

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: ADS-7
		Transmittal Number: 960
		Date: MAY 22 2009
Subject: Motor Vehicle Management Program		
Approval: Glenda H. Owens <i>Glenda H. Owens</i>		Title: Acting Director

1. **Purpose.** The purpose of this Directive is to establish a motor vehicle management program that consists of uniform procedures for the utilization, maintenance, tracking, replacement, and disposal of motor vehicles.
2. **Summary of Changes.**
 - a. The Directive aligns the Office of Surface Mining Reclamation and Enforcement's (OSM) policy on motor vehicle management with the Federal requirements in 41 CFR 102, Motor Vehicle Management, that addresses accountability, receiving, tracking, managing, and disposing of motor vehicles.
 - b. The Motor Vehicle Management Handbook was updated to assist OSM employees in implementing the Directive's requirements.
 - c. The motor vehicle management definitions within the Motor Vehicle Management Handbook were updated to include the terms: "Alternative Fuel Vehicles," "Certificate of Origin," "Executive Order 13423," "Financial and Business Management System," "Hybrid," and "Plug-In Hybrid."
 - d. Other minor, organizational, and editorial changes were made for purposes of clarity and consistency.
3. **Definitions.** Refer to Handbook, Chapter 18 (p. A-26) for definitions that are relevant to the Motor Vehicle Management Program.
4. **Policy.** It is OSM's policy to maintain management controls for the systematic accountability, receiving, tracking, managing, and disposing of motor vehicle assets. OSM employees have a personal obligation for the proper operation and care of the motor vehicles entrusted to them or under their control or direct supervision. No OSM employee will use, or permit the use of, Government motor vehicles for other than official purposes except as permitted by law.

5. **Responsibilities.**

a. The Assistant Director, Finance and Administration, is responsible for the overall management of the Motor Vehicle Management Program.

b. Assistant Directors, Regional Directors, Field Office Directors, Area Office Managers, and Regional Supervisory Auditors are responsible for carrying out and complying with OSM's motor vehicle management program requirements within their respective locations and for designating Local Fleet Managers.

c. Chief, Division of Administration, is responsible for overseeing the operation of the motor vehicle management program and designating OSM's Fleet Manager.

d. OSM Fleet Manager is responsible for the development and implementation of policies, procedures, and guidelines relating to all aspects of the motor vehicle management program.

e. Local Fleet Managers are responsible for managing motor vehicles that are assigned to them. This includes scheduling motor vehicles for maintenance; posting maintenance repair costs in the Financial and Business Management System; (FBMS) reporting mileage and petroleum and alternative fuel consumption; and providing reports on vehicle utilization. Local Fleet Managers provide assistance to the OSM Fleet Manager as needed.

6. **Procedures.** The Motor Vehicle Management Handbook (Appendix A) contains the procedures for the acquisition, operation, management, control, and disposal of motor vehicles. To aid compliance with the requirements, a copy of this Handbook should be made available to employees operating a Government-owned/leased vehicle. These procedures shall be followed by all OSM employees having the responsibility for assignment and operation of Government-owned or leased motor vehicles.

7. **Reporting Requirements.** The reports required in support of the motor vehicle management program are contained in the Motor Vehicle Management Handbook, Appendix A.

8. **Effect on Other Documents.** This Directive supersedes Directive ADS-7, Transmittal Number 530, dated March 29, 1989; Directive ADS-7-1, Transmittal Number 578, dated October 12, 1989; and Directive 7-2, Transmittal Number 668, dated April 15, 1991.

9. **References.**

- a. 31 U.S.C. 1344, Passenger Carrier Use
- b. 40 U.S.C. Chapter 175, Federal Motor Vehicle Expenditure Control (PL 107-217)
- c. 40 U.S.C. 483, Property Utilization
- d. 40 U.S.C. 491, Motor Vehicle Pools and Transportation Systems

- e. 5 CFR 930.101, Programs for Specific Positions and Examinations, Subpart A, Motor Vehicle Operators
- f. 41 CFR Chapter 102, Federal Management Regulations subparts 102-5 and 102-34
- g. Public Law 102-486, Energy Policy Act of 1992
- h. Public Law 101-194, Ethics Reform Act
- i. 114 DM-60.8, Survey Procedures
- j. 31 U.S.C. 1349, Adverse Personnel Actions
- k. Public Law 109-58, Energy Policy Act of 2005
- l. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management
- m. OSM Asset Management Plan
- n. OSM Five-Year Fleet Management Plan
- o. 410 DM 60, Personal Property Management
- p. 412 DM 1, Motor Vehicle Management
- q. 412 DM 1, Supplement, Department of the Interior Motor Vehicle Management Handbook
- r. 905 DM 1, Disaster Assistance
- s. 41 CFR 102-34.285, Scheduled Maintenance of Motor Vehicles
- t. 41 CFR 102-34.45, Size Motor Vehicles May Purchase and Lease
- u. 41 CFR 102-34.25, Sources of Supply for Obtaining Motor Vehicles

10. **Effective Date.** Upon issuance

11. **Distribution.** By electronic format

12. **Appendices.** Appendix A: Motor Vehicle Management Handbook

Contact: Finance and Administration Directorate, Division of Administration