

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
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RLO D401

**STUDENT OUTLINE**

**GARRISON AND TACTICAL MOTOR POOL ADMINISTRATION AND OPERATIONS**

1. Terminal Learning Objective: Given references establish a garrison and tactical equipment pool; to ensure operational support requirements are met per the references.

2. Enabling Learning Objectives

a. Given the applicable reference material, the requirement to establish a garrison and tactical equipment pool, identify considerations for the selection of the site, per the references. (0402.02.06a)

b. Given the applicable reference material, the requirement to establish a garrison and tactical equipment pool, identify considerations for planning the layout of the site, per the references. (0402.02.06b)

c. Given the applicable reference material, the requirement to establish a garrison and tactical equipment pool, and a scenario of the layout of the site overlay, per the references. (0402.02.06c)

d. Given the applicable reference material, the requirement to establish a garrison and tactical equipment pool, identify considerations for establishing a garrison and tactical equipment pool, per the references. (0402.02.06d)

e. Given the applicable reference material, the requirement to establish a garrison and tactical equipment pool, identify considerations for camouflaging the site and equipment, per the references. (0402.02.06e)

**OUTLINE**

1. **IN GARRISON, ALL MOTOR POOL FACILITIES MAY BE LOCATED IN ONE AREA.**

a. The unit commander or his representative assigns all parking spaces, shop buildings, offices, and storage areas to garrison units.

b. Space available in a garrison motor pool will normally meet only minimum requirements for parking, maintenance, and storage. Space between vehicles parked on the ready line may vary because of local directives. Angle parking can reduce the required turning space between vehicles.

c. Designate emergency exits to provide rapid evacuation while reducing traffic congestion.

d. When possible, locate the dispatch office at the motor pool exit. This allows the dispatcher to see departing vehicles and to give final instructions to drivers when necessary.

e. Always use one-way traffic to simplify vehicle movement.

f. Fire prevention is a must in the motor pool. Have adequate firefighting equipment on hand. Train personnel, designate smoking areas, and have the fire marshal survey the motor pool.

g. Normally, the garrison guard provides security for the motor pool. This includes guards at the entrance and exits gates.

## **2. EFFECTIVE OPERATION OF A GARRISON MOTOR POOL**

a. For effective motor pool operation, an organization must be developed to handle the functions that are performed. The organization of a garrison motor pool normally consists of five sections: administrative, operations, maintenance, supply, and inspection.

### (1) Administrative section.

(a) The administrative section performs the necessary clerical functions in connection with the operation of the motor pool.

(b) The administrative section is also responsible for the preparation of general correspondence and filing. It

may be incorporated into the Combat Service Support Element (CSSE) headquarters or the motor transport unit headquarters if one is assigned, rather than being a separate section of the motor pool.

(2) Operations section.

(a) The operations section exercises operational control over all vehicles of the motor pool.

(b) Control includes the close supervision over vehicles on dispatch to eliminate their misuse and abuse.

(c) This section receives, processes, and responds to support requirements.

(d) The operations section is responsible for vehicle dispatching, develops and supervises operator selection and training, and conducts a continuous safety program.

(e) The section also maintains liaison with military and civil authorities regarding the movement of vehicles.

(3) Maintenance section.

(a) The maintenance section conducts authorized repairs according to their assigned echelons of maintenance and performs preventive maintenance services.

(b) Additionally, the maintenance section coordinates with support units for all repairs beyond the scope of their authorized echelons of maintenance.

(c) The maintenance section is also responsible for the maintenance of vehicle records, scheduling of preventive maintenance services, and conducting shop safety programs.

(4) Supply section.

(a) The supply section supervises all supply activities of the motor pool and maintains the necessary supply records.

(b) This section requisitions, stores, and issues fuels, lubricants, repair parts, tools, and equipment for the motor pool.

(5) Quality Control section.

(a) The inspection section can be a separate section, or this function can be assigned as an additional duty to the maintenance section.

(b) The inspection section is responsible for keeping the motor transport officer informed of the adequacy of the maintenance work being performed by both operators and mechanics.

(c) The section also supervises the operator's maintenance program as well as performing road test and quality assurance inspections to assure adequacy of maintenance services and repair work.

### **3. KEY BILLETS WITHIN THE MOTOR POOL**

a. Motor Transport Officer. Is responsible for the training, security, and discipline of the Motor Transport Operations Section.

(1) Establishing maintenance and care of individual and organizational equipment and material.

(2) Establishing unit policies, procedures, and SOP'S.

(3) Insuring unit readiness is maintained to its fullest.

(4) Initiating and insuring adherence to the unit safety program.

(5) Personally plan, supervise, and participate in unit training and operations.

(6) Perform frequent inspections to insure that his orders are carried out.

b. Motor Transport Chief is the highest ranking enlisted Marine in the motor pool. The MTC assists the MTO in coordinating, supervising, and controlling motor pool mission operations.

c. The Truck Master is assistant to the Motor Transport Chief. The Truck Master may be called upon to:

- (1) Organize and supervise driver training.
- (2) Select tactical motor pool sites/recon routes.
- (3) Organize and supervise the unit motor pool.
- (4) Conduct training and testing of drivers.
- (5) Supervise all other key billets in the motor pool.

d. The dispatcher, under the supervision of the Truck Master, operates the company vehicle operations center.

- (1) Receives and fills support request.
- (2) Checks the time of departure and return of each vehicle.
- (3) Issues and collects trip tickets.
- (4) Reports discrepancies in trip tickets, and mechanical failures to the truck master.
- (5) Makes sure that each driver is familiar with his route, destination, and mission.
- (6) Maintains all records pertaining to dispatching.

e. The Platoon Commander has the responsibility for training and discipline of their platoon. They are responsible for making sure that the instructions of the Company Commander are carried out.

f. The Platoon Sergeant Is the noncommissioned assistant to the Platoon Commander. He assists in training the platoon and supervises both its tactical and technical operations. Through his squad leaders, he directs the drivers in the platoon in truck and convoy operations.

g. The MIMMS Clerk takes care of getting the vehicles to the second echelon shop for Annual P.M., Publication Library, and tracking the vehicles while in the maintenance cycle.

h. The tool room NCO takes care of the SL-3 gear that is not on the vehicles. Controls the issuing of tools to do 1<sup>st</sup> echelon maintenance.

## **2. THE BASIC CONSIDERATIONS IN SELECTING A TACTICAL MOTOR POOL SITE**

a. The unit's mission is the key consideration in the location of a tactical motor pool site.

b. When the unit commander selects a tactical motor pool site, it is based on the following factors:

(1) Proximity of the operation.

(a) The tactical motor pool should be located as near as possible to depots, railroad terminals, or other transportation facilities.

(b) Terrain surrounding the motor pool site.

1. Look for a location without obstacles that has adequate drainage.

2. The site selected should have stable soil or hardstand with little danger of fire.

3. Abandoned logistics support areas, transportation facilities for surface and air, support facilities, school yards, factories, storage areas, or recreational areas are ideal if the tactical situation permits their use.

(2) Size. Select a site large enough to accommodate the unit's vehicles, tentage, maintenance facilities, and POL storage.

(3) Enemy capability.

(a) Consider troop and vehicle dispersion in case of attack by enemy aircraft or ground forces.

(b) Use artificial camouflage materials to augment the natural foliage.

(c) The selected tactical motor pool site should afford the unit the ability to defend the site against enemy attack, sabotage, and cargo pilferage.

(4) Road network. The motor pool location should provide easy access to the primary road network, which is used to support the MAGTF.

(a) Look for easy access routes and all weather roads. Separate entrances and exits to the area are desirable.

(b) In selecting the site, areas that are dependent upon structures subject to enemy action or damage, such as bridges and tunnels for access to primary roads, should be avoided.

(c) The tactical motor pool should be located as close as possible to facilities that require truck support so as to eliminate nonproductive miles.

(d) The access routes should be as uncongested as possible and provide for vehicle dispersion in the event of enemy attack.

(5) Troop billets.

(a) Consider a location near permanent buildings when possible, especially when the position will be occupied for more than seven days.

(b) Check all abandoned buildings for structural soundness, booby traps, and sanitary conditions before using them.

**5. TYPES OF OPERATING BASE AREAS.** The types of operating base area requirements for motor transport units are classified as the following:

a. Minimum

(1) This is the formal type of field setup or bivouac under administrative conditions, hostile action is remote.

(2) Vehicles are parked on line in the motor pool and tentage, both troop and administrative, are on line in designated areas.

(3) Only a minimum distance is maintained between the vehicles and unit facilities.

b. Average

(1) This is a field setup or bivouac under tactical conditions where friendly forces have air superiority, possibility of hostile air attack is remote.

(2) Approximately 50 feet (15 meters) dispersion between unit vehicles and facilities is maintained to offer protection against loss resulting from hostile ground actions, including mortar or artillery fire.

c. Maximum

(1) This is a field setup or bivouac which considers a dispersion of approximately 150 feet (46 meters) between unit vehicles and unit facilities as protection against hostile air attack.

(2) It is also considered as normal dispersion, consistent with control of the unit, under nuclear conditions.

(3) However, in the event of imminent nuclear attack, further dispersion, relocation, and/or other defensive actions will be taken in accordance with local directives and standing operating procedures (SOP).

**6. ORGANIZATION OF A TACTICAL MOTOR POOL TO ACHIEVE OPERATIONAL EFFICIENCY.**

a. As in any motor pool, the tactical motor pool must meet certain common sense requirements to achieve operational efficiency. The motor transport officer plans for:

(1) Space for the parking of equipment, maintenance, and storage of supplies.

(a) A vehicle parking plan must be developed to provide sufficient dispersion as well as sufficient space for the inspection of wheels, tires, lights, and mechanical systems.

(b) Lanes for fire fighting equipment must be provided.

(c) Vehicles parked on the ready line should be headed toward the motor pool exit.

(2) Emergency exits and dispersion areas must be designated in the event of an enemy attack.

(a) SOP's should include the priorities for equipment that should be rapidly evacuated in the event of an enemy attack.

(b) All motor transport personnel are briefed regarding the location of these areas and the priorities that have been established per the SOP.

(c) The enemy situation, and particularly the enemy's air and artillery capabilities will dictate the degree of vehicle dispersion and cover required.

(3) The location of facilities within the motor pool.

(a) The tempo of operations is centered around the dispatcher. The dispatcher is located at a position near the exit or entrance of the motor pool whenever possible.

(b) A properly designed traffic pattern within the motor pool should provide an uninterrupted flow of traffic.

(c) A one-way traffic pattern will expedite vehicle movement and reduce the potential for vehicle accidents.

(d) Entrance lanes should provide easy access to air, water, and POL facilities.

(e) Maintenance areas should be located so that they provide an easy access for disabled vehicles but do not interrupt the normal flow of vehicular traffic within the motor pool area.

(4) The threat of fire is always present in a motor pool since flammable materials are present. Therefore, a fire prevention program must be established and practiced. Fire fighting equipment locations, evacuation procedures, and instructions for summoning help must be included in the SOP.

(5) Physical security within the motor pool is a consideration that must not be taken lightly.

(a) Precautions are necessary to prevent pilferage of motor pool property and cargo that is located aboard vehicles located in the motor pool.

(b) The motor transport officer must establish internal procedures to ensure the security of his equipment and that of which he has temporary custody.

(6) The organization and employment of available forces for local defense are the responsibilities of the local commander.

(a) Since the motor transport unit will often have a large percentage of its assigned personnel dispatched, plans for local defense must be critically reviewed to ensure that the tactical motor pool is fully defended.

(b) Additionally, the requirement to provide vehicles and operators for other units in the conduct of a defense further reduces the capability to defend the motor pool.

## **7. RECONNAISSANCE OF THE MOTOR POOL SITE**

a. The unit commander should make a map reconnaissance of the unfamiliar area before attempting to occupy it.

b. A reconnaissance party is then sent out to select the best possible site and determine the following:

(1) Is the area large enough to accommodate the unit's vehicles and equipment?

(2) Is the area safe and easily accessible to the occupying unit?

(3) Does the area have natural cover for concealment?

(4) Is the area relatively easy to defend?

(5) Does the area have a firm, well drained surface for maintenance and dispersion of vehicles?

c. The reconnaissance party, after returning, will brief the unit commander and members of the advance party on their findings.

d. The commander then selects the site which has the most favorable factors.

## 8. THE DUTIES OF THE ADVANCE PARTY.

a. The size of the advance party is governed by two factors; the tactical situation and the amount of work required to prepare the site for occupancy.

b. The advance party's job begins when they arrive in the bivouac area and ends with the arrival of the last vehicle.

c. Troops will be needed for labor and security.

d. The first task of the advance party is to secure the area.

(1) If available, engineer personnel will search the area for mines and booby traps. The troops are organized into fire teams and, after dismounting their vehicles, the fire teams will move through the area and search for any signs of enemy presence, while collecting any intelligence information.

(2) Once the area is cleared, a light security screen is provided around the area and observation posts are constructed.

(3) Automatic and crew served weapons are positioned along likely avenues of approach to provide early warning and limited protection during the occupation of the site.

(4) The tentative location of the company and platoon command posts (CP) should be identified and provisions made for wire communication.

(a) Platoon and maintenance section representatives will select and mark off their areas.

(b) Roads and trails are selected which provide for a one-way traffic pattern.

(c) Alternate exits are selected for emergency dispersion of vehicles if the main exits are blocked.

(d) Tentative locations are determined for individual fighting holes and crew-served weapons are carefully located.

(e) Latrines and garbage sumps should be dug, and screens and tentage are erected.

## **9. LAYOUT OF THE TACTICAL MOTOR POOL**

a. Messing facilities should be given special attention. The facilities should be:

- (1) Centrally located within the perimeter.
- (2) Away from interior roads to avoid contamination of food by dust.
- (3) Located a minimum of 100 yards from latrines.
- (4) The serving line or lines, should be:
  - (a) Marked with engineer tape.
  - (b) Located to take advantage of available cover and concealment.
  - (c) Planned so that a five yard interval can be maintained by personnel under tactical conditions.

### b. Selecting a Latrine Site

- (1) The latrine site be located at least 100 meters from the water supply.
- (2) The site should be adequate for a minimum of eight percent of the unit at a time.
- (3) The site should be located on the side of the motor pool site opposite prevailing winds.
- (4) The site should have hand washing facilities located near the exits.

### c. Selecting a Maintenance Site

- (1) The maintenance site should be accessible to the entrance and exit routes.
- (2) The site should be centrally located within the perimeter.
- (3) The maintenance tent should have an entrance and exit at both ends.

d. Ammunition Area

(1) The ammunition should be removed from the transporting vehicles.

(2) The ammunition must be protected by sandbags or earth embankment, and should be located close to the supply tent.

e. Positioning of the Fuel Tanker.

(1) The fuel tanker should be located as near as possible to the primary entrance where returned vehicles can be refueled.

(2) The tanker should then be parked in a protected position within the perimeter away from likely enemy avenues of attack.

f. Troops Safety in Billeting Areas

(1) Personnel will be permitted to sleep only in designated areas.

(2) Vehicles will not be moved without ground guides in order to avoid accidents within troop billeting area. Drivers will be required to walk around their vehicle before moving it anywhere.

10. DEFENSES USED WITHIN A TACTICAL MOTOR POOL SITE

a. The two types of defensive measures that are employed to protect the tactical motor pool site are passive and active.

(1) Passive defensive measures are taken to keep the enemy from seeing the site or knowing what you are doing.

(a) If the enemy can not see the site then losses can be kept to a minimum.

(b) Passive security measures include:

1. Concealment.

2. Camouflage of all positions.

3. Control of movement, noise, and light discipline.

4. Dispersion.

5. Minimum radio and telephone traffic.

(c) Concealment and dispersion are important passive measures against attack from the air.

(d) Passive defensive measures are used primarily to protect against air attack and detection.

(2) Active defensive measures for a tactical motor pool site are generally used against ground attack and encompass a two stage alert system.

(a) The first stage, attack-likely, audible or visual signals are used to warn personnel that an attack will probably take place.

1. Troops are positioned in pairs with one man alert at all times. If the troop situation permits the other member may sleep.

2. During the attack-likely stage, alert as many people as possible to man their defensive positions.

3. Every effort should be made to continue with the unit's normal mission.

(b) The second stage, attack imminent, all personnel will stop their normal duties and man their defensive position.

1. The reserve force is held in position near the command post until deployed by the camp Commandant or OIC of Security force.

2. Defensive positions are manned until the all-clear signal is given.

3. When the enemy is observed advancing, fire on them with long range weapons. This fire should cover the withdrawal of outposts when the enemy threatens their security.

4. When the enemy is within 150 meters or less, fire from all weapons should cover them.

5. If it is apparent that the enemy intends to bypass the site, they should not be fired upon. However, this information should be rapidly forwarded to the nearest senior commander of friendly forces.

b. Counterattacking

(1) Every effort should be made to destroy the enemy if he penetrates the perimeter defense.

(2) Reserve forces may be used by the commander to:

(a) Destroy the enemy.

(b) Restore the integrity of the company's position.

(c) Block further advance by the enemy.

(3) Defense of the position does not include pursuit of hostile forces, just eliminate the enemy from the tactical motor pool site.

11. **VACATING THE MOTOR POOL SITE.** In clearing the tactical motor pool site, the unit should be concerned with the following duties:

a. Loading of Equipment

(1) Members should first pack their individual clothing and equipment.

(2) Organizational equipment not immediately required for the defense of the area can be loaded on the vehicles and secured for the move.

b. Vehicles on Dispatch

(1) Drivers of vehicles on dispatch should be contacted and directed to return to the unit.

(2) Vehicles enroute with cargo should be permitted to deliver their cargo if time permits.

(3) Companies about to move must tell supported activities that support will be discontinued.

c. Refueling of Equipment

(1) Fuel tanks of all vehicles should be topped off.

(2) If POL supplies are available, the basic load should be replenished.

d. Garbage Sumps and Latrines

(1) Fill garbage sumps with at least two feet of dirt.

(2) When closing latrines, spray at least two feet around the outside of the pit, the contents of the pit, the sidewalls, and the ground surface with the appropriate insecticide.

(3) Fill the pit to the top with successive three inch layers of earth and pack each layer down, and spray its surface with insecticide.

(4) Mound the latrine over with at least one foot of earth and mark the latrine with a sign reading "LATRINE CLOSED" and the date it was closed.

e. Closing the Tactical Motor Pool

(1) Police the entire area after the unit is prepared for departure.

(2) When the main body has moved out, a small detachment should check the area for proper police and search for items of equipment that may have been overlooked.

**REFERENCES:**

1. Camouflage FM 20-3

2. Motor Transport FMFM 4-9

3. Battlefield Damage Assessment and Repair MCRP 4-11.4

4. Logistics Considerations For Motor Transport TM 11240-14/2  
Convoy Operations in a Guerilla Environment

5. Lightweight Camouflage Screen Systems and TM 5-1080-200-  
13&P  
Support Systems

6. Rear Area Operations MCWP 3-41.1