



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 20, Privately Owned Vehicle Safety Policy

1. This policy is to provide guidance to Noncommissioned Officers in performing their job as safety officers for this unit. Do not limit the travel of unit personnel, but ensure that when personnel are traveling during non-duty hours it is done safely and without risk to the Soldier, his family or others.

2. To ensure that Academy personnel are safe when traveling, the following requirements are in effect:

a. **Drunk / Taxi Cards**: All personnel will be required to have in their possession a unit Chain of Command Card. This card contains phone numbers of the Chain of Command and NCO Support Channel personnel who can assist a soldier if for some reason he/she becomes intoxicated or unable to drive and return safely to his/her final destination. These cards will be checked frequently by the School First Sergeant.

b. **Mileage Pass Request**: All personnel traveling during non-duty time and more than 200 miles from the Lawton / Fort Sill area will be required to fill out a mileage pass form and submit it for approval. Generally, I will not deny permanent party personnel from their right to travel, as long as the travel is safe. Complete the mileage pass request on a DA Form 31 and can be hand written. The mileage pass request will have with it the following forms:

(1) POV Inspection Checklist

(2) Pre-Trip Counseling Form (DA Form 4856)

i. Personnel Traveling by POV on Leave: All personnel traveling on regular/emergency leave by POV and more than 250 miles from the Lawton / Fort Sill area will have a Pre-Trip Safety Checklist and Map/Route, POV Inspection, and Pre-Trip SAFETY Counseling done prior to departure time. They must have in their possession their leave form (DA Form 31) prior to departure and while traveling.

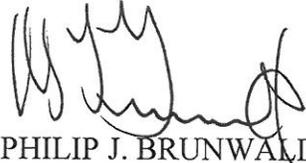
3. School 1SGs/Staff department heads will counsel and monitor their personnel prior to them going on leave and before submitting mileage passes. School 1SGs/Staff department heads will maintain all forms except DA 31 s for Leave.

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4. Safety for our soldiers and their family members is a high priority. Vehicle inspections are part of your duties as Noncommissioned Officers. Do not take your duty lightly and never sacrifice a soldier's safety to keep him or her happy. If the vehicle is not safe enough for your family to ride in, then why should we let the soldier drive that same vehicle? Be responsible and do the right thing.

5. During the week prior to the following National Holidays, NEW YEARS DAY, PRESIDENTS DAY, DR MARTIN LUTHUR KING JR. DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, VETERANS DAY, THANKSGIVING DAY and CHRISTMAS DAY regardless of the anticipated travel distance of the Soldier, School 1SGs/Staff heads will ensure POV Inspections are conducted and filed:

A handwritten signature in black ink, appearing to read 'Philip J. Brunwald', with a stylized flourish at the end.

PHILIP J. BRUNWALD  
CSM, USA  
Commandant