



U. S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
**DIRECTIVES SYSTEM**

Subject Number:  
ADS-7

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Subject: Motor Vehicle Management

Approved: *[Signature]* Title: Acting Deputy Director

1. Purpose. The purpose of this Directive is to establish uniform procedures, within the Office of Surface Mining Reclamation and Enforcement (OSMRE) for the utilization, maintenance, replacement and disposal of motor vehicles.

2. Summary. The Directive reflects the following changes to OSMRE Directive ADS-7 dated July 9, 1987.

a. Several definitions are corrected and clarified, including the terms: "program/utility vehicle", "special purpose vehicle", "tag", and "Certificate of Origin".

b. Responsibilities of the Headquarters Branch of Policy and Evaluation, Division of Management Services are defined and clarified.

c. Procedures for removal and destruction of vehicle tags by Custodial Property Officers are described.

d. Procedures for issuance of new tags for new/replacement vehicles are clarified.

e. Procedures describing the purpose, use and replacement of vehicular Certificates of Origin are expanded and clarified.

f. Procedures describing the issuance, renewal, replacement, use and disposal of U.S. Government National Credit Cards (SF-149) for motor vehicles are expanded and clarified.

g. Policy on mandatory usage of self-service gasoline pumps is described.

h. Records maintenance procedures for vehicle file folders on disposed vehicles are changed and clarified.

i. Procedures for redistribution, transfer and disposal of vehicles are expanded, changed and clarified.

3. Definitions.

a. Valid State Operator's Licence. A current, unexpired driver's license issued by a State, a U.S. Territory or Possession, or the District of Columbia to an OSMRE employee.

b. Administrative Vehicles are defined as automotive equipment primarily used for the transportation of individuals (sedans, station wagons, 4X2 vans and carryalls) not otherwise described below.

c. Program/Utility Vehicles are defined as automotive equipment designed for passengers and/or cargo (4x4 trucks, vans, and carryalls) used primarily in direct support of a field activity (such as inspection and abandoned mine reclamation).

d. Special Purpose Vehicles are defined as automotive equipment designed primarily for non-passenger use and/or specifically to carry mounted devices for limited special uses (such as vehicles with drill rigs, crane booms, cable reels, tilt beds, sirens, wheel chair accommodations, etcetera).

e. Tags are the front and/or rear mounted metal plates (whether issued by the U.S. Government, GSA, Department of Interior, or any State or the District of Columbia when specially approved) used to identify all OSMRE motor vehicles.

f. Certificates of Origin are transferable, official ownership documents provided by the manufacturer that are convertible into vehicle registrations. A copy of such Certificates shall be kept in the respective vehicle at all times. All originals are retained in each respective individual vehicle's file folder.

#### 4. Policy/Procedures.

a. Policy. It is the policy of the OSMRE to conduct a sound and efficient motor vehicle management program to insure that: adequate numbers of operably safe motor vehicles are obtained and maintained to achieve OSMRE's mission objectives within Federal, Department and Bureau guidelines; and, that all Government-owned/leased vehicles are utilized for official purposes only.

#### b. Responsibilities.

(1) Assistant Directors, Eastern and Western Field Operations, Field Office Directors, and Regional Supervisory Auditors are responsible for insuring in their jurisdictions that: all subordinate personnel involved in the operation of motor vehicles comply with the provisions of this Directive; all motor vehicles are safely operated and properly maintained; all Government-owned/leased vehicles are used for official purposes only; and, that all vehicle records and reports are accurately maintained and timely submitted.

(2) Division of Management Services is responsible, Agencywide, for: the issuance of instructions relating to maintenance, use, recording, and reporting as it relates to motor vehicles and motor vehicle safety; ordering and issuance of tags and credit cards; forecasting and ordering of replacement vehicles; and, for providing for the disposition of excess vehicles. The Division is also responsible for providing and maintaining vehicular services for Headquarters.

(3) OSMRE Safety Officer is responsible for: the processing of accident reports involving OSMRE-used motor vehicles; the periodic publishing of relevant motor vehicle accident statistics and the reasons for their causes; advice to field activities on defensive driving and defensive driving courses; and, all coordination required with the Office of Solicitor on accident claims both for and against the Government.

c. Procedures. The Vehicle Management Handbook (Appendix 1) contains the procedures for utilization, control and limitations; vehicle records, vehicle replacement; and vehicle disposal. In addition to the normal requirement for Directive maintenance, a copy of this Handbook should be made available to all employees having a need to utilize a government-owned or leased vehicle. It is recommended a copy be permanently kept in each such vehicle (subsequent printings will be smaller). These procedures shall be followed by all OSMRE activities and employees having the responsibility for assignment and operation of Government-owned/leased motor vehicles.

5. Reporting Requirements. The reports required in support of the vehicle management system are contained in Section VII of the attached OSMRE Vehicle Management Handbook (Appendix 1).

6. Effect on Other Documents. This Directive supersedes Directive ADS-7, Transmittal Number 356, dated July 9, 1987.

7. References.

- a. 31 USC 1344, Use of Government Transportation Property.
- b. 41 CFR 101-38, Motor Equipment Management.
- c. 41 CFR 101-39.4 Accidents and Claims.
- d. FPMR 101-7, Federal Travel Regulations.

- e. 410 DM 60, Personal Property Management.
- f. 412 DM 1, Departmental Motor Vehicle Handbook.
- g. 905 DM 1, Disaster Assistance.

8. Effective Date. Upon issuance.

9. Contact. Division of Management Services, Branch of Policy and Evaluation, (202) 343-5447.

10. List of Appendices.

- Appendix 1 OSMRE Vehicle Management Handbook.
- Appendix 2 Interagency Agreement No. USDA-FS-87-SIE-007

Appendix 1  
OSMRE Directive ADS-7

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT  
VEHICLE MANAGEMENT  
HANDBOOK

## VEHICLE MANAGEMENT HANDBOOK

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VEHICLE MANAGEMENT HANDBOOK  
PROCEDURES

Section I. Utilization, Control, and Limitations

A. Official Use of Vehicles. Use of a Government-owned or leased motor vehicle is defined as "for official purpose" when the vehicle is used to:

(1) Carry out authorized programs, including program work under cooperative agreement, grants, or other contractual arrangements made pursuant to authority vested in the Government. This may include the transportation of nongovernment passengers when determined as appropriate.

(2) Render assistance in major disasters or emergency situations, as provided in 905 DM 1.

(3) Travel between his/her residence and place of employment when such use is authorized as provided in 31 USC 1344, and in accordance with the procedures set forth in 41 CFR 114-38, and 205 DM 9.1. In addition, if overnight storage is required, the officer or employee must also have a current, approved, Form OSM-18 (Request for Overnight Storage of Government Vehicle at Employee's Residence). The Form OSM-18 must be completed and approved, prior to travel, by the Deputy Director, an Assistant Director, or a recognized Field (regional or geographic) Officer. The approval of Form OSM-18 must be based on advantages to the Government in dollars saved by reduced travel time.

An officer or employee in travel status with an approved Form OSM-18 may drive to his/her residence when it is in the interest of the Government that the travel start from there, rather than from the place of employment. Vehicles may be stored at a residence at the conclusion of a trip when that such storage is in the best interest of the Government, provided that a Form OSM-18 had been concurrently completed and approved prior to the commencement of the travel. Driving between temporary lodgings, and place of business, is permitted without a valid Form OSM-18 when public transportation is not available or practical (Federal Travel Regulations (FPMR 101-7)).

The use of a Government-owned or leased motor vehicle for other than official purposes is prohibited by 31 USC 1344. 31 USC 1344(b) states that any officer or employee who willfully uses or authorizes the use of such vehicles shall be suspended, without pay, by the head of the agency for at least one month; when circumstances warrant for longer periods of time, or summarily removed.

B. Identification. All OSMRE vehicles, whether Government-owned or leased (for a period of over 6 months) shall, unless elsewhere authorized in Paragraph C.(3.) below, display (as provided for by 41 CFR 101-38.4) in the lower portion of the left-side, rear-quarter glass, the following decal:

For Official Use Only  
U.S. Government  
Department of the Interior

Decalcomanias for this identification are ordered from the Branch of Policy and Evaluation.

C. Tags. All OSMRE-controlled vehicles assigned outside the District of Columbia shall contain an official U.S. Government tag (sometimes referred to as a "license plate") supplied by the Department (except as exempted in Paragraph C. (4) below). Eastern and Western Field Operations and Field Offices will order all tags from the Branch of Policy and Evaluation. All OSMRE vehicle tags begin with the letter "I" (for Interior) followed by numbers (usually 6 digits). Once assigned, a tag remains with the vehicle as long as the vehicle is controlled by OSMRE. When a vehicle is excessed, transferred to another Bureau or Agency or in any way disposed of, the tag is to be removed and destroyed at its' last OSMRE location. A memorandum for the record on that final event shall be prepared by the respective custodial Property Officer and sent to the Branch of Policy and Evaluation.

(1) Tags for New/Replacement Vehicles. When a new vehicle is added to the fleet or a new replacement vehicle is received, a new tag will be obtained from the Branch of Policy and Evaluation. Servicing property management staff for the receiving location will enter required data on the new vehicle into the automated Property Management System (PMS).

(2) Lost Tags. When a tag is lost, mutilated or stolen a telephonic notification is made to the Branch of Policy and Evaluation, followed by a memorandum which describes the circumstances, the tag number and requesting new tags be issued. The local police shall be notified by the accountable office of the incident. When replacement tags are received from the Branch of Policy and Evaluation property records shall be adjusted accordingly. The servicing property management staff accountable will enter the new tag data directly into the automated Property Management System.

(3) "Under-cover" Tags. In areas where vandalism to U.S. Government vehicles is a problem, or where the mission or the personal safety of OSMRE personnel might be jeopardized by travel in an identifiable Federal vehicle, Field Office Directors are encouraged to request Agency approval to obtain State-issued license tags. Such requests, with supporting justifications, should be forwarded to the Director through the Division of Management Services, Branch of Policy and Evaluation. State-issued tags are authorized by GSA upon receipt of justifications from OSMRE's Director in accordance with FPMR 101-38.6.

D. Certificates of Origin. New vehicles, when received, are accompanied by a manufacturer's Certificate of Origin. This document serves as the vehicle's registration. The original document should remain in the individual vehicle file folder. A copy is to be kept in the vehicle at all times. If the vehicle is transferred outside of the OSMRE, sold or salvaged, the original Certificate of Origin will be endorsed by an OSMRE Accountable Property Officer on its reverse side and sent to the new owner. If an original Certificate of Origin is lost, a replacement can be obtained by contacting the General Services Administration at the following address:

GSA Automotive Commodity Center  
Crystal Mall Bldge. 4, Room 428  
Arlington, VA 20406

Tel: (703) 557-0418 (sedans & station wagons)  
(703) 557-0453 (4x4 & 4x2 light trucks,  
vans)

GSA will require the vehicle model/year, serial number, and agency address for forwarding a replacement Certificate.

E. U.S. Government National Credit Card, SF-149. SF-149's will be ordered from GSA by the Branch of Policy and Evaluation for all OSMRE assigned vehicles. Credit cards will be issued by GSA, usually with a two-year expiration date. Each card will have a purchase/credit value of \$250.00 each, and will be embossed with the agency's name, vehicle tag number, a billing code, and a replacement card indicator when applicable.

(1) Use of the Credit Card. The card is for charging the purchase of automotive products and services normally required to operate a motor vehicle, up to \$250.00. Examples are: routine in-putting of gasoline, oil, and other fluids; emergency cold-weather starts, and/or the mounting and dismounting of tires and tire-chains; and, the emergency replacement of minor defective parts and equipment (such as spark plugs, belts, hoses, filters, tires, windshield wiper arms and blades, batteries, lamps, fuses, etcetera). Routine maintenance and replacement of defective parts and equipment is to be accomplished through Purchase Order. Charges in excess of \$250.00 require prior approval by the respective Administrative Officer, unless the situation or conditions warrants waiving of that approval.

(2) Illegal Use. The use of U.S. Government credit cards for other than official business is a criminal offense subject to fine and/or imprisonment.

(3) Care of the Card. Care should be taken to preclude exposure of the cards to extremes in temperatures and/or any proximity to electro-magnetic fields. Ticket imprinters occasionally flatten (deboss) the raised impressions on plastic cards during periods of extreme heat; and, occasionally fracture or break them during periods of extreme cold. Cards placed on or near electronics equipment (radios, PC's, monitors, etc.,) may result in data scrambles or erasures inside the cards' coded magnetic strip.

(4) Lost, Stolen, Broken, Damaged Credit Cards. When a credit card is lost, stolen, broken, scrambled or debossed, telephonic notification to the Branch of Policy and Evaluation is required as soon as practicable, followed by a memorandum of the incident. Both notifications must identify the vehicle's tag and credit card numbers. The Branch of Policy and Evaluation will order a replacement credit card, to be mailed directly from GSA.

(5) New/Replacement Vehicles. When license tags are issued for new and/or replacement OSMRE vehicles, new and/or replacement credit cards will ordered simultaneously from GSA by the Branch of Policy and Evaluation.

(6) Redistributed OSMRE Vehicles. When a vehicle is transferred within OSMRE, it's credit card will accompany the vehicle in it's file folder.

(7) OSMRE Disposed Vehicles. When a vehicle is disposed of by transfer to another Bureau of the Department of the Interior, another Government agency, sold or salvaged the credit card (along with the tags) will be destroyed at the last assigned OSMRE location.

A memorandum regarding that disposal will be prepared by the respective Custodial Property Officer and sent to the Branch of Policy and Evaluation.

(8) Expiring Cards. Each year, GSA furnishes the Branch of Policy and Evaluation a list of expiring OSMRE credit cards. This list is compared with the fleet inventories of all OSMRE locations to determine which cards need to be renewed. Field Offices will be contacted by the Branch of Policy and Evaluation for confirmation in the matter. Renewal credit cards will be ordered by the Branch of Policy and Evaluation and mailed direct from the GSA.

F. Operator's Licenses. All vehicle operators must have a valid State, Territorial, or District of Columbia operator's license when operating a motor vehicle on Government business.

G. Applicable Laws. OSMRE motor vehicle operators shall comply with all Federal, State, and local laws and regulations.

H. Safety. Motor vehicles must be operated safely at all times. All OSMRE employees, when operating or riding in a motor vehicle while on official Government business are to use safety belt systems at all times. Drivers are to instruct passengers to fasten their seat and shoulder belts before their vehicle is in motion. Supervisors should ensure that employees using Government-owned, leased, or personal vehicles on official Government business are informed of and comply with this policy. Failure to use available safety belt systems may result in disciplinary and/or adverse action.

(1) Safety Items. The following items will be in each vehicle for emergency use:

Auto Accident Check List.

First Aid Kit.

Snake Bite Kit.\* \* For use when more-than 1/2-hour away from professional medical services.

Flare/Fusee.

Flashlight. (Check periodically)

Fire Extinguisher, ABC. (Check Quarterly)

Snow Chains - Where Appropriate.

(2) Safety Check-Off. Unsafe vehicles shall not be operated. Vehicles must be examined, prior to use, and upon return. Potential defects/conditions that may adversely affect the safety of the vehicle (brakes, tires, lights, steering, wipers, horn, etc.,) shall be given special attention, and if found, immediately reported to the respective Administrative Officer for correction.

(3) Driver Training. Frequent or regular motor vehicle operators shall be trained in and regularly attend defensive driving courses. (See OSM Management Directive ADS-2, Safety and Environmental Health Management Program.)

(4) Four-Wheel Drive Vehicles. Chief, Administrative Service Centers (EFO, WFO) and Field Office Directors shall appoint a qualified senior employee to instruct and review the capabilities of employees who may be required to operate 4-wheel drive vehicles.

I. Security. Security of the vehicle, and its' equipment, must be practiced at all times. This is assured through establishing the following operating habits:

(1) Unattended vehicles shall be left with all windows secured and all doors locked.

(2) Unattended vehicles are not to idle, nor have keys left in their ignition switches.

(3) Credit cards, and materials of a sensitive nature should never be left in an unattended vehicle.

(4) Articles, equipment, or items of an attractive nature should never be exposed to view in an unattended vehicle.

(5) Vehicles garaged in open unsecured lots must be equipped with inside hood latches to help prevent parts/battery theft.

J. Unauthorized Passengers. Hitchhikers and other unauthorized persons not directly connected to official business shall not be transported.

K. Domiciling Vehicles. Vehicles normally domiciled at work sites shall be parked during non-working hours in official parking spaces designated by the applicable activity unless authorized by a Form OSM-18.

L. Mandatory Use of Self-Service Gasoline Pumps. Federal Property Management Regulation (FPMR) temporary regulation E-78, published in the Federal Register on April 8, 1982 (page 15141), requires that all Federal employees using Federally-owned/leased motor vehicles purchase gasoline at self-service fuel pumps whenever practicable. There are only four non-practicable exceptions: (1) Self-service is not reasonably available; (2) Physical limitations of the driver or the vehicle preclude access to, or use of self-service systems; (3) The Government credit card is not honored; and (4), Notably severe weather prevails.

Section II. Vehicle Maintenance, Inspection, and Repair.

A. Preventive Maintenance is the systematic care, servicing, and inspection of equipment to keep it in a good safe operating condition, to detect and correct mechanical defects, and to anticipate and prevent major repairs. The operator or custodian of unassigned vehicles is directly responsible for applying manufacturer recommendations for periodic servicing, or the guidelines listed below, in order to retain valid manufacturer's warranties:

3,000 mi.	Lubricate chassis, change motor oil. Replace filters. Check fluid levels, steering mechanisms, and tires.
5,000 mi.	As above, and rotate tires.
6,000 mi.	As above, and check A/C.
9,000 mi.	As above.
10,000 mi.	As above.
12,000 mi.	As above, with complete OSM-21, and tune-up.

(1) Chassis Lubrication and Oil Changes. Vehicles are to have their crankcase motor oil changed, and their chassis lubricated every 3,000 miles, or at the manufacturer's specified instruction. Vehicles having extended lubrication cycles shall have their oil changed, and be lubricated, at least annually.

(2) Crankcase Oil, Gasoline and Air/Emission Filters shall be changed at each Lube and Oil servicing.

(3) Air Conditioning systems should be checked every 6,000 miles or six months. Belts, hose, fan, condenser, sight glass and freon level is included.

(4) Transmissions shall be appropriately serviced and checked for wear every 20,000 miles. Automatic transmissions must, at minimum, be opened, checked, and have all screens cleaned.

(5) Batteries, Tires, and Radiator Coolant Levels are to be frequently checked and correctly maintained. Each vehicle should have a tire gauge.

(6) Tune-ups will vary but generally will be performed not less frequently than every 10,000 miles of operation. This service is obtained through a Blanket Purchase Order with vendor(s) in your area. Each office should develop local procedures for this service.

(7) Wheel balancing, tire rotation and alignment are essential to control tire wear and safety of operation. This service is obtained through a Blanket Purchase Order with vendor(s) in your area. Each office should develop local procedures. The recommended period for tire rotation is every 5,000 to 6,00 miles.

(8) Vehicles will be kept clean both inside and outside. Washing of vehicles will be as needed, and dependent upon road and weather conditions. Accumulations of trash or refuse will not be permitted. When 4x4 vehicles are operated in muddy and/or dusty conditions it is important to insure that the under side of the vehicle is cleaned periodically to prevent the adverse affects of mud and dust on the 4-wheel-drive function.

(9) The (GSA) booklet entitled, "Government Vehicle Operators-Your Guide to Service Stations - Oil, Gasoline, and Lubrication" are ordered and supplied by the Assistant Director, Eastern and Western Field Operations, each Field Office Director, and each supervisory auditor. This booklet may be obtained from the Branch of General Services or direct from the applicable GSA Region for the purpose of explaining how Federal employees may obtain private sector services for Government-owned/leased vehicles.

B. Inspections. Vehicle operators are responsible for timely inspection service on an assigned vehicle. An annual or no less frequently than 10,000 mile inspection will be completed and documented on OSM Form 21 (Vehicle Inspection Checklist). Such inspections may be performed at authorized dealerships or qualified independent garages that have been approved for work by the Assistant Director, Eastern or Western Field Operations, Field Office Director or Regional Supervisory Auditor, via purchase order. The original copy of the OSM Form 21, signed by both the operator and repair facility, will be retained in the applicable vehicle file. OSM Form 100 (Service Reminder, which show dates/mileage inspections and when service is due) will be secured to the dashboard of each motor vehicle. State inspection decals for "undercover" vehicles, when required, are to be obtained at this time.

C. Repairs. Vehicles shall not be operated with faulty, unsafe or defective brakes, lights, steering apparats, tires, exhaust, seat belts, door, hood, or window systems.

(1) Emergency Repairs. Emergency repairs over \$250.00 must be approved by the Administrative Officer where feasible. In circumstances where the Administrative Officer cannot be contacted, and/or where all other reasonable alternatives have been exhausted, repairs may be secured by the operator up to \$250.00. The employee may personally incur this expense and claim reimbursement by presentation of the "paid" invoice as an attachment to SF-1164, Claim for Reimbursements. Emergency repairs for OSMRE vehicles may also be accomplished on the U.S. Government National credit card (SF-149). However, such action for GSA-controlled vehicles shall not be accomplished by the use of credit cards.

(2) Non-Emergency or Routine Repairs purchases, and routine preventative maintenance will be accomplished by appropriately authorized Purchase Orders established with local vendors. Repairs necessitated by the results of accidents will be by the issuance of an individual purchase order only after it has been ascertained that all accident-reporting requirements have been met; and, only after a determination that the Government is responsible for the repairs rather than the other parties connected to the accident. The Chief, Administrative Service Centers (EFO, WFO) will issue local instructions covering local accident repairs, and related local limitations for their respective offices.

### Section III. Accidents.

A. Accident Reports. Motor-vehicle accidents can often be avoided through careful habits and defensive driving. However, all motor-vehicle accidents, no matter how slight or injury-free, must be fully and completely reported to the employees' supervisor using all the appropriate Standard Forms, below:

(1) DI-135, Accident Forms and Instruction Packet. This packet must always be kept in the glove compartment of each vehicle and should contain the following:

(a) SF-91, One each (Operator's Report of Motor Vehicle Accident).

(b) SF-94, Two each (Statement of Witnesses).

In the event of an accident the operator should follow the instructions printed on the front and back of the envelope packet.

(2) DI-134, Report of Accident/Incident. The Form must always be completed and signed by the supervisor. The supervisor is the reporting official and the designated Safety Officer is the reviewing official. All required items must be completed. If additional information or changes are indicated after submission, DI-134-C (Supplementary Accident/Incident Report) is to be utilized.

(3) SF-91A, Investigation Report. Each accident involving a Government-owned/leased motor vehicle shall be investigated, and the report completed, within 48 hours of the accident. Both the supervisor and the employee involved must sign the document. Photos, measurements, doctor's certificates of bodily injury, police reports, (etcetera), are attached, as appropriate. Forwarding of the SF-91A should not be delayed solely for those attachments as they may be subsequently submitted. GSA-vehicle accident reports must also comply with the procedures and requirements outlined in 41 CFR 101-39.

(4) OF-26, Data Bearing upon Scope of Employment of Motor Vehicle Operator. The Form is to be signed by both the concerned employee and the employee's supervisor.

(5) Estimates of Repair Costs for damages by qualified repair shops is required for each vehicular accident. Damage under \$500.00 requires that two estimates be submitted. Damage over \$500.00 should have three estimates, if practicable. Charges for estimates may be obtained via a purchase order, or claimed as a reimbursement (Form SF-1164) once a "paid" receipt is obtained.

B. Submission. Motor vehicle accident reports will be transmitted, by memorandum, through the applicable Administrative Service Center, Field Office, or Audit Region, to the Headquarter's Safety Officer. Where applicable, Administrative Officers will submit such reports through their respective Chiefs. The transmitting memorandum will contain, at minimum, the supervisor's opinion as to the factors, the contributing causes, a finding of fault (if any), and recommendations for corrective action.

C. Disciplinary Action. If an employee sustains a record of frequent or high-cost accidents, or fails to make proper and/or timely report of accidents disciplinary action may be considered as well as the suspension/revocation of his/her right to operate Government vehicles. Cases where accidents or damages resulted from misconduct, improper operation, abuse, or driving under the influence of alcohol or drugs, operators can be required to pay for damages incurred that were judged to be his/her fault; and/or suspended; and/or removed from the Federal Service.

D. Claims Resulting from Accidents.

(1) Claims Against the Government and Operator. An employee is entitled to Government-provided legal counsel and protection against suits arising from motor vehicle accidents if they occur while performing official duties and within the scope of employment. When an operator or office receives a notice that another party intends to file a claim or file a lawsuit, the appropriate Assistant Director, Eastern or Western Field Operations, Field Office Director, or Regional Supervisory Auditor will forward an SF-95 (Claim for Damage, Injury, or Death) to the claimant with instructions on how to complete the Form and any required supporting documentation, requesting it be returned upon completion. Upon receipt of a completed SF-95, the chief of the applicable office is to immediately (first telephonically and then by memorandum), notify the individual employee concerned, and the OSMRE's Headquarters Safety Officer. The OSMRE Safety Officer will be responsible for forwarding the matter, along with all details, to the appropriate Regional Office of the Solicitor.

(2) Claims in Favor of the Government When the accident is determined to be the fault of the other party, the Regional Supervisory Auditor or Field Office or Eastern or Western Field Operations should attempt to insure repairs to Government property with the other party or their Insurance Representative. If possible, try to make arrangements for the other party (or their representative) to settle repair costs directly with the repair facility. If this is not possible, a check should be obtained from the party in the amount of repair costs, made payable to OSMRE. Normally, a firm and fair approach will assure the quickest and best settlement. A minor claim against an uninsured party may contain more nuisance than value and a negative settlement may be justified. When it appears a settlement is due the Government but it is unlikely that it will occur, the applicable office should forward a memorandum to the Headquarters Safety Officer providing the full particulars of the accident, and request action by the Office of the Solicitor to obtain settlement.

The Regional Supervisory Auditor, the Field Office, and Eastern and Western Field Operations should request the other party, or the other party's insurance company to send all checks made payable to the Office of Surface Mining Reclamation and Enforcement (OSMRE) to the local OSMRE Office. These checks will then be forwarded to the Division of Financial Management, P.O. Box 25065, Denver, Colorado 80225, accompanied by a memorandum stating that the check fully satisfies the claim for damages to the Government vehicle. The Branch of Financial Operations will deposit these checks only after receiving written confirmation that the Government's claim was fully satisfied.

E. Board of Survey When an accident or act of nature such as flood, fire, hailstorm, and similar causes results in the loss of a vehicle from inventory the established operating property Board of Survey will judge questions of cause, responsibility and make recommendations as to disposition. The procedures for the Board are the same as will be covered by OSMRE's Property Management Directive (ADS-18) and are in 41 CFR 114-60.9. Each may be referred to for procedures.

#### Section IV Records

A. DI-120, Operator's Record Book is the fundamental source of vehicle operation information. Records must be kept on each vehicle to accurately show its' activity for determining its' efficiency, performance and use. Acquisition, maintenance, repair and disposal costs and values must be recorded and kept. Reports made from these records are of analyzed by Regional Supervisory Auditors, Field Officers, Eastern and Western Field Operations, Headquarters, the Department, GSA, OMB and the Congress. A completed DI-120, for each vehicle, each year, will be retained in the vehicle's file folder.

(1) Daily Records will be maintained for all vehicles. A separate page will be maintained for each month and will record a mileage entry for each date the vehicle is used. For each purchase of fuel, oil, or other service, etc., the odometer reading. In addition, the type of service (by exact number of gallons of fuel, amount of oil), and cost, should be recorded opposite the date.

(2) Monthly Records will be completed on the first work day of the following month by summarizing the daily entries for the month within the monthly Record. The Monthly Record will be submitted to Regional Supervisory Auditors, and/or the applicable persons in the Field (Eastern, Western, or Operations) who will utilize this information to complete required vehicle reports for Headquarters. The Monthly Record will be retained in the file according to the applicable vehicle tag number.

B. Vehicle File Folder Individual vehicle file folders must be maintained. Vehicles are tracked by OSMRE and the Departmental Fleet Management System (DFMS) by tag number. A copy of every action taken during the life of the vehicle should be contained therein. File contents should include purchase information, Certificate of Origin, monthly usage reports, repair and maintenance records, credit card charge records, accident reports and costs, home domiciling records (Form OSM-18), and disposal records. If a vehicle is transferred from one OSMRE office to another the file will be forwarded to the new office. When a vehicle is disposed of, or transferred to another Agency or Bureau, the vehicles' file folder will be retained by that last assigned OSMRE facility and maintained by the respective

Accountable Property Officer of Record. Files on disposed vehicles shall be retained for 4 years following their disposal except that those containing accident reports will be retained for 6 years.

#### Section V. Replacement Vehicles

A. Replacement is a continuing process to keep the vehicle fleet at acceptable strength to accomplish OSMRE objectives. The criteria for replacement are mileage, age and condition as defined in 412 DM, Secs. 2.3 and 7.4. The standards prescribed are minimum not mandatory. Vehicles should be retained as long as they can be operated in a safe and efficient manner without excessive maintenance costs or substantial reduction of trade-in value.

B. Budget Projections In order to insure that adequate funding is available for purchase or replacement vehicles, it is necessary to include such requirements in budget projections. These projections must be included in both the planning and the operating budget processes. It is the responsibility of each Field Office, Eastern and Western Field Operations, and each Regional Audit Manager to include funding for vehicles in their budget projections. Such funding projections must be included in each annual budget submission.

C. Vehicle Forecasts GSA and the Department require vehicle acquisition forecasts each fiscal year. Forecasts are due to GSA by December 1 of each fiscal year. The Branch of Policy and Evaluation will submit the forecast based upon previously prepared budget projections.

D. Ordering New/Replacement Vehicles New and replacement vehicles will be ordered through General Services Administration (GSA) by the Branch of Policy and Evaluation which will prepare GSA Form 1781 (Motor Vehicle Requisition/Delivery Order). Vehicles are normally ordered twice each year conforming to mass-buy consolidation dates established by the GSA. In order to meet the GSA consolidation deadlines, requisitions for vehicles from Field Offices, western and Eastern Field Operations, and Regional Audit Managers should be submitted to the Branch of Policy and Evaluation as follows:

Sedans and Station Wagons	- October 15 and May 1
4X4s and 4X2s (Utility & Special Purpose Vehicles)	- November 1 and May 15

An OSMRE requisition form will be prepared specifying for each vehicle being replaced: the tag number, model and year, odometer reading, and any special factors concerning its' condition and operability which may

justify replacement in accordance with the criteria set forth in 412 DM, Secs. 2.3 and 7.4. Requisitions for additional vehicles to be added to the fleet, or for replacement of one type of vehicle with another should include a narrative supporting justification.

E. Receipt of New Replacement Vehicles When a new replacement vehicle is ordered, "Direct Dealer Delivery" (DDD) is usually specified on the order sent through GSA. The advantages of DDD are that the vehicle is shipped from the manufacturer directly to a local dealer, the vehicle is "prepped" and serviced at no charge to the OSMRE as the dealer receives reimbursement from the manufacturer for such preparation services. There are no logistical or administrative procedures required of the OSMRE until dealer notification that the vehicle is ready to be accepted or picked-up. A copy of the delivery order and a Certificate of Origin, for each new vehicle, will be sent by GSA to the consigned OSMRE office prior to delivery of the new vehicle. These documents should be taken to the local dealership to confirm proper receipt of the vehicle. They are then retained in the vehicle file folder.

F. Inspection of New Replacement Vehicles A designated OSMRE Receiving Officer should arrange to take delivery of a new vehicle from the local dealership or the manufacturer. Before the release is signed, a complete inspection should be made of the vehicle. GSA will provide inspection forms for this purpose. Checks should include all fluid levels, tire pressures (including spare), operating lights, etc. Any damage or other deficiencies should be noted, and correction required, prior to accepting delivery. The dealer or the manufacturer should be required to furnish documentation that certifies that the preparation services have been performed on each vehicle.

## Section VI. Disposal of Vehicles

A. Disposal Methods. The established Boards of Survey at each Field Office, Eastern and Western Field Operations, or Headquarters may dispose of a vehicle when it has been determined to be excess to OSMRE requirements or that it meets replacement criteria. The three primary methods of disposal are: (1) redistribution within OSMRE; (2) transfer to another Bureau within the Department of the Interior or another Government agency; and (3) sale.

(1) Redistribution Within the OSMRE. When a vehicle is excess to the needs of an assigned office, a memorandum containing that finding should be sent by the respective Accountable Property Officer to the Branch of Policy and Evaluation. That Branch will screen other OSMRE offices for their needs. If the vehicle is designated for transfer to another OSMRE office, the Branch of Policy and Evaluation will issue disposition instructions, as applicable. The transferrer will finalize transfer arrangements with the transferee, and prepare a

Form DI-104 (Transfer of Property). The vehicle file folder will be transferred with the vehicle after which a copy of the DI-104 (signed by the transferee) will be returned to the transferrer for record purposes. The gaining office will update the automated Property Management System (PMS).

(2) Transfer to Another DOI Bureau or to Another Government Agency. Vehicles determined to be excess to the needs of the OSMRE by the Branch of Policy and Evaluation require the Accountable Officer to prepare a SF-120 (Report of Excess Personal Property), on each, for simultaneous submission to GSA. The Report is required in all cases, whether it transfers the vehicle to: another Interior Bureau; to the Department of Agriculture (USDA)/Forest Service as per Interagency Agreement No. USDA-FS-87-SIE-007 (see Appendix 2); or other agency. The accountable office will also finalize any resulting transfer request, and (at minimum), furnish the Branch of Policy and Evaluation at Headquarters with copies of fully signed documentation reflecting that transfer for update of the automated PMS. A copy of this documentation will also be sent to the OSMRE Finance Office for its' capitalized property records. Only Administrative Service Centers in the Field, or Headquarters, may delete capitalized property from the automated PMS.

(3) Replacement (after exchange/salvage/sale). Within thirty days after a new replacement vehicle is received the accountable office shall prepare a SF-126 (Report of Personal Property for Sale) on the vehicle to be turned in. A copy of that Report is forwarded to the respective GSA regional disposal office. Blocks 13 and 14 of the SF-126 should reflect FUND SYMBOL 14F3845, and, STATION DEPOSIT SYMBOL 14180001, for proper crediting of proceeds to OSMRE's account from its subsequent sale. The SF-126 should state that the transaction is a replacement. Truly reflect the condition of the vehicle to be turned in. GSA will either request it be temporarily held on location for inspection and sale to local buyers, or, will ship it to another facility. OSMRE personnel are expected to cooperate fully and provide assistance to GSA personnel in storing and showing these vehicles.

(a) Preparation of Vehicle for Sale or Disposal. Vehicles being replaced because of damage should not incur any further OSMRE costs beyond being cleaned up or made presentable. However, up to \$50.00 may be expended on each non-damaged vehicle to enhance its' sales potential. For each replaced vehicle, custodians shall:

- (1) Remove the vehicle from service upon submission of the completed Form SF-126.
- (2) Remove and destroy all tags, decals, and credit cards.
- (3) Inflate tires.

- (4) Ensure "full" battery charge.
- (5) Bring oil to "full" level.
- (6) Deliver vehicle to sale location.
- (7) Start and run engine occasionally.
- (8) Provide aid to prospective buyers during inspection periods.
- (9) Provide full assistance to GSA which has the full responsibility for the sale including advertising, collecting, etc.
- (10) If sold property is not removed within a specified time, the vehicle custodian shall notify GSA to take action to do so.

(b) Follow-up Action. After full payment from the sale has been received, GSA will notify the accountable OSMRE office of the results by a copy of GSA Form 27 (Notice of Award). The accountable office will then prepare a SF-97 (U.S. Government Certificate of Release of Motor Vehicle), and provide the original to the purchaser together with an endorsed original Certificate of Origin. Copies of these documents will be forwarded by the accountable office to the respective OSMRE property management servicing staff for deletion of the vehicle from the automated PMS. A copy of this documentation will also be sent to the OSMRE Finance Officer for updating capitalized property records. Only Administrative Service Centers in the Field, and/or Headquarters may delete a vehicle from the automated PMS.

(4) Excess/Sale/Donation. If no transfer is arranged outside of OSMRE, a vehicle reported by the accountable office on SF-120 to GSA will be available for sale or donation as approved by GSA and processed accordingly.

#### Section VII. Reports.

The following reports will be prepared, and consolidated by the accountable offices for their assigned vehicles by the respective Administrative Service Centers, and forwarded to the Branch of Policy and Evaluation, by the due dates indicated below (The Branch of Policy and Evaluation will consolidate data from these reports for submittal to the Department of the Interiors' Office of Acquisition and Property Management.):

(A) Quarterly Energy Conservation Performance Report. Form DI-234 is due in the Branch of Policy and Evaluation not later than the 20th calendar day following the end of each fiscal-year quarter. This report is prepared by accountable offices and consolidated by respective Administrative Service Centers and shall reflect the gasoline consumption of vehicles.

(B) Quarterly Man-hours and Mileage Exposure Report. This report is due in the OSMRE Safety Manager's office, Branch of Policy and Evaluation, not later than the 20th calendar day following the end of each fiscal-year quarter. This report, prepared by accountable offices and consolidated by respective Administrative Service Centers, shall reflect total mileage driven in U.S. Government-owned/leased vehicles as well as privately-owned vehicles used for official business.

(C) Annual Report on Motor Vehicle Data. This report (SF-82) is due in the Branch of Policy and Evaluation not later than the 20th calendar day following the end of each fiscal year. It is prepared by accountable offices and consolidated by respective Administrative Service Centers and shall reflect the number and types of vehicles on-hand and disposed of during the fiscal year, their respective utilization rates, fuel consumption, and all operation and maintenance expenses.

(D) Quarterly Departmental Fleet Management System (DFMS) Report. Accountable offices having assigned vehicle are responsible for preparing are responsible for quarterly input on individual vehicle utilization, repair costs, (etcetera) for each OSMRE vehicle. These reports are due in the Minerals Management Service (MMS) Property Management Branch (in Herndon, Virginia) not later than the 20th calendar day following the end of each fiscal quarter. MMS will transmit the data to the DFMS maintained for the Department of the Interior (Bureau of Land Management in Denver).

INTERAGENCY AGREEMENT

BETWEEN THE

DEPARTMENT OF THE INTERIOR, AND ITS BUREAUS AND OFFICES

AND THE

DEPARTMENT OF AGRICULTURE, FOREST SERVICE

ARTICLE I. PURPOSE

This Agreement prescribes cooperative procedures for direct transfers of excess personal property between the bureaus and offices of the Department of the Interior (DOI) and the Forest Service (FS) for mutual benefit.

ARTICLE II. AUTHORITY

Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 481).

Federal Property Management Regulations (FPMR) CFR 101-43.315-5.

ARTICLE III. PROCEDURES

SEQUENTIALLY:

1. The bureaus and offices of DOI will mail available/excess personal property reports (SF 120) to the Forest Service (FS) offices/addressees identified on Enclosure 1.
2. The DOI bureaus and offices will accept "freeze" requests from the FS offices/addressees on Enclosure 1 only.
3. The DOI bureaus and offices will notify the authorized requestor as identified property becomes excess to DOI bureaus and offices and is eligible for direct transfer in accordance with Federal Property Management Regulations (FPMR) 101-43.315-5.
4. The FS will forward a Standard Form 122, Transfer Order Excess Personal Property, prominently identifying "Direct Transfer DOI bureau and office to USDA-FS" and approved in Block 9 to the office identified in block 11 of the Standard Form SF-120.
5. The DOI holding office, will return the Standard Form 122 to the requesting office.

6. A copy will also be mailed concurrently to the Accountable Officer of the property to be transferred to serve as authorization for transfer.

7. The DOI bureau or office will provide copies, as required, to the appropriate GSA Regional Office.

8. The FS-F&AM-WO will provide reports of available/excess personal property within the Department of Agriculture to the offices identified on Enclosure 2. FS items excess to the needs of the Department of Agriculture will be available for direct transfer to DOI bureaus and offices identified on Enclosure 2 through procedures similar to those stated above.

#### ARTICLE IV. GENERAL

All transfers will be in accordance with the provisions of FPMR 101-43.315-5 - Procedure for Effecting Transfers. Current dollar limitations per transfer are \$2,000 for Reportable Property, but not yet reported to GSA; and \$25,000 for Nonreportable Property.

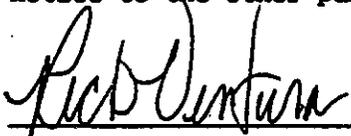
Matters which cannot be resolved concerning this agreement will be referred to the respective agency/bureau or office headquarters for resolution.

#### ARTICLE V. EFFECTIVE DATE

The effective date of this agreement will be the latest date indicated below.

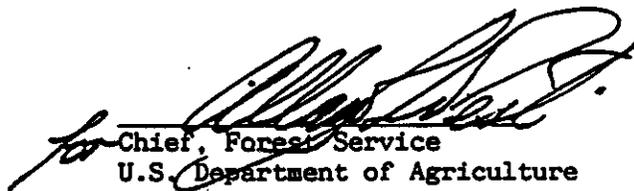
#### ARTICLE VI. CANCELLATION

This Agreement may be terminated by either party upon a 30-day written notice to the other party.



Assistant Secretary-Policy,  
Budget and Administration  
U.S. Department of the Interior

DATE: Dec. 23, 1987



Chief, Forest Service  
U.S. Department of Agriculture

DATE: Nov. 9<sup>th</sup> 1987