

**FISH AND WILDLIFE SERVICE
VEHICLE AND EQUIPMENT MANAGEMENT**

Vehicle and Equipment Management

Part 320 Motor Vehicle Management

Chapter 9 Motor Vehicle Management Control Program

320 FW 9

9.1 What is the purpose of this chapter? This chapter describes the management control review process for our motor vehicle management program.

9.2 What are the objectives of our motor vehicle management control program? Our management control program ensures that the office or organization we evaluate:

A. Is managing and controlling the use of motor vehicles in a manner consistent with Service, Department, Office of the Inspector General (OIG), and Government Accountability Office (GAO) policy.

B. Balances the support for its mission with cost effectiveness when using motor vehicles.

9.3 What is the scope of this chapter? This chapter applies to all duty stations that own, lease, or manage motor vehicles through other means.

9.4 What are the authorities for this chapter? See 320 FW 1.3 for a list of authorities for all the chapters in Part 320.

9.5 Who is responsible for implementing motor vehicle management control reviews? The Chief, Washington Office Division of Contracting and Facilities Management (CFM) is responsible for annually preparing management control review plans and performing the reviews.

A. When developing plans for annual reviews, CFM considers OIG, GAO, and the Department's program and financial statement audit findings to help focus the reviews.

B. The plans include the following information for each review:

(1) The specific organizations or functions to be reviewed,

(2) The time frame, and

(3) The official responsible for performing the review.

9.6 What indicators does CFM use to conduct motor vehicle management control reviews? CFM uses three categories of management control indicators—organization and management, motor vehicle performance review and improvement program, and operating practices. Table 9-1 is a detailed list of items CFM is looking for when performing the reviews. The requirements for these items are covered in 320 FW 1 through 10.

Table 9-1 Management Control Indicators for the Motor Vehicle Program
A. Organization and Management:
(1) Availability of appropriate and comprehensive motor vehicle policies and procedures.
(2) Sufficient staffing to carry out motor vehicle responsibilities.
(3) Training programs covering motor vehicle operation, safety, and maintenance.
B. Motor Vehicle Performance Review and Improvement Program:
(1) Proof that the program/function interacts with GSA and Service program, procurement, and finance divisions to acquire and provide motor vehicle information.
(2) Evidence that previous management control review findings no longer exist.
(3) Proper accounting of motor vehicles in the Personal Property Management System (PPMS).

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(4) Accountability of motor vehicle records (paper and electronic) from receipt through disposal.	
C. Operating Practices:	
(1) Reconciliation between financial and personal property records.	
(2) Annual inventories completed before September 30 th .	
(3) Follow acquisition practices, policies, and procedures, including:	(a) Use AutoChoice to determine the appropriate motor vehicle acquisition source. AutoChoice is GSA's online vehicle ordering program.
	(b) Consider excess property before acquiring new property.
	(c) Properly annotate PPMS with all pending acquisitions.
	(d) Limit acquisitions to the minimum needed to meet the program mission requirements.
	(e) Comply with specific acquisition allocations included in our 5-Year Fleet Plan.
	(f) Receive approvals for acquiring communication equipment to install in motor vehicles.
(4) Receiving:	(a) Promptly and accurately inspect new vehicles.
	(b) Store, preserve, and protect motor vehicles not in use.
(5) Motor Vehicle Management:	(a) There is an effective program to ensure motor vehicles are acquired, utilized, and disposed of in a timely manner.
	(b) An action plan is in place to use alternative fueled vehicles and fuels.
	(c) Keep motor vehicles in secure areas.
	(d) Keep motor vehicle keys, including spare keys, in a locked location with limited access.
(6) Fleet credit cards:	(a) Ensure mandatory contractor fleet cards are used only for Service motor vehicles.
	(b) Monitor fleet card charges monthly and validate that charges are for official use.
	(c) Secure all records containing fleet card numbers in a locked cabinet.
	(d) Review motor vehicle fleet cards every 45 days to ensure each card is valid for the remainder of the fiscal year.
	(e) Ensure each seasonal motor vehicle in storage has a valid fleet card while in operation.
	(f) Maintain effective administrative control of credit cards in accordance with applicable guidelines.
(7) Maintenance and repair:	(a) Establish a motor vehicle maintenance program.
	(b) Schedule routine preventive maintenance for motor vehicles and motor equipment.
	(c) Check warranty coverage prior to requesting repairs for motor vehicles.
	(d) Keep records of maintenance and repair orders for all Service-owned motor vehicles.

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	<p>(e) Maintain a file with maintenance manuals, operating manuals, and warranties as appropriate.</p> <p>(f) Ensure maintenance logs record timely vehicle maintenance.</p> <p>(g) Track motor vehicle maintenance costs by individual vehicle.</p> <p>(h) Make major repairs relative to the age, condition, and value of the motor vehicle.</p> <p>(i) Conduct all required vehicle inspections, including safety inspections, in a timely manner.</p>
(8) Establish initiatives to help achieve reduced motor vehicle fuel consumption objectives, including:	<p>(a) Reducing travel as much as possible without impeding the mission.</p> <p>(b) Using smallest vehicle feasible for the task.</p> <p>(c) Maintaining tire pressure to manufacturers' specifications.</p> <p>(d) Encouraging proper driving techniques.</p> <p>(e) Observing speed limits.</p>
(9) Identification and tags:	<p>(a) Maintain a current record of license tags assigned to motor vehicles.</p> <p>(b) Store unissued license tags and Service identification decals in a locked drawer, cabinet, or storage area with restricted access.</p> <p>(c) Report lost or stolen license tags to the issuing office or State agency.</p> <p>(d) Identify assigned motor vehicles that do not display Government tags and Service identification. Obtain and keep on file exemption approval for each of those vehicles.</p>
(10) Utilization:	<p>(a) Evaluate vehicle usage.</p> <p>(b) Review under-utilized motor vehicles at least semi-annually (see 320 FW 2, Exhibit 1).</p> <p>(c) Approve or disapprove retention of under-utilized motor vehicles to remain at the same location. Rotate the vehicle(s) to another Regional location for mission requirements and for maximizing motor vehicle utilization.</p> <p>(d) Achieve maximum economic utilization of motor vehicles.</p> <p>(e) Maximize the use of motor vehicle pooling arrangements, taxicabs, shuttle buses, or other common service arrangements. Minimize assignments to individuals, groups, or specific organizational components.</p> <p>(f) Conduct periodic reviews to ensure that all motor vehicles are still necessary.</p> <p>(g) Maintain individual "motor vehicle use" records such as trip tickets or logs that show enough information to evaluate the appropriateness of assignments and the adequacy of use.</p>
(11) Replacement vehicles:	<p>(a) Review all acquisitions for replacement vehicles to ensure that required replacement standards are met.</p> <p>(b) Retain or replace motor vehicles as required by policy. Ensure that there is still a need for vehicles, the vehicles can be operated safely and dependably without excessive repair and maintenance costs, repair parts are readily obtainable, and retention does not substantially reduce the exchange or sale value of the vehicles.</p>

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	(c) Remove replaced motor vehicles from service and dispose of them prior to or as soon as practicable after delivery of the replacement vehicles.
	(d) Provide instructions to all motor vehicle operators regarding the use and protection of credit cards against theft and misuse.
	(e) Notify paying office of the loss or theft of credit cards in order to avoid paying unauthorized bills.

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