(3) Monitoring disposition of government-owned property by ensuring that the appropriate Property Administrator is notified of the existence, nature, value and location of financial assistance program property available for disposition;

(4) Maintaining the official financial assistance program property files until close-out; and

(5) Coordinating with the Office of the Inspector General and Program Officer to ensure audit issues relating to property management are resolved in accordance with established procedures.

b. Program Officers' responsibilities as they relate to financial assistance program property are:

(1) Reviewing and preparing written evaluations of quarterly and final performance, property, and patent reports submitted by financial assistance program participant;

(2) Providing programmatic guidance and assistance to financial assistance program participants, Financial Assistance Programs Officers, Administrators and other officials, as necessary;

(3) Evaluating financial assistance program participant's property control system;

(4) Resolving property administration matters with financial assistance program participant at the discretion of the Financial Assistance Programs Officer;

(5) Monitoring the use of property purchased or furnished by the Federal government under the financial assistance program and ensuring that the relevant provisions of the applicable common rule or OMB circular are met;

(6) Forwarding recommendations to the appropriate Property Administrator for disposal of financial assistance program related property no longer needed; and

(7) Evaluating the final performance and property reports.

c. Property Administrators are responsible for:

(1) Ensuring that financial assistance program assistance comply with property-related provisions of the financial assistance program, FAR and OMB Circulars;

(2) Establishing and maintaining accountability records;

(3) Providing guidance to financial assistance program participants in establishing and maintaining a property accountability system;

(4) Monitoring financial assistance program participant’s purchase and use of property purchased with financial assistance program funds or furnished by the government under the financial assistance program;

(5) Assisting the financial assistance program participant with periodic physical inventories;

(6) Advising the Program Officer of all requests by financial assistance program participant involving personal property;

(7) Providing inventory information to the appropriate property accountability official in the DOC Personal Property Network for all property furnished to financial assistance program participants where the title is retained by the government; and

(8) Providing the financial assistance program participant with instructions for disposition of property and forwarding a copy to the Financial Assistance Programs Officer.

d. Financial assistance program participants are responsible for:

(1) Managing property in accordance with all provisions of Department's rules and procedures, Federal regulations, and OMB circulars, as applicable;

(2) Accounting for all government-owned property in their possession;

(3) Maintaining and making available an inventory listing of all property acquired under a financial assistance program. A final inventory listing shall be submitted to the Program Officer with the final financial reports;

(4) Conducting and submitting to the Program Officer periodic physical inventories (once every two years for purchased property and annually for government-owned property);

(5) Exercising adequate control and maintaining property to prevent loss, damage and theft; and

(6) Requesting instructions and obtaining approval for disposition of property unless instructions have been identified in the award.

5.600 DEPARTMENTAL FINANCIAL ASSISTANCE PROGRAM PROPERTY

5.601 Property Management Standards for Financial assistance programs to State or Local Governments, Universities, Nonprofit Organizations and For-Profit Organizations

Under a financial assistance program to any state or local government, property should be managed in accordance with the standards and procedures in the DAO 203-26 and 15 CFR Part 24.

Under a financial assistance program to institutions of higher education, hospitals, and other non-profit, and for-profit organizations, property should be managed in accordance with the standards and procedures prescribed in the DAO 203-26 and OMB Circular A-110.

The Department must require compliance with the standards established in 15 CFR Part 24 and OMB Circular A-110, as applicable. The financial assistance program participants may be authorized to use their own property management standards and procedures as long as the provisions of the Department's regulations are included.

5.602 Title of Financial Assistance Programs Property

When financial assistance program participants are provided with government-owned property, the title remains vested with the Department and the property shall be maintained and controlled as with any other accountable property held by the Department.

The Federal Financial assistance program and Cooperative Agrparticipantment Act of 1977, Section 7(31 U.S.C. 6306) (Public Law 95-224), provides cautionary authority for vesting title to property in the contractor or financial assistance program participant for agencies which make contracts, financial assistance programs, and cooperative agreements for the conduct of basic or applied scientific research with non-profit institutions of higher education, or with non-profit organizations whose primary purpose is the conduct of scientific research. Detailed guidance on the interest and rights of DOC in personal property purchased under financial assistance program s is provided in the applicable common rule and OMB circular. Government-furnished property or Government excess property, transferred to the financial assistance program participant, is not eligible for title to be vested under this authority.

5.700 PROPERTY ACCOUNTABILITY AND MANAGEMENT

5.701 Record Accountability

Property records are the means by which the location and status of property are recorded from acquisition through utilization and disposal. Financial assistance program participants shall have an effective property control system which will provide a constant trail of records. Property records must identify all government-owned property and provide complete, current, auditable records of all transactions. The records shall be safeguarded from tampering or destruction. Records shall be accessible to authorized personnel.

Operating Units shall rely on the financial assistance program participant's property control records and designate such records as the official financial assistance program records. There are exceptions to this policy when special circumstances exist and when specifically authorized. Some Operating Units may maintain the official financial assistance program property record. However, in general, the majority of official financial assistance program records for property are maintained by the financial assistance program participant.

Records shall be maintained which differentiate between expendable and non-expendable personal property in a given area. Property must be categorized as either supplies/materials or equipment. Inventory records must be maintained which reflect the type, location, and dollar value of all accountable property. In addition, records must be maintained which accurately indicate the type and location of sensitive or controlled items.

Financial records, supporting documents, statistical records, and all other records pertinent to the financial assistance program agreement shall be retained for a period of three years from submission of the final financial report (SF-269, Financial Status Report). If litigation, a claim, or an audit involving the records has started before the expiration of the three year period, the records must be retained until completion of the action and resolution of all issues or until the end of the regular three year period, whichever is later.

When property records are transferred to or maintained by the Department, records shall be retained for three years after final disposition. There is no retention requirement by the financial assistance program participant if records are transferred to or maintained by the Department. See 15 CFR 24.42(c) or OMB circular A-110 (Attachment C) for starting date of retention period.

5.702 Disposition of Financial Assistance Programs Property

Disposition is the last phase of the financial assistance program property control cycle. This phase involves the identification, classification and condition coding of items and equipment for possible reuse under other financial assistance program s upon return to Government stock, or disposition in accordance with the Department's standard procedures.

Upon completion of the financial assistance program, or prior thereto if required by the Program Officer, the financial assistance program participant must inventory all Government property to determine whether or not retention can be justified based upon the financial assistance program participant's utilization.

If financial assistance program participant property is no longer needed or wanted, the financial assistance program participant will submit a request for disposition instructions to the Program Officer who will forward the request with recommendations to the appropriate Property Administrator and a copy to the financial assistance programs Officer. The Property Administrator shall provide the financial assistance program participant with disposition instructions and forward a copy to the Program Officer and Financial assistance programs Officer.

The Department shall issue disposition instructions within 120 days. If the Department fails to issue disposition instructions within the 120 days, the financial assistance program participant may sell the property using proper sales procedures to ensure the highest possible return and retain the proceeds subject to the following standards:

a. Financial assistance program participant subject to OMB Circular A-110: Nonexpendable personal property with a per unit acquisition cost of less than $1,000 may be disposed of by the financial assistance program participant with no obligation to reimburse the Department. Nonexpendable personal property with a per unit acquisition cost of $1,000 or more may be retained by the recipient on the condition that the Department is reimbursed in an amount calculated by applying the percentage of the Federal participation in the cost of the original project to the current market value.

b. Financial assistance program participant subject to 15 CFR Part 24: Nonexpendable personal property with a per unit fair market value in excess of more than $200,000 may be disposed of or retained by the financial assistance program participant. If retained, the Department shall be reimbursed in an amount calculated by applying the percentage of the Federal participation in the costs of the original project to the current fair market value of the property. If sold, the proceeds from the sale shall be used as the base.

Alternatively, the property may be transferred to the original sponsoring Operating Unit and the Operating Unit shall determine if the property can be used to meet the Department's needs. If there is no further requirement within the

Department, the property shall be reported to GSA in accordance with PPMM Chapter 4 and FMR 102-36 on reporting excess personal property.

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CHAPTER 6. AVIATION AND MOTOR VEHICLE MANAGEMENT (FMR Part 102-34)

6.000 GENERAL PROVISIONS

6.001 Scope of Chapter

This chapter establishes DOC policy, authorities and responsibilities for developing and implementing an aviation and motor vehicle management program for the Department of Commerce. It implements the Government wide policy and guidelines contained in 41 Code of Federal Regulations, Parts 101-6.4, 101-37 through 101-39, and Executive Orders 12919, 12375 and 13123 as they apply to the acquisition, operation, utilization and disposal in the above areas.

6.002 Authority

The Assistant Secretary for Administration, under Departmental Organization Order 10-5, has delegated authority to the Director of the OREPMP (OAS) for developing, implementing and overseeing Departmental policies and standards for management of aviation and motor vehicles. The Director, OAS has redelegated this authority to the Associate Director, OREPMP.

6.003 Roles and Responsibilities

a. Associate Director, OREPMP, is responsible for:

(1) Developing and issuing the policy for the Department on motor vehicle management;

(2) Appointing a DOC Fleet Manager for the Department who shall have Departmental fleet management responsibility;

(3) Coordinating DOC and GSA review and approval of Operating Unit requests to commercially lease motor vehicles;

(4) Coordinating the submission of Department-wide reports to GSA, OMB, DOE and other agencies on motor vehicles;

(5) Providing technical advice and assistance on Departmental matters pertaining to home-to-work motor vehicle usage;

(6) Coordinating review of Operating Unit requests for exemptions from displaying U.S. Government tags on motor vehicles; and

(7) Serving as DOC liaison with GSA and other Federal agencies on program matters and issues relating to the management of motor vehicles.

b. The Heads of Departmental Operating Units are responsible for:

(1) Developing and administering a motor vehicle management program for motor vehicles assigned to their organization;

(2) Appointing an Operating Unit Fleet Manager who shall be responsible for managing the Operating Unit's motor vehicles;

(3) Conducting annual reviews and evaluations on motor vehicle operations effectiveness;

(4) Limiting the number of vehicles required for headquarters and field units to the minimum and assuring that required vehicles conform to standards for maximum fuel efficiency, minimum body size, engine size and special equipment required for program operation;

(5) Pooling vehicles where geographically practical to ensure cost efficient utilization;

(6) Ensuring that operators within the organization are properly licensed and their driving records reviewed annually. Also assuring that operators are familiar with and follow all applicable policies and procedures;

(7) Investigating alleged misuse of motor vehicles and, as required, taking disciplinary and other remedial action;

(8) Developing a plan for the acquisition of alternative fueled vehicles as replacement vehicles for owned and leased vehicles;

(9) Establishing and maintaining an accurate inventory and records on the utilization, cost, and energy consumption data on all Operating Unit's Government motor vehicles;

(10) Developing and submitting periodic studies and reports on vehicles within their organization to the DOC Fleet Manager;

(11) Ensuring compliance with the regulations of Public Law 99-550 on home-to-work transportation, as set forth in PPMM Section 6.900;

(12) Ensure that financial assistance programees, contractors and subcontractors, and their employees who are authorized to use Government motor vehicles, use such vehicles solely in the performance of the work authorized under such Government financial assistance programs, contracts, and subcontracts, and that:

(a) Financial assistance programees, contractors, and subcontractors establish and enforce penalties prescribed for Government employees for their employees who willfully use or authorize the use of Government motor vehicles for other than official purposes;

(b) Appropriate provision is made for the assumption by the financial assistance programee, contractor, or subcontractor of any cost or expense incident to any use not related to the performance of the financial assistance program or contract, such assumption of cost or expense to be without the right of reimbursement from the Government; and

(c) Comply with subpart 51.2 of the Federal Acquisition Regulation which contains policies and procedures governing Federal agencies in authorizing their prime contractors and subcontractors to obtain interagency motor pool vehicles and related services for use in performing cost-reimbursement type contracts and cost reimbursement type subcontracts; and

(13) Developing plans to achieve the mandated fleet average fuel economy for their government-owned leased vehicles.

c. Operating Unit Fleet Managers are responsible for:

(1) Determining current and projected motor vehicle needs for the Operating Unit;

(2) Approving the acquisition of motor vehicles from GSA's IFMS;

(3) Returning unneeded GSA vehicles to GSA's IFMS;

(4) Disposing of unneeded Commerce-owned vehicles;

(5) Establishing and maintaining fleet management records on all assigned Government motor vehicles;

(6) Establishing and maintaining an effective preventive maintenance program;

(7) Assuring that operators have a valid operator's license and checking on an quarterly basis to ensure that all full-time motor vehicle operators have a valid state operator's license;

(8) Assisting in the conduct of periodic reviews and evaluations of motor vehicle management performance and effectiveness;

(9) Establishing and maintaining adequate controls that will assure contractors and financial assistance programees do not acquire or use Government motor vehicles without specific, written approval (specifications must be written in contract); and

(10) Controlling the issuance of U.S. Government license plates, and credit cards for motor vehicles.

d. Motor Vehicle Operators and Employees are responsible for:

(1) Operating vehicles in a safe and prudent manner, and only for official purposes;

(2) Reporting vehicle use and credit card data to the Operating Unit Fleet Manager;

(3) Reporting vehicles that are in unsafe operating condition to the Operating Unit Fleet Manager;

(4) Complying with all applicable municipal, state, and Federal motor vehicle laws and regulations;

(5) Assuring that vehicles and their contents are properly secured when they are left unattended; and

(6) Promptly reporting all accidents to the Operating Unit Fleet Manager and to his/her immediate supervisor.

6.100 AIRCRAFT

6.101 Policy

All Government aircraft shall be used for official purposes only and in compliance with the operation, utilization, and disposal requirements of FMR 102-33 and OMB Circulars A-76 and A-126.

6.200 ACQUISITION OF MOTOR VEHICLES

6.201 Policy

Motor vehicles acquired shall be limited to the minimum number required for essential purposes and utilized to the maximum extent possible. Actions as pooling and sharing shall be considered, thereby reducing the need to acquire additional vehicles.

All motor vehicles shall have maximum fuel economy in compliance with Executive Order 12375. DOC shall acquire the maximum number of alternative fuel vehicles practicable to reduce its overall consumption of gasoline and diesel fuel and help develop Alternative Fuel Vehicles acquisition goals for the Federal fleet set forth in Executive Order 13031.

DOC shall rely on GSA, IFMS as the primary source of vehicles before purchasing, leasing or renting of motor vehicles from commercial sources.

6.202 Authority Required for Purchase of Passenger Motor Vehicles

31 U.S.C. 1343 provides that an appropriation may be expended to buy or lease passenger motor vehicles under the following circumstances:

a. For the use of The President, The Secretaries to the President, The heads of executive departments listed in section 101 of title [5USC 101]; or as specifically provided by law.

b. Except as specifically provided by law, an agency may use appropriate to buy a passenger motor vehicle (except a bus or ambulance) only at a total cost (except costs required only for transportation) that:

(1) Includes the price of systems and equipment the Administrator of GSA decides is incorporated customarily in standard passenger motor vehicles completely equipped for ordinary operation;

(2) Includes the value of a vehicle used in exchange;

(3) Is not more than the maximum price established by the agency having authority under law to establish maximum price; and

(4) Is not more than the amount specified in a law.

c. Additional systems and equipment may be bought for a passenger motor vehicle if the Administrator of GSA decides the purchase is appropriate. The price of additional systems or equipment is not included in deciding whether the cost of the vehicle is within a maximum price specified by law.

6.203 Determination of Requirements

In determining the requirements for motor vehicles, consideration shall be given to the following:

a. The essential need and cost for all non-standard systems and equipment and the potential benefits to be derived from their use;

b. The number of each type of vehicle needed to accomplish the program objective;

c. The fuel economy rating for all planned vehicle acquisitions and their effect on the Operation Unit's meeting the fleet average fuel economy rating established by the Secretary, DOT;

d. The extent of intended use i.e., the cargo or number of passengers to be transported, the frequency and types of trips, etc. Dual purpose vehicles capable of hauling both personnel and light cargo shall be used whenever appropriate to avoid the need for two vehicles;

e. The reassignment of existing vehicles to meet the requirements;

f. The feasibility of obtaining the required motor vehicle support from the IFMS or other Federal agency;

g. The feasibility of lease or rental from commercial sources, especially in those instances where the requirement is for a period of 3 months or less; and

h. The feasibility and economy of using a privately-owned vehicle or local public transportation in lieu of acquiring additional vehicles.

6.204 Acquisition Requests

All requests for the acquisition of new motor vehicle must be reviewed by an appropriate Operating Unit official (Operating Unit Fleet Manager) to ensure compliance with policy set forth in PPMM Section 6.202.

The appropriate official within the Operating Unit will approve or disapprove each acquisition request and take the necessary action.

6.205 Procurement

Policies and procedures for the purchase of new motor vehicles, including provisions for the procurement of additional systems and equipment for sedans and station wagons, are set forth in FMR 102-34.

Selection guidelines for justification of air-conditioning and other additional systems and equipment with respect to procurement of new sedans and station wagons and procurement for installation in such vehicles already in service, are contained in FMR.

Special procedures relating to the delivery, inspection, and acceptance of motor vehicles are provided in FMR 102-34. These special procedures are designed primarily to identify and report on deliveries of unsatisfactory motor vehicles ordered by GSA.

FMR 102-34 authorizes agencies to purchase and lease vehicles in certain circumstances. Operating Units receiving waivers from GSA may acquire vehicles directly rather than going through GSA's Automotive Commodity Center.

6.206 Acquisition of Fuel-Efficient Motor Vehicles

This section established Departmental policies and requirements for acquiring fuel-efficient motor vehicles:

a. All motor vehicles acquired for official purposes by DOC Operating Units shall be selected to achieve maximum fuel efficiency and limited to the minimum body size, engine size, and optional equipment necessary to meet requesting office's requirements.

b. Use of Government limousines (class V) and large sedans (class IV) shall be eliminated. Exceptions shall be made only for essential needs and must be approved by the Director, OAS, and GSA.

c. All class IV and V sedans shall be replaced by class II or smaller sedans unless a class III is absolutely essential to the agency's mission and certified accordingly by GSA.

d. The acquisition of passenger vehicles shall be limited to class IA, IB, or II (small, subcompact, or compact), unless the requesting office is able to certify that a class of larger vehicles is essential to the agency's mission.

e. The acquisition of passenger vehicles for use in transporting DOC executives (employees at the Assistant Secretary level or higher or at Executive Level IV and above or their equivalent), shall be held to the minimum number necessary for the orderly transaction of official agency business. All such requests regardless of the type of vehicle and source shall be sent to the DOC Fleet Management for review and forwarded to the Director, OAS, for approval.

6.207 Federal Vehicle Fuel Efficiency

GSA is responsible for developing a consolidated Federal fleet program to monitor the acquisition of passenger automobiles and light trucks by executive agencies. GSA administers this program by maintaining a master record of the miles per gallon ratings for all passenger vehicles and light trucks acquired by executive agencies during the year. Through this program, GSA is able to verify whether the agencies are achieving the fleet average fuel economy rating each fiscal year, as mandated by Executive Order 12375. This is done by GSA in accordance with the methodology and formula discussed in FMR 102-34. Executive agencies must meet the following average fuel economy objectives:

Fleet Average Fuel Economy Standards [a]		
Fiscal year	**Passenger automobile** [1]	**Light truck** [2]
1995	27.5	20.6 [3]
1996	27.5	20.7 [3]
1997	27.5	20.7 [3]
1998	27.5	20.7 [3]
1999	27.5	20.7 [3]
2000 & beyond	27.5	[4]

[1] Established by section 49 U.S.C. 32902 and the Secretary of Transportation.

[2] Fleet average fuel economy standard set by the Secretary of Transportation and mandated by Executive Order 12375 beginning in fiscal year 1982.

[3] Fleet average fuel economy for light trucks is the combined fleet average fuel economy for all 4 x 2 and 4 x 4 light trucks.

[4] Requirements not yet set by the Secretary of Transportation.

Operating Units may request exemption from meeting the mandated fleet average fuel economy for light trucks or categories of light trucks when determined to be appropriate in terms of energy conservation, economy, efficiency, or service. They shall submit these requests to the DOC Fleet Manager and state the reasons supporting the request for exemption. The DOC Fleet Manager will forward the request to GSA and advise the requesting office of GSA's decision on the request.

Operating Units shall develop and implement plans to achieve the mandated fleet average fuel economy for all of its Government-owned and leased passenger motor vehicles and light trucks. DOC Operating Units shall submit a year-end report to the DOC Fleet Manager on their progress and plans for meeting the fleet average fuel economy.

Operating Units are responsible for submitting reports on their motor vehicle fuel consumption and costs as a part of their Quarterly Energy Consumption Report (Form CD-340-LF) to the Department's Energy Management Officer in the Office of Federal Property Programs.

6.208 Alternative Fuel Vehicles

Section 11 of Executive Order 13123 on Federal Energy Management directed the Secretary of Energy to work with Federal agencies to acquire the maximum number practical of alternative fueled vehicles (AFVs) produced by original equipment manufacturers by the end of FY 95. Section 303 of the Energy Policy Act of 1992 (42 USC 13212) specified the following target goals for AFV acquisitions for the Federal Fleet:

FY 95	10,000 AFVs	
FY 96	25% of all vehicle	acquisitions
FY 97	33% of all vehicle	acquisitions
FY 98	50% of all vehicle	acquisitions
FY 99 and after	75% of all vehicle	acquisitions

6.300 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS)

6.301 Participation in IFMS

See FMR 102-34 for information on GSA-conducted studies covering the operation and cost of motor vehicles and motor vehicle services which support establishment of IFMS. The DOC Fleet Manager will coordinate the designation of Commerce officials to furnish necessary information and assistance to GSA, when required by GSA as provided in FMR 102-34.

Problems involving GSA, IFMS motor vehicle service and cost should be reported to the GSA fleet management system's servicing center providing the vehicles. In the event a satisfactory solution does not result, full particulars shall be forwarded to the DOC Fleet Manager for coordination and possible referral to GSA.

Should circumstances arise at a given interagency fleet management location that would tend to justify withdrawal of participation, the concerned Commerce organization shall develop factual justification. Justifications should be forwarded through the Head of the Operating Unit to the Director, OAS, for coordination and possible referral to the Administrator of GSA, as provided in FMR 102-34.

6.400 INTERAGENCY FLEET MANAGEMENT SYSTEM SERVICES

6.401 Policy

Operating Units shall utilize GSA's IFMS as the primary source for motor vehicles services.

6.402 Vehicles Available Through Interagency Fleet Management System and GSA Commercial Rental Contracts

Interagency Fleet Management locations, services, and rental rates are published periodically by GSA for the current information and guidance of Federal agencies. Availability of this publication and details concerning distribution are announced in GSA bulletins.

6.403 Obtaining Motor Vehicles for Short-Term Use

Motor vehicles may be obtained for short-term local use through GSA's IFMS. Agency officials or employees requesting short-term usage of motor vehicles must be authorized to place orders for vehicle support, and must provide a complete billing address with a GSA-billed, office-address code (BOAC) at the time an order is placed. Further information is set forth in FMR 102-34.

6.404 Obtaining Vehicles for Indefinite Assignment

The first source for obtaining vehicles for indefinite assignment should be the GSA, IFMS through the DOC Fleet Manager. Agencies that fully participate with GSA's indefinite assignment program will be given priority over other than fully participating agencies. Fully participating agencies rely totally on the support of GSA's IFMS services for obtaining vehicles. See FMR 102-34 for the requirements for obtaining indefinite assignment vehicles.

6.405 Seasonal or Unusual Requirements

Operating Unit Fleet Managers having seasonal or unusual requirements for motor vehicles shall inform the appropriate GSA IFMS as far in advance as possible, but not less than 3 months in advance of need.

6.406 Exemption from the Use of the Interagency Fleet Management System

See FMR 102-34 for information on unlimited exemptions and FMR 102-34 for information on requests for limited exemptions. Requests for exemptions shall be fully justified and submitted to the DOC Fleet Manager for coordination and possible referral to the Administrator of GSA.

6.407 Reimbursement for Services

See FMR 102-34 for procedures for reimbursing GSA for fleet management services.

6.408 Vehicles Removed From Defined Areas

When motor vehicles are removed from the service boundaries of the local GSA Fleet Management area for a period exceeding 90 calendar days, the issuing IFMS shall be notified in accordance with FMR 102-34 through the appropriate Operating Unit Fleet Manager.

6.500 USE AND CARE OF INTERAGENCY FLEET SYSTEM VEHICLES

6.501 General

Any official or employee issued a motor vehicle from a GSA IFMS shall be responsible for exercising reasonable diligence in the care of the vehicles at all times. Failure to take proper care of a vehicle may be considered as justification for refusal of further vehicle issuance to such official or employee after reasonable notice to the Operating Unit Fleet Manager.

6.502 Utilization Guidelines

The utilization guidelines contained in FMR 102-34 shall be used by Operating Units to determine when a full-time vehicle is required. These guidelines should also be used by Operating Units Fleet Manager to review the utilization of their GSA assigned motor vehicles and determine whether the need for each vehicle still exists. Vehicle utilization data on GSA assigned IFMS vehicles are contained in a Vehicle Inventory Report (Report FMS-202A) that is prepared quarterly by GSA and forwarded to the DOC Fleet Managers. Copies of this report are forwarded to Operating Units Fleet Managers by the DOC Fleet Manager. See FMR 102-34 regarding the following:

a. Rotation

b. Maintenance

c. Modification or installation of accessory equipment

d. Storage

e. Operator's Packet

f. Withdrawal of use by GSA.

6.600 LEASING AND PURCHASING NEW MOTOR VEHICLES

6.601 Commercial Leasing of Motor Vehicles

Operating Units needing to commercially lease a motor vehicle or renew the lease for an existing vehicle shall submit their request to the DOC Fleet Manager for Departmental review and approval. The requests shall contain the specified information noted in FMR 102-34. In addition, the requests should include:

a. A statement that the local GSA IFMS Center has been contacted and cannot provide a vehicle;

b. Justification as to why a Class III or IV vehicle is needed and your requirements cannot be satisfied with a smaller size sedan;

c. A statement supporting your need to lease a Class IV station wagon, when one is requested; and

d. Whether the vehicle will be used to transport DOC employees.

The DOC Fleet Manager will review the request and forward it through channels for Departmental approval. Where necessary, the DOC Fleet Manager will also forward the request to GSA's Fleet Management Division for its review and approval.

6.602 Guidelines in Leasing Motor Vehicles

Operating Units shall adhere to the following GSA guidelines in commercially leasing passenger motor vehicles and light trucks:

a. Before executing a commercial lease, the requesting Operating Unit shall ensure that this request for vehicles has not been denied by the Congress or the Office of Management and Budget.

b. The authority to commercially lease a vehicle does not financial assistance program exemption from normal competitive procurement procedures. Also, Director, OAS, must approve the lease.

c. Use of GSA's Indefinite Quantity Lease under FSS schedule 751, Part II, is mandatory for civilian executive agencies when it includes the requested vehicle type and the lease period is for a minimum of 1 year.

d. Operating Units must follow the provisions of FMR 102-34 which require vehicles up to 8,500 pounds gross vehicle weight rating to be included in the calculation of their fleet average fuel economy rating. Vehicle contract information must be submitted to GSA annually.

e. Operating Units are also responsible for applying the mandatory requirements concerning display of Government identification and tags on leased vehicles as specified in FMR 102-34.

6.603 Inspection of New Vehicles

Operating Unit's fleet managers shall ensure that all new vehicles are inspected upon their delivery to ensure that:

a. They meet delivery inspection requirements;

b. Damages or deficiencies are documented and reported;

c. They are properly serviced according to warranty provisions; and

d. They are properly posted with tags and identification markings.

6.700 REQUIREMENTS FOR VEHICLE REGISTRATION, IDENTIFICATION, AND RELATED EXEMPTIONS

6.701 General Requirements

All motor vehicles acquired for official purposes shall display official U.S. Government tags, unless specifically exempted by subpart 6.702.

Each Operating Unit shall establish a centralized record of all U.S. Government tags in their possession, including those issued by the District of Columbia, Department of Highways and Traffic, for use in the District of Columbia. Such records shall specify the motor vehicle (and the location of the vehicle) to which the tags are assigned, and shall include complete information concerning the voiding or destruction of tags as appropriate.

Operating Units shall develop internal controls based upon security needs to ensure that accurate records exist of all registration tags used for undercover law enforcement activities or investigative work as exempted by FMR 102-34.

a. FMR 102-34 authorizes the Secretary of Commerce or a designee to financial assistance program exemptions for DOC from the requirements for displaying U.S. Government tags and other identification on motor vehicles. This authority has been delegated through the Assistant Secretary for Administration to the Director, OAS;

b. Requests for exemption shall be submitted in duplicate to the DOC Fleet Manager. Each request shall describe the vehicle for which exemption is sought, the nature of the work on which it is used, and include a certification to the effect that conspicuous identification would interfere with such use; and

c. The DOC Fleet Manager shall be promptly notified when the need for a previously authorized exemption no longer exists. All exemptions financial assistance programmed are limited to 1 year. Requests for exemptions must be resubmitted to the DOC Fleet Manager annually by November 15 of each year for consolidation and transmittal to the Director, OAS.

6.702 Exemptions

Unlimited Exemptions: FMR 102-34 lists Federal departments and agencies that have been granted unlimited exemptions from the requirements to display official U.S. Government tags and other identification. DOC has three exemptions under law enforcement: the Office of Inspector General's undercover investigative vehicles, Bureau of Industry Security's Office of Export Enforcement, and NOAA's National Marine Fisheries Service.

Special Exemptions: Motor vehicles assigned for the personal use of the Secretary of Commerce, and others as deemed necessary by the Director, OAS, are exempt from the display of official identification, but shall display the official U.S. Government tags, unless exempted by the Director, OAS.

Requests for Exempted Vehicles in the District of Columbia: The Director, OAS, is designated as DOC liaison and representative to approve requests for regular District of Columbia tags for motor vehicles exempted from carrying U.S. tags and other identification. The DOC Fleet Manager shall serve as the DOC's alternate liaison and representative. The Director shall furnish annually to the District of Columbia, Department of Transportation, his name and specimen signature and those of the alternate.

Requests for District of Columbia tags, or renewal requests, to be used on motor vehicles exempted from carrying U.S. Government tags pursuant to FMR 102-34 shall be submitted to the DOC Fleet Manager for signature and transmittal to the District of Columbia, Department of Transportation. Special forms for requesting District of Columbia tags are available from the District of Columbia, Department of Motor Vehicles.

6.703 Special Registration and Inspection Requirements

In the District of Columbia: All motor vehicles acquired for official purposes which are regularly based or operated in the District of Columbia shall be registered and have certified tags with the District of Columbia, Department of Transportation. Each motor vehicle registered in the District of Columbia must be reregistered and inspected annually in accordance with law and regulations of the District of Columbia Code and applicable regulations.

Outside of the District of Columbia: If exempt from displaying the official U.S. Government tags under FMR 102-34, vehicles acquired for official purposes outside the District of Columbia must be registered in accordance with the laws of the State, Commonwealth, Territory, or Possession in which they are regularly based or operated.

6.704 Numbering and Coding

As reflected in FMR 102-34 DOC letter code designation is "C".

Any requests for additional code designations shall be submitted to GSA for approval through the DOC fleet.

6.705 Removal of Tags and Identification

Commerce tags shall be removed from motor vehicles prior to release from government service or transfer to another agency of the Federal Government. Tags may be transferred within the Department. Necessary controls shall be established to ensure that tags which are voided are effectively destroyed or defaced to prevent their reuse.

All agency identification and other Government identification shall be removed from vehicles no longer needed by the Department before transferring the title or delivering the vehicle.

6.706 Lost or Stolen Tags

Fleet Managers shall report any lost or stolen tags to their local office of security or the issuing IFMS, as applicable. Stolen DC or state tags should be reported to the District of Columbia, Department of Transportation, or State agency where tags are registered.

6.707 Agency Identification

DOC official legend and agency identification shall be displayed on agency-owned and leased vehicles in accordance with FMR 102-34.

Decals or other markings containing slogans, advertising, or other messages are strictly prohibited. Vehicles located in foreign areas are not required to display the official legend and identification.

6.800 OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES

6.801 Policy

Motor vehicles shall be used only for official purposes. All alleged instances of misuse shall be reported to the Operating Unit's Fleet Manager. The Operating Unit's Fleet Manager will take action to investigate the alleged misuse and to recommend appropriate or remedial action as necessary.

6.802 Authorized Uses

The expeditious accomplishment of official business is the sole reason for acquiring and operating a Government motor vehicle. It is for official purposes when a Government motor vehicle is:

a. Used to perform agency business, carry out authorized programs, including program work under cooperative agreements or other contractual arrangements made pursuant to authority vested in the Department;

b. Used to render assistance in major disasters or emergency situations;

c. Used by an officer or employee between their residence and place of employment when such use is authorized as provided in 31 U.S.C. § 1344 and in accordance with he criteria established in PPMM Section 7.900 below; and

d. Used by an officer or employee in travel status to go between their temporary lodging, place of business, and other permissible places set forth in paragraph 1-2.6a of the Federal Travel Regulations.

6.803 Minimum Standards or Requirements for Use

Motor Vehicle Use Authorization: Operating Units are responsible for authorizing and providing procedures to employees operate Government motor vehicles. The procedures shall identify employees who are authorized to operating a Government motor vehicle for official business.

a. General Standards- All personnel who at any time operate a Government-owned or leased motor vehicle must possess a valid State driver's license for the class or classes of vehicles that the operator is assigned to operate; and a valid DOC building pass.

b. Motor Vehicle Operator Responsibilities- Motor vehicle operators are those personnel whose job responsibilities require operation of a motor vehicle. In addition to complying with the General Standards, above, motor vehicle operators must:

(1) Execute consent forms as needed to obtain information from motor vehicle authorities;

(2) Report to supervisor all moving violations, suspension, revocation or expiration of license;

(3) Have a satisfactory motor vehicle driving record; and

(4) Show no indications of any physical, mental or emotional disorder which could render driving a hazard to themselves or others.

c. Authorization and Revocation Standards:

(1) Prior to employing any individual as a motor vehicle operator, and at least annually for all authorized motor vehicle operators, records should be reviewed through the licensing State and, if appropriate, the National Drivers Register, in order to determine that:

(a) The operator's State license has not expired, been suspended or revoked; and

(b) Any offenses of record are not indicative that individual should not be employed as a motor vehicle operator or that authorization as a motor vehicle operator should be revoked.

(2) Authorization is revocable upon demand;

(3) The following items are among those constituting sufficient cause to revoke authorization and grounds for adverse action (removal, suspension without pay, reassignment with possible reduction in grade, etc.) as appropriate:

(a) Operating a motor vehicle under the influence of narcotics or alcohol, or other non-prescription drugs or medicine which tends to impair the ability to drive;

(b) Leaving the scene of an accident involving a Government motor vehicle assigned to the operator without providing identification or otherwise complying with accident reporting requirements;

(c) Failure to meet appropriate physical, mental, and emotional health standards;

(d) Revocation, suspension or expiration of State operator's license;

(e) Involvement in an accident while operating a Government-leased or owned vehicle that is found after investigation to have been caused by operator's negligence;

(f) Violation of traffic laws or regulations (other than those related to parking) with a Government-owned or leased vehicle;

(g) Improper operation and maintenance of Government motor vehicle;

(h) Failure to comply with Federal, Departmental or operating unit rules and regulations governing motor vehicle operation; and

(i) Unsatisfactory driving record indicating driver is a poor risk because of unsafe driving habits or repeated traffic violations while operating privately-owned or Government vehicles.

6.804 Transportation of Nonofficial Passengers

The official purpose of the use of a motor vehicle is not voided or changed by the incidental transportation of private property, or a person traveling for personal convenience provided the space is available and not needed in connection with the accomplishment of official business. However, the transportation of non-official passengers creates the possibility of tort claims and public criticism and shall not be encouraged. The heads of Operating Units shall be responsible for establishing policies on the use of such incidental transportation which:

a. Must be without expense to the Government;

b. Must not result in the delay of Government business or the taking of circuitous routes; and

c. Must not involve private profit-seeking activities or commercial dealings other than consumer purchases. Picking up hitchhikers is prohibited when on official business.

6.805 Violations

DOC motor vehicle operators shall be familiar with and obey all motor vehicle traffic laws of the State(s) and local jurisdiction(s) where they operate Government motor vehicles. All traffic violations should be reported to their immediate supervisor and Operating Unit's fleet manager.

6.806 Penalty for Unofficial Use

Section 1349 of Title 31 of the U.S. Code provides that: Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle for other than official purposes shall be suspended from duty by the head of the Operating Unit concerned without compensation, for not less than 30 days, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

6.900 USE OF GOVERNMENT VEHICLES FOR HOME-TO-WORK TRANSPORTATION

6.901 Scope and Applicability

This section implements the policy guidelines contained in FMR 102-34 pertaining to Official Use of Government Passenger Carriers between residences and places of employment. The policies contained in this section are applicable throughout the Department and shall apply only to the use of home-to-work transportation for employees on normal duty status performing assigned duties at their place of employment. This regulation does not apply to the use of a Government passenger carrier when used in conjunction with official travel to perform temporary duty assignments away from a designated or regular place of employment or for employees engaged in intelligence, counterintelligence, protective services, or criminal law enforcement duties where specific authority for the use of Government vehicles for home-to-work transportation has been given by the Secretary of Commerce.

6.902 Policy

DOC employees are not authorized to use a Government passenger carrier for transportation from home-to-work unless the use has been approved in writing in advance by the Secretary. 31 U.S. Code § 1344 specifies the Secretary may not redelegate this authority. It is the Department's policy to fully document all instances of home-to-work transportation with necessary reports, logs or other records. The use of Government passenger carriers between an employee's residence and their place of employment shall be limited to:

a. The Secretary of Commerce;

b. Employees engaged in "field work," as defined;

c. Employees engaged in "intelligence" or "criminal law enforcement," as defined; and

d. Other employees, when use is in response to a highly unusual circumstance which presents a clear and present danger, when an emergency exists, or when other compelling operational considerations make such transportation essential to the conduct of official business.

6.903 Procedures

All requests for authorization for the use of Government motor vehicles for home-to-work transportation must be submitted in writing to the Director, OAS, as follows:

a. The requests must be signed by a secretarial officer or head of the Operating Unit; and

b. The requests must contain the following:

(1) Name and title of the employee for whom a passenger carrier for use between the residence and place of employment is being requested.

(2) In circumstances where field work determinations are made under FMR 102-34 or security may be compromised by naming individuals, an Operating Unit may elect to designate positions rather than individual names, especially in positions where rapid turnover occurs. Such requests should include job series, number of positions, operational level where the work is to be performed and any other appropriate data regarding the assignment of vehicle.

(3) Name of immediate office requesting the authorization.

(4) Reason for request: i.e., field work, criminal law enforcement, clear and present danger, emergency, compelling operational considerations.

(5) Detailed justification for request.

(6) Anticipated duration of the use.

c. Review and approval procedure:

(1) All requests for home-to-work transportation will be reviewed by OREPMP.

(2) OREPMP will be responsible for:

(a) Reviewing the request and obtaining additional information as necessary;

(b) Making recommendations to the Secretary;

(c) Forwarding the request with the panel's recommendation to the Secretary for his/her approval; and

(d) Notifying the Operating Unit of the action taken.

6.904 Field Work Authorization

The designation of "field work" is meant to cover an employee whose job requires their presence at various locations that are at a distance from the employee's place of employment. Examples of such employees include: jobs requiring travel to several locations during the course of the work day.

The field work exception may not be used: (1) when the employee's workday begins at his or her official Government duty station, or (2) when the employee normally commutes to a fixed location no matter how far removed from his or her official duty station. Field employees authorization for use of Government motor vehicles for home-to-work authorization must be recertified every 2 years.

Appropriate Justification - Operating Units may have situations where it is more cost effective to the Government to provide an employee a passenger carrier for home-to-work use rather than have the employee travel long distances to pick up a vehicle and return to their original destination to perform the job. In these situations, if practicable, consider basing the vehicle at a Government facility located near the employee's job site. If such a solution is not feasible, an Operating Unit must decide if the use of the vehicle qualifies based on compelling operational considerations.

6.905 Clear and Present Danger or Emergency Authorization

In cases where an emergency or clear and present danger requires the use of home-to-work transportation and prior approval is not physically possible to secure, the circumstances must be set forth and transmitted in the most expedient manner possible, such as: overnight mail; hand delivery; facsimile; e-mail.

When circumstances described above in 6.902 d. "Policy" apply, a written justification must be sent to the Director, OAS. The duration of the use of the initial request cannot exceed 15 calendar days. Should circumstances continue, a subsequent request may be approved by the Secretary for duration of up to 90 days. If, at the end of the subsequent determination, circumstances continue to exist, the Secretary may authorize an additional extension of up to 90 calendar days and continue this process as long as circumstances require it.

6.906 Records/Reports

Each Operating Unit shall maintain logs or other records necessary to establish that any approved home-to work transportation was for official purposes. These logs or records shall be easily accessible for audit. In accordance with FMR 102-34, all home-to-work transportation shall be documented by logs or records containing the following information:

a. Name and title of the employee (or other identification, if confidential) using the passenger carrier;

b. Name and title of the person who authorized the use;

c. Motor vehicle identification;

d. Date of use;

e. Circumstances requiring the home-to-work transportation.

Employees essential for safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties are exempt from the above requirements. However, general internal logs or records should be established to show home-to-work transportation was used for official purposes.

Operating Units shall only request authorization for use of home-to-work transportation when such transportation will substantially increase the efficiency and economy of the Government. The comfort and convenience of an employee shall not be considered as justification for such authorizations.

For employees using motor vehicles in circumstances listed in PPMM Section 7.902 Policy (b. through d.), Operating Units must submit a justification to the Director, OAS, with all pertinent information and receive an approval by the Secretary before authorization for use of home-to-work transportation. OAS will retain a copy of such approved

authorization, submit a copy of such authorization to Congress, if required, and return a signed copy to the agency for audit purposes.

6.1000 MOTOR VEHICLE MANAGEMENT

6.1001 Scope and Applicability

Operating Units are responsible for establishing a motor vehicle management program covering all Government motor vehicles used by its employees in conducting official business. This program shall include as a minimum:

a. A system for the allocation of motor vehicles based upon the requirement of authorized program activities;

b. The establishment and maintenance of such records as may be necessary to provide management with sufficient data on an annual basis to determine that all vehicles meet or exceed prescribed utilization objectives;

c. An annual analysis of the above data by management and appropriate program personnel to determine if:

(1) Additional vehicles are required;

(2) Fewer vehicles are required and, if so, what disposal action is needed (reassignment, return to motor pool, declaration as excess, etc.);

(3) There are concentrations of vehicles where a pooling concept can be used to the most practical extent; or

(4) All or part of the requirements can more economically be provided through the use of intermittent rentals or privately-owned vehicles.

This subpart is applicable to Operating Units in the United States, its territories, or its possessions which operate Government-owned, leased, or rented motor vehicles in the conduct of official business. This subpart does not apply to motor vehicles exempt by law or other regulations. See FMR 102-34 for further requirements.

6.1002 Limitations

A motor vehicle will not be assigned for the exclusive use of one individual unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of the daily requirements for motor vehicle services.

Truck-type vehicles will not be acquired for passenger use merely to avoid the limitations on passenger-carrying vehicles.

Light duty trucks (capacity of 1 ton or less) shall not be acquired for addition to a fleet unless there is a known requirement for a period of at least 18 months. For heavier trucks, the known requirement must exist for a period of at least 24 months.

Motor vehicles will be acquired from excess sources only when the costs of such acquisitions (reimbursement, transportation, and repairs/rehabilitation needed to ensure safe operation) do not exceed the one-time repair cost set forth below.

Except in those instances where replacement is administratively determined to be impractical, a motor vehicle should be replaced in lieu of being repaired when the cost of repairs is expected to exceed the economic value of the vehicle.

6.1100 USE AND REPLACEMENT STANDARDS

6.1101 Applicability

The provisions of FMR 102-34 shall apply.

DOC shall retain in service motor vehicles that meet prescribed replacement standards but are in useable and workable condition, provided that:

a. A continued need exists for the vehicle;

b. The vehicle can be operated safely and dependably without excessive repair and maintenance costs. Normally, when any single repair job exceeds 25% of the estimated current market value of a vehicle, consideration should be given to replacement in lieu of repair and retention. A detailed supporting analysis shall be made and included in the official file;

c. Repair parts are readily obtainable; and

d. Retention will not substantially reduce the trade-in value of the vehicle.

The review described by FMR 102-34 and certification for exceptions to the replacement standards of 102-34, may be signed by the Operating Unit Fleet Manager. Findings supporting each certification shall be made a part of the official file.

6.1102 Gasoline for Use in Motor Vehicles

Manufacturer's requirements for octane and minimum lead content should be followed. For further gasoline usage requirements see FMR 102-34.

6.1103 Minimum Replacement Standards

The following are minimum replacement standards to be used by all agencies. The fact that the vehicle may meet or exceed these standards does not necessarily mean that it should be replaced and/or reported for disposal action. Vehicles are to be retained in service so long as they can be operated safely for additional periods without excessive maintenance expense or without expectation that continuing use will substantially reduce the amounts to be received from the sale of the vehicles. Any questions in this regard should be referred to the appropriate Operating Unit Manager:

a. Sedans and Station Wagons - may be reported for disposal at 6 years or 60,000 miles, whichever occurs first. See temporary regulation on agency's minimum replacement standard in FMR 102-34.

b. Buses - for 11 or more passengers may be reported for disposal at 8 years or when they have been operated the following distances:

(1) Intercity-type bus - 280,000 miles;

(2) City-type bus - 150,000; or

(3) School-type bus - 80,000

c. Trucks - may be reported for disposal at 6 years or 40,000 miles, whichever occurs first.

d. Uneconomical, Wrecked, or Damaged Vehicles – All Government-owned or leased vehicles that have been wrecked or damaged, and/or those that require maintenance expenditures in excess of 25% of the estimated current market value of the vehicle, may be replaced without regard to the above standards. Requests to dispose of Federal by owned vehicles as uneconomical to repair shall be forwarded to the appropriate Commerce Operating Unit Fleet Manager for a determination. Requisitions shall include full documentation of the vehicle's condition and three written estimates of repair costs.

6.1200 SCHEDULED MAINTENANCE

6.1201 Scope and Applicability

This subpart prescribes DOC requirements and guidelines covering the maintenance of Government-owned motor vehicles.

6.1202 Agency Requirements

Departmental Operating Units having Government vehicles in their custody shall maintain motor vehicles on a scheduled basis according to age and mileage, and protect and safeguard motor vehicles to prevent pilferage and damage. They shall:

a. Establish a recorded, systematic procedure for the servicing and inspection of motor vehicles. This procedure shall ensure the safe and economical operating condition of motor vehicles throughout the period of use; meet established emission standards; meet warranty requirements; and ensure that all Government-owned or commercially leased motor vehicles have inspection and service performed in accordance with the manufacturer's recommended specifications; and

b. Ensure that Government-owned vehicles are maintained to achieve the most energy-efficient operation and meet Federal and State emission standards, including safe and proper operation of the catalytic converter, when so equipped, during the vehicles life time warranty.

In addition to the intervals under operator maintenance, all vehicles shall be inspected at least every 6 months or 6,000 miles, whichever occurs first. The only exception to this policy is for vehicles which require servicing more frequently, in which case the manufacturer's recommendations contained in the owner's manuals are to be followed.

Option Form 40 (OF 40), Motor Vehicle Service Authorization and Work Order, may be used to provide service vendors with a written work order and identify items on the vehicle which require servicing. Servicing and recording of service for each vehicle are to be completed at recommended intervals to ensure their safe and economical operating condition throughout the period of use.

Vehicle maintenance records must be maintained to document completion of required inspection/maintenance services.

Prompt attention shall be given to all mechanical troubles. Under no circumstances will vehicles be operated with faulty brakes, lights, exhaust systems, steering, gears, tires, or any other problem or condition that creates a safety hazard.

New vehicles under warranty shall be referred to the manufacturer's representative for repair and adjustments.

6.1203 Assistance to Agencies

GSA will make available motor equipment management technicians, at no cost, to assist in establishing or reviewing scheduled maintenance activities. Submit requests to GSA, ATTN: FBF, Washington, DC. 20406.

6.1300 REPORTING MOTOR VEHICLE ACCIDENTS

6.1301 Scope and Applicability

This subpart provides for the availability of certain standard forms for use in reporting any accident involving a Government-held motor vehicle. The provisions of this subpart are mandatory for all Operating Units holding motor vehicles that are located within the United States, its territories, or possessions.

6.1302 Policy

All accidents involving motor vehicles regardless of damage or injury shall be investigated and reported.

6.1303 Accident Reporting Forms and Their Use

The following Department Administrative Orders implement FMR 102-34:

a. DAO 209-3 prescribes the procedures and forms to be used in recording accidents that occur incident to the operations or activities of the Department, including motor vehicle accidents; and

b. DAO 209-7 prescribes regulations and procedures governing the defense of suits against employees of the Department arising out of their operation of motor vehicles in the scope of their office or employment with the Federal Government.

The Standard Form (SF) 91, "Operator's Report of Motor Vehicle Accident", shall be carried at all times in motor vehicles used for official Government business. The SF-91, "Operator's Report of Motor Vehicle Accident", should be completed at the time and on the scene of an accident, insofar as possible, regardless of the extent of injury or damage.

6.1304 Accident Reports and Investigations

DOC owned or commercially leased vehicles:

a. All applicable investigation forms required by the Department must be completed and reports forwarded by the supervisor within 5 days to the appropriate Operating Unit Manager.

b. The Operating Unit Manager should review the reports and forward the originals to the DOC General Counsel's office for action, and forward a copy to the Operating Unit Safety Officer.

GSA-Assigned Vehicles:

a. Accident notifications, investigations, and reports as required by FMR 102-34 and DAO 209-3 must be completed within 5 days. The supervisor will then forward all applicable reports to the appropriate Operating Unit Fleet Manager.

b. The Operating Unit Fleet Manager should review the reports and forward:

(1) The originals of all reports to the DOC General Counsel's Office;

(2) Two copies of only those reports required in FMR 102-34 to the chief of the IFMS assigning the vehicle; and

(3) One copy to the Operating Unit Safety Officer.

6.1400 TRANSFER, STORAGE, AND DISPOSAL OF MOTOR VEHICLES

6.1401 Scope and Applicability

This subpart provides guidelines for the transfer, storage, and disposal of all Government-owned, rented and leased motor vehicles.

6.1402 Transfer of Title to Government-Owned Motor Vehicles

Agencies are required to provide odometer mileage information directly on the SF-120, "Report of Excess Personal Property", or SF-126, "Report of Personal Property for Sale", when reporting vehicles to GSA for disposal. DOC personnel are responsible for the protection and security of motor vehicles, and may be held liable for any damage. All vehicles shall be operated safely, protected from possible misuse and abuse, and maintained in secured conditions when not in use or unattended. At a minimum, the following safeguard guidelines will be observed:

a. When vehicles are unattended, all windows shall be closed, doors and trunks locked, and keys and credit cards secured elsewhere under a separate security system;

b. Vehicles shall always be locked when parked and left unattended in public parking areas, on city streets, private lots, or in open Government parking areas;

c. When vehicles are left at commercial garages or at service stations for repair or service, the credit cards shall be removed and carried by the operator; and

d. Theft shall be reported to the local police authority and to the Operating Unit Security Officers (offices in the HCHB should report to the Office of Security). Damage or misuse shall be reported by the operator to the immediate supervisor.

6.1403 Storage

DOC personnel are responsible for the protection and security of motor vehicles, and may be held liable for any damage. All vehicles shall be operated safely, protected from possible misuse and abuse, and maintained in secured conditions when not in use or unattended. At a minimum, the following safeguard guidelines will be observed:

a. When vehicles are unattended, all windows shall be closed, doors and trunks locked, and key and credit cards secured elsewhere under a separate security system;

b. Vehicles shall always be locked when parked and left unattended in public parking areas, on city street, private lots, or in open Government parking areas;

c. When vehicles are left at commercial garages or at service station for repair or service, the credit cards shall be removed and carried by the operator; and

d. Theft shall be reported to the local police authority and to the Operating Unit Security Officiers (offices in the HCHB should report to the Office of Security). Damage or misuse shall be reported by the operator to the immediate supervisor.

6.1404 Disposal Procedure

Government-owned vehicles may be reported for disposal by sending SF-120 or 126 to the appropriate Fleet Manager. Government-owned vehicles that are being replaced will be disposed of by sale as set forth in FMR 102-34.

6.1405 Disposal Procedures for Replaced Vehicles

Within 30 days after receipt of a replacement for a Government-owned vehicle, offices must report the vehicle that has been replaced to the appropriate Operating Unit Fleet Manager for disposal action.

Operating Unit Fleet Managers will submit SF-126 to GSA.

6.1406 Disposal Procedures for Excess Vehicles

All motor vehicles which are excess to a using component's needs shall be reported for disposal to the appropriate Operating Unit Fleet Manager. The Fleet Manager will determine if the vehicles may be reassigned within the Department prior to reporting them to GSA.

6.1407 Sale of Motor Vehicles

The sale of motor vehicles shall be reported to the appropriate GSA regional Sales Office.

6.1408 Notice of Sale

A Government-owned motor vehicle may be disposed of by transferring the motor vehicle title, or manufacturer's Certificate of Origin, to the new owner. Detailed instructions on the disposal process are in FMR parts 101-45 and 101-46. Forms that will be required when selling/transferring the ownership of a motor vehicle are:

(a) Standard Form 97, The United States Government Certificate to Obtain Title to a Motor Vehicle, if both of the following apply:

(1) The motor vehicle will be re-titled by a State, Commonwealth, territory or possession of the United States or the District of Columbia; and

(2) The purchaser intends to operate the motor vehicle on highways.

(b) Standard Form 97 is optional in foreign countries because foreign governments may require the use of other forms.

Upon sale of the vehicle, GSA will forward pertinent documentation to the Departmental Fleet Manager for distribution to the Bureau Fleet Manager.

6.1409 Return of Credit Cards

The credit card ("U.S. Government Fleet Charge Card") must be returned to the Operating Unit Fleet Manager as soon as possible to prevent further use.

6.1500 OBTAINING FUEL FOR MOTOR VEHICLES

6.1501 General

Fuel for any motor vehicle, owned or leased by the Government, may be obtained using the following methods (FMR 102-34.325):

(a) A Government-issued charge card;

(b) A Government agency fueling facility; or

(c) Personal funds and obtaining reimbursement from your agency.

6.1502 Government Fuel Charge Cards (102-34.335)

A fleet charge card can be obtained though GSA and may be used for the purchasing of fuel for Government vehicles. These cards are designed to collect motor vehicle data at the time of purchase. Where appropriate, State sales, and motor fuel taxes are deducted from fuel purchases by the fleet charge card services contractor before your agency is billed. A Government purchase card can be used if it is not feasible to use the fleet charge card or if the use of such a government purchase card is required by your agency mission; however, the Government purchase card does not collect motor vehicle data nor does it deduct State sales and motor fuel taxes.

The GSA contractor issued fleet charge card is the only Government-issued charge card that may be used for GSA Fleet motor vehicles. For further information on acquiring these fleet charge cards and their use, contact the:

General Services Administration,
ATTN: FCX,
Washington, DC 20406.

6.1503 Types of Fuel for Government Vehicles

Listed below are guidelines to follow when purchasing fuel for Government vehicles:

(a) Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the Government.

(b) Do not use premium grade gasoline in any motor vehicle owned or leased by the Government unless the motor vehicle specifically requires premium grade gasoline.

(c) Use unleaded gasoline in all Government owned or leased motor vehicles designed to operate on gasoline and used overseas unless:

(1) Such use would be in conflict with country-to-country or multi-national logistics agreements; or

(2) Such gasoline is not available locally.

6.1600 FEDERAL MOTOR VEHICLE FLEET RECORD KEEPING AND REPORTING REQUIREMENTS

6.1601 Scope

This subpart sets forth requirements for record keeping and reporting of motor vehicle data. It supplements the provisions of FMR 102-34.

6.1602 Records

Operating Units shall arrange for the development and maintenance of adequate accounting and reporting arrangements. Accurate record keeping and reporting of motor vehicle inventory, cost, and operating data for management and control of motor vehicles, is necessary to fulfill the record keeping and reporting requirements of this subpart.

6.1603 Reporting of Data

The following is a listing of the various reporting requirements that Operating Units have for motor vehicles:

a. Report: FY Report on Commercially-Leased Vehicles
Required by: FMR 102-34
Due Date: October 1 per year
Submitted to: Commerce Fleet Manager

b. Report: Agency Report of Motor Vehicle Data
Required by: FMR 102-34
Due Date: November 1 per year
Submitted to: Commerce Fleet Manager

c. Report: Motor Vehicle Expenditure Control Budget Submission
Required by: OMB Circular A-11, Section 15.6
Due Date: September 1 per year
Submitted to: Commerce Fleet Manager

d. Report: Update to Motor Vehicle Expenditure Control Budget Submission
Required by: OMB Circular A-11, Section 15.6
Due Date: 10 days after publication of President's budget
Submitted to: Commerce Fleet Manager

e. Report: Quarterly Energy Consumption Report
Required by: DAO 217-16
Due Date: 30 days after the end of each quarter
Submitted to: Energy Conservation Officer

f. Report: Annual Progress Report of Motor Fuel
Required by: FMR 102-34
Due Date: October 1 per year
Submitted to: Energy Conservation Officer

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APPENDIX A- GLOSSARY AND CALENDAR OF EVENTS

GLOSSARY OF TERMS AND DEFINITIONS

Accountability - The act of accounting for personal property by providing a complete audit trail for property transactions from receipt to final disposition.

Accountable Area- A specifically defined geographical or organizational locale in which personal property accountability is assigned to a designated property accountable officer.

Accountable Personal Property- All personal property for which responsibility for control is formally assigned to an individual, and official property records are maintained as set forth in PPMM Chapter 4.

Alternative Fuels- Methanol; ethanol; mixtures containing 85% or more by volume of methanol or ethanol with gasoline or other fuels; compressed natural gas; liquefied natural gas; liquefied petroleum gas; and electricity.

Cannibalization- The removal of parts of an unusable piece of property to be used to repair a like item.

Capitalized Personal Property- Any single item of nonexpendable personal property, the value of which is charged to an asset account (general ledger control account) and which is to be accounted for during the life of the property. The Department's capitalization policy is set forth in PPMM Chapter 4.

Chain of Custody- A chain of custody provides records that illustrate the location of accountable property and the individuals responsible for its care and safekeeping. This accounting must be continuous, from the time of ordering and acquisition, until the ultimate consumption or disposal of the property. The chain of custody process is initiated when the PMO certifies the annual 100% physical inventory. The PMO then physically signs this equipment down to one or more Property Accountability Officers (PAOs) on what is know as a hand receipt. PAOs then distribute this property down to the different custodial areas to Property Custodians (PCs) on hand receipts. PCs then finalize this process by hand receipting this equipment down to the end user (the person who actually uses the piece of equipment).

Contracting Officer- A person with the authority to enter into, administer, or terminate contracts and make related determinations and findings. The extent of their authority to bind the Government may be limited by the appointing authority's delegations.

Contracting Officer's Technical Representative (COTR)- An individual designated by a Contracting Officer to Screening - A process which allows internal or other agencies to inspect another's excess property for further utilization before being reported to the General Services Administration (GSA).

Cooperative Agreement- The legal instrument used for a relationship between the Federal government and a recipient whenever: (1) The principal purpose of the relationship is to provide financial assistance to the recipient; and (2) Substantial involvement is anticipated between the Federal government and the recipient during performance of the activity. Cooperative agreements are subject to the same OMB, Treasury and other Federal directives as financial assistance program s. As used in this Chapter, the term "financial assistance program " shall include cooperative agreements.

Custodial Area- A subdivision of a property accountability area, defined by organizational limits, for which a Property Custodian has been designated.

Department Excess- Personal property no longer required by the Department of Commerce.

Departmental Personal Property Management System (PPMS)- An on line personal property accountability system used to maintain data on personal property located throughout the Department.

Departmental Property Management Officer (DPMO)– The person or position delegated authority and responsibility f or the establishment and administration of the Department's personal property program.

DOC Fleet Manager - The individual appointed by the Director, Office of Real Estate Policy and Major Programs who has the knowledge, authority and accountability required to effectively control the acquisition, use and disposal of motor vehicles.