



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 12 - GSA Guidance

1. References.

a. Army Regulation (AR) 58-1, *Management, Acquisition, and Use of Motor Vehicles*, 23 March 2020.

b. AR 190-5, *Motor Vehicle Traffic Supervision*, 22 May 2006.

c. AR 190-45, *Law Enforcement Reporting*, 27 September 2016.

d. AR 385-10, *The Army Safety and Occupational Health Program*, 24 July 2023.

e. AR 600-55, *The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)*, 17 September 2019.

f. AR 735-5, *Relief of Responsibility and Accountability*, 10 March 2024.

g. Department of the Army Pamphlet (DA Pam) 750-1, *Army Materiel Maintenance Procedures*, 2 February 2023.

h. DA Pam 750-3, *Guide for Field Maintenance Operations*, 11 April 2023.

i. U.S. Army Cadet Command Regulation 385-10, *Cadet Command Safety Program*, 1 March 2022.

j. Training Circular (TC) 21-305, *Training Program for Wheeled Vehicle Accident Avoidance*, 19 August 1996.

k. TC 21-305-20, *Manual for the Wheeled Vehicle Operator*, 12 January 2016.

l. Fort Knox Regulation (FKR) 190-5, *Fort Knox Motor Vehicle Traffic Supervision*, 30 May 2015.

m. FKR 385-10, *Installation Safety Program*, 18 February 2023.

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2. Purpose. To outline the standards, responsibilities, and procedures for the proper use and care of government-leased/owned vehicles and peripheral equipment within the US Army Cadet Command, to provide employees with the best possible tools while safeguarding the integrity of our vehicle fleet, and to provide protection for employees and for Cadet Command.

3. All drivers are responsible for the proper utilization of government-provided vehicles. Cadet Command cadre and civilians, as well as FORSCOM, USAR and/or National Guard personnel assigned, attached or TDY in support of CST will follow all applicable Department of the Army, Fort Knox, Cadet Command and CST government vehicle operation policies. In accordance with Commanding General, USACC directives, GSA/Leased vehicles will not be utilized outside of a 50-mile radius of Fort Knox, Kentucky for any business other than official business. This restriction includes the surrounding civilian community, and all outside recreational areas deemed appropriate and approved by the O6/O5 TF Level Commanders.

4. Use of GSA and government rental vehicles for official business greater than 80 one-way miles from Fort Knox must be coordinated, scheduled, and routed through the CST S3 CUOPS Chief for approval/disapproval. To obtain such authorization, prepare a formal memorandum detailing the reason for the mission, the passengers and driver by name, the destination, the distance to and from the destination, to include the primary and alternate routes, the type of vehicle(s) involved, plans for maintenance and communications, the start date/time and the expected DTG of return. In addition to the above-mentioned memorandum, complete and attach a Deliberate Risk Assessment Worksheet, DD Form 2977, for review. Once complete, all paperwork must be attached and forwarded to the S3 CUOPS Chief for final approval/disapproval. If approved, the trip OIC must provide a final by-name list of the trip attendees when signing out with the TOC prior to departure. The OIC must sign back into the TOC after trip completion and report any issues and number of returnees.

5. When a NTV is authorized for use while on TDY, the NTV may be operated between places where the person's presence is required for official business and temporary lodging. In the absence of regularly scheduled public transportation, or if its use is impractical, a NTV may be operated between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and similar venues) is not authorized. Driving GSA NTVs to a private residence is NOT authorized. Unauthorized use of NTVs will result in the suspension of GSA driving privileges.

6. Prior to the dispatching of and/or operating of a GSA vehicle, every operator will meet the following requirements as applicable (training to be completed at home

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station):

a. Possess a valid state driver's license.

b. Complete the 15-pax Van Driver Improvement Course (course can be found on ROTC Blackboard at https://rotc.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_group_id=118_1 ; need username and password for access) and hands-on training for the safe operation of a 15-pax van if operating this type of vehicle during CST24. The certificate needs to be annotated on DA Form 348 and DA Form 5984-E. Ensure the certificate is current and does not expire during the time of CST24. 15-Passenger van training is to be completed once during Cadet Command assignment. The master drivers in units and organizations external to USACC are responsible for conducting required training for 15-pax vans. If they need assistance, they may contact the CST24 Transportation Specialist. Training certificates must be signed by an LTC (O5) or above to validate the training. No delegation of signatures will be accepted.

c. Inexperienced drivers who drive 12 or 15-pax vans during CST24 will also complete the Driver's Training Program, to include all mandatory training and a check ride, before dispatching and operating a 12 or 15-pax van. An inexperienced driver is defined as an individual 26 years old or younger and/or an individual who has not driven a 12-pax van or larger vehicle for at least 60 hours. All inexperienced drivers will also complete the 2.5 hours Intermediate Traffic Safety Course that will be administered by USACC Safety once they arrive at CST24. All drivers operating 12-pax van or larger will have an assistant driver when operating the vehicle. Inexperienced drivers will not operate a 12 or 15-pax van pulling a trailer.

d. Complete the GSA online defensive driving course (optional) at <https://drivethru.gsa.gov> . This certificate is valid for 4 years from the date of issue.

e. All vehicles utilized for the pulling of a trailer must have TRAILER annotated on the individual driver's DA 348 and DA Form 5984-E, and those drivers must be properly trained. Per AR 600-55 para 4-11, trailers are defined as any item that is towed behind a prime mover, which would include safety speed signs and light towers. Operators must be trained and licensed on each specific model of trailer. Generic trailer descriptions such as "pintle towed" will not be used. Each trailer possesses unique performance and maintenance characteristics in which the operator must demonstrate proficiency and be tested. Operators must receive the following training for trailer qualifications:

(1) Receive introduction to trailer characteristics and operator manual instruction.

(2) Be familiar with the specific types of vehicles that the trailer may be safely towed behind.

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- (3) Successful completion of written exam prior to issuance of learner permit.
 - (4) Hands-on training to include maintenance, towing, and backing of the trailer.
 - (5) Training validation/performance road test that includes PMCS hands-on test, vehicle control test, and road test.
 - (6) Trailer certifications will be entered on the DA Form 348 depicting the type of vehicle(s) used during the training and performance road test.
- f. All training should be annotated on the operator's DA Form 348. All the equipment and training should be listed on their license DA Form 5984-E signed by their PMS/Supervisor on appointment orders by the brigade commander. The road test should be annotated on a DA Form 6125 (Road Test Score Sheet), and a memorandum of record will be prepared for the piece of equipment the training was conducted on, and who conducted the training.
- g. **The CST Motor pool will not issue licenses to Cadre members or any Soldier reporting to CST24.** 2LTs are the only exception to this rule since CST24 will be their first active-duty assignment. 2LT Management will arrange driver training with Committees and TF. **Personnel should have a valid driver's/operator license before reporting to CST24.** 2LTs will be issued an OF 346 for CST24 only uses.
7. The individual who signs for and/or is assigned to operate the vehicle is responsible for that vehicle, to include the following:
- a. The security of the vehicle and keys. All vehicles will be secured when not in operation. Keys are to be secured in a separate location from that of the vehicle and all logbooks are to be maintained daily.
 - b. Each vehicle must be properly dispatched, and the current user must be properly annotated with additional driver memorandum completed if other licensed personal driving.
 - c. The driver and vehicle's occupants will properly utilize all factory-installed safety belts while the vehicle is in use. Report any broken safety belts to CST Motor Pool.
 - d. All traffic citations charged against the vehicle while in use.
 - e. Damage to the vehicle. All accidents and incidents will immediately be reported to the CST Motor pool. The driver will then report the accident/incident to his/her immediate supervisor, CST24 TOC, CST24 S4, and CST24 Safety within 24 hours. Each accident must have a written police report. **Drivers will not take the vehicle to**

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any repair shop without prior authorization from the CST Motor pool. Based on the circumstances of how the vehicle was damaged, an investigating officer will be appointed to determine liability in all vehicle accidents. In the event an individual is found negligent, he or she can be held financially liable. The Estimated Cost of Damage (\$5,000 or more) will determine if an Army Ground Accident Report (AGAR) is required. If required, forwarded completed AGARs to CST24 Safety for processing. The CST motor pool maintenance section will report all GSA Lease vehicle accidents to the GSA Accident Management Center (866-400-0411), within five business days. The following documents will be submitted:

1. Standard Form 94, Statement of Witness
2. Standard Form 91, Motor Vehicle Accident Report.
3. Pictures of the Accident.

f. At no time will any cadre drive a GSA after knowingly consuming any alcoholic beverages 8 hours prior to operation.

8. Use of GSA and government rental vehicles for Morale, Welfare, and Recreation (MWR) travel must be coordinated, scheduled and routed through the CST24 Chief of Staff, Chief of Operations Group, Chief of Tactics, Chief of Training or Task Force Commander based upon chain of command assignments, to the CST24 Commandant for approval/disapproval. In order to obtain such authorization from the CST24 Commandant, prepare a formal memorandum for submission through the chain of command for approval. The committee must address what event the group will be attending, the location of the event, the distance to and from the event, to include the primary and alternate routes, the total number of personnel scheduled to attend, who within the leadership will be in attendance, and identify a trip OIC, the type of transportation requested, and the start date/time. In addition to the above-mentioned memorandum, complete and attach a Deliberate Risk Assessment Worksheet, DD Form 2977, for review. Once complete, all paperwork must be attached and forwarded to the CST24 Commandant for final approval/disapproval. If approved, the trip OIC must provide a by-name list of the trip attendees when signing out with the TOC prior to departure. The OIC must sign back into the TOC after trip completion and report any issues and number of returnees.

9. GSA/leased vehicles will not be used for transportation to establishments where the primary source of revenue is the sale of alcoholic beverages (bars, liquor stores, etc.) or where the primary purpose of the establishment is adult entertainment (strip clubs, adult video stores, gambling establishments to include bingo halls, etc.). Personnel (operators and passengers) are required to always maintain professional standards of behavior.

10. At a minimum, each day, prior to first use of the government vehicle (it is highly

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encouraged each time the vehicle operator uses the government vehicle) the operator will conduct a PMCS of the vehicle and will conduct a complete walk-around inspection of that vehicle in order to identify any new damage to the vehicle and to ensure there are no obstacles or obstructions near or around the vehicle that could cause potential damage or impair drivability. Once complete, the operator of that vehicle must fill out the Motor Vehicle Usage Log to ensure that the date and time of departure are recorded. Throughout the day, each time a new operator assumes responsibility for a vehicle, he/she will conduct the same walk-around inspection and will identify all deficiencies, note any discoverable damage prior to assuming responsibility, and will fill out all required forms properly.

11. Operators who tow trailers, light sets, water buffalos or generators will ensure the trailer is secured to the towing pintle or towing coupler with a cotter pin. Once secured, it is the operator's responsibility to ensure the cargo they are hauling remains properly secured. At no time will any operator drive an overloaded vehicle. All 12 and 15-PAX vans, buses, box trucks, and reefer trucks must be ground-guided to and from the gas pump to ensure pylons are not hit during the refueling process. **Only 87 octane fuel is allowed per G4 guidance for non-diesel vehicles.** The below chart details the ground guide and assistant driver requirements by vehicle type.

	GSA Sedan SUV Pick-up	15-PAX Van	Buses	Box Trucks Reefer Trucks
Ground Guide	If Available	Mandatory	Mandatory	Mandatory
Assistant Driver (TC)	If Available	Mandatory (ETP authorized for lead and trail foot march vans that maintain a 200-foot distance from the nearest Cadets and TF Leader REG Cadre)	If Available	Mandatory

**Inexperienced Driver = 26 years old or younger and/or an individual who has not driven a 15-pax van or larger vehicle for at least 60 hours*

12. The operator of record on the dispatch is personally responsible for the assigned vehicle while that vehicle is in his or her possession. It is imperative that each operator conduct the procedures as described in paragraph 9 above. Subsequent drivers on a dispatch will sign the dispatch form and comply with all requirements herein. Each

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vehicle is due to be re-dispatched every 14 days based upon the vehicle's last dispatch date. All late re-dispatches will be reported to the CST24 S4 LOG Chief to ensure the appropriate committee is notified and the late re-dispatch is made current.

13. All vehicles leased or rented utilizing government funds are classified as government vehicles (i.e., GSA, leased and rented). No vehicle shall be used or treated as a "personal asset." GSA vehicles should not be used or issued for the sole purpose of personnel use (i.e., like a rental car because cadre or civilian personnel were not authorized a rental car or did not bring their own POV). Prior to turn-in inspection of a GSA vehicle it will be cleaned (inside and out) and topped-off with fuel before it will be accepted, regardless of who operated the vehicle during the time it was used during CST24.

14. Proper attire and footwear must be always worn during usage of GSA vehicles. Open-toed/open heeled footwear (e.g., flip flops, crocks, sandals, or any footwear that exposes any side of the feet or toes) are a safety hazard and do not comply with the safe operating standards and procedures. This consideration applies to the operation of the vehicle and the motor pool area, on or off duty.

15. Point of contact for this Policy Memorandum is SFC Skilinski, Transportation Coordinator, (502) 378-2577, email marc.m.skilinski.mil@army.mil.



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CST Commandant

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