

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

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OVERVIEW

4.1 What is the purpose of this chapter? This chapter describes the U.S. Fish and Wildlife Service's (Service):

- A. Policy for transferring and disposing of motor vehicles,
- B. Pre-disposal reconditioning requirements, and
- C. Post-disposal requirements and documentation.

4.2 What is the scope of this chapter? This chapter applies to all motor vehicles that the Service owns, leases, and rents.

4.3 What are the authorities and terms you need to know to understand this chapter? See 320 FW 1 for a list of authorities and definitions of the terms used in all the chapters in Part 320.

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4.4 Who is responsible for the transfer and disposal of vehicles?

A. Project Leaders and Accountable Officers are responsible for initiating the disposal process for vehicles that are no longer required for mission needs or that need to be replaced.

B. Regional Fleet Managers review and facilitate the disposal process. They may also identify opportunities to reduce the fleet through disposal of underutilized vehicles in coordination with program-level leadership.

C. See 320 FW 1 for general responsibilities for motor vehicle management.

CRITERIA FOR DISPOSAL VS. RETENTION

4.5 What are the criteria for disposal? Project Leaders, Accountable Officers, Regional Fleet Coordinators, and Regional Fleet Managers must work collaboratively to identify opportunities for vehicle disposal. If any of the following criteria apply, they should begin the steps for disposal:

A. The vehicle has failed to meet the Service utilization criteria in 320 FW 3 over the past 12 months, and there is no approved justification for retaining it;

B. The total Regional fleet size (i.e., the output of the vehicle allocation methodology) is above the limit set by Regional leadership and Headquarters;

C. The near-term forecast of needs does not require the vehicle in the coming months;

D. The vehicle meets the minimum vehicle replacement mileage/years standards (see 320 FW 2, Exhibit 1); or

E. The vehicle requires repairs that exceed the one-time repair allowance or the economic value of the vehicle as shown in 320 FW 2, Exhibit 2.

4.6 If the vehicle meets the criteria for disposal, are there situations where it can be retained? Yes.

A. Regional Fleet Managers may authorize exceptions to the disposal criteria if replacement vehicles are not readily available and the continued use of the vehicle is essential to the mission.

B. Accountable Officers should send such requests to the Regional Fleet Manager with a copy of a technical inspection completed by a certified mechanic. The request should:

(1) Indicate the justification for keeping the vehicle, and

(2) Describe the vehicle's condition and estimated cost of repair.

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C. Accountable Officers must store inspection documentation and justification approvals in the vehicle's file.

DISPOSAL REQUIREMENTS

4.7 What are the requirements for disposing of or transferring motor vehicles? Project Leaders, Regional Fleet Coordinators, and Regional Fleet Managers must work together to determine the optimal method for disposal as follows:

A. Sell or transfer Service-owned vehicles. Project Leaders must collaborate with Regional Fleet Managers/Coordinators to dispose of motor vehicles through an informal internal transfer within the Service or through approved Department of the Interior (Department) property/fleet management disposal systems. They determine how to transfer or sell vehicles based on the following requirements:

(1) Internal transfer. If there is a justified need for a similar vehicle within the Service, and the vehicle is below the minimum mileage/years replacement criteria, they must transfer the vehicle within the Service to the duty station that has the need.

(2) Sale. If the vehicle cannot be internally transferred, the Project Leader must submit Standard Form (SF)-126, Report of Personal Property for Sale, to the Regional Fleet Manager within 30 days of receiving a replacement vehicle, unless the vehicle will not be replaced.

(a) The Regional Fleet Manager must enter the disposal information in the fleet management system within 10 days of receiving the SF-126 from the Project Leader.

(b) The Regional Fleet Manager lists the vehicle for sale on the Department's property/fleet management disposal system for up to 2 weeks before it is made available to other bureaus, agencies, and the public.

(c) Programs may ask the National Fleet Manager for an exemption from the standard sale process.

B. Return GSA-leased vehicles. Accountable Officers must return vehicles that are leased from GSA directly to the originating GSA Fleet Management Center when they reach the end of the lease period, or the Service determines that they are excess property.

(1) Accountable Officers must send termination paperwork to the Regional Fleet Manager at least 15 days before a lease's termination.

(2) Regional Fleet Managers must update fleet management system records within 5 days of receiving this paperwork.

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(3) Project Leaders must ensure that these vehicles are returned to GSA as required by the contract conditions and along with any items that came with the vehicle, such as the charge card, vehicle records, and license plates.

(4) The Service must not sell vehicles leased from GSA or transfer them to other bureaus or other Federal agencies.

C. Return short-term rental vehicles. Accountable Officers must return vehicles that they rent from GSA or a commercial company as specified in the short-term rental contract.

4.8 What are the disposal requirements for fleet charge cards, owner's manuals, and license plates?

A. If a Service-owned vehicle is sold or transferred to any organization outside the Service, the Accountable Officer must destroy the fleet charge card, remove decals, and send license plates to the Regional Fleet Manager within 15 calendar days of beginning the disposal process.

(1) The Regional Fleet Manager must secure the plates within a locked drawer until he/she sends them for disposal to the Department of Justice (DOJ).

(2) The Regional Fleet Manager and Accountable Officer must make sure that license plates are never transferred from a disposed vehicle to another vehicle.

B. If a Service-owned vehicle is transferred within the Service, the Accountable Officer must transfer the fleet charge card, any decals, and license plates with the vehicle using Form DI-104, Transfer of Property, unless the Regional Fleet Manager directs him/her to do otherwise.

C. The owner's manual and relevant documents must always stay with the vehicle when transferred.

D. If the Accountable Officer is returning a GSA-leased or short-term rental vehicle to GSA, he/she must return the charge card, owner's manual, and license plates with the vehicle.

DISPOSAL PREPARATION

4.9 What are the requirements for reconditioning a Service vehicle prior to disposal?

A. To maximize the proceeds of sale, Accountable Officers must ensure that all vehicles the Service offers for sale or transfer are appearance-reconditioned if the cost of reconditioning is less than the anticipated increase in the sale price. Appearance reconditioning includes making minor repairs or replacements and cleaning the vehicle to improve its value.

B. Duty station personnel may not make major repairs, such as engine or drive train overhauls, or replace major parts unless it is clear that the cost of the parts and repairs are more than offset by the expected increase in the sale price.

C. Project Leaders must:

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- (1) Maintain vehicles in a safe, secure, and cost-effective manner until final disposition; and
- (2) Remove sensitive or classified information from vehicles before they dispose of them.

4.10 What is GSA's policy for leased/rented vehicles that have been damaged during use?

A. GSA will charge the duty station for all costs resulting from damage, including vandalism, theft, and parking lot damage, to a vehicle leased or rented from GSA.

B. If the vehicle is damaged beyond economical repair, GSA will charge the duty station for the fair market value of the vehicle less any salvage value.

C. If the Service violates the vehicle condition standards set by GSA, then GSA will charge the duty station for the cost of cleaning the affected vehicle(s) beyond normal detailing procedures (e.g., to remove tobacco odor or residue or repair damage that is the result of tobacco use). Employees must not smoke, vape, or use smokeless tobacco in Government vehicles (see 242 FW 13).

D. Project Leaders are responsible for disciplining vehicle operators who damage GSA-owned vehicles through misconduct or improper operation, including inattention.

E. GSA will not charge the Service for damages:

(1) As a result of the negligent or willful act of a party other than a Service employee, contractor, or volunteer when the identity of this party can be reasonably determined;

(2) As a result of mechanical failure of the vehicle when the Service (or its employee) is not otherwise negligent; or

(3) As a result of normal wear and tear such as is expected in the operation of a similar vehicle.

DOCUMENTATION AND REPORTING

4.11 Who is required to update fleet management systems for disposed vehicles?

A. The Regional Fleet Manager must update asset and equipment records in applicable internal and external fleet management systems after a vehicle is disposed of or returned.

B. Project Leaders/Accountable Officers must notify the Regional Fleet Manager when they return GSA-leased vehicles or complete the sale of a Service-owned vehicle.

C. The Regional Fleet Manager then must update fleet management system records within 5 calendar days from receiving this notification from the duty station.

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4.12 What are the annual reporting requirements for documenting Service-owned vehicle disposal?

A. The National Fleet Manager provides the following two reports to GSA:

(1) A report summarizing any property provided to non-Federal recipients, and

(2) An annual report summarizing exchange/sale transactions (see [41 CFR 102–36.295](#) and [102–39.75](#) respectively). This report is required even when there are no such transfers or sales, and it must note that this is the case.

B. If negotiated sales of surplus personal property are valued at over \$5,000 in any year, the Regional Fleet Manager must report the transaction(s) to GSA in accordance with [41 CFR 102–38.115](#) (negative reports are not required).

ADDITIONAL INFORMATION

4.13 Where can employees find additional information about disposing of motor vehicles? Employees may contact their Regional Fleet Manager or National Fleet Manager with additional questions about motor vehicle disposals.

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