



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER-HENDERSON HALL**  
**HEADQUARTERS COMMAND BATTALION**  
**239 SHERIDAN AVE, BLDG 417**  
**FORT MYER, VIRGINIA 22211-1199**

REPLY TO  
ATTENTION OF

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Headquarters Command Battalion Privately Owned Vehicle (POV) Inspection and Safety Program – Policy Memorandum #13

1. References:

a. DODI 6055.4 DOD Traffic Safety Program, dated 20 April 2009.

b. AR 385-10, The Army Safety Program, Rapid Action Revision, dated 14 June 2010.

2. Purpose: Establishes requirements and procedures for POV inspection and trip planning for POV travel. Compliance with these procedures reduces the risk of accidents when driving your POV. Though not mandatory for civilians, vehicle inspection and risk analysis are highly recommended.

3. Applicability: All Soldiers.

4. Policy:

a. Inspection program. The Vehicle Safety Inspection (VSI) checklist will be used for all POV inspections, and sets the standard for safe POV operation. Newcomers will have their POVs inspected within 3 days of arrival to the unit. Soldiers will have their POVs inspected before every 3 or 4-day weekend, prior to leave, pass, TDY or PCS outside the local area (more than 250 miles from Fort Myer, or as determined by the commander). Companies will track Soldiers' POV inspection data and report results to Battalion S-3 NLT COB one day prior to training holidays and one day prior to a Soldier's departure. Additional POV inspections will occur for personnel whose license, registration, or insurance has expired. Allow reasonable time for service or repair when a deficiency makes the vehicle unsafe to operate. POV inspectors (SGT or above) will visually validate license, registration, and insurance, and will confirm that vehicles are safe by printing and signing their names on POV inspection checklists. Responsibility rests with vehicle owners to comply with state vehicle codes.

b. Licensing. All POV operators must have a valid drivers license for the class of vehicle they operate. License and registration expiration dates must be annotated on the VSI checklist. Annotate "indefinite" if a state allows license to expire for military members.

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c. State registration. All POVs will be registered in the appropriate state. The state name and expiration date will be annotated on the VSI checklist.

d. Travel Risk Planing and Pre-travel Inspections. Soldiers will complete the Travel Risk Planning System (TRiPS) prior to POV travel more than 250 miles from Fort Myer or as determined by the commander (use the automated POV risk assessment tool at <https://crc.army.mil>). This includes leave, pass, TDY and PCS travel. The signed TRiPS and a copy of the POV inspection must accompany all DA Form 31 requests that include applicable POV travel. Immediate supervisors will review their Soldiers' plans, consult with them and adjust any unacceptable risk. POV drivers will repair/replace anything that is unsafe (e.g. balled tires) prior to requesting leave, pass, TDY or PCS travel. If your POV is unsafe, your travel request will be denied.

5. The point of contact for this action is the Battalion S-3 at (703) 696-2619.

  
JOHNATHON M. KUPKA  
LTC, SF  
Commanding