



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 4600.1B

SUPPO

2 Oct 12

**NAVCRUITDIST PORTLAND INSTRUCTION 4600.1B**

Subj: MOTOR POOL FOR NAVY RECRUITING DISTRICT PORTLAND

Encl: (1) NRD Portland Motor Pool Sign-Out Sheet  
(2) NRD Portland Motor Pool Reservation Sheet  
(3) Vehicle Inspection Sheet (PTLDO 4600/1 (4-11))  
(4) NRD Portland Headquarters Motor Pool

1. Background. To promulgate policy regarding the vehicles assigned to Headquarters, Navy Recruiting District (NRD) Portland.
2. Cancellation. NAVCRUITDISTPORTLANDINST 4600.1A.
3. Vehicle usage check-out and turn-in procedures:
  - a. Vehicles must be reserved for use from the Motor Pool Manager NLT 1500 the day before they are needed.
  - b. All vehicles will be logged out and in using the Motor Pool Sign-out Sheet, enclosure (1).
  - c. Users will log all mileage, gas purchases and any other expenses using the NAVCRUIT 11240/4 form provided in the vehicle binder.
  - d. Users will clean up any trash prior to vehicle turn-in.
  - e. Users will fill any vehicle having less than a half tank of gas prior to turn in.
  - f. Two motor pool vehicles will be kept at HQ for local use and same day travel only.

g. Five motor pool vehicles will be kept at PANG for multi-day travel requirements. User is responsible to pick up the vehicle at PANG. If circumstances prevent the user from being able to pick up the vehicle, the Motor Pool Manager will assist the user.

4. Monthly vehicle reports:

a. Vehicle reports for the Commanding Officer's vehicle will be completed by Admin department.

b. Vehicle reports for the Dually will be completed by LEADS department.

c. Vehicle reports for the 15-passenger van will be completed by Supply department.

d. Vehicle reports for OPS Department vehicle will be completed by AME1(AW) Underwood.

e. Vehicle reports for the SEAL vehicles will be completed by their operators.

f. Vehicle reports for the motor pool vehicles will be completed by Michael Teel.

5. The Motor Pool Manager responsibilities will include:

a. Maintain the Motor Pool Sign-Out Sheet.

b. Reserve vehicles upon request using the Motor Pool Reservation Sheet, enclosure (2).

c. Maintain vehicle binders.

d. Monitor usage daily to ensure all vehicles are accounted for.

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e. Ensure the NAVCRUIT 11240/4 is completed by the user after each use.

f. Conduct weekly spot checks using Vehicle Inspection Sheet, enclosure (3).

g. Complete required preventative maintenance on schedule.

h. Report any vehicle management or maintenance problems to the Supply Department.



R. M. CANDILORO

Distribution:

NAVCUITDISTPORTLANDINST 5216.1U

List A





**VEHICLE INSPECTION SHEET**

<b>Vehicle License Plate #</b>	<b>Vehicle Make</b>	<b>Vehicle Model</b>

WINDSHIELD WIPERS	OP / INOP
WINDSHIELD WASHER FLUID	OP / INOP
HORN	OP / INOP
MIRRORS – INSIDE / OUTSIDE	OP / INOP
SERVICE BRAKE	OP / INOP
PARKING BRAKE	OP / INOP
HIGH / LOW INDICATOR	OP / INOP
EMERGENCY FLASHERS	OP / INOP
SEAT BELTS	OP / INOP
TURN SIGNALS	OP / INOP
BRAKE & TAIL LIGHTS	OP / INOP
REVERSE LIGHTS	OP / INOP
HEAD LIGHTS – HIGH / LOW BEAMS	OP / INOP
TIRE CONDITION	NEW / GOOD / FAIR / WORN
WINDSHIELD CONDITION	GOOD / CRACKS / CHIPS
GLASS CLEAR & VISION	OP / INOP
SPARE TIRE	IN PLACE / MISSING
JACK / LUG NUT WRENCH	IN PLACE / MISSING
ROAD SIDE KIT	IN PLACE / MISSING

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interior Cleanliness:** \_\_\_\_\_ **Pass:** \_\_\_\_\_ **Fail:** \_\_\_\_\_

**Exterior Cleanliness:** \_\_\_\_\_ **Pass:** \_\_\_\_\_ **Fail:** \_\_\_\_\_

**Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**NRD PORTLAND HEADQUARTERS MOTOR POOL****Manager: Mike Teel****Supervisor: LSC Daly**

Vehicles maintained as part of the motor pool include:

<u>Make</u>	<u>Model</u>	<u>Plate #</u>
Pontiac	G6	G10-3442H
Pontiac	G6	G10-3430H
Pontiac	G6	G10-3443H
Chevy	CG3000	G43-0778G (15 Pax van)

HQ vehicles exempt from motor pool:

Ford	Fusion	G10-2940L (CO/XO/CMC)
Ford	F-350	G43-1199L (Dually)
Ford	Expedition	G62-0838K (SEAL Motivator)
Chevy	Malibu	G12-1137H (OPS)
Ford	Fusion	G10-2934L (EDSPEC)