

MOTOR EQUIPMENT MANAGEMENT

- 1. REASON FOR ISSUE.** To adhere to the revision of Departmentwide directives and regulations formerly published in VA Manual MP-2, Subchapter G, Part 108-38. In the past, guidance for VA motor vehicle management has been provided by the Office of Acquisition and Materiel Management (OA&MM). The responsibility has been redesignated and is presently under Veterans Health Administration (VHA).
- 2. SUMMARY OF CONTENTS.** This directive contains policies, responsibilities, and procedures specific to motor vehicle management within the Department of Veterans Affairs.
- 3. RESPONSIBLE OFFICE.** Director, Engineering Management & Field Support Office (10NB), Chief Network Office.
- 4. RELATED HANDBOOK.** None.
- 5. RESCISSION.** VA Manual MP-2, Subchapter G, Part 108-38.



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CERTIFIED BY:



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MOTOR EQUIPMENT MANAGEMENT

1. PURPOSE. This directive provides Departmentwide policies and procedures governing economical and efficient management and control of Government-owned motor vehicles and motor vehicles rented or leased to the Government. It implements or supplements provisions of Federal Property Management Regulations (FPMR) Part 101-38.

2. POLICY. Specific policy and procedures in the following areas will be adhered to in accordance with and supplementing the FPMR:

- a. Reporting Motor Vehicle Data
- b. Official Government Tags
- c. Official Legend and Agency Identification
- d. Transfer of Title of Government-Owned Motor Vehicles

3. RESPONSIBILITY. The Engineering Management & Field Support Office has oversight responsibility for motor vehicle management within VA. That office will ensure that a program is established to review, develop, and issue Departmentwide guidance and support relative to motor vehicle management.

4. REFERENCES

- a. FPMR, Parts 101-38, 101-25, and 101-26
- b. Executive Order 11912, dated April 13, 1976, Title 3 C.F.R.
- c. Executive Order 12375, dated August 4, 1982, Title 3 C.F.R.

MOTOR EQUIPMENT MANAGEMENT

- 1. Scope.** This appendix provides motor vehicle management policies and procedures which supplements the FPMR 101-38.
- 2. Official Government Tags.** Display, Assignment, and removal of U.S. Government tags will be in accordance with FPMR 101-38.2.

(a) Each facility will maintain a current record of all official Government tags assigned to VA-owned vehicle. Each record will specify the motor vehicle to which the tags are assigned and will not be assigned to vehicles such as mowers, which are not normally used on public roads.

(b) Tags may be transferred to a new motor vehicle acquired for official purposes or voided against further use as determined by the head of the owning agency, or designee. Tags that are voided shall be defaced or destroyed to prevent misuse. This may be accomplished locally, but in accordance with applicable conservation regulations regarding recyclable materials. The Director, Engineering Management and Field Support Office, will be notified when tags are transferred or voided. Send information to the following address: Department of Veterans Affairs, Engineering Management and Field Support Office (10NB), 810 Vermont Avenue, N.W., Washington, DC 20420. Tag transfers for vehicles in the District of Columbia must be in accordance with FPMR 101-38.202-1(c).

(c) When you order new tags from the Department of Corrections at Lorton, a copy of the requisition form will be provided Engineering Management and Field Support Office. The copy will contain, in addition to Lorton's requirements and the requirements of 41 C.F.R. § 100-38.202-2, information regarding the vehicle -- namely -- make, model, year and vehicle identification number (VIN).

(d) The Director, Engineering Management and Field Support Office will maintain a current record of all official Government tags assigned to VA owned vehicles. Each record will specify the motor vehicle to which the tags are assigned and will include full information concerning the vehicle's identity.

- 3. Official Legend and Agency Identification.** Refer to FPMR, 101-38.2.

a. VA has authority to transport children of Department employees in remote locations, 38 U.S.C. § 703(b), and the authority to utilize Government-owned vehicles for this purpose is restricted to the Regional Office in Manila, Philippine Islands. Detachable signs with the words "School Bus" may be displayed only when a vehicle is being used to transport children to and from school.

b. On passenger cars and panel trucks assigned to the National Cemetery Systems, the name of the cemetery followed by the legend "Department of Veterans Affairs" will be displayed, centered on both front doors. The legends "For Officials Use Only" and "U.S. Government" will be centered immediately below the agency legend on both front doors of the vehicles.

c. Decalcomanias are available from the Forms and Publications Depot, as VA Form 2141, For Officials use Only--U.S. Government--Department of Veterans Affairs (Decal).

4. Transfer of Title of Government-Owned Motor Vehicles. The provisions of FPMR 101-38.701 will be complied with when transferring ownership of a Government-owned vehicle. Standard Form 97, The United States Government Certificate to Obtain Title to a Vehicle, will be executed by the GSA regional office conducting sale of a vehicle. When a VA field facility requires the SF 97 in connection with a donation or other disposal, the Deputy Assistant Secretary for Acquisition and Materiel Management (90) will provide the executed form upon request. When for any reason an executed certificate is not used, it will be voided and filed with the applicable disposal document, and the issuing office notified.

5. Control of Standard Form (SF) 149, U.S. Government National Credit Card

a. A register of all SF 149s acquired under the provisions of FPMR 101-38.8 will be maintained. As a minimum, the register will contain the following information:

- (1) Tag, Identification or Serial Number
- (2) Date Received
- (3) Expiration Date (cannot exceed 2 years)
- (4) Purchase Order Number
- (5) Facility/Service to which Issued (if applicable)
- (6) Final Disposition of Card (lost, stolen, broken, de-embossed, or destroyed.)

b. The following internal controls will be established to insure that cards are properly-safe guarded:

- (1) Cards will be stored in a secure place (a safe, or a locked filing cabinet).
- (2) Controls will include a written delegation of authority to those employees authorized permanent use of the card.
- (3) Cards reflecting the tag method may be issued upon written request of the Chief of the service having responsibility for the program utilizing the vehicle, providing that adequate safeguards are implemented and maintained by the requesting service to prevent unauthorized utilization of any cards so issued.

(4) Fiscal Service will be consulted prior to issuance of the cards to the requesting service for establishment of any necessary commitment, obligation, and payment procedures.

(5) Cards reflecting I.D. or serial number identification will be maintained in custody and will be issued on an as-needed basis.

(6) Requests to utilize cards reflecting I.D. or serial number identification will be handled in a manner consistent with maintaining adequate safeguards relevant to funds commitment, obligation, and payment.

c. A register for each card will be maintained. The information will reflect, as a minimum:

(1) Date Requested

(2) Requesting Service

(3) Signature of person to whom card was issued

(4) Date returned

d. If it is necessary to issue the cards to a remote location, e.g., a national cemetery, the cards will be shipped by registered mail, return receipt requested.

6. REPORTING MOTOR VEHICLE DATA

a. The Chief, Engineering Service, at a field facility, or the employee designated by the head of a facility will be responsible for the preparation of SF 82, Agency Report of Motor Vehicle Data (instructions are on the reverse side of SF 82). Vehicles used for driver training purposes will be included. The report will be submitted to the Director, Engineering Management and Field Support Office (10NB), not later than the 10th workday of October each year.

b. The appropriate National Cemetery Area Office official will be responsible for preparation and submission of SF 82 for the national cemeteries. The report will be submitted to the Director, Engineering Management and Field Support Office (10NB) as prescribed in paragraph 6.a. above.

c. The Director, Engineering Management and Field Support Office (10NB) will consolidate all reports and forward to the General Services Administration (GSA).

7. Reporting of Data. VHA will submit the consolidated agency reports to GSA in accordance with FPMR 101-38.903. Interagency Report Control Number 1102-GSA-AN has been assigned to these reporting requirements.