanically weak areas' should be identified from peacetime spares usage and then suitably scaled, in accordance with paragraph 9.

5. **Definition of 'Operationally Essential'.** The criteria for deciding what types and quantities of spares should be held for operational requirement use is: "Only those spares which are essential to ensure the continued operational effectiveness of the vehicle, and in a sufficient quantity to ensure that each vehicle will still have a 90% chance of still being operationally effective after a period of 30 days of operation".

6. **'Operationally Essential' Repair Areas**

a. The following areas are considered to be operationally essential:

(1) Cooling system. Stock complete radiators and flexible 'universal fit' piping. Stock 'jubilee'-type clips and heavy duty repair tape. Vehicle heating systems are **not** essential.

(2) Braking system. Stock limited spare brake shoes/pads/callipers/drums. Stock plenty of universal fit/cut to length and flexible piping.

(3) Wheels and tires. These suffer badly and a limited stock level is required. Wheels should be stocked on rims as complete assemblies, unless portable tyre changing equipment is held.

(4) Engine and driveline. Limited holdings of starter motors, clutches, prop shafts and very limited holdings of complete engines, axles and differentials.

(5) Electric. No complete wiring looms, but plenty of high amperage coloured cables and universal quick connectors. Also a limited number of vehicle batteries.

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- (6) Body panels and glass: none
- (7) Fuel. Universal flexible fuel lines and quick set fuel tank repair kits – either riveted with a gasket, epoxy resin or fibreglass.

7. **Outline Calculation**

- a. When determining OR spares scaling, the following steps are to be taken:
 - (1) Identification of specific items to be stocked in each 'Repair Area' of paragraph 6.
 - (2) Addition of extra 'Repair Areas' as HQs Staff requires and again itemize each spare.
 - (3) Decision on number of each spare needed to keep one vehicle serviceable (i.e. in working order) for 30 days. Whenever possible, past peacetime usage rates are to be considered.
 - (4) Multiplication by the number of vehicles, applicable to the spares held.

8. **Accountability of Spares**

- a. The Motor Transport Officer may be appointed as Property Accountable Officer (PAO) for all MT spares or, alternatively, as the Property Custodianship Holder (PCH) based on the provisions set forth by the AD 60-80, performing the respective roles with the associated responsibilities as foreseen by the AD 60-80 for each of the aforementioned functions. In case the Transport Officer is not appointed as the PAO for the MT spares, the PAO of the concerned ACO Command will be accountable for all the entity's assets including the MT spares as foreseen by the AD 60-80.
- b. ACO entities are to maintain a 'Stock Record Card' for all spare parts on stock (fast moving items as well as OR spares) showing authorised holding levels, re-order points (when applicable), updated prices and location within the storage area. SHAPE J4-AMCC-MTMC instructs to use the Stock Record Card across the ACO entities without prejudice to the requirements of property accounting and control set forth by the AD 60-80 for all categories of assets.
- c. When the need for a spare part is identified, the Inspector (Workshop Supervisor) is to itemise the part needed on the 'Job Card'. Approval by the Maintenance Supervisor authorises the issue of the part from the supply section/system.
- d. Should the part not be in OR stock, or any peace stock, the supply section is to initiate procedures for the purchase of the spare part.
- e. Receipts from suppliers are to be checked to ensure that the quantity received matches with the quantity ordered and the quantity listed on the invoice. After issue has been completed the Stock Record Card is to be updated.

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- f. Whilst final responsibility for selecting suppliers and placing contracts rests with P&C Officer, Transportation Officers should be consulted for technical advice and assistance.

9. **Accumulation of Demand History**

- a. The initial stock level and storage of each part is to be identified on the Stock Record Card. Demands, receipts, and all issues are to be recorded on this card.
- b. All demands for parts not in stock are also to be recorded on a Stock Record Card and maintained in a 'Non-Stock Item Demand File' and held at least for one year. If, upon review, there have been two or more demands in one year for one or more vehicles of that type, that part is to be considered for addition to spares scaling.
- c. When demand for parts in stock are nil or less than two demands over one year, the Officer responsible must determine the quantities to be held in future, bearing in mind that, by their very nature, some OR spares, held as advised by paragraph 6, will only ever be used as a result of battle damage.

10. **Storage and Stock Checks.** A 100% check is to be carried out according with AD 060-080 requirements for quantity and quality checking of the assets. Evidence of such checks is to be retained in accordance with the "NATO POLICY ON RECORDS RETENTION SCHEDULES" and the ACO guidance issued at SH/J8/CAC/FC162/17-318246, dated 29 August 2017 and any following updates.

11. **Excess Spare Parts.** Whenever identified, lists of excess spare parts are to be passed to SHAPE J4-AMCC-MTMC who in turn, will then notify other entities for possible redistribution based on the procedure foreseen by the AD 60-80 for Redistribution of Serviceable assets in Surplus. Details of any excess spare parts are to be notified to SHAPE J4-AMCC-MTMC, using the template annexed to the AD 60-80 for reporting excess property, making sure to include the data foreseen by the pro forma at ANNEX A. Excess spares parts not redistributed by SHAPE J4-AMCC-MTMC will be proposed for write-off based on the provisions of the AD 60-80 and TMI 14 replacing in the related item of the Report of survey (ROS) 'SURPLUS TO ESTABLISHMENT' by 'SURPLUS DUE TO CHANGES IN VEHICLES INVENTORY'.

12. **Costing of Spares.** Consumable items (nuts, bolts, screws etc.) are to be stocked and issued on an 'as needed' basis. These items shall be accounted for in accordance with the provisions set forth by the AD 60-80 for inventories.

ANNEX A TO
ENCLOSURE 14 TO
AD 055-001
DATED 22 MAR 18

EXCESS SPARE PARTS LIST

TO: SHAPE J4-AMCC-MTMC

FROM:

DATE:

VEHICLE MAKE AND MODEL:

FOR TYRES: INDICATE YEAR MANUFACTURED
FOR ENGINES: INDICATE KMS/HOURS RUN
FOR GEARBOXES: INDICATE KMS RUN

SPARE PART			
DESCRIPTION	PART NUMBER	QTY	REMARK

TRANSPORT MANAGEMENT INSTRUCTIONS 14

VEHICLE WRITE-OFF AND DISPOSAL PROCEDURES

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ANNEX:

- A. ACO Form 51.

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1. **Purpose.** To state the procedures for vehicle, trailer, generator and shelter write-off and disposal throughout ACO.

2. **Policy.** ACO policy is that all vehicles and shelters approved for write-off and disposal shall be placed in the hands of the Property Disposal Officer (PDO) without delay and that no funds of any sort, equipment spares or fuel, be expended on such vehicles or shelters thereafter.

3. **Approval for Disposal**

a. There are three methods of vehicle, trailer, shelter or generator disposal that may be approved:

(1) Following "Normal Replacement" (see TMI 6).

(2) Following a change in Establishment resulting in surplus vehicle or shelter holdings. (NOT if surplus is reallocated elsewhere (See TMI 5)).

(3) Following 'out-of-phase' replacement, e.g., after a major traffic accident or when repair costs exceed the REL.

b. SHAPE J4-AMCC-MTMC will take the decision on the proposal for write-off for vehicles and trailers of the Green Fleet for further actions to the Financial Controller in accordance with the provisions set forth by the AD 60-80. Disposal of assets belonging to Capability Packages (CP) needs a close coordination with CP manager before SHAPE J4-AMCC-MTMC takes the decision. For write-off's proposals related to vehicles of the Blue Fleet the approval of SHAPE J4-AMCC-MTMC is not required. The proposal for write-off is to be initiated through the Report of Survey (ROS) in accordance with the procedure set forth by the AD 60-80.

4. **Disposal Following Normal Replacement**

a. It is not essential for a vehicle to be disposed of until a replacement vehicle has been procured.

b. Once the new vehicle has been delivered the replacement must be handed to the PDO. The ROS needs to be issued.

c. If the old vehicle is still roadworthy or operational, SHAPE J4-AMCC-MTMC (for the Green Fleet) or the ACO entity Commander (for the Blue Fleet) may authorise it to be used as a temporary excess vehicle (see also TMI 7) until the next breakdown. When the next repair is required, no funds are to be spent and the ROS procedure should be implemented immediately. No REL calculation is needed in that case.

d. To issue a ROS for International Property (ACO Form 51 - See at Annex A), the procedure stipulated in the AD 60-80 is to be followed:

(1) In capital letters, insert 'NORMAL REPLACEMENT' at the top of the first page.

(2) PART 1 - Asset Management Information and Reason of the Application:

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- (a) Under (1): Enter the name of the Headquarters and the Report of Survey number.
 - (b) Under (2) Serial number/tag number: Enter the SHAPE control number of the vehicle.
 - (c) Under (3): Enter type and model of the vehicle or shelter, the stock number, the registration number and chassis number where applicable, and the total mileage.
 - (d) Under (4): Enter "Vehicle".
 - (e) Under (5): Enter "EA".
 - (f) Under (6): Enter 1.
 - (g) Under (7) and (8): Acquisition value (to specify currency). If not known, an estimated price based on the fair value¹ of the asset will be determined by the PAO and notified to SHAPE J4-AMCC-MTMC for concurrence.
 - (h) Under (9): Source of funding (i.e. Military Budget (MB) or NSIP. If unknown, the asset will be considered as it was funded by the MB).
 - (i) Under (10): The date of purchase or – if not known – the year of manufacture.
 - (j) The location of the asset.
 - (k) The grand total value based on the acquisition cost (to specify currency).
 - (l) The explanation on the reason why the items are proposed for write-off to be provided by the PAO. A summary of the reasons for the application will be supplied by the PAO; including all details which may help consideration. Copies of all supporting documentation will be attached.
 - (m) The specification whether the replacement of the assets proposed for write-off by purchase of new assets of the same type is required, plus an estimate of the replacement costs based on the fair value.
 - (n) The signature of the ROS by the PAO for all assets data and information provided above from 1 to 14.
- (3) PART 2 - Review, Recommendation and Approval of the Application:

¹ Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction (i.e. market price).

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- (a) The findings and recommendations made by the Property Survey Board (PSB) and signature, including the assessment of elements of possible individual responsibilities due to wilful act or gross negligence for cases of loss or damage of the property.
 - (b) The signature of the Chief, Support Group to approve the application for write-off in light of the recommendation and finding of the PSB.
 - (c) The recommendation and signature of SHAPE J4-AMCC-MTMC for requests of write-offs of Green Fleet vehicles.
- (4) PART 3 - Assets Financial Information, Recommendation/Approval of the Write-off:
- (a) Under (25): The grand total net book value. It should be noted that the 'grand' total of the ROS determines the appropriate level of write-off authorization. The value of the assets proposed for write-off is not based on the acquisition cost (historical costs) but on the expensed value or the net book value for the assets acquired, respectively, prior or after 01 January 2013 in accordance with the NATO Accounting Framework.
 - (b) Signature for approval by the Financial Controller (FC) or recommendation to seek approval from the Budget Committee (BC)/Investment Committee (IC) when the grand total net book value exceeds his/her delegated power for write-off or when the authority to approve the write-off is retained by the relevant Finance Committee (e.g. for assets of fixed infrastructure), regardless of the value.

Note: SHAPE J4-AMCC-MTMC has no financial powers of write-off approval. SHAPE J4-AMCC-MTMC only authorises the application for write-off of green fleet vehicles.

5. Disposal Following a Change of Establishment

- a. If, as a result of a Management Survey or of BC direction, vehicle(s), trailer(s), shelter(s) or generator(s) are ordered to be deleted from establishment, the vehicle(s), trailer(s), shelter(s) or generator(s) so deleted are considered as excess. In such case the provisions set forth by the AD 60-80 on Redistribution of Serviceable Assets in Surplus apply. Such equipment could be:
- (1) Subject to reallocation by SHAPE J4-AMCC-MTMC. O&M costs can only be justified to maintain the equipment up and running before being transferred.
 - (2) If the excess vehicles are not reallocated by SHAPE J4-AMCC-MTMC they are proposed for write-off and disposal following the procedure outlined in paragraph 4 above, except that:
 - (a) In capital letters, insert "SURPLUS TO ESTABLISHMENT" at the top of the first page.

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(b) Under (14): A statement concerning the change and a reference to the document altering the establishment is required here.

6. Disposal Following 'Out-of-Phase' Replacements

a. As soon as the application for write-off is approved by SHAPE J4-AMCC-MTMC (Green Fleet) or by the ACO entity's Chief Support Group (Blue Fleet) following the submission of a vehicle or shelter repairs assessment report (the REL procedure - see TMI 1):

(1) Immediately take the vehicle in question out of service.

(2) Take action in accordance with ACO Directive 60-80 and paragraph 4 above except that:

(a) In capital letters, insert "OUT-OF-PHASE REPLACEMENT" at the top of the first page.

(b) Under (13): A statement on the circumstances relating to the out-of-phase replacement, e.g., REL due to major technical defect or accident. REL documents are for the PSB use only. They are not to be attached to the ACO Form 51 when it is forwarded to SHAPE.

(c) Under (16): A PSB is normally necessary in these circumstances.

7. ACO Entities' Action on Completion of Disposal Procedures

a. When a ROS is completed as indicated in paragraphs 4 to 6 above, and approved in PART 3 under (27) or the relevant committee where appropriate, one copy is to be sent to SHAPE J4-AMCC-MTMC, for data update. The date of the approval of the authorized level of financial controller/committee will be the date of the write-off in the database.

b. With writing-off of any mobile generator, its carrying trailer, in general, is written – off as an overall part of equipment too. Copy of this ROS documentation is also to be sent to SHAPE J4-AMCC-MTMC, for data update. Clear reference to the SHAPE Control Number is required.

c. When the vehicle is approved for write-off the history file can be deleted. However, this does not apply for accident reports and Forms 32 (see also TMI 3). Following the write-off approval the vehicle has to be handed over to the PDO to be disposed of based on the method of disposal approved in the ROS. The asset register has to be updated accordingly as per the provisions of the AD 60-80.

8. SHAPE Action Following Receipt of Disposal Documentation. On receipt of completed ROS documentation for any vehicle or shelter (including generator trailer), the vehicle will be archived in the ACO Vehicle Inventory database.

9. Written-off Vehicles, Trailers, Generators and Shelters. Once a vehicle or shelter has been written-off, its NATO insurance is no longer valid. Further authorisation of use of such

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assets will automatically assume full personal financial liability for any third party claims that might occur.

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ANNEX A TO
ENCLOSURE 15 TO
AD 055-001
DATED 22 MAR 18

REPORT OF SURVEY FOR INTERNATIONAL PROPERTY

(AD 60-80/AD 90-2/AD 55-1)

(1) HQ

Report of Survey No.

PART 1 (ASSET MANAGEMENT INFORMATION AND REASON OF THE APPLICATION)

(2) Serial number / tag number	(3) Description	(4) Category/Sub Category	(5) Unit of measure	(6) Total Units	(7) Acquisition value	(8) Total Acquisition value	(9) Source of funding	(10) Date of purchase	(11) Location
(12) Grand Total									

(13) explanation for Application by Property Accounting Officer (Attach exhibits as necessary)

(14) Replacement: Required ☐ Estimated Replacement Cost _____ Not Required ☐ (Mark as necessary)

(15) Signature of the PAO

DATE

Signature (Print or type name)

Rank or Grade

(16) Findings and Recommendations by the Property Survey Board (Attach exhibits where necessary)

1. _____ 2. _____ 3. _____
Chairman FAO Technical Member

- ✓ multiple options of disposal methods are allowed, e.g. cannibalisation and discarding of the reminder
- ✓ Print names, Rank/Grade and positions of the Board's members.

Signature _____ Name & Rank/Grade _____ Date _____

Signature _____ Name & Rank/Grade _____ Date _____

✓ Block 18 is applicable only to the write-off of Green Fleet vehicles and trailers

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PART 3 (ASSETS FINANCIAL INFORMATION, RECOMMENDATION/APPROVAL OF THE WRITE-OFF)

(19) Asset No.	(20) Description	(21) Category/Sub Category	(22) Total Units	(23) Net Book Value/WAC	(24) Total Net Book Value/Total WAC

(25) Grand Total

(26) Review of the Finance and Accounting Officer

Signature _____ Name & Rank/Grade _____ Date _____

(27) Recommendation / Approval by Financial Controller.

Signature _____ Name & Rank/Grade _____ Date _____

NOTE: All ACO Forms 51 submitted to SHAPE to seek approval from the BC/IC shall be accompanied by the necessary supporting documentation.
NSIP-funded property to be submitted to the IC for approval have to make reference to the documents and IC decision by which the property was authorised in scope and funding and accepted into the NATO inventory (i.e. AC/4(PP)FA – JFAI), if available.

TRANSPORT MANAGEMENT INSTRUCTIONS 15

DOCUMENTATION AND REPORT REQUIREMENTS FOR ACO VEHICLES

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ANNEX:

- A. List of Reports, Returns and Documents.

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1. **Purpose.** To describe minimum documentation and forms to be used in the management and control of operations for vehicles in the ACO fleet. This TMI is to be used in conjunction with TMI 12 (Maintenance, Inspections, Servicing and Preservation) and TMI 13 (Spare Parts Accounting) that provide procedures to be followed in the use of these forms. Furthermore, to summarise the overall MTM list of reports and other documents between ACO entities and SHAPE. Instructions contained herein do not change the requirements for property accounting and control set forth by the AD 60-80 including those related to asset recording and data financial reporting (e.g. asset register) and processes (e.g. iterative process).

2. **Policy**

a. ACO policy is that documentation used in the management of the ACO fleet shall be in English and is to provide basic minimum data in order to facilitate accurate management decisions.

b. All ACO entities are required to report minimum transport operation statistics to ensure availability of adequate management data for SHAPE and the NATO Budget Committee. The reporting system is designed to ensure automatic reporting of relevant data and to reduce the flow of correspondence requesting information on an as required basis. ACO entities are to ensure the timely submission of reports. They are required at SHAPE to meet suspense dates set by NATO.

3. **Scope**

a. This TMI states requirements under four main headings:

- (1) Operational documentation.
- (2) Maintenance (Workshop) documentation.
- (3) Fuel documentation.
- (4) List of reports, returns and documents.

b. The necessary documents are to be issued by the ACO entities in function of their internal requirements. Below are listed the minimum requirements of SHAPE J4-AMCC-MTMC that must be introduced in the forms.

4. **Applicability**

a. The maintenance (Workshop) documentation (see paragraph 6) of this TMI is applicable to those ACO entities having a Peacetime Establishment (PE) workshop/maintenance shop capable of carrying out second level and third level repairs. For ACO entities with no mechanics at their PE, the minimum required documentation is:

- (1) Equipment Fault Report.
- (2) Job card.
- (3) Parts order form.

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- (4) Contractor part request.
- (5) Records of repairs/Vehicle logbook.

5. **Operational Documentation**

a. The following requirements are designed to provide management with the basic documentation for the operational control of the fleet:

- (1) Trip ticket. Dual language forms are encouraged so that drivers can readily understand what is required. This document may be used for multiple days' despatches but is, in all cases, to be closed at the end of each calendar month. It must be retained for one complete fiscal year. Mission and Travel on International Duty (TDY) number must appear and are to be correctly labelled. For local base missions, one record per day, showing the performed kilometres is requested. For local out of base missions, not supported by a TDY, one record per trip, showing the mission and the performed kilometres, is requested.
- (2) Vehicle despatch log. This is a daily record of all vehicles despatched, to show vehicle type, number, driver, destination, time-out and time-in. This may be used for consecutive days providing that each day is closed-out on the form. It must be retained for one complete fiscal year.
- (3) Transportation request. All transport requesters showing TDY number and details of required journey must complete a Transportation Request. It must be retained for one complete fiscal year.
- (4) Daily vehicle status. This form is to be maintained in the management office and is to show, on a day-by-day basis, vehicles available for despatch, awaiting workshop attention, vehicles in workshops, etc. It must be retained for one complete fiscal year.

6. **Maintenance (Workshop) Documentation**

a. The following documents are designed to provide workshop management with repair and manpower utilisation data, together with accurate work costing information. All documentation has to be retained for one complete fiscal year.

- (1) Service and maintenance schedule. A service and maintenance schedule must be developed for a minimum of three months in advance, and computerised on yearly basis.
- (2) Equipment fault report. This form is to accompany the vehicle. In case of problems, faults, etc., the operator has to fill it out, returns it to the dispatcher for further action, if appropriate.
- (3) Equipment register. This form is to be initiated by the Chief Inspector and is to include: date, equipment type and number, mileage run and a list of work required to be done. The Inspector uses this information to initiate the job card.

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- (4) Job card. This form is to be produced in strong card. It is initiated by a workshop Inspector or Foreman when equipment is accepted for maintenance. All parts used and labour employed are to be counted on this form as well. It is to be assigned a unique serial number.
- (5) Workshop log. This form is to be produced by workshop Foremen/Section Chiefs to control routing and flow of work within the section.
- (6) Parts order form. This form is to be produced by workshop Foremen/Section Chiefs and completed by mechanics and signed by Section Chiefs to demand spare parts from the spare parts section/store. This form should be multi-part to allow for distribution of copies to relevant accounting areas.
- (7) Contractor parts request. This form is to be produced by the spare parts section and completed when a part is not in stock and must be ordered from a contractor. This form should be multi-part for accounting purposes and assigned unique control numbers.
- (8) Stock record card (see TMI 13). One card is to be completed for each item of stock. All receipts and issues are to be recorded on the card as well as all stock checks. Demands for parts not in stock are to generate a new stock record card. Stock record cards for authorised stock items are to be maintained for as long as stock exists and is authorised.
- (9) Records of repairs/vehicle log book. Repairs are recorded on Forms 32. This is to be a complete and permanent record of all repairs done and spares applied to a vehicle. All vehicles require a record that must be maintained until the vehicle leaves unit holding. When a vehicle is transferred elsewhere, this record MUST accompany the vehicle.
- (10) Manpower utilisation. This will give complete details of productive and non-productive time for all the workshop personnel. It is to be kept on a monthly basis. Job cards support all productive time. All other time must be accountable and relevant support documentation maintained. This documentation will be used to support workshop-manning levels for manpower and technical surveys.

7. **Fuel Documentation.** Details about fuel documentation are included in TMI 11.

8. **List of Reports, Returns and Documents.** Details about list of reports, returns and documents are included in Annex A.

LIST OF REPORTS, RETURNS AND DOCUMENTS

1. To be issued by ACO entities
 - a. TMI 1
 - (1) Repair Expenditure Limit (REL) with format at paragraph 1. To be sent to SHAPE each time a repair of a Green Fleet vehicle exceeds the calculated limit. When the REL is submitted after an accident, a report briefly describing the circumstances and responsibilities is to be annexed. REL for the Blue Fleet will just be sent to SHAPE J4-AMCC-MTMC when it will initiate the ROS procedure.
 - (2) Each time high repair costs are to be spent or major components need repair on a Green Fleet vehicle, SHAPE J4-AMCC-MTMC is to be notified.
 - b. TMI 2
 - (1) A copy of local edition of AD 055-001 is to be sent to SHAPE J4-AMCC-MTMC as well as all amendments.
 - (2) Yearly, in case of utilisation of vehicles with reimbursement, a table will be produced and kept by the P&C Officer.
 - c. TMI 3
 - (1) Form 32, Vehicle Utilisation and Cost Record. To be produced and kept locally. A copy or a hard copy in case of utilisation of a computer is required for each calendar year. That form is used for budget purposes and serves as history log book.
 - (2) Newly procured or on transfer of Shelter. Form 3.10 is to be sent to SHAPE J4-AMCC-MTMC immediately following receipt of a shelter.
 - (3) Newly procured or on transfer of Vehicle. Form 3.11 is to be sent to SHAPE J4-AMCC-MTMC immediately following receipt of a newly procured vehicle.
 - d. TMI 5
 - (1) In case of transfer, the issuing ACO entity informs SHAPE J4-AMCC-MTMC by phone when the vehicle leaves the Command.
 - e. TMI 6
 - (1) When a new vehicle or shelter, procured through an order issued by SHAPE, is received, notification according is to be sent to SHAPE J8-P&C.

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- (2) For Green Fleet vehicles, biannually, in June and December, cumulative mileage and cumulative running hours for generators are to be reported to SHAPE J4-AMCC-MTMC.
 - (3) When problems occur during the warranty period of Green Fleet vehicles, SHAPE J4-AMCC-MTMC is to be notified.
 - (4) Yearly, around March, ACO entities are required to confirm and justify the Green Fleet vehicles/shelters proposed by SHAPE J4-AMCC-MTMC for replacement during the next fiscal year.
 - (5) When a leased vehicle is returned to the dealer a REPORT FOR RETURN OF LEASED VEHICLE is to be sent to SHAPE J4-AMCC-MTMC.
- f. TMI 7
 - (1) Application for establishment changes is to be performed.
- g. TMI 8
 - (1) When a survey report requires answers, within one month the ACO entity has to confirm that action has been taken to implement the recommendations made.
- h. TMI 11
 - (1) Fuel control cards: To supervise fuel delivery.
 - (2) Dip record of bulk fuel: To be performed weekly.
 - (3) Fuel coupons: Inventory to be made monthly.
- i. TMI 13
 - (1) Excess spare parts are to be reported.
- j. TMI 14
 - (1) An ACO Form 51 is to go through the approval authorities each time a vehicle is proposed for write-off.
- k. TMI 15
 - (1) Trip tickets: To accompany all vehicles in mission.
 - (2) Vehicle dispatch log: To show daily record of vehicles despatched.
 - (3) Transportation request: To request a vehicle for a mission.
 - (4) Daily vehicle status: To indicate vehicles availability.
 - (5) To indicate faults on the vehicle.

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- (6) Equipment register: To initiate the job card.
- (7) Job card: To mention detailed works performed.
- (8) To control the work in the workshop.
- (9) Parts order form: To request spare parts.
- (10) Contractor parts request: To order non-available spare parts.
- (11) Manpower utilisation: To supervise manning of the workshop.

I. TMI 16

- (1) A document for ownership is to accompany every vehicle used on open road.

2. To be issued by SHAPE J4-AMCC-MTMC

a. TMI 1

- (1) Manpower rate.
- (2) Following the submission of a REL for a Green Fleet vehicle, SHAPE J4-AMCC-MTMC provides an answer.

b. TMI 3

- (1) Fleet Inventories are published when significant changes occur, for surveys and visits or on request.
- (2) Vehicle Establishment are published when significant changes occur, for surveys and visits or on request.
- (3) SHAPE J4-AMCC-MTMC provides a control number for each new ACO vehicle and shelter.

c. TMI 6

- (1) Yearly, around February, SHAPE J4-AMCC-MTMC issues a list of Green Fleet vehicles and shelters, which could be eligible for replacement during the next fiscal year.

TRANSPORT MANAGEMENT INSTRUCTIONS 16

DRIVER REQUIREMENTS FOR NATO COMMON FUNDED VEHICLES

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ANNEX:

- A. NATO Property Document.

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1. **Purpose.** To state the minimum requirements and standards to be set for any person of any rank or grade operating an ACO vehicle.

2. **Policy.** ACO policy is that no person shall be authorised to operate a NATO common funded vehicle unless he or she is the holder of a current and appropriate licence and is suitably familiarised with the traffic laws and road regulations in the Host Nation of use.

3. **License and Permit Requirements**

a. All operators of ACO vehicles must possess:

(1) A driving licence or permit which is legally acceptable to the authorities of the Host Nation of use for the vehicle in question.

(2) For Airfields. In addition to a licence noted above, those required for driving on and around active/operational airfields, must have an appropriate "Flight Line" permit issued after an approved test to Host Nation regulations.

(3) A regional tick test (matrix test), must be developed to check that the drivers have knowledge of the Host Nation traffic rules and regulations.

(4) NATO Travel Order issued by the respective HQ while on TDY or official business travel when a NCFV is used.

4. **Management.** Whenever possible and practical, all ACO entities are to appoint a senior NCO to carry out familiarisation training for potential ACO vehicle operators. Local Commanders may, at their discretion, issue local driving permits to personnel whose primary duty is driving, in order to show that necessary local training has been completed. This does not supersede the requirement for possession of recognised by the Host Nation driving licence.

5. **Driver's Orders**

a. ACO entities are to develop driver's orders, a copy of which is to be kept in each ACO vehicle. The orders are to be applicable to all ranks/grades and are to cover, as a minimum:

(1) Instructions on completion of Trip Tickets.

(2) Driver/operator maintenance requirements.

(3) Safety precautions: seat belts to be fastened, smoking, use of alcohol, drugs etc.

(4) Speed limits.

(5) Traffic accident procedures. All vehicles are to be equipped with a folder containing appropriate documents (i.e. International Traffic Accident Report) including a statement that the vehicle is NATO property in accordance with Annex A.

(6) Fuel accounting.

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(7) Telephone number(s) of police, ambulance, emergency and recovery services etc.

6. Driver's Behavior

a. ACO vehicles are to be driven safely and economically. The Transportation Officer is to evaluate the responsibility of the driver in case of every accident and in case of major mechanical defect to a vehicle.

Be aware that unforeseen replacements of vehicles are very difficult due to the budget structure.

ANNEX A TO
ENCLOSURE 17 TO
AD 055-001
DATED 22 MAR 18

NATO PROPERTY DOCUMENT

ISSUING HEADQUARTERS:

It is certified that the here below described vehicle is NATO property and that its use on open roads is authorised.

DESCRIPTION OF VEHICLE

MAKE:

MODEL:

LICENSE PLATE:

CHASSIS NUMBER:

CERTIFICATE OF CONFORMITY NUMBER:

PURCHASE ORDER:

SHAPE CONTROL NUMBER:

INSURANCE:

Under Article VIII of the Status of Forces Agreement (SOFA), in the event of an accident, the Ministry of Defence of the NATO country, in which the accident occurred, deals with all legal aspects of third party claims. It is therefore imperative to contact the local police each time an accident happens.

TRANSPORTATION OFFICER:

GRADE AND NAME:

DATE

SIGNATURE: