MOTOR EQUIPMENT UTILIZATION RECORD

1. DATE *(YYYYMMDD)*	2. TYPE OF EQUIPMENT	3. REGISTRATION NO./SERIAL NO.	4. ADMINISTRATION NO.

5. ORGANIZATION NAME	6a. FUEL	b. OIL

ACTION	9. TIME		10. MILES	11. HOURS	
7a. 1ST OPERATOR *(Last Name, First, M.I.)*	a. IN				12a. REPORT TO *(Last Name, First, M.I.)*
8a. OPERATOR'S SIGNATURE	b. OUT				13a. DISPATCHER'S SIGNATURE
	c. TOTAL				
7b. 2ND OPERATOR *(Last Name, First, M.I.)*	a. IN				12b. REPORT TO *(Last Name, First, M.I.)*
8b. OPERATOR'S SIGNATURE	b. OUT				13b. DISPATCHER'S SIGNATURE
	c. TOTAL				
7c. 3RD OPERATOR *(Last Name, First, M.I.)*	a. IN				12c. REPORT TO *(Last Name, First, M.I.)*
8c. OPERATOR'S SIGNATURE	b. OUT				13c. DISPATCHER'S SIGNATURE
	c. TOTAL				
7d. 4TH OPERATOR *(Last Name, First, M.I.)*	a. IN				12d. REPORT TO *(Last Name, First, M.I.)*
8d. OPERATOR'S SIGNATURE	b. OUT				13d. DISPATCHER'S SIGNATURE
	c. TOTAL				

14. DESTINATION	15. TIME		16. RELEASED BY *(Signature)*	17. REMARKS
	a. ARRIVE	b. DEPART		
(1) FROM				
(2) TO				
(3) TO				
(4) TO				
(5) TO				
(6) TO				
(7) TO				
(8) TO				
(9) TO				
(10) TO				
(11) TO				
(12) TO				
(13) TO				
(14) TO				
(15) TO				
(16) TO				

DD FORM 1970, NOV 1999   PREVIOUS EDITION MAY BE USED.

14. DESTINATION	15. TIME		16. RELEASED BY (Signature)	17. REMARKS
	a. ARRIVE	b. DEPART		
(17) TO				
(18) TO				
(19) TO				
(20) TO				
(21) TO				
(22) TO				
(23) TO				
(24) TO				
(25) TO				
(26) TO				
(27) TO				
(28) TO				
(29) TO				

INSTRUCTIONS

*1. Date. Enter the calendar date the equipment is to be used.

2. Type of Equipment. Enter the type of equipment as designated in the equipment log.

3. Registration Number or Serial Number. Enter the equipment/ registration number or serial number.

4. Administration Number. Enter the unit number or administrative number.

5. Organization Name. Enter the organization to which the equipment is assigned.

6. Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.

*7. Operator. Enter the name of the equipment operator.

8. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.

*9. Time. Indicate time to the nearest 5 minutes using the 24-hour clock.
a. In. Enter time equipment was returned from dispatch or use.
b. Out. Enter the time the equipment was released for operation by the dispatcher.
c. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.

*10. Miles. Will be recorded to the nearest whole mile.
a. In. The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.
b. Out. The dispatcher will enter the mileage reading at the time of dispatch.
c. Total. Enter the difference between the "Out" and "In" mileage.

*11. Hours. Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.
a. In. The operator will enter the hour meter reading upon completion of the equipment usage.
b. Out. The dispatcher will neter the hour meter reading prior to equipment release.
c. Total. Enter the total hours dispatched for operation.

*12. Report To. Enter the name of the individual to whom the operator is to report.

13. Dispatcher's Signature. Self-explanatory.

14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.

*15. Time. All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.
a. Arrive. Enter the arrival time at each destination.
b. Depart. Enter the departure time from the motor pool and each succeeding location.

16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.

17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

*Items marked with an asterisk (*) have been registered in the DOD Data Element Program.

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