



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

REPLY TO
ATTENTION OF

IMEU-WSB-ZB

18 JUN 10

MEMORANDUM FOR all Non Tactical Vehicle (NTV) customers supported by United States Army Garrison (USAG) Wiesbaden and USAG Baumholder Transportation Motor Pool (TMP)

SUBJECT: Standard Operating Procedure for Reimbursement of Non Routine NTV Repair Costs

1. References:

a. AE Regulation 58-1, Management, Acquisition, and Use of Non-tactical Vehicles, 25 Apr 07.

b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Sep 04.

2. Applicability: The standard operating procedure (SOP) detailed in this document applies to all units and staff sections receiving NTV support from USAG Wiesbaden or Baumholder Transportation Motor Pool (TMP).

3. Purpose: To establish responsibilities, deadlines and ensure standardization for the cost reimbursement of NTV damage repairs.

4. Procedures: IAW the above references, the USAG Wiesbaden and Baumholder Directorates of Logistics (DOL) implemented procedures to recoup the non-routine repair cost charged by GSA/IFMS for the repairs other than fair wear and tear in September 2005. This SOP includes updates on the changed routing, signature authority, and the deadlines IAW latest guidance. The detailed procedures for the reimbursement process are outlined below.

5. Responsibilities:

a. Garrison Directorate of Logistics:

(1) Information:

(a) Within three (3) days after learning of damage to an NTV, the TMP will request an estimate cost of damage (ECOD) from a General Services Administration (GSA) contracted vendor for the repair of subject damage.

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(b) Within five (5) days after receiving the vendor ECOD the TMP will prepare a memorandum with the attached ECOD for the applicable unit commander or S4 that utilized the subject NTV informing them of the upcoming reimbursement request. At this time the TMP will assign a unique control number to the action starting with a three (3) letter garrison abbreviation (i.e. WSB, BHR) followed by a two (2) digit FY indicator and a three (3) digit identifying number and include the case in the report indicated in para 6. below. For example, the 6th damage tracked for reimbursement in FY10 at TMP Wiesbaden would have the control number WSB-10-006. All correspondence pertaining to this damage will have this control number referenced. The responsible comptroller will receive a courtesy copy of the unit's notification (sample at Encl 1). A notification to the garrison agencies is not required, but the unique control number is assigned and the case is tracked at the SharePoint side.

(2) Request for Reimbursement:

(a) Within five (5) days after downloading the monthly GSA Intra-Agency Fleet Management System (IFMS) NTV invoice (GSA Form 2529, Intra-Agency Fleet Management System Detailed Billing Register), the servicing TMP will prepare a memorandum addressed to the responsible unit's resource manager for the DOL's signature requesting reimbursement within the next thirty (30) calendar days. (Sample at Encl 2.)

(b) The unit commander will receive a courtesy copy of all documents. Reimbursements are generally executed with the Military Interdepartmental Purchase Request (MIPR, DD Form 448) for all non-garrison units and agencies. Garrison agencies will not be cost corrected to avoid administrative cost (LSS NG 4566).

(3) Actions in case of non-compliance:

(a) If reimbursement is not credited to the garrison QLOG D account within thirty (30) days (from the date of memorandum in paragraph (2) (a) above), the TMP will submit a memorandum informing the responsible unit commander about not being in compliance with this policy. An additional fifteen (15) days will be allotted to reimburse the garrison. The parent unit's resource manager, usually located at BDE or DIV level, will also receive a copy of this memorandum. This memorandum, signed by the Deputy to the Garrison Commander will also list possible consequences of the noncompliance with this SOP. (Sample at Encl 3.)

(b) If the using unit or activity does not rectify the situation and reimburse the garrison within the additional fifteen (15) days (from the date of memorandum in 5 a (3) (a) above), the servicing TMP will stop dispatching NTVs on recurring assignment and change all unit's assigned NTVs to daily dispatch type. At the same time, the TMP will submit a final

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memorandum informing the unit's BDE level commander of the situation. The memorandum, signed by the garrison commander will also list final consequences of the noncompliance and request a final resolution within ten (10) days. (Sample at Encl 4.)

(4) Final disposition of subject units NTVs:

(a) If the reimbursement is not received within this additional 10 days (~55 days from original request), the servicing TMP may require all NTVs assigned or used by the unit to be returned to the TMP depending on the garrison commander's final decision.

(b) The unit may be temporarily excluded from garrison NTV support services until the outstanding payment is received or the garrison commander grants an exception.

b. Directorate of Resource Management (DRM): Will process all MIPR, acceptance of MIPR and funding transfers to the QLOG D account IAW internal policies and timelines.

6. Reporting: The garrison TMPs will report all actions pertaining to repairs not covered under FWT or warranty and charged to the QLOG D account by GSA in the established format under the task number 6-1086 NLT the 6th workday to the garrison Transportation Officer.

7. The policy outlined in this SOP does not relieve commanders of units or activities from ensuring the Financial Liability Investigation of Property Loss (FLIPL), formally known as Report of Survey (ROS), or other appropriate investigations surrounding the repair cost are completed. However, the process of NTV damage reimbursement documented in this SOP is independent and an entirely separate action from the FLIPL process.

8. Point of contact is Catherine Latrace at DSN: 337-6898, CIV: 0611-705-6898, E-mail: catherine.latrace2@eur.army.mil.

4 Encls

1. Memo, Sample Unit Notification
2. Memo, Sample Unit Request
3. Memo, Sample 1st Reminder
4. Memo, Sample 2nd Reminder



ROBERT KANDLER

Deputy to the Commander



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON XXXXXXX
UNIT XXXX
APO AE XXXXXX

IMEU-WSB-LGT

stamp date

MEMORANDUM FOR Commander (*NTV using unit*)

SUBJECT: Damage Repair Costs of Non-tactical Vehicle (NTV) License Plate # *AB-1234*,
control number : *WSB-xx-xxx*

1. References:

- a. AE Regulation 58-1, Management, Acquisition, and Use of Non-tactical Vehicles, 25 Apr 07.
- b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Sep 04.
- c. USAG Wiesbaden Standard Operating Procedure for Reimbursement of non routine NTV Repair Costs, 18 June 2010.

2. Purpose: To provide notification of damage repair cost to be reimbursed.

3. Subject NTV was damaged other than fair wear and tear while in use by your unit. This memorandum informs you of the requirement for the upcoming request for reimbursement IAW above references. The estimated cost is shown on attached Estimated Cost of Damage (ECOD). As soon as this office is billed the actual repair cost, it will notify your office on the amount of funds to be transferred. Please do not MIPR the amount shown in the attached estimate.

4. The policy in this memorandum does not relieve commanders of any unit or activity from ensuring the Financial Liability Investigation of Property Loss (FLIPL) or other appropriate investigations are completed.

5. Point of contact for this memorandum is Name *of POC*, at DSN XXX-XXXX or Email: XXXX@eur.army.mil.

Encl
Copy of ECOD

Name *of TMP Chief*
Chief, Transportation Motor Pool

CF:
Unit Comptroller or S4 (w/encl)

ENCL 1. Memo, Sample Unit Notification



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON XXXXXXXX
UNIT XXXX
APO AE XXXXXX

IMEU-XXX-LG

stamp date

MEMORANDUM FOR Commander (using unit comptroller/G8 full address)

SUBJECT: Request for reimbursement of Non-tactical Vehicle (NTV) Repair Costs, License Plate # *AB-1234*, Control Number: WSB-xx-xxx

1. References:

- a. AE Regulation 58-1, Management, Acquisition, and Use of Non-tactical Vehicles, 25 Apr 07.
- b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Sep 04.
- c. USAG Wiesbaden Standard Operating Procedure for Reimbursement of non routine NTV Repair Costs, 18 June 2010.

2. Purpose: Request for reimbursement of subject repair cost.

3. Procedures:

- a. In accordance with the above references the USAG Wiesbaden Directorate of Logistics requests reimbursement of accrued, non standard, repair costs on Vehicle # *AB-1234*, control # WSB-xx-xxx. The NTV was in use by your unit at the time of damage. The request for repair reimbursement meets the full intent of references above.
- b. Request your unit provides a Military Interdepartmental Purchase Request (MIPR) DD Form 448 in the amount of *\$1234.00* to the USAG Wiesbaden DOL (IMEU-WSB-LG/ Gabriele Rounds, Email: Gabriele.Rounds@eur.army.mil, APO AE 09096 referencing Vehicle # and control # in 3.a. above.
- c. Details and timelines: Subject cost has been billed by GSA IFMS on Invoice # F7297885, *EXAMPLES: "--for towing cost not utilizing the free 0800 service --or -- accident repair cost" list logic reason.* In order to meet regulatory requirement, we request to receive the completed MIPR NLT (*30 days from date of this memorandum*). In case of non-compliance, the Transportation Motor Pool (TMP) will have to initiate action as listed below.
- d. If the MIPR (DD Form 448) is not received by (date in 4 above.), the garrison Deputy to the Commander will forward a memorandum to the unit commander (BDE level) informing about the non compliance. The memorandum will also explain the following consequences:

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SUBJECT: Request for reimbursement of Non-tactical Vehicle (NTV) repair costs, License Plate # *AB-1234*, control number: WSB-xx-xxx

If the completed MIPR is not received within an additional 15 days of the date of this memorandum the TMP will stop dispatching any recurring NTV assigned to your unit. At this time the garrison commander will initiate final memorandum to the appropriate commander informing of stopping garrison NTV services until the outstanding reimbursement can be credited.

4. Point of contact for this memorandum is Name *of POC*, at DSN XXX-XXXX or Email: XXXX@eur.army.mil

3 Encl

1. Copy of GSA Form 2529
2. Copy of GSA Form 2556
3. Letter of notification

HEINZ KAFFENBERGER
Director of Logistics

CF:

(Unit Commander) (w/encl)
DOL P&O Ms Rounds

Encl 2. Memo, Sample Unit Request



REPLY TO
ATTENTION OF

IMEU-XXX-ZB

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON XXXXXXX
UNIT XXXX
APO AE XXXXXX

stamp date

MEMORANDUM FOR Commander (*NTV using unit*)

SUBJECT: Reimbursement of Repair Costs for Nontactical Vehicle (NTV) License Plate # *AB-1234*, control number: WSB-xx-xxx

5. References:

- a. AE Regulation 58-1, Management, Acquisition, and Use of Non-tactical Vehicles, 25 Apr 07.
- b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Sep 04.
- c. USAG Wiesbaden Standard Operating Procedure for Reimbursement of non routine NTV Repair Costs, 18 June 2010.
- d. Memorandum, USAG Wiesbaden, IMEU-WSB-LG, (dtd) XXXXXX, Subject: Request for reimbursement of Non-tactical Vehicle (NTV) repair costs, License Plate # *AB-1234*, control number: WSB-xx-xxx.

6. Purpose: To inform of noncompliance with USAREUR policies and AE 58-1.

- a. Our records currently show a due out of your reimbursement for subject NTV repair. Please initiate the required actions to rectify the issue within the next 15 days.
- b. In case of not receiving the required reimbursement before (*date in memo above + 16 working days*), the TMP will change all your unit's NTVs on recurring-dispatch to daily dispatch assignment. At this time further actions will be decided by the garrison commander which can lead to temporarily halting all NTV support to your unit.

7. Point of contact for this memorandum is Mr. Heinz Kaffenberger at DSN: 337-1340, CIV: 0611-705-1340, or email: Heinz.w.kaffenberger@eur.army.mil.

2 Encl

1. Copy of GSA Form 2529
2. Copy of original request

ROBERT KANDLER
Deputy to the Commander

CF:

(Unit comptroller) (w/encl)

Encl 3. Memo, Sample 1st Reminder



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-ZA

stamp date

MEMORANDUM FOR Commander (NTV using unit)

SUBJECT: Request for reimbursement of Non-tactical Vehicle (NTV) damage repair costs, License Plate # *AB-123*, control number: *WSB-xx-xxx*

1. References:

- a. AE Regulation 58-1, Management, Acquisition, and Use of Non-tactical Vehicles, 25 Apr 07.
- b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Sep 04.
- c. USAG Wiesbaden Standard Operating Procedure for Reimbursement of non routine NTV Repair Costs, 18 June 2010.
- d. Memorandum, USAG Wiesbaden, IMEU-WSB-ZB, (dtd) XXXXXX, Subject: Request for reimbursement of Non-tactical Vehicle (NTV) damage repair costs License Plate # *AB-1234*.
- e. Memorandum, USAG Wiesbaden, IMEU-WSB-LG, (dtd) XXXXXX, Subject: Request for reimbursement of Non-tactical Vehicle (NTV) damage repair costs License Plate # *AB-1234*.

2. Purpose: To inform about non compliance with subject request.

a. Unfortunately our records still indicate a due out of your unit's reimbursement for subject NTV repair. Unless you can show compelling reasons why this reimbursement does not meet the intent of the regulations and policies listed in the references above, your unit must reimburse the garrison for cost of repair. Please initiate the required actions to rectify the issue within the next ten (10) days.

b. In case of not receiving new facts showing your unit should not be held liable or the required reimbursement before (date of memo above + 11 working days), I will temporarily stop all garrison NTV service to your unit until the situation is solved.

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SUBJECT: Request for reimbursement of Non-tactical Vehicle (NTV) damage repair costs,
License Plate # *AB-123*, control number: WSB-xx-xxx

3. Point of contact for this action and any additional information you may require is Mr. Heinz Kaffenberger at DSN: 337-1340, CIV: 0611-705-1340, MRT: 0175-263-8114 or email: Heinz.w.kaffenberger@eur.army.mil .

2 Encl

1. Copy of GSA Form 2529
2. Copy of memorandums

JEFFREY W. DILL
COL, IN
Commanding

Encl 4. Memo, Sample 2nd Reminder