



REPLY TO
ATTENTION OF:

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

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy (CNCOA)

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 a TMP.
2. All personnel requesting the use of any TMP assigned to the CNCOA 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.
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, MSG Jason M. Holland at 706-791-7882 or jason.m.holland2.mil@mail.mil.

ALLEN BRASWELL
CSM, USA
Commandant