



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2014

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #3 – TMP Vehicle Operator Responsibilities

1. This memorandum establishes the requirements and procedures that must be followed by personnel requesting the use of TMP H-227 (Blue Van), or G41-2653G (Brown Van).
2. All personnel requesting the use of any TMP assigned to the RNCOA will:
 - a. Request permission to use the vehicle from CMDT, Deputy, Driver or S-3 personnel.
 - b. Sign-out the TMP vehicle on sign-out log sheet located in the S-3 office.
 - c. Execute a PMCS on the TMP vehicle.
3. Personnel traveling off post and outside the immediate area must sign out the government fuel credit card from the S-3. The Ford Ranger TMP is restricted for local use. It is not authorized a government fuel credit card and will be refueled using only on-post refueling stations.
4. When returning the TMP vehicle, personnel must:
 - a. Top vehicle off with fuel.
 - b. Ensure vehicle is clean inside and out.
 - c. Return log book and keys to S-3 office.
5. Any violation of this memorandum may result in punitive actions under the Uniform Code of Military Justice or appropriate civilian laws and regulations.
6. The point of contact for this memorandum is the Deputy Commandant, 1SG Thomas M. Gonzales at 706-791-7882 or Thomas.m.gonzales.mil@mail.mil.

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