



**320 FW 1**

## ***Motor Vehicle Program Organization and General Responsibilities***

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**1.1 What is the purpose of this chapter?** This chapter describes the:

- A. Authorities,
- B. Terms we use in Part 320, Motor Vehicle Management, and
- C. Responsibilities for our Motor Vehicle Management Program. (See [320 FW 2 through 10](#) for specific responsibilities.)

**1.2 What is the scope of this chapter?** This chapter applies to all motor vehicles we own, lease, and manage through other means (e.g., short-term rentals for non-Temporary Duty assignments).

**1.3 What are the authorities for the chapters in Part 320?** The authorities for this chapter and the other chapters in Part 320 are:

- A. [Department of the Interior, Interior Property Management Directives \(IPMD\), 410 Addition](#), Supplement to the Federal Property Management Regulations ([41 CFR 101](#)).
- B. Federal Property Management Regulations, Motor Vehicle Management and Home-to-Work Transportation ([41 CFR 101-26.5](#); [102 Parts 5 and 34](#); [102-34.10](#), [102-34.110](#), [102-34.120](#), and [102-34.125](#)).
- C. [Executive Order \(E.O.\) 10579](#), Regulations Relating to the Establishment and Operation of Interagency Motor-Vehicle Pools and Systems.
- D. [E.O. 13423](#), Strengthening Federal Environmental, Energy, and Transportation Management.
- E. Energy Policy Act of 1992 ([P.L. 102-486](#)) and of 2005 (P.L.109-58).
- F. Federal Acquisition Regulation ([FAR](#)), Part 7.1, Acquisition Plans.
- G. [412 DM 1](#), Motor Vehicle Management; [446 DM 12](#), Law Enforcement Equipment and Vehicles; and [485 DM 16](#), Motor Vehicle Safety.
- H. Federal Tort Claims Act ([28 USC 2672](#)).
- I. Passenger Carrier Use ([31 U.S.C. 1344](#)).
- J. Federal Managers Financial Integrity Act ([31 U.S.C. 901](#) et seq. and 3511 et seq.).
- K. Government Performance and Results Act ([31 U.S.C. 1116](#) et seq.).
- L. [Office of Management and Budget \(OMB\) Circular A-123](#), Management's Responsibility for

Internal Control.

**1.4 How does the Service define “motor vehicle” and categorize the different types of motor vehicles in Part 320?** A motor vehicle is any self-propelled or mechanically drawn conveyance that is designed to operate on highways to transport property or passengers.

**A. Motor vehicles include:**

- (1) Sedans,
- (2) Station Wagons,
- (3) Sport Utility Vehicles (SUV),
- (4) Vans (including minivans),
- (5) Carryalls,
- (6) Ambulances,
- (7) Buses,
- (8) Recreational vehicles,
- (9) Motorcycles, and
- (10) Trucks (including trucks with specialized mounted equipment, such as fish distribution trucks and garbage trucks).

**B. The Department of Transportation categorizes motor vehicles as:**

**(1) Sedans and Station Wagons:**

- (a) Class I: Subcompact sedans and station wagons.
- (b) Class II: Compact sedans and station wagons.
- (c) Class III: Midsize sedans and station wagons.
- (d) Class IV: Large sedans and station wagons.

**(2) Trucks:** There are three general subcategories of trucks:

- (a) Light Trucks: Pickup trucks, Sport Utility Vehicles (SUV), and vans (including minivans) that have a Gross Vehicle Weight Rating (GVWR) of less than 8,500 pounds (lbs).
- (b) Medium-duty trucks: Trucks with conventional cabs, van bodies, dump trucks, and stake side trucks that have a GVWR of 8,501 to 35,000 lbs.
- (c) Heavy-duty trucks: Trucks with conventional cabs, van bodies, dump trucks, stake side trucks and tractor trucks that have a GVWR of 35,000 lbs and greater.

**(3) Commercial Motor Vehicles.** Only operators with a Commercial Driver's License (CDL) may operate commercial motor vehicles. Commercial motor vehicles may be medium or heavy duty trucks used to transport passengers or property if the vehicle:

- (a) Has a GVWR of 26,001 or more pounds;

(b) Has a gross combination weight (GCW) rating of 26,001 or more pounds. This GCW rating includes a towed unit with a GVWR of more than 10,000 lbs (e.g., the GVWR of the tow vehicle + a towed unit with a GVWR of greater than 10,000 lbs = a GCW of greater than 26,001 lbs);

(c) Is designed to transport 16 or more passengers, including the driver; or

(d) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act ([49 U.S.C. 5103\(b\)](#)) and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations ([49 CFR part 172, subpart F](#)).

### 1.5 What terms do you need to know to understand the chapters in Part 320?

**A. 5-Year Fleet Plan.** Our [5-Year Fleet Plan \(126 KB PDF\)](#) is a strategic initiative to enhance the effectiveness of our Motor Vehicle Management Program. Primary goals are:

- (1) Establish a Service Transportation Review Board (STRB),
- (2) Validate the Service fleet inventory,
- (3) Right-size the Service fleet by acquiring the minimum number and size of vehicles that will accomplish our mission,
- (4) Determine life-cycle cost patterns and establish vehicle management performance measures,
- (5) Implement energy saving technologies,
- (6) Monitor fleet utilization and size,
- (7) Develop a fleet composition baseline and justification for each vehicle based on mission requirements,
- (8) Review performance, and
- (9) Improve vehicle reporting.

**B. Alternative Fuel Vehicle (AFV).** An AFV is a motor vehicle fueled with alternative fuels as defined by the Energy Policy Act of 1992. Using AFVs reduces air pollution and our dependence on foreign oil. Additional information on AFVs is available on the [Department of Energy's Web site](#). AFVs include:

- (1) Electric vehicles,
- (2) Flexible fuel vehicles (may be fueled by a combination of petroleum fuels and ethanol, liquid propane gas, or compressed natural gas),
- (3) Natural gas-fueled vehicles,
- (4) Propane-fueled vehicles, and
- (5) Alternative fuel blend-capable vehicles such as late-model diesel vehicles that may be fueled with biodiesel.

**C. Transportation Management Scorecard (Scorecard).** The Scorecard is a performance measure OMB created that we use to determine our compliance with Energy Policy Act (1992 and 2005) and E.O. 13423. Refer to [Exhibit 1](#) for compliance standards and areas.

**D. Home-To-Work (HTW).** HTW is the use of a Government passenger carrier to transport an employee between his/her home and place of work (see [320 FW 10](#)).

**E. Short-Term Rental.** A short-term rental is a non-Temporary Duty (TDY) assignment vehicle that an employee typically rents through the General Service Administration's (GSA) Short-Term Rental Program for special needs such as seasonal transportation, repairs, and special missions. See [265 FW 4](#) for information on short-term rentals for TDY assignments.

**F. Fleet Management Center.** The Fleet Management Center is the GSA-maintained network of offices that assist us in assigning GSA fleet motor vehicles and provide administrative support and management control for specific geographical areas.

**G. Gross Vehicle Weight Rating (GVWR).** GVWR is the manufacturer-recommended maximum loaded weight of a single vehicle.

**H. Hybrid Vehicle.** Hybrid vehicles typically combine the internal combustion engine of a conventional vehicle with the battery and electric motor of an electric vehicle.

### **1.6 Who is responsible for implementing the Service's motor vehicle management policy?**

**A.** The **Director** administers our Motor Vehicle Management Program in accordance with Departmental policies, standards, procedures, and guidelines.

**B. The Deputy Director:**

**(1)** As the Service Senior Asset Manager, is responsible for the overall management of our motor vehicle fleet program.

**(2)** Establishes the Service Transportation Review Board (STRB).

**C. The Assistant Director – Business Management and Operations:**

**(1)** Evaluates all aspects of the Motor Vehicle Management Program to ensure consistency with Departmental policies, [the Service 5-Year Fleet Plan](#) (126 KB PDF), Scorecard, Federal regulations, and E.O.s.

**(2)** Coordinates and conducts fleet management performance studies.

**(3)** Establishes:

**(a)** A system of vehicle fleet records for various required reports,

**(b)** Safeguards against misuse of motor vehicles, and

**(c)** Policies and procedures to ensure effective and efficient management and use of Government vehicles. The Assistant Director may delegate this responsibility to the Chief, Division of Contracting and Facilities Management (CFM).

**(4)** Directs, oversees, and provides staff support for the activities of the STRB.

**(5)** Includes motor vehicle management as a component of the Service's internal control program.

**D. Regional Directors** are our Regional Property Administrators and are responsible for the effective management of their Regional motor vehicle programs. Responsibilities include:

(1) Ensuring the Regional motor vehicle fleet program is the minimum size necessary to meet mission needs and is in compliance with the Service 5-Year Fleet Plan, related laws, policies, standards, and regulations.

(2) Establishing a Regional motor vehicle replacement and utilization program based on replacement and utilization strategies contained in Service policy and our 5-Year Fleet Plan.

(3) Making sure that staff actions ensure the integrity of the Regional motor vehicle management program and that they manage Government motor vehicles in a way that protects us against fraud, waste, and abuse.

**E. Assistant Regional Directors (Programs) and Field Managers** ensure adherence to Service policies, procedures, and best practices in fleet management, including, but not limited to:

(1) Ensuring staff are trained in the proper use, safe operation, and maintenance requirements of motor vehicles.

(2) Completing reporting and updating of vehicle inventories and vehicle performance information as requested.

(3) Ensuring compliance with Service policy, Scorecard, and 5-Year Fleet Plan standards.

(4) Complying with requirements for the proper acquisition, transfer, and disposal of vehicles.

(5) Approving requests from Regional Program supervisors for the assignment or reassignment of Service owned motor vehicles to individual employees.

**F. Headquarters and Regional Property Managers:**

(1) Implement policy on all matters relating to our Motor Vehicle Management Program and develop any necessary supplemental procedures.

(2) Ensure that:

(a) Organizations and offices under their areas of responsibility have the minimum number and types of vehicles in place to meet mission requirements.

(b) All acquisitions for motor vehicles comply with the Energy Policy Acts of 1992 and 2005 and [E.O. 13423](#) including the requirements for the acquisition of AFVs (see [P.L. 102-486, Sec. 303](#) and [P.L. 109-58, Sections 704 and 705](#)).

(c) We meet our goals to decrease the annual petroleum consumption of our fleet through:

(i) AFV acquisition,

(ii) Increased alternative fuel use,

(iii) Improved efficiency of non-AFV acquisitions, and

(iv) Improvements in overall fleet operating efficiencies (also see [320 FW 2](#) and [3](#)).

(3) Delegate responsibility to frequent motor vehicle operators to document Home-To-Work use on DI-120 "Operator's Record" (see [41 CFR 102-5.120](#)). Also see [320 FW 10](#).

(4) Ensure that the Region maintains required records and submits required reports.

(5) Provide reasonable protection against fraud, waste, and abuse related to our motor

vehicles by complying with the use, operation, and storage policies in [320 FW 5](#).

(6) Give technical advice and information about motor vehicles and our fuel energy conservation program to employees and managers.

(7) Establish a motor vehicle replacement and utilization program based on 5-Year Fleet Plan standards.

(8) Evaluate motor vehicle usage annually to ensure that we use them enough to justify owning or leasing them (see [320 FW 2, Exhibit 1](#), Utilization Standards).

#### **G. Accountable Officers:**

(1) Are responsible for the motor vehicles in a specific area such as a Regional office, project office, refuge, or other office. (See [310 FW 1](#) for more information about Accountable Officers.)

(2) Establish and maintain accountability records for effective control of motor vehicles.

(3) Ensure compliance with Service acquisition, use, and disposal policies.

(4) Appoint, in writing, Receiving Officers and Custodial Officers. Two rather than three individuals may share the combined duties of an Accountable Officer, Receiving Officer, and Custodial Officer.

(5) Ensure timely submission (within 15 working days) to Regional CGS/CFM offices of all documentation relating to acquiring, transferring, or disposing of motor vehicles.

(6) Inspect motor vehicles to ensure proper use, maintenance, and safekeeping.

(7) Coordinate the use and disposal of excess motor vehicles.

(8) Report immediately to their Regional Property Manager, in writing, all instances of loss, theft, or damage of Service owned vehicles. For GSA-leased vehicles, report to the nearest GSA Fleet Center. For other rentals, report to the rental company.

(9) Ensure vehicle operators are properly trained in the operation and maintenance of vehicles they are instructed to operate.

**H. Custodial Officers** are usually maintenance staff, Assistant Managers, or Assistant Program supervisors who the Accountable Officer designates to assist in the management and performance reporting of motor vehicles. The Accountable Officer may also be the Custodial Officer.

**I. Fleet Coordinators** are selected by the Assistant Regional Directors of each Program responsible for sizeable vehicle inventories. Duties include:

(1) Reviewing fleet management practices within their Program to ensure day-to-day activities are in line with Service policy, the 5-Year Fleet Plan, and Scorecard.

(2) Acting as a liaison between the fleet management activities in the field and the Regional Property Manager.

**J. The Service Transportation Review Board (STRB)** is made up of representatives from each Region, including Regional Property Managers, Fleet Managers, and others at the discretion of the Assistant Director – Business Management and Operations. The STRB is responsible for:

(1) Developing and updating the 5-Year Fleet Management Plan for approval by the Director.

- (2) Reviewing vehicle management.
- (3) Analyzing fleet management reports.
- (4) Making recommendations to the Assistant Director – Business Management and Operations.
- (5) Preparing guidance and policies at the direction of the Assistant Director – Business Management and Operations.
- (6) Advising managers on plans and progress towards achieving goals contained in the Service's 5-Year Fleet Management Plan.
- (7) Conducting audits and reviews as requested by the Assistant Director – Business Management and Operations.

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***For information on the content of this chapter, contact the Division of Contracting and Facilities Management. For additional information about this Web site, contact [Krista Holloway](#), in the Division of Policy and Directives Management.***

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