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FOREWORD

This manual implements and supplements FPS Directive 15.2.9.2 Revision 1, Fleet Management. It provides instructions, processes and procedures to ensure compliance with Federal mandates affecting the management and operation of the FPS Fleet Management Program, such as Executive Orders, Federal Regulations, Statement of Federal Financial Accounting Standards, Public Laws, and US Codes, as well as the Secretary’s Efficiency Review Initiatives and DHS Directives. If this manual conflicts in any way with the applicable higher-level DHS policy, EO’s, Federal Regulations or laws, the manual coverage would not apply to the extent of conflict.

The Office of Primary Responsibility (OPR) for this publication is the FPS Office of Technology & Innovation (T&I). Once signed, periodic updates will be made to this manual as new motor vehicle management principles and policies are implemented. This manual will be revalidated by the approving official when changes aggregate to such a level that it requires reissuance. Requests for waiver or exception to requirements contained in this publication as well as recommended changes to this manual must be submitted in writing through official correspondence channels to the OPR.
OVERVIEW

The Federal Protective Service (FPS) Fleet Management Program Manual (hereafter referred to as "the Manual") is the authoritative reference for the FPS Fleet Management Program. The Manual sets forth procedural guidance for all FPS Vehicle Operators, FPS Vehicle Control Officers (VCOs), other fleet management stakeholders, and FPS employees for the proper management of the FPS Fleet Management Program for the purposes of this Manual, the term "motor vehicle" refers to all motorized vehicles also known as a self-propelled vehicle, and/or commonly wheeled.

This manual identifies how the FPS Fleet Management Program will be managed, the personnel responsible for executing these processes, and authority which guides fleet management personnel. Specifically, this manual will:

- Develop and administer a Fleet Management Program that is compliant with all facets of Federal law and DHS directives.

- Establish well-defined responsibilities and provide an understanding of associated tasks and procedures relative to these responsibilities.

- Provide an overview of basic requirements, procedures, programs, and personnel associated with motor vehicle management including acquisition, finance, and operational administration such as vehicle allocation;

- Provide FPS employees with uniform policies and procedures for administering and managing motor vehicles; and

- Establish systems and reporting processes necessary for uniform record keeping and accountability requirements.

This manual applies to all personnel (including contractors) that utilize or manage FPS Government Motor Vehicle(s), whether acquired by purchase, forfeiture, donation, loan, exchange/sale, General Services Administration (GSA) fleet, or commercial rental or lease. This manual does not apply to:

- Employees who are reimbursed for the use of privately-owned vehicles (POVs) for official business travel;

- Employees who rent vehicles under travel orders; or

- Contract employees who drive contractor-owned vehicles.

Failure to comply with applicable rules and regulations referenced in this instruction may result in disciplinary action up to and including termination of employment.

Exclusions or exemptions from DHS Fleet Management policy or guidance are approved by the DHS Office of the Chief Readiness Support Office (OCRSO). Exclusions or exemptions from FPS Fleet Management policy or guidance are approved by FPS ASD.
Requirements for Home-to-Work Transportation are derived from separate DHS Management Directives and FPS Directive 15.2.9.1 “Law Enforcement Home-to-Work Transportation Program” addresses that program separately.

Periodically FPS will issue guidance for this manual in the form of Fleet Bulletins. The Bulletins are meant as an instructional or informational tool to be used in the execution of this manual. Bulletins do not change policies set forth in this or any other manual. Policies changes will be administered as changes to this manual.
CHAPTER 1. FLEET MANAGEMENT ROLES AND RESPONSIBILITIES

A. PURPOSE AND SCOPE

The purpose of this chapter is to define the roles and responsibilities of FPS Personnel who are directly responsible for Fleet Management within FPS, and to identify other key stakeholders, internal and external to the FPS Technology & Innovation (T&I) Directorate, who also hold some inherent responsibility for the management of FPS Motor Vehicle Fleet Program. The FPS Fleet Management Program is organizationally within the FPS T&I Directorate’s Administrative Services Division (ASD) Fleet Management Branch (FMB).

B. GENERAL FLEET MANAGEMENT ORGANIZATIONAL STRUCTURE

Fleet management and administration within FPS is comprised of two components:

1. Administration and Oversight: This includes personnel responsible for administering the procedures, guidelines, specific FPS policies that allow appointed Vehicle Control Officers to perform their operational vehicle management duties. These personnel will also oversee Fleet Management operations to ensure compliance with Federal, departmental, and directorate regulations, statutes, and guidance.

2. Operational: This includes law enforcement personnel responsible for making decisions regarding recommendations for marking, equipping, and upfitting law enforcement and special purpose vehicles. Operational assignments also include Information and Technology Personnel, responsible for identifying, facilitating, and coordinating Ultra-High Frequency (UHF) and Very High Frequency (VHF) mobile radios on both a regular and emergency basis throughout the vehicle’s life cycle. Operational personnel are accountable for Fleet Management within their area of responsibility and can implement additional procedures required to effectively manage the area for which they are accountable. However, their Motor Vehicle Fleet Management operations will be subject to oversight as specified in the Directive.

C. OVERSIGHT MOTOR VEHICLE FLEET MANAGEMENT POSITIONS

The following positions fulfill administrative and oversight roles that have impact on the FPS Motor Vehicle Fleet Management program.

1. The National Fleet Manager (NFM) is appointed in writing by the FPS Deputy Director of Technology & Innovation (DD T&I) using the FPS Memorandum for the DHS OCRSO (See Appendix D-13). The NFM is responsible for:

   a. Developing policies, procedures, and bulletins to ensure full accountability and accurate financial reporting of FPS motor vehicle fleet data including policies and procedures for the acquisition, allocation, maintenance, operation, and disposal of FPS vehicles;

   b. Providing technical assistance and guidance to enable FPS organizations and
personnel to adequately perform fleet management duties;

c. Overseeing the FPS Fleet Card program to include monitoring expenditures and justifications for approval;

d. Serving as the point of contact for all Fleet Program matters and responsible for providing responses to fleet related inquiries and reporting requirements to FPS internal and external stakeholders such as the Office of Management and Budget (OMB), DHS, OIG, and GSA;

e. Programming funds for all Fleet related expenses to include, but not limited to:

1) GSA-Leased vehicles and Law Enforcement (LE) upfit (i.e., equipment, mobile radios, modifications, etc.).
2) Agency Owned vehicles, fuel, and maintenance.
3) Fleet cards.
4) Tolls.
5) Fleet initiatives such as vehicle telematics, trailers, and bicycles.
6) Annual site assistant visits.

f. Conduct an FPS-level Vehicle Allocation Model (VAM) to determine the types and numbers of vehicles to be issued and the optimal fleet necessary based upon operational needs and staffing levels;

g. Ensuring the Fleet Program adheres to the vehicle management principles, laws, regulations, directives and other guidance, particularly with the limitations on vehicle purchases and replacement standards;

h. Overseeing management of monitoring and documenting acquisition and lease decisions, allocation, fleet expenditures and accurately reporting all FPS vehicles use and mileage;

i. Coordinating with the Current Operations Division (COD) for recommendations regarding the marking and equipping of law enforcement and specialty vehicles and applying best business practices to determine feasibility, acceptability and supportability;

j. Ensuring Regions maintain complete and accurate records and reporting in accordance with this manual;

k. Ensuring all vehicles, regardless of acquisition method, are accurately recorded in the Sunflower Asset Management System (SAMS); and all fleet management decisions are documented and validated;
1. Coordinating efforts to immediately report accidents involving a vehicle and subsequently coordinating efforts with the VCO for timely submission;

m. Performing annual fleet utilization reviews and ensuring vehicle assignments are consistent with mission requirements and utilization standards;

n. Ensuring that the GSA Defensive Driving Course is available to FPS employees who are authorized to operate Government vehicles as part of their official duties; and

o. Tracking vehicle accidents, identifying repeat offenders, and conducting trend analyses and reporting results to Resource Management Branch Chiefs.

2. **Regional Directors (RDs)** are responsible for:
   
a. Designating a Vehicle Control Officer (VCO) using the "Vehicle Control Officer Appointment Form"

b. Maintaining the necessary number and appropriate types of vehicles necessary to meet Region mission requirements including operational rotation vehicles;

c. Complying with environmental and energy requirements to the maximum extent possible;

d. Establishing and maintaining an effective program to ensure efficient and economical use of vehicles;

e. Ensuring that all Operators are aware of their responsibility for the training, proper care, operation, maintenance, and all reporting of the vehicles; and

f. Ensuring that all Vehicle Operators possess and maintain a valid state operator's license for the class of vehicle being driven.

3. **Vehicle Control Officers (VCOs)** are appointed in writing by FPS Regional Directors using the VCO Appointment Form (See Appendix D-14). VCOs are responsible for:
   
a. Overseeing implementation and compliance with this manual in their Region;

b. Ensuring that the vehicle inventory is 100% accurate in SAMS and GSA Drive-Thru, and reporting any changes immediately to the NFM for validation;

c. Ensuring all vehicles, regardless of value and acquisition method, are accurately recorded in the SAMS;

d. Reviewing FPS Form 78-600 "Vehicle Operation Report" (Appendix D:4) for completeness and accuracy for all assigned vehicles, submitting Regional Operation Reports to FMB monthly, and maintaining records in accordance of Chapter 10 of this manual;
e. Executing vehicle transfer or disposal action after obtaining approval from the NFM;

f. Conducting bi-annual reviews and rotation of vehicles where practical to ensure even utilization;

g. Executing reporting requirements from the NFM;

h. Maintaining a current record of assigned, lost, or stolen license plates;

i. Certifying that fleet card records are maintained in accordance with FPS and DHS guidance for government vehicles, and that the cards are used in the performance of official government business;

j. Reporting all accidents and damages to the NFM within seven business days of the accident;

k. Coordinating efforts to report vehicle accidents in accordance with Chapter 8 of this manual;

l. Submitting a memorandum for record for accident reports that are submitted outside of the seven-business day reporting requirement to the National Fleet Manager.

m. Ensuring that a DHS Form 200-2 “Report of Survey” (Appendix D:1) is submitted when a vehicle has been totaled and signed by the Regional Director within five days;

n. Maintaining Motor Vehicle Record Folders in accordance with FPS Motor Vehicle Program Manual, including a copy of receipts for all purchases, repairs, and services;

o. Ensuring Vehicle Accident Reporting Kits “GSA Form 1627” supplied by GSA are maintained in each leased vehicle;

p. Ensuring Vehicle Operators use alternative fuel in Alternative Fuel Vehicles (AFVs) to the maximum extent possible by utilizing the Alternative Fueling Station Locator at the following web site:

   http://www.afdc.energy.gov/locator/stations/

q. Ensuring that all vehicles classified as operational rotation will be maintained in a high state of operational readiness;

r. Ensuring that when GSA leased vehicles are assigned or terminated by GSA, copies of forms or documents issued by GSA are uploaded into SAMS; and

s. Ensuring that all vehicles are inspected, and that all FPS-owned equipment is
removed prior to disposal.

4. **Vehicle Operators (VOs)** are responsible for:
   
a. Obtaining approval prior to using an FPS vehicle, if not already assigned a Government vehicle;
   
b. Using government vehicles for official purposes only;
   
c. Adhering to this manual and other federal, state, and local laws regarding the operation of FPS vehicles;
   
d. Ensuring that all vehicle occupants, including themselves, use seat belts when the vehicle is in motion;
   
e. Notifying their supervisor if their state driver’s license has been suspended or revoked;
   
f. Ensuring that smoking and the use of tobacco products and electronic cigarettes, illegal drugs, or alcohol are not used in government vehicles;
   
g. Ensuring that minimum required law enforcement operational equipment is maintained and carried in vehicle of assignment at the ready status;
   
h. Ensuring that monthly law enforcement equipment inspections are conducted and annotated on FPS Form 78-113, “Vehicle Inspection Form” (Appendix D-11) and ensure they are in the operator’s assigned vehicle;
   
i. Ensuring that monthly vehicle inspections are conducted for the safety and operability of all FPS vehicles and that any major deficiencies are immediately reported to the VCO using FPS Form 78-113, “Vehicle Inspection Form” (Appendix D-11);
   
j. Performing a safety check prior to operating a vehicle and reporting motor vehicles that are in unsafe operating condition to their immediate supervisor and VCO;
   
k. Reporting all accidents, vehicle malfunctions, damage, vandalism, stolen, or lost vehicles immediately to their supervisor, VCO, and the GSA Fleet Management Center (for GSA-leased vehicles);
   
l. Reporting lost, stolen, or damaged fleet cards immediately to the VCO;
   
m. Ensuring license plates are affixed to the vehicle and that Accident Reporting Kits “GSA Form 1627” are in the vehicle;
   
n. Accurately reporting daily use and maintenance on FPS Form 78-600, “Vehicle Operation Report” (Appendix D-2);
o. Ensuring preventive maintenance is performed on the vehicle

p. Ensuring that alternative fuel is used to the maximum extent possible if assigned an AFV;

q. Ensuring that premium grade gasoline is not used in any government vehicle, unless it specifically requires premium grade gasoline;

r. Ensuring that keys, credit cards, and receipts are properly secured, and vehicles are locked when unoccupied. Vehicles should be stored in a secure parking facility when possible;

s. Operating vehicles in accordance with Federal, state, and local regulations and traffic safety laws;

t. Reporting any traffic or parking violations to their supervisor;

u. Responsible for the payment for all moving and/or parking violation fines to include fines associated with toll roads and passes;

v. Supporting the VCO in completing reports that may arise from an incident resulting in a damaged, stolen, or lost vehicle; and

w. Using Fleet Cards in accordance with Chapter 6.
CHAPTER 2. VEHICLE ACQUISITION

A. OVERVIEW

The purpose of this chapter is to outline policy, requirements, standards, metrics, and acquisition methods for the FPS Fleet. These requirements are to be followed in order to have the right size and type of vehicles to support the FPS mission.

B. NEEDS ASSESSMENT

To comply with Federal and Departmental guidance a needs assessment will, at a minimum, address Vehicle Enhancement Request guidelines established by DHS.

1. When conducting a needs assessment and preparing to submit a Vehicle Enhancement Request, consider:
   a. Description of the change in operational function and intended use of the vehicle;
   b. Applicability of the current Vehicle Allocation Methodology (VAM);
   c. Impact to the mission if the vehicle is not approved/acquired; and
   d. Ability to utilize; vehicle sharing/pooling, existing FPS vehicles, DHS vehicles from another Component or local transportation.

2. It is FPS policy to comply with FMR 102-34.55, 102-34.60, and DHS guidance, which states that the following criteria must be considered in the selection/acquisition of a vehicle:
   a. Limit motor vehicle body size, engine size and optional equipment to the minimum essential need to meet operational/mission requirements;
   b. Select motor vehicles for maximum fuel efficiency; and
   c. Implement use of Alternative Fuel Vehicles (AFVs) or electric/low Greenhouse Gas (GHG) emission vehicle(s) where infrastructure is available to support.

3. The purchase and lease of large (class IV) sedans is authorized only when such motor vehicles are essential to a specific agency mission requirement.

4. In addition, FPS has numerous vehicles that serve in both DHS LE1 and LE2 status categories. Vehicles in this class have special mission requirements which may remove them from the preferred method of purchasing or leasing vehicles in Class III or lower status. However, in the case of LE2 as it applies to the mission, significant consideration must still be given to obtain a Class III or lower vehicle.
C. VEHICLE ALLOCATION METHODOLOGY (VAM)

A VAM is used to justify the acquisition, disposal, transfer, and retention of the motor vehicle fleet. An agency wide VAM study will be conducted. This will identify the types of vehicles and equipment necessary for mission requirements with emphasis on cost effectiveness and fuel efficiency. Additionally, it will monitor vehicle and equipment performance such as motor vehicle utilization to make recommendations to right-size the fleet.

1. RDs must consider the following criteria when working to improve the overall sustainability of FPS' fleet, selecting new vehicles, reducing or right sizing the total number of fleet vehicles:

   a. Fleet-to-Personnel Ratio. Besides minimizing fuel use, RDs should periodically conduct studies of their fleet assets to determine what represents the appropriate fleet-to-personnel ratio. Assignment of a predetermined vehicle to personnel ratio establishes a unique vehicle number that is assigned to that regional. This methodology ensures flexibility in vehicle assignments to meet operational requirements. The goal should be to right-size the amount of fleet assets per user with the end goal of multiple users per fleet asset. This maximizes utilization of vehicles and reduces the need for acquisition of additional vehicles. In time, this may remove vehicles from the fleet inventory.

   b. Programs to Justify Vehicle Retention. RDs should ensure programs, communications, or training events are implemented that encourage and require procedural operations that justify vehicle retention for FPS vehicles.

   c. Application of VAM to LE vehicles. FPS has numerous LE vehicle requirements in an LE1 and LE2 status. Because of their specific mission requirements, LE1 vehicles and LE4 vehicles may be exempt from overall calculations for fleet economy and greenhouse gas scoring.

      1) LE vehicles are not exempt from studies conducted by the NFM with respect to fleet-to-personnel ratio and efforts to minimize miles traveled e.g. VAM or utilization analyses.

      2) VAM exemption authority resides with the DHS Secretary. Regions operating LE1 and LE2 vehicles may submit justification requests for exemption of these vehicles from the VAM process through established DHS channels for Secretary consideration. In effect, some LE1 and LE2 vehicles may fall into low utilization thresholds and should be considered for removal in vehicle allocation strategies.

   d. FPS will conduct an annual utilization and retention analysis for the FPS fleet to determine effective vehicle utilization and develop recommendations to the DHS ORSCO regarding continued vehicle retention. This analysis can be conducted at any time to provide FPS Regions a snapshot of their vehicle fleet utilization;
however, the required analysis will be performed in August of each year covering the previous 12 months. The product of this analysis process is also employed as a part of FPS's Annual Acquisition Plan and VAM by ensuring regularly recurring vehicle fleet "right-sizing" recommendations are provided to mission leaders within the organization. Performing this analysis during the above timeframe allows sufficient time for recommendation, coordination and implementation of any subsequent decision prior to the upcoming GSA vehicle replacement cycle.

1) 41 CFR §101-39.301 requires agencies to justify full-time vehicle assignment by evaluating vehicle utilization (mileage). Other utilization factors, such as days used, agency mission, and the relative costs of alternatives to a full-time vehicle assignment, may be considered as justification where miles traveled guidelines are not met.

2) Historically, some FPS vehicles have not achieved utilization goals outlined in 41 CFR; however, use of these vehicles is still required to effectively execute the organization's mission. To ensure effective vehicle fleet management practices and promote fiscal responsibility, FPS will measure vehicle utilization by vehicle type, within each functional mission set and by fleet average to assess retention or right sizing recommendations.

3) The FMB will develop and maintain a Utilization Retention Analysis methodology outlining specific considerations employed in conducting a Utilization Retention Analysis. Basic factors of the Utilization Retention Analysis methodology are a comparison of vehicle utilization by vehicle type, within each functional mission set and by fleet mileage utilization average within that set. Vehicles that do not achieve 80 percent of average mileage utilization within their respective mission set will be flagged for additional retention justification.

4) The FMB will conduct a Utilization Retention Analysis for the FPS fleet, utilizing the current Utilization Retention Analysis methodology at the time of the analysis.

5) Results of the Utilization Retention Analysis will be provided to the affected region requesting coordination on resulting retention recommendations and any additional vehicle retention justification the region wishes to provide for consideration.

6) FMB will review Regional responses to Utilization Retention Analysis and forward retention recommendations to DD T&I.

2. After determining the need for fleet vehicles, the FMB develops vehicle specifications that define technical attributes, configuration, and the functional capabilities of the vehicle to be acquired. Requirements and justifications are developed based on the
ability to meet mission needs at the lowest cost to the government.

**D. UTILIZATION METRICS**

The minimum utilization standard for DHS Fleet passenger motor vehicles is 3,000 miles per calendar quarter, or 12,000 miles per year. For light trucks, buses, and general-purpose vehicles with a Gross Vehicle Weight Rating (GVWR) of 12,500 pounds, the minimum is 10,000 miles per year. Regions may convert idle engine hours to mileage in utilization compliance reporting.

Regions must submit formal justification for retention of all vehicles that do not meet the minimum acceptable utilization (less than the acceptable minimum).

**E. ACQUISITION REQUIREMENTS**

1. Federal Management Regulation (FMR), 41 CFR 102-34 and the DHS Motor Vehicle Fleet Program specify the path for acquisition. Commercial/direct purchase will be considered only when the mission substantiates a purchase requirement. Rental and commercial leases are generally not viable long-term options for acquisition of vehicles due to long term insurance costs. Commercial sources also may not be able to meet class vehicle requirements set forth by GSA. Methods to acquire government motor vehicles include:
   
a. Transferred from Excess – Obtaining a vehicle through transfer of excess property at no cost to FPS;
   
b. GSA Lease – Obtaining a vehicle through GSA Fleet;
   
c. Commercial Lease – Obtaining a vehicle by contract or through a commercial source for 120 consecutive days or more;
   
d. Purchase – Buying a vehicle from a commercial source or manufacturer, and holding direct title to the vehicle; and
   
e. Motor Vehicle Rental – Obtaining a vehicle by contract or through a commercial source for no more than 119 consecutive days;

2. Vehicles may be acquired through GSA lease, commercial lease, or purchase. The RD is responsible for determining the number of vehicles required to meet mission requirements and to pre-plan a selection of vehicles in line with Federal fleet regulations, Executive Orders, and with consideration of the VAM.

3. Short-Term Rentals (STR) are motor vehicle rentals used for less than 120 continuous days. GSA offers a STR program with a variety of vehicles to meet the needs of FPS but may not be used for Government travel (TDY) purposes.

4. Regions may request a STR by submitting a signed memorandum to the NFM through the RD with the following information:
a. Mission requirement and need for the STR request;

b. Has the region assessed all other means to meet this requirement;

c. Number and type of vehicle(s) requested;

d. Time frame of when the vehicle is needed; and

e. Location where the vehicle is needed:
   1) The NFM is approving authority for STRs.
   2) STRs will not be approved for more than 120 continuous days.
   3) The NFM will identify the most cost-effective source and vehicle type to
      meet the requirements of the requesting Region.

5. Prior to acquisition of Government motor vehicles, FMB will conduct a "Lease vs. Buy"
   analysis to determine the most cost-effective means of vehicle acquisition (purchasing,
   GSA lease, and commercial lease). A Lease vs. Buy analysis compares the present
   value of the life-cycle cost of leasing with the full cost of buying an identical asset. Full
   cost of buying a vehicle includes total cost of ownership (e.g. purchase price,
   depreciation, maintenance, operating costs, etc.).

6. GSA-Leased Vehicles: Requests to lease GSA vehicle must be accomplished through
   the FMB to ensure FPS has visibility of all vehicle acquisitions within FPS. The
   process for replacing or initial ordering and receiving GSA-leased vehicles follows:
   a. When FPS's Government motor vehicle(s) meet GSA replacement criteria, the
      GSA representative will provide a list of eligible vehicles to vehicle users or VCO.
   b. The VCO will review the list and if necessary, disseminate to user for review and
      concurrence. The vehicle users or VCO will submit their decision on replacing
      the GSA leased vehicle through the GSA Replacement System (e.g. Customer
      Acquisition Module).
   c. All acquisitions must be the smallest, most fuel-efficient vehicle (low GHG,
      alternate fuel, or hybrid) necessary for mission accomplishment. The standard
      vehicle type authorization within FPS, when appropriately justified, is a compact
      sedan.
   d. The FMB will review vehicle justifications and vehicle type(s) requested before
      the order is approved and forwarded to DHS for approval.

F. RECEIVING GSA-LEASED VEHICLES

The VCO must ensure compliance with the following procedures for receiving a GSA-leased vehicle:

1. The Vehicle Operator will pick the vehicle up at the GSA Fleet Management Center or
auction center and sign off on the GSA Form 1152 or equivalent assignment form. VCOs are responsible for ensuring the GSA Form 1152 or equivalent assignment is uploaded in the accountable system of record e.g. SAMS.

2. Once the vehicle is assigned, the VCO will ensure a DHS property tag is placed on the door jamb and the VCO will enter barcode ID and vehicle information in the asset management system.

3. The VCO must ensure the vehicle meets specifications in the lease and also must ensure plates are properly attached.

4. If the vehicle is a replacement, the VCO will remove any FPS owned property prior to turning the vehicle over to GSA.

G. COMMERCIAL LEASE OR AGENCY PURCHASED VEHICLES

Purchase of any vehicles for FPS must be coordinated between the FMB and VCO. This requirement is to ensure all applicable laws, rules and regulations have been considered in the acquisition action. The basic process for purchasing or commercially leasing a vehicle follows:

1. The FMB submits a properly documented vehicle request form, including the information required by the DHS Vehicle Enhancement Request process, with a fully funded purchase requisition in the automated procurement system (e.g. PRISM).

2. The FMB coordinates the vehicle order and provides guidance to the VCO on vehicle availability, specifications, pricing, and any restrictions placed on the vehicle purchase.

3. Once the purchase has been finalized, the FMB will coordinate with the dealership and the requesting VCO for pickup or delivery.

H. RECEIVING PURCHASED VEHICLES

1. The dealership contacts the FMB when the vehicle is ready for pick-up.

2. The VCO is responsible for inspecting the vehicle at the dealership for damage, correct configuration, etc.

3. If there are problems with the vehicle, it will not be accepted. The VCO should immediately contact the point of contact listed on the GSA confirmation memorandum. If no problems are detected, the VCO accepts the vehicle and notifies the FMB.

4. If the vehicle requires Government plates, the FMB will order DHS license plates.

5. The dealer provides the invoice to the operator, which should in turn be sent to the VCO who completes the asset record in the automated information system in the gaining cost center.

6. The VCO also assures that DHS barcodes are applied to the door jamb immediately
and ensures appropriate records are established in the asset management system.

7. If this is a replacement vehicle, equipment should be transferred from previous vehicle.

8. The VCO maintains records in the asset management system, including retiring the previous vehicle and establishing a record for the new vehicle.

9. Commercial vehicle sources, such as car rental agencies, may be used if GSA short term rental is not available or is not feasible given time or GSA program constraints. VCOs seeking to rent vehicles from commercial sources must secure FMB approval prior to executing the rental agreement.

10. Unless otherwise approved and documented, all costs associated with vehicle rentals are the responsibility of the requesting Region.

I. REPLACEMENT STANDARDS (DHS-OWNED)

1. DHS Replacement standards are established in the DHS Motor Vehicle Fleet Program Instruction.

2. Any requests for exceptions to the DHS standards will be in writing processed through the FMB for OCRSO consideration.

J. SPECIAL USE VEHICLES - MODIFICATIONS

1. Vehicle modifications are any alterations to the standard vehicle configuration including replacement of standard tires, addition of bed liners in trucks, truck caps, communication equipment, emergency lights and markings, etc. Current Operations Division must approve all modifications, which must be necessary for support of the mission.

2. Modification requests submitted to the FMB must include a detailed description of the modification, justification for the modification, the tag number of the vehicle, and the total cost of the modification to each vehicle.

3. GSA-leased vehicles, commercial-lease vehicles, or vehicles on loan from another Government agency will not have modifications made, or equipment installed that permanently alter the interior or exterior of the vehicle, without prior approval of the owning organization.

   a. Modifications to GSA-leased vehicles must be approved by the local GSA fleet management center prior to vehicle modification.

   b. The modification must be performed by a GSA-approved commercial facility.

4. Major permanent modifications extending the useful life or adding significantly to the value of the vehicle are considered capital improvements. Based on invoices/documentation provided, the VCO will increase the acquisition value of the vehicle in the automated
information system to include the costs of the permanent modification.

K. VEHICLE EQUIPMENT

1. All FPS fleet vehicles must have the accident packet and notice of self-insurance at all times.

2. The following is a list of optional equipment for consideration:
   a. Basic first-aid kit;
   b. Fire extinguisher (two pounds with a UL rating of B:C or as required by 49 CFR § 393.95);
   c. Flashlight;
   d. Jack and inflated spare tire (if provided by the OEM);
   e. Three bi-directional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard No. 125, section 571.125;
   f. Ice scraper and brush;
   g. Safety glasses;
   h. Blanket;
   i. Eye wash;
   j. Reflective vest;
   k. Leather gloves; and
   l. Whistle.

L. DISPOSAL

1. GSA-Leased Vehicles.
   a. GSA leased vehicles that have met their replacement criteria shall be turned into GSA. If there is a justified and continued need for the vehicle, the vehicle can be replaced as a replacement in kind during GSA’s annual vehicle replacement cycle.
   b. GSA leased vehicles that have not met their replacement criteria but are no longer needed in the Region must require pre-approval from the NFM prior to disposal. If practical, the NFM will re-assign the vehicle to another Region to fill a need if necessary.
c. LE equipment such as lights, safes, and decals (as part of a GSA-leased LE upfit package) are removed by GSA as part of the remarketing process.

d. Upon lease termination, coordinate with GSA to validate final lease costs:


2) License plates must be removed and sent to the Regional VCO for destruction prior to disposal.

3) All radio equipment must be removed from all FPS vehicles prior to disposal. The Regional radio technician shall re-assign, re-install, and/or return radio equipment to the National Radio Program Manager as required.

2. Inter-Regional Vehicle Transfers.

a. Pre-approval for the transfer is received from the NFM. Actions to be completed by the losing VCO are:

1) For GSA leased vehicles, coordinate with the GSA Field Service Representative (FSR) of the intent to transfer the vehicle to the gaining Billing Office Account Code (BOAC);

2) Complete a DHS Form 560-3, “Property Transfer Receipt” (Appendix D-10);

3) Inventory all radio equipment;

4) Transfer the asset record (to include radio equipment) in SAMS to the gaining Property Custodian;

5) Identify vehicle damage prior to shipment and annotate on the FPS Form 78-113, “Vehicle Inspection Form” (Appendix D-13) and all shipping documents;

6) Ensure vehicle is clean and free of any debris;

7) Verify that all vehicle maintenance records are current;

8) Ensure that the vehicle fleet card remains with the vehicle until its final destination;

9) Coordinate pick-up and shipping of the vehicle to the new location with the gaining VCO; and

10) Complete closure of the transfer and forward the Motor Vehicle Record Folder to the gaining VCO.

b. Actions to be completed by the gaining VCO are:
1) Coordinate pick-up and shipping of vehicle with the losing VCO;

2) Ensure title, registration, license plates, and the Motor Vehicle Folder are current, correct, and shipped with the vehicle;

3) Physically examine the vehicle to verify condition and vehicle identification information as documented on the DHS 560-3;

4) Sign the DHS 560-3, "Property Transfer Receipt (Appendix D-10) and forward a copy to the losing VCO;

5) Validate all vehicle and radio equipment information recorded in SAMS; and

6) For GSA leased vehicles, coordinate with the GSA FSR for the transfer of the vehicle to the gaining BOAC and customer number and to verify the updates using GSA Drive Thru.

3. **Approved GSA transfers to another Federal agency.** An authorized GSA Area Property Officer will complete the SF-122 Transfer Order Excess Personal Property (Appendix D-8) and submit it to the GSA office in the region where the property is located.

**M. OPERATIONAL ROTATION (OR) VEHICLE MANAGEMENT**

1. FPS will maintain an operational rotation vehicle ratio to meet all operational mission requirements. A predetermined number of spare vehicles will be allocated to all regional locations. This number will be established by the HQ Fleet Program Office based on the following:

   a. Days in use per year (averages 260 or 52 weeks a year and 5 days a week);

   b. Annual downtime by type of vehicle to include the average number of days associated with maintenance actions, accidents, and mechanical actions; and

   c. Special considerations due to location, special assignment or miscellaneous factors.

2. All FPS vehicles that have been identified as Operational Rotation (OR) will be maintained at 100% mission capable at all times. OR vehicles may be transferred to other regional locations in accordance with Chapter 9 of this manual. The Vehicle Inspection Form will be used to initiate this process (Appendix D-11).

3. OR vehicles will be transferred to regional locations from the National Vehicle Inventory serving as replacement vehicles. All new vehicle acquisitions will be approved by the HQ Fleet Program Office and will also be applied to meet mission growth and eliminate underutilized vehicles. Short-term leases and rentals will be used for non-traditional mission requirements and infrequent vehicle needs.
CHAPTER 3. FUEL EFFICIENCY STANDARDS

A. OVERVIEW

This section establishes the standards regarding the acquisition of vehicles that complies with fuel efficiency and greenhouse gas scores. All executive agencies are expected to comply with federal motor vehicle requirements for fleets, fleet operations, and missions.

B. ACQUISITION

A goal of acquisition should be to purchase or lease vehicles that will meet the minimum Environmental Protection Agency (EPA) miles per gallon (MPG) ratings as established in FMR 102-34.50. All executive agencies operating domestic fleets comply with federal motor vehicle fuel efficiency requirements for such fleets. This does not apply to motor vehicles exempted by law or other regulations, such as law enforcement [b](7)(E) emergency rescue work, and foreign fleet vehicles (for additional information on compliance and applicability, see FMR §102-34.40).

C. AVERAGE FUEL ECONOMY CALCULATION FOR FLEET VEHICLES

The fuel economy goal of acquisition should be to purchase or lease vehicles that will increase the average EPA MPG rating across the FPS fleet.

D. GREENHOUSE GAS (GHG) SCORE

The goal should be to purchase or lease vehicles with a score of 7 or higher that meets GHG emissions performance as set forth in the Energy Information Security Act (EISA) Section 141. VCOs may review EPA's Guidance for Implementing Section 141 of the Energy Information Security Act of 2007 for guidance and links on choosing vehicles that comply with the GHG scoring criteria.
CHAPTER 4. IDENTIFYING AND REGISTERING MOTOR VEHICLES

A. OVERVIEW

This section outlines the expectations for vehicle identification and registration regarding DHS owned or leased vehicles and the process of ensuring proper vehicle compliance.

B. VEHICLE IDENTIFICATION

1. Official DHS license plates must be used for all DHS-owned and commercially leased vehicles. The DHS license plate number will follow the GSA dictated prefix of DHS14XXXX, the last four digits of the DHS plate number will match the last four digits of the vehicle identification number (VIN).

2. An exception may be made for Government vehicles operating in the performance of investigative, law enforcement, or intelligence duties (FPMR, section 101-38.200(f)).
   a. Requests for exceptions to the use of GSA-issued license plates must be submitted to the FMB for approval by DHS. The use of state license plates is discouraged and will be limited to justified operational need.
   b. The DHS/GSA license plate number must be used as the identifier for all vehicles (reports, requests for service, correspondence, etc.) even if the vehicle has a state license plate.
   c. VCOs will coordinate with the registering jurisdiction and GSA Field Service Rep to secure state license plates, upon approval by DHS.

C. OFFICIAL USE OF GOVERNMENT VEHICLES

1. Government vehicles assigned to FPS are for official use only. If a government employee willfully uses, or authorizes the use of, a motor government vehicle for other than for official purposes, the government employee, and anyone who authorizes or condones such use, are subject to a mandatory minimum suspension of one month without pay and will be suspended for a longer period or dismissal from government service if circumstances warrant.

2. Smoking and the use of tobacco products and electronic cigarettes (“vaping”) is prohibited in FPS vehicles.

3. The use of cell phones while operating an FPS motor vehicle is strictly prohibited. If the state where the vehicle is operated authorizes the use of hand-held devices, then operators may use a “hands free” device only. Texting while driving is prohibited at all times.

4. Vehicles are not to be used for HTW transportation unless a signed authorization by the DHS Secretary is on file and FPS Form 78-112 has been authorized by the Regional Director or Current Operations Division (COD) for HQ employees.
5. Contractors are not authorized to operate government vehicles unless it is specifically authorized in the applicable contract (and in accordance with the Federal Acquisition Regulation [FAR]) and is in the performance of official duties.

6. The transport of family members is permissible with written approval from the OCRSO provided that:
   a. The vehicle is being used in the execution of official Government business;
   b. Free passenger space is available that is not needed for official purpose;
   c. There are no additional costs to the Government;
   d. The transportation of family members does not delay Government business or result in circuitous routes;
   e. The use of the vehicle does not involve private profit-making activities;
   f. The Regional Director approves the regional request and the Assistant Director Law Enforcement Operations approves the HQ request, in memorandum format, to transport family members; and
   g. The requests with justification are submitted to OCRSO through FPS (a sample authorization memorandum is provided in Appendix D-12) and is approved prior to the trip.

7. The transport of non-government personnel in government motor vehicles, such as detainees, prisoners, crime victims, informants, witnesses, LEOs from partnering agencies, contractors, state or local officials, or others as determined by the mission when such transportation is in the interest of FPS is authorized and when the non-government personnel are accompanied by FPS personnel who are on an authorized trip.

8. Work animals on official business, such as canines working with their partners, are allowed transportation in GOVs.

D. VEHICLE REGISTRATION

1. All FPS owned motor vehicles, motorcycles, and trailers that display a DHS license plate shall be registered in the FMVRS. FMB is the responsible proponent for the life cycle management of DHS license plates and registration of FPS owned assets in FMVRS. GSA is the responsible proponent for all GSA leased vehicles.

2. Regional VCOs must submit a request to FMB to have their FPS owned asset registered in FMVRS. The request must include the Certificate of Origin.

3. FMB will validate an asset in SAMS, issue DHS license plates, and register assets in FMVRS. A copy of the Vehicle Identification Card (VIC) will be emailed to the Regional VCO.
CHAPTER 5. OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES

A. OVERVIEW

The use of FPS vehicles (owned, rented, or leased) is restricted to supporting official purposes; that is, purposes that further the mission of FPS. Providing or using an FPS Government vehicle based on an individual's rank or pay grade, or principally to enhance the comfort or personal convenience of employee(s) is not permitted. Refer any requests which appear to conflict with official use rules to the respective VCO or to the FMB for evaluation.

B. OFFICIAL USE RESTRICTIONS

1. Vehicles are to be operated in a manner that avoids the perception of misuse/abuse at all times. All personnel and contractors who operate FPS Government motor vehicles will comply with the following:

   a. Obey federal, tribal, state, and local traffic laws at all times;

   b. Smoking and the use of tobacco products and electronic cigarettes ('vaping') are prohibited in government motor vehicles;

   c. Vehicles are not used for HiW transportation unless a signed authorization by the DHS Secretary is on file (See FPS Directive 15.2.9.1 "Law Enforcement Home-to-Work Transportation Program" for further guidance);

   d. Vehicles may not be operated by any person who is under the influence or impaired by an alcoholic beverage, or drugs (The transportation of alcohol is prohibited unless done so for official business);

   e. The use of cell phones while operating a government motor vehicle is strictly prohibited ('Hands-free' devices may be used in those locations allowed by law); and

   f. Texting while driving is prohibited at all times.

2. Examples of Authorized Uses of FPS Vehicles (not all inclusive):

   a. Transportation of FPS or DHS equipment, supplies, and employees (including contractors employed by FPS or DHS) to and from meetings or official functions at which the employee(s) will be conducting business in support of the FPS mission;

   b. Transportation of FPS or DHS employees to and from DHS-sponsored official events where the employee will be officially taking part of the event (taking part implies active participation as a Master of Ceremonies, Guest Speaker, Proffer, etc.);

   c. Transportation of non-FPS employees, such as stakeholders, informants, and witnesses, when the transportation of such individuals would further the conduct of specific FPS official business;
d. Transportation of FPS or DHS employees between the work site and places of temporary lodging, when public transportation is unavailable or impractical, while on official travel; and

e. Transportation of FPS or DHS employees between the work site, places of temporary lodging, and places necessary for the subsistence or health of the employee while on official travel (examples include travel to and from eating establishments, hospitals or medical/dental treatment facilities, or retail establishments for the purposes of securing personal hygiene items).

3. Examples of Unauthorized Uses of FPS Vehicles (not all inclusive):

a. Transportation of any person(s) to or from any location when the purpose is a matter of personal convenience or the conduct of personal business;

b. Transportation of any person(s) or equipment to or from a private or personal residence absent specific Home-to-Work authorization;

c. Use of Government motor vehicles to attend local attractions, non-official entertainment functions, or entertainment venues; and

d. Transportation of any family member who is not an FPS or DHS employee on official business.


a. When questions arise concerning the official use of FPS Government vehicles, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this manual.

b. When guidance does not specifically fit a situation or request for transportation support, supervisors must document answers to all of the following questions prior to approving the use of a Government vehicle:

1) Is the purpose of the trip official, in direct support of an authorized DHS or FPS function, activity, or operation?

2) Does the request have the potential to create a perception that will reflect unfavorably on DHS or FPS or cause public criticism?

3) Is the trip necessary to complete a mission requirement?

4) Is DHS scheduled, public, or commercial transportation available to support the requirement?

5) Is Government vehicle transportation the most cost-effective method of satisfying the requirement?
5. Vehicle Misuse. If an employee willfully uses, or authorizes the use of, a motor vehicle for other than official Government business or purposes, the employee is subject to suspension by the FPS Director for no less than one month or, when circumstances warrant, removal (31 U.S.C. 1349).

a. Allegations of Government vehicle misuse shall be reported to the DHS Office of Inspector General and/or FPS Office of Internal Investigations (OII) using applicable reporting procedures for reporting misconduct.

b. FPS employees may report allegations of misconduct to the OII by using any one of the following methods:

1) By email to: FPS_OII@fps.dhs.gov

2) By mail to:
FPS – Office of Internal Investigations
6315 Bren Mar Drive
Suite [b]6
Alexandria, VA 22312

C. VEHICLE ASSIGNMENTS

1. All FPS LEOs will be provided a vehicle, except when deemed unnecessary in accordance with the assigned position. FPS LEO will be provided a law enforcement vehicle in accordance with the assigned position and if the officer is directly engaged in intelligence, counterintelligence, protective services, and/or criminal law enforcement duties.

2. Law enforcement vehicles will not be assigned to employees whose primary responsibilities are, without limitation, leadership, management, supervision, training, and/or policy and oversight, or other duties that do not involve direct engagement in law enforcement activities. Vehicle pooling will be utilized in support of law enforcement personnel in these categories unless vehicles are assigned in writing as authorized by the FPS Principal Deputy Director.

3. VCOs will exhaust all Regional options to assign a vehicle to LEOs to include operational rotation vehicles; if no vehicles are available FMB will assist to reassign vehicles within the FPS to the requesting Region. LEOs may be assigned a law enforcement vehicle, motorcycle, and a bicycle.

4. All administrative vehicles will be assigned to the VCO in SAMS with an activity status of active. Administrative vehicle assignments are based on regional operational mission requirements. The approval for administrative vehicles is established at the HQ Fleet Program Office based on justification of operational needs.

5. All unassigned vehicles (such as operational rotation vehicles) will be assigned to the VCO in SAMS with an activity status of inactive. FMB and Business Operations Managers working with the VCOs have the authority to reassign regional operational rotation vehicles
to meet mission requirements.

6. Police Officers, Inspectors and Command Staff through the position of Area Commander will operate a clearly Marked Law Enforcement Vehicle. Explosive Detection Canine Handlers will operate a clearly marked law enforcement K-9 vehicle.

7. Criminal Investigators, District Commanders, Regional Command staff above the position of Area Commander (with law enforcement authority) will operate an Unmarked Law Enforcement Vehicle.

8. A justification and validation must be provided for any vehicles that have been identified as underutilized to include but not limited to: Mobile Command Vehicles, X-Ray trucks, surveillance vehicles, operational rotation vehicles, or others as determined to be applicable.

9. All FPS Vehicle operators will sign a Vehicle Monitoring Statement Regions must provide justification for vehicle enhancements and manage FPS Fleet Reporting requirements to include developing processes to capture fleet statistics such as:

   a. Vehicle accidents;
   
   b. Inventory by vehicle type and package;
   
   c. Cost;
   
   d. Fuel consumption;
   
   e. Miles driven, days used, trips taken, and/or hours operated; and
   
   f. Report such statistics to DHS, GSA, and the FAST as necessary.

D. TRAFFIC AND OTHER VIOLATIONS

1. Operators of government vehicles must promptly report to their immediate supervisor and VCO any incident that occurs while they are driving, including citations, vehicle accidents or arrests. Operators must also promptly report any driving conviction, arrest or forfeiture of bail for off-the-job traffic offense, including the imposition of driving restrictions, receipt of notice of suspension, or revocation of driving license.

2. Operators of government vehicles must obey federal, tribal, state, and local traffic laws at all times. Operators are personally responsible if they violate State or local traffic laws. Vehicle operators are personally responsible for the payment of any fines associated with traffic, toll, and parking violations.

3. Unless carrying out emergency law enforcement duties, personnel are not authorized to pass through toll lanes without rendering payment. Personnel are personally responsible for the payment of any fines related to High Occupancy Vehicle (HOV) violations.
CHAPTER 6. MOTOR VEHICLE FUELING

A. OVERVIEW

The goal of this section is to identify the proper process for the use of FPS Government Fleet Cards and GSA Fleet Cards. It will outline the proper purchases for each card and the process to obtain fleet cards.

B. FPS GOVERNMENT FLEET CARD (FPS-OWNED VEHICLES)

1. FPS Government Fleet Card Use. For the convenience of operators of DHS-owned vehicles, fleet credit cards are issued for the purchase of fuel, lubricants, and related services from vehicle service providers.
   a. In some instances, operators may also obtain fuel from state and local agencies. This arrangement will be based on a written agreement with FPS.
   b. Cardholders are responsible for the following: safeguarding fleet credit cards, complying with fleet card policies, and providing information on credit card use to the VCO.
   c. When the card is used, it is imperative that the vendor be informed that FPS purchases are tax exempt.

2. FPS Government Fleet Card Purchases.
   a. Fleet credit cards are for vehicle-related purchases only and their use is limited to official business. Examples of appropriate use are as follows:
      1) Toll passes, when used exclusively on the vehicle for official business only;
      2) All types of petroleum or alternative fuels;
      3) Lubricating oil;
      4) Tires and tire repairs;
      5) Tire mounting and dismounting;
      6) Battery charging;
      7) Car washes;
      8) Wipers and wiper fluid;
      9) Minor emergency repairs and general non-accident repairs; and
      10) Emergency towing services, as approved by local fleet card manager.
   b. Fleet credit cards may not be used for any type of accident repairs, regardless of cost.
c. Merchant codes are restricted to fuel purchase and minor maintenance only (e.g. windshield wipers, flat tires). If an operator needs a one-time waiver to increase a fleet card limit or merchant code override, the VCO may request this from the FPS Fleet Card Manager. The Fleet Card Manager establishes Fleet Card purchase limits. The limits shall not exceed the $2,500 micro-purchase threshold established by DHS MD 0760.

d. FPS employees are strictly prohibited from using the DHS fleet card for:
   1) Beverages;
   2) Food;
   3) Lodging;
   4) Telephone calls;
   5) Parking;
   6) Equipment purchase, equipment installation, or equipment removal; or
   7) Personal items of any kind.

e. Purchases over the $2,500 micro-purchase threshold may only be approved by the FPS Fleet Card Manager and a warranted Contracting Officer.

f. Cash purchases will be made only in emergency situations.

g. Reimbursement for emergency cash purchases may be obtained through local voucher procedures.

3. Requesting FPS Fleet Cards. All DHS Fleet Cards for FPS owned vehicles will be requested through the ASD in coordination with FPS Fleet Card Manager using the applicable contracted provider’s credit card request form.

C. GSA FLEET CARDS (GSA-LEASED VEHICLES)

1. GSA Fleet Card Use.

   a. GSA Fleet Cards must be used to purchase any fuel, services or supplies for a GSA-leased vehicle. The GSA Fleet Card differs from DHS Fleet Cards in that they are issued for exclusive support of specific individual GSA-leased vehicles. GSA Fleet Cards are issued for the purchase of fuel, lubricants and related services from vehicle service providers. In some instances, operators may also obtain fuel from state and local agencies. This arrangement will be based on a written agreement with FPS.

   b. Cardholders are responsible for safeguarding fleet credit cards, complying with fleet card policies, and providing information on credit card use to the VCO.
c. When the card is used, it is imperative that the vendor be informed that FPS purchases are
tax exempt.

2. GSA Fleet Card Purchases. Fleet credit cards are for vehicle-related purchases only and
their use is limited to official business. Examples of appropriate use are:
   a. All types of petroleum or alternative fuels;
   b. Lubricating oil;
   c. Tires and tire repairs;
   d. Tire mounting and dismounting;
   e. Battery charging;
   f. Car washes;
   g. Wipers and wiper fluid;
   h. Minor emergency repairs and general non-accident repairs; and
   i. Emergency towing services, as approved by GSA Maintenance Control Center.

3. Fleet credit cards may not be used for any type of accident repairs, regardless of cost.

4. FPS employees are strictly prohibited from using the GSA fleet card for:
   a. Food;
   b. Beverages;
   c. Lodging;
   d. Telephone calls;
   e. Parking;
   f. Equipment purchase, equipment installation or equipment removal; or
   g. Personal items of any kind.

5. Cash purchases will be made only in emergency situations.

6. Reimbursement for emergency cash purchases may be obtained through local voucher
   procedures.
CHAPTER 7. MAINTENANCE OF MOTOR VEHICLES

A. OVERVIEW

The following section will give guidance on the proper maintenance of motor vehicles to maintain proper working conditions of fleet vehicles.

B. PREVENTIVE MAINTENANCE

1. Preventive maintenance is the uniform performance of scheduled work, such as inspection, adjustment, lubrication, cleaning, washing, waxing, or repairing of vehicle and or component parts, and tune-ups to preclude the potential for vehicle accidents or breakdown related to mechanical or corrosion control failure. The VCO is responsible for ensuring appropriate preventative maintenance is performed on all Government vehicles within their respective fleet.

2. GSA is responsible for scheduling preventive maintenance on all GSA lease vehicles.

3. Preventive maintenance for FPS-owned or commercially leased vehicles will be accomplished in accordance with the following procedures:
   
a. Scheduled Maintenance. The manufacturer’s recommended severe use maintenance schedule for maintenance inspections and related work must be followed for all official vehicles assigned to an office.

   b. Revision of Maintenance Schedule. If it becomes necessary to revise the manufacturer’s preventive maintenance schedule for specific models or classes of vehicles, the schedule in the vehicle owner’s manual will be the official recommendation. Under no circumstances will vehicles be permitted to exceed the manufacturer’s recommendations for maintenance during the warranty periods.

C. UNSCHEDULED MAINTENANCE AND MODIFICATIONS

1. During the life of a vehicle, unscheduled maintenance and repairs will be required (e.g., replacement of tires, batteries, brake pads). These items are routinely replaced during normal operation of the vehicle. Consult the manufacturers or owner’s manual for replacement guidelines.

2. Notification and work orders must be submitted to the VCO for unplanned maintenance or repair, regardless of cost.
   
a. Maintenance repairs and/or modifications over $100 for GSA-leased vehicles must be approved by the VCO and coordinated with GSA in advance of work being performed.

   b. Maintenance repairs and/or modifications over $25 for DHS-owned vehicles must be documented on a DHS Fleet Transaction Worksheet and approved by the VCO in advance of work being performed.
CHAPTER 8. MOTOR VEHICLE ACCIDENTS AND VEHICLE SAFETY

A. OVERVIEW

In the case of an accident, the following section will outline the process to report a motor vehicle accident. This chapter also outlines the vehicle safety to help avoid a motor vehicle accident.

B. VEHICLE SAFETY

1. Vehicle Operators shall:
   a. Have valid state driver’s license and other driver’s license if required for special-use vehicles;
   b. Use seat belts at all times;
   c. Conduct pre, during, and after vehicle inspections to ensure serviceable condition and to annotate discrepancies on FPS Form 78-113, “Vehicle Inspection Form” (Appendix D-11);
   d. Not use cell phones or text while operating a government vehicle. If the state where the vehicle is operated authorizes the use of hand-held devices, then operators may use a “hands free” device only; Be familiar with traffic laws, rules, and regulations; and
   e. Not, while on duty, operate vehicles for a continuous period of more than 10-hours in any 24-hour period or shall not operate a motor vehicle after being in a duty status for more than 12-hours during any 24-hour period.

2. Vehicles shall:
   a. Only be operated if they are in safe and serviceable condition (A vehicle should be in working order to include lights, mechanical and operational);
   b. Contain the required safety equipment for all Law Enforcement Vehicles listed on the FPS Form 78-113, “Vehicle Inspection Form” (Appendix D-11); and
   c. Parking facilities shall provide protection from theft from, or damage to, FPS vehicles and those used for carpools. Vehicle Operators shall close and lock windows, lock the doors and trunk, and remove the keys whenever storing or parking vehicles.

C. MOTOR VEHICLE ACCIDENT PREVENTION

Accident prevention programs must be supported at all Regional levels. Accident prevention practices include strict observance of recognized safety practices; investigation, reporting, and analysis of motor vehicle accidents; appropriate disciplinary action against safety offenders; periodic vehicle safety inspections; and vehicle safety education and reeducation programs. At a minimum, practices will include the following:

1. Motor vehicles will not be used unless they are in a safe and serviceable condition;
2. Only qualified licensed drivers will be authorized to operate Government motor vehicles and equipment;

3. Every effort possible must be exerted to eliminate conditions that could lead to personal injury, property damage, or adverse impact on the FPS mission;

4. FPS employees are responsible to safeguard themselves and Government property in their care;

5. FPS employees must be familiar with and comply with Federal, state, and local laws while operating motor vehicles;

6. Seat belts must always be used in Government motor vehicles and drivers will not operate a motor vehicle before each passenger’s seat belt is properly secured; and

7. Drivers will not disable airbags or operate vehicles with disabled or non-functioning airbags.

D. MOTOR VEHICLE ACCIDENT REPORTING

1. All FPS government-owned, leased, or rented motor vehicle accidents/incidents must be reported within 24 hours of occurrence or discovery to the VCO, regardless of the extent of the damage to a vehicle. All accidents involving GSA-leased vehicles must be reported immediately by telephone to the GSA Accident Management Center (1-866-400-0411). Motor vehicle accidents involving injury or death must be reported immediately to the GSA Accident Management Center, the VCO, and the NFM.

2. Operators involved in an accident are required to complete and submit a Vehicle Accident Package that includes an FPS Incident Report (Appendix D-4) completed by another officer, a SF 91 (Motor Vehicle Accident Report, Appendix D-3) by the operator, and a SF 94 (Statement of Witness, Appendix D-5), as required, within one business day to their supervisor. The supervisor will submit the accident package within three business days to their VCO. The VCO will submit the accident package within seven business days to the NFM. Additional documents that may be required include:

   a. Repair estimates and final receipt of repairs;

   b. Local Police report;

   c. SF94, Witness Statement (Appendix D-5);

   d. SF95, Claim for Damage, Injury or Death (Appendix D-6);

   e. Photographs of the accident; and

   f. Memorandum for Record for Late Accident Report.

3. The VCO will submit a memorandum of lateness for accident reports that are submitted
outside of the seven-business day reporting requirement to the NFM.

4. Members of the public involved in an accident with an FPS employee should be informed that they may file an administrative claim by submitting a SF 95 Claim for Damage, Injury or Death (Appendix D-6) directly to the Office of the General Counsel, General Law Division, U.S. Department of Homeland Security, 2707 Martin Luther King Jr. Ave, SE., Mail Stop 0485, Washington, DC 20528-0485. The claim must be filed within two years from the date of the accident.

5. Employees involved in an accident must make no statements as to the responsibility for the accident except to his or her supervisor or to a government investigating officer.

6. Employees involved in an accident while driving a government vehicle should be informed that they may be held personally liable for damages that occur outside their scope of employment.

7. All motor vehicle accidents will be investigated to determine the root cause of the accident and to identify controllable factors or conditions. If the driver is found to be at fault based on the outcome of an investigation (as outlined in the SF91), a corrective action plan must be annotated in block 86 of the SF91.

8. The National Fleet Manager will serve as the Accident Reviewing Official and shall forward any motor vehicle accidents to OCRSO for further review in vehicle accident cases that clearly indicates vehicle operator misconduct or gross negligence.

9. Failure to report a motor vehicle accident or incident may result in legal and disciplinary action against the personnel and prohibit further motor vehicle use.

10. Vehicle operators involved in a vehicle accident or incident may be subject to an alcohol and/or drug test in accordance with the DHS Drug-Free Workplace Plan.

E. MOTOR VEHICLE ACCIDENT INVESTIGATION

1. Motor vehicle accidents will be investigated to determine the root cause of the accident and to identify controllable factors or conditions that could prevent similar future occurrences. In addition, motor vehicle accident investigations will determine if circumstances of the accident warrant initiation of a Report/Board of Survey.

2. The VCO or an individual (who is not a subordinate in the vehicle operator’s supervisory chain) will conduct a motor vehicle accident investigation by completing all blocks of Section XI, as well as block 89 of the SF 91. Comments in block 84/86 or attachment must address a determination of root cause revealed in the investigation and any controllable factors or conditions that could prevent similar future occurrences.

3. Within five duty days of receiving a properly completed SF 91 (from a VCO) containing a motor vehicle accident investigation, the FMB will conduct an accident case file review and complete Section XIII as well as block 90 of the SF 91. The FMB will review the accident case and determine:
a. That all required information is contained within the SF 91; whether the case should be classified a Vehicle Incident; and whether the accident case file should be referred for further investigation or initiation of a Report of Survey.

b. The FMB will request a Report of Survey for any motor vehicle accident case file resulting in damage to a Government vehicle that clearly reveals the motor vehicle operator to be at fault, or any motor vehicle accident case referred for FPS OCS review.

c. The FMB will forward any motor vehicle accident case file that clearly indicates vehicle operator misconduct or gross negligence to the FPS OCS for further review.

d. The FMB will forward a copy of the completed accident case file review to the Office of General Counsel to provide sufficient information necessary to adjudicate any claims resulting from the motor vehicle accident.

F. STOLEN VEHICLES

1. When a Government motor vehicle has been lost or stolen, the Vehicle Operator will notify appropriate supervisory personnel and immediately file a police report.

2. The Vehicle Operator’s Supervisor will be responsible for:

   a. Notifying the VCO by telephone within 24 hours after determination that an official vehicle has been stolen.

   b. Completing a DHS Form 200-2, Report of Survey, and forwarding it to VCO and FMB. Reports must contain the following information:

      1) date of theft;

      2) brief synopsis of the circumstances under which the theft occurred;

      3) confirmation that the police were notified; and

      4) detailed description of the vehicle, including year, make, model, and vehicle license plate number.

3. The office involved in the stolen vehicle incident will notify other appropriate authorities (e.g., GSA, State and/or local police) of the theft.

4. When a stolen vehicle is recovered, the VCO and FMB must be notified of the recovery.
CHAPTER 9. DISPOSAL AND TRANSFER OF VEHICLES

A. OVERVIEW

This section provides guidance and procedures for disposing of FPS-owned motor vehicles determined to be excess to the Agency’s needs. Leased vehicles deemed excess to FPS’s needs are returned to GSA or another lessor.

B. DISPOSAL OF VEHICLES

1. FPS-Owned Vehicles. All FPS-owned vehicle disposals require pre-approval from the FMB. Disposal of FPS-owned vehicles must be completed in accordance with the FPS Personal Property Handbook, using SF-126, Report of Personal Property for Sale.

2. GSA-Leased Vehicles. All GSA-leased vehicle returns require pre-approval from the FMB. GSA-leased vehicle returns must be documented on a DHS 560-3, Property Transfer Receipt, to transfer accountability and stewardship control to GSA. All vehicle returns must include an observation of damages statement initialed by the VCO.

C. TRANSFERRING VEHICLES

1. Vehicle transfers are documented on a DHS 560-3, Property Transfer Receipt, for accountability and stewardship control purposes and must be approved by the VCO and FMB prior to the transfer.

2. The vehicle fleet credit card must remain with the vehicle until vehicle disposition or transfer to another Federal agency.

3. The losing office is responsible for the vehicle until it is accepted in SAMS by the gaining office.

D. THE LOSING VCO

1. Prepares a DHS 560-3 transfers the asset record in SAMS to the gaining office, and coordinates pick-up or shipping of the vehicle to the new location.

2. Ensures proper procedures are followed; completes closure of the transfer, and forwards vehicle files, title, etc., to the gaining VCO. Vehicle files must be complete.

3. Informs the losing Fleet Manager of the transfer if a DHS plate is transferred with the vehicle.

E. THE GAINING VCO

1. Coordinates pick-up or shipping of vehicle with the VCO of the losing office.

2. Ensures title, registration, license plates, and vehicle records are current, correct, and shipped with the vehicle.
3. Physically examines the vehicle to verify condition, VIN, make, model, year, etc., against DHS 560-3.

4. Signs the DHS 560-3 and forwards a copy to the VCO at the losing office.

5. Verifies information recorded in SAMS (condition, VIN, make, model, year, etc.).

6. Accepts the transfer record in SAMS and performs monthly input of HtW, if applicable.

7. Forwards request to regional GSA Field Service Representative to update GSA vehicle records and verifies requested updates using “GSA Fleet Drive Thru.”

F. RETIRING VEHICLES IN THE DHS ASSET MANAGEMENT SYSTEM

1. The VCO will perform a final-event transaction in SAMS to retire a vehicle from the FPS fleet vehicle inventory.

2. Copies of all completed transfer, sales, or disposal documents will be provided to the VCO to close out the disposal action on the vehicle.

3. These documents will be uploaded as attachments to the vehicle property record in SAMS prior to finalizing the transaction to provide a clear audit trail of the final disposition of the vehicle.
CHAPTER 10. REPORTING AND RECORDS REQUIREMENTS

A. OVERVIEW

The reports described in this chapter must be prepared and submitted to the FMB according to the guidelines below:

1. All FPS offices must complete annual fiscal year (FY) reporting using the date range of 1 October – 30 September of the applicable FY.

2. All other annual reports will use the date range of 1 January – 31 December of the applicable calendar year (CY) for applicable data being reported.

3. Quarterly report date range requirements are outlined below or in the report tasker submitted to the VCO through the ExecSec process.

4. FMB is required to prepare and submit the OMB A-11 Exhibit 53 Annual Motor Vehicle Fleet Report in August of each year.

B. FPS MONTHLY VEHICLE OPERATION REPORT (VOR)

1. This report is required for all FPS vehicles (both those authorized HtW transportation authority and non-HtW vehicles).

2. The VCO must maintain a copy for each vehicle for the entire CY until data is compiled into an annual report submission.

C. FPS QUARTERLY GSA FLEET DATA RECONCILIATION

This is a FY report in which the VCO is responsible for reviewing GSA lease vehicle data reports, provided by the FMB, with internal office records and identifying any required corrections or certifying GSA information is correct.

D. FPS SEMI-ANNUAL SUNFLOWER ASSET MANAGEMENT SYSTEM RECONCILIATION

1. SAMS is the accountable system of record for all vehicles leased or owned by FPS.

2. VCOs are responsible for performing a semi-annual reconciliation of vehicle inventory data contained in SAMS and identifying and implementing required corrective actions or certifying all information is correct.

3. VCOs will submit a written report of discrepancies noted/corrected during the reconciliation to FMB by 1 February and 1 August of each CY.

E. FPS SEMI-ANNUAL INVENTORY CERTIFICATION

1. VCOs will use SAMS data to conduct a 100 percent inventory of their region’s vehicle fleet semi-annually.
2. VCOs will submit a complete inventory listing, from SAMS, of all vehicles assigned to their regions.

3. Each vehicle will be marked as (1) verified; meaning that the VCO has either physically accounted for the vehicle or has confirmation that an employee of the region, who has signed a hand receipt for the vehicle in question, has reported physical accountability of the vehicle – or– (2) missing; indicating the vehicle could not be located during the inventory certification process.

4. The VCO will sign the completed inventory listing indicating they certify accuracy of the inventory.

5. VCOs must include a letter indicating the initiation of a Report of Survey for any vehicles marked as missing on the inventory certification listing.

6. VCOs submit the FPS Semi-Annual Inventory Certification to the FMB by 1 March and 1 September each CY.

F. FPS ANNUAL LICENSE PLATE EXEMPTION REPORT

1. VCOs will provide a report detailing specific vehicles within FPS that have received an exemption from displaying a U.S. Government Vehicle License plate.

2. At a minimum the report will include the Vehicle Identification Number, the GSA vehicle number (if applicable), the license plate number currently displayed on the vehicle, and the State that issued the plate.

3. The report will also include a statement certifying the circumstances that originally warranted the initial Government plate exemption still exist and that continued exemption is required for mission support.

4. VCOs will submit this report to the FMB by 1 August each calendar year.

G. FPS FLEET ACQUISITION PLAN

1. FPS is responsible for submitting an annual Component fleet acquisition plan to DHS HQ.

2. BOMs will submit plans for their respective zonal fleets to the FMB by 1 May. The acquisition plan will cover planned vehicle acquisitions and turn-ins by FY for the next four FYs.

3. Projected acquisitions will comply with DHS guidance (DHS Motor Vehicle Fleet Program Bulletin 2018-001)

H. FPS ANNUAL EXECUTIVE FLEET REPORT

1. BOMs will submit a report to the FMB by 28 February each CY that details the Executive Vehicle Fleet within FPS.

2. This report identifies any vehicle that is larger than a mid-size sedan or is not an AFV and is dedicated or assigned to support an SES within FPS.

3. At a minimum, this report will contain the name of the supported SES, the vehicle year, type, make, model, fuel type, and the GSA or state license plate number.

I. FPS ANNUAL VEHICLE OPERATOR CERTIFICATION

1. BOMs with coordination with VCOs, will develop and maintain a list of FPS employees authorized to operate Government vehicles within their zones of assignments. At a minimum the list must contain the following:
   a. Operator’s name;
   b. Operator’s license information (license number, state of issue, date of issue, date of expiration, and any restrictions);
   c. Office to which the employee/operator is assigned;
   d. Employee’s office phone number;
   e. Employee’s supervisor name and office, phone number;
   f. Employee’s authorization to operate Government vehicles was last reviewed (authorization must be renewed every 4 years);
   g. Authorization review must include a certification of medical qualification and competence as required by 5 CFR § 930.109; and
   h. Initial and recurring training dates.

2. The NFM will maintain all vehicle operator records for one year after the employee’s authority to operate Government vehicles expires or is otherwise terminated for any reason.

3. The NFM will maintain vehicle operator records in a manner that complies with Privacy Act requirements and protects the Personally Identifiable Information contained in the record(s).

J. HOME-TO-WORK REPORT

1. This report is required to be on file with the FMB and may be reviewed at any time by the OCRSO. Therefore, it must be accurate and complete.
2. VCOs will coordinate with vehicle operators on providing Home-to-Work utilization data in accordance with applicable policy and guidance.

3. Failure on behalf of operators to provide data, upon request, may result in removal of HtW vehicle use.

K. FLEET EXPENDITURE REPORTS

Expense reporting (fuel, accident, modifications, etc.) will be conducted and reviewed regularly, included or concurrent to other reports such as; HIW, DHS SAVE Act (Public Law 115-38) requests.

L. MOTOR VEHICLE FOLDER

1. VCOs are required to maintain inventory, costs, and operating records on all official Government owned and leased vehicles.

2. A separate vehicle record folder must be established for each Government motor vehicle.

3. When a vehicle is transferred, the vehicle record folder will be forwarded to the receiving activity.

4. When a vehicle is disposed of, the vehicle record folder must be held for a period of four years, which is calculated from the date payment, is received and/or there is a signed document removing the vehicle from the fleet.

5. The following documents are required to be filed in the appropriate vehicle record folder:

   a. **Daily Mileage Records.** The FPS Monthly HtW/Vehicle Operation Log records daily use of a specific vehicle within a specific calendar month. The collection of this data is mandatory. This form is an office control document and a feeder report to the vehicle utilization review and annual certification.

   b. **Preventative Maintenance Schedule.** A copy of all invoices related to repairs, modifications, and scheduled maintenance.

   c. **Certificate of Origin.** The VCO maintains the original Certificate of Origin for all agency owned vehicles and/or vehicle title, whenever possible. This is the proof of ownership received from the manufacturer. Should any state mandate the Certificate of Origin be surrendered to obtain state license plates (only when state plates are needed), the Certificate of Title would then be the document used in lieu of the Certificate of Origin.

   d. **Vehicle Registration (state issued license plates).** The original will be maintained in the vehicle with a copy in the office folder.

   e. **Standard Form (SF) 91, Motor Vehicle Accident Report.** Depending upon the
length of the accident report, it is acceptable to retain either the full accident report with attachments or just the SF 91 as a reference with a separate file for the full accident report. Either the original or a copy of the full report must be transmitted to FMB. The office accident report is maintained in accordance with the vehicle folder; the headquarters report will be retained for at least six years from the case closure date (General Records Schedule 10-5).

f. **GSA Vehicles Only - Form GSA 1152, Motor Vehicle Assignment Record/Termination Record.** The GSA 1152 is prepared by GSA and is obtained during the initial assignment of a GSA-leased vehicle. In addition, a Form 1152 is obtained when a vehicle is returned to GSA at the termination of the lease period.

g. **Commercially Leased Vehicles Only – Copy of Lease Agreement.** A copy of the lease agreement will be given to an office during the initial assignment of a non-GSA-leased vehicle. A copy of this paperwork will be sent to the VCO.

**M. MOTOR VEHICLE PACKET**

1. Vehicle packets will be provided by GSA for GSA-leased vehicles and FPS for FPS-owned or commercially leased vehicles.

2. A vehicle packet must be maintained in each official Government vehicle and include the following:
   
a. General instructions on operating Government vehicles;

b. Service and Inspections results;

c. Vehicle owner's manual;

d. Accident packet/forms; and

e. Instructions and necessary forms for reporting accidents.

**N. CAPITALIZATION OF MOTOR VEHICLES**

FMB relies on the VCOs to ensure maintenance of accurate records to report the investment in and depreciated value of capitalized personal property including owned vehicle assets. If owned vehicles have a depreciated lifecycle associated with their creation, an annual report is required to report them as capitalized assets to DHS’s Chief Financial Officer. The current property system (e.g.; SAMS), can perform this depreciation if it is set up initially as a depreciated asset.

**O. REPORTING AND RECORDS COMPLIANCE**

FMB will review region reporting and compliance via manual and automated means. The review methodology will be determined by the collection method chosen by DHS and/or FPS. Recommended tools include; automated telematics reporting, utilization of the Consolidated Asset
Portfolios and Sustainability Information System (CAPSIS), GSA tools, and other locally generated tools and processes.
CHAPTER 11. VEHICLE ACCOUNTABILITY SYSTEMS

A. OVERVIEW

It is imperative to track vehicle accountability for vehicles assigned within the fleet throughout the entire lifecycle. This due diligence assures optimal asset visibility. Further, it assists with meeting the ultimate goal of matching fleet size and capabilities to support agency mission requirements.

B. SUNFLOWER ASSET MANAGEMENT SYSTEM (SAMS)

1. FPS motor vehicles, whether owned or leased, are considered accountable assets to FPS and must be managed throughout their lifecycle. Primarily, records associated with the details on the property must be entered and maintained within the official DHS personal property management system (SAMS) in accordance with FPS Instruction #15.2.4.4-01, FPS Personal Property Manual.

2. SAMS must also be utilized as the system to manage personal property throughout its lifecycle. This includes importing documents that describe property elements such as acquisition or leasing documents, which help verify cost information; the certificate of origin, which provides vehicle make and model details; and transfer or disposal documentation, which provides details on obtaining a DHS-owned vehicle through transfer, or details related to vehicle disposal. Fleet Managers and VCOs must utilize SAMS to manage details of vehicle assets throughout their lifecycle within FPS. Examples of asset management activities include:
   a. Changing location information upon permanent movement of the vehicle;
   b. Identifying a new user (e.g., VO) for the vehicle;
   c. Attaching records for transfer of vehicles into FPS;
   d. Disposition reports in final-eventing (retiring) an asset; and
   e. Maintenance records associated with the vehicle or accident reports.

C. FEDERAL MOTOR VEHICLE REGISTRATION SYSTEM (FMVRS)

1. All FPS vehicles operated within FPS (whether GSA-leased or FPS-owned) will be entered into the FMVRS database. This database has been established by GSA to capture registration information for all federally owned and operated vehicles.

2. The following data elements are required when entering a record into the FMVRS database:
   a. VIN;
   b. Model number;
c. Vehicle color;

d. Federal tag number;

e. Department license plate number;

f. Garaged address;

g. Point of contact and alternate responsible for fleet;

h. Manufacturer; and

i. Fuel type.

D. FEDERAL AUTOMOBILE STATISTICAL TOOL (FAST)

FAST will be used to report use of all Government motor vehicles. FAST is a web-based application developed specifically for DHS fleet vehicles. The system will be used to add new vehicles, edit and update vehicle information, and generate reports.

E. GSA FLEET DRIVE-THRU

GSA Fleet Drive-Thru is a comprehensive GSA reporting tool that provides visibility for Fleet Managers and VCOs

1. GSA Fleet Drive-Thru is a tool Fleet Managers and VCOs use to acquire fleet related information.

2. GSA Fleet Drive-Thru plays a key role for any Fleet Manager or VCO in monitoring costs incurred against their various BOACs, reporting fleet information on annual basis to FAST, and in investigating patterns in mileage and fuel use throughout the fleet which may help set or align with vehicle methodology requirements for FPS.

F. FEDERAL FLEET MANAGEMENT SYSTEM (FEDFMS)

FedFMS is the established Fleet Management Information System for agency-owned vehicles. All DHS/FPS-owned vehicles will be loaded and managed using FedFMS. This database has been established by GSA to capture vehicle data, maintenance & repair, and FAST specific data for all federally owned and operated vehicles.
CHAPTER 12. TELEMATICS SYSTEM OVERVIEW

A. OVERVIEW

The term "telematics" refers to technology that combines telecommunications and information processing to send, receive, and store information related to remote objects, such as vehicles. Federal Agencies are required to collect and manage annual asset-level data to comply with environmental, fiscal and energy laws and policy. By adopting telematics technology that provides the capability of transmitting vehicle data to a centralized data management solution, FPS is positioned to realize additional benefits that go beyond fuel cost savings. These benefits include; an improved vehicle acquisition strategy, decreased maintenance costs, the elimination of time-consuming manual tracking activities, and increased data accuracy.

B. TELEMATICS PRIVACY NOTICE


2. Purpose: The primary purpose of this collection is to obtain vehicle information for analysis to assist FPS in the collection of fleet data to be utilized in the decision-making process to optimize the fleet size. Information may also be used for internal or external audits, accident investigations, or abuse of vehicle privileges.

3. Disclosure: Providing this information is mandatory. Vehicle information, including vehicle performance, use, location, maintenance and other data is transmitted over a cellular network to a web portal that is accessible to FPS Fleet Managers.
   a. Fleet data outside of the DHS Save Act, such as abuse of vehicle privileges or improper driver behavior, may be disclosed on a limited basis to individuals with a demonstrated need-to-know in the course of their official duties. Disclosure of such information may contribute to disciplinary action to include, but not limited to loss of vehicle privileges, civil penalties, or criminal prosecution. Those with a need to know may include the following personnel: FPS Assistant Director for Field Operations and Regional Directors, DHS Accident Investigators, The DHS Office of the General Counsel, internal and external auditors, and other individuals as determined by the FPS Vehicle Telematics System Owner as listed in the FPS Telematics Privacy Threshold Analysis (PTA). A formal request shall be submitted to the Subcomponent Fleet Manager to request such data to include but not limited to speeding, collision, and other related data.
   b. Any employee who refuses to operate a vehicle with telematics may lose access to government vehicles.
C. TELEMATICS REQUIREMENTS

Executive Order 13834, "Efficient Federal Operations," requires Federal agencies to meet "statutory requirements in a manner that increases efficiency, optimizes performance, eliminates unnecessary use of resources, and protects the environment." The collection of automated data will allow the FPS to develop Key Performance Indicators (KPIs) that will allow the agency to measure, monitor, and develop policies and processes to improve the efficiency of vehicle operations.

1. Telematics Use. FPS shall use telematics to:
   a. Collect and manage automated information to meet the requirements set forth in the DHS SAVE Act;
   b. Collect and report FPS' asset-level data in Federal Automotive Statistical Tool (FAST) to comply with environmental, fiscal and energy laws and policy;
   c. Transmit vehicle data to a centralized data management solution;
   d. Provide customized behavior data that can be used to coach vehicle operators on safe driving techniques and integrate information in safety programs; and
   e. Improve safety and efficiency of the fleet by monitoring vehicle speeds, seatbelt usage, and vehicle locations to reduce instances of inappropriate driving behaviors.

2. Telematics System GPS Waivers. A waiver for a modified version of the telematics system, which does not require GPS real-time tracking, may be requested and obtained by RDs or Division Directors by:
   a. Preparing a memo detailing the rationale for the need for a waiver of GPS real-time tracking;
   b. Sending the memo to the NFM (via the ADFO for RDs) for review and approval by the DD OPS; and
   c. If the request is approved by the DD OPS, the NFM shall coordinate the acquisition and installation of a vehicle telematics device without GPS real-time tracking.

3. Telematics Data.
   a. Data from vehicle telematics may be used as a basis to initiate an internal inquiry, may be provided to investigators conducting an internal investigation, and may be used as evidence in a disciplinary matter against a vehicle operator.
   b. Supervisors shall review telematics policies with all applicable employees to ensure they understand the expectation and potential consequences if violations were to occur.
c. Supervisors shall ensure all employees who operate vehicles with telematics devices, sign a privacy statement.

d. Vehicle telematics data may be provided in response to a proper request from investigators or officials conducting an internal investigation, an inquiry, or an external law enforcement investigator conducting a criminal investigation.

e. Data from vehicle telematics may be used by the NFM, DHS Office of the General Counsel, and the U.S. Department of Justice in conjunction with any tort claim or legal action resulting from a motor vehicle accident.

4. Telematics Reports.

a. DHS SAVE Act Monthly Report — FPS will report the following data to DHS on a quarterly basis:

1) Vehicle utilization: miles driven, number of engine hours, and number of days;

2) Fuel consumption: fuel type, quantity, and state; and

3) Operational cost: maintenance, repair, incurred, and miscellaneous.

b. Non-DHS SAVE Act Data

1) Vehicle telematics has the capability to capture other data elements including but not limited to speeding, collision/accident, and after-hour use.

2) The following personnel may, during the course of their official duties, and with a demonstrated need-to-know, gain access to this other data:
   - ADFOs
   - RDs
   - Division Directors
   - FPS Accident Investigators
   - The Office of General Counsel (OGC) General Law Division
   - FPS Office of Internal Investigations
   - Internal and External Auditors

3) Any release of Non-DHS SAVE Act data will be in the form of an aggregate report that is part of a national report, fleet KPI, or as part of a special case study.

4) Individual reports for vehicles may be requested by these personnel listed above when such release of data is required within the course of their official duties.
5) Requests to access Non-DHS SAVE Act data by personnel not listed above must be approved by the RD or Division Director and submitted to the NFM.

5. GPS Location Data.

a. FPS vehicle telematics uses real-time continuous active tracking of specific vehicle locations for enhancement of employee and officer safety.

b. (Blank space)

c. Any compilation or release of GPS data to any external individual or non-FPS office requires written approval from the DD OPS after validation of the requestor's official duty requirement or demonstrated need to have access to the information.


a. VCOs shall coordinate with vehicle operators, NFM, and installers to ensure that vehicles are upfitted with a telematics device within 30 days from the date that newly acquired vehicles are entered in the Sunflower Asset Management System (SAMS).

b. Devices may be installed or removed by a certified vendor or by the vehicle operator only when a vehicle is being added or removed from the fleet and/or as directed by the NFM.

c. Telematics device will be removed and safeguarded prior to disposal of a vehicle upon the direction of the VCO. The VCO must report the removal of a telematics device within one business day to the NFM. The NFM will determine if the telematic device is functional and can be re-installed in another vehicle.

d. VCOs shall monitor device connectivity. A device that is not connected is considered offline, as it is not reporting automated information, and will be considered as not in compliance with this manual. VCOs shall coordinate with the Resource Management Branch Chief when a device is indicating not connected to an assigned vehicle that is being operated. VCOs shall coordinate with the NFM for devices that have been offline in order to get the device back online.

e. Telematic devices shall not be intentionally disconnected or manipulated causing the loss of connectivity. The VCO shall report all instances when a device is suddenly not connected and communicating. There are several factors that can cause a device to be offline:

1) Battery (replacement required);
2) Unplugged;
3) OBDII Port Not Active (must be taken to a local dealership); or
4) Unintentional GPS signal loss (i.e., vehicle in underground parking garage).

7. Recording Violations.
   a. Senior leadership will establish clear expectations and accountability to help ensure employees understand and adhere to the requirements and expectations outlined in this manual.
   b. FPS employees who operate an official government vehicle shall do so in a careful and prudent manner, and shall not, through careless operation, incur or cause damage to be incurred to agency property.
   c. FPS employees will obey all laws of the United States and local ordinances and adhere to agency procedures and regulations pertaining to the operation of government vehicles.
   d. FPS employees will at all times, set a proper example for others by the operation of the government vehicle
   e. Ordinarily, data will primarily be used to counsel drivers on safe driving behaviors and techniques. Disciplinary measures will be used when appropriate.
APPENDIX A: AUTHORITIES/REFERENCES


41 C.F.R. § 102-34, “Motor Vehicle Management.”

48 C.F.R § 102.34.200, “Public Contracts and Property Management”


APPENDIX B: GLOSSARY

Administrative Vehicle is a vehicle used to facilitate administrative transportation of personnel. This includes, but is not limited to, attending meetings and other routine transportation that does not require special equipment.

Accident is a collision involving an FPS vehicle with another vehicle regardless of fault. Collisions resulting in a fatality or personal injury, or a collision when there is possible litigation involving the Government, to include GSA or another Government agency, a collision involving an FPS vehicle with a stationary object resulting in personal and/or property damage.

Alternative Fuel as defined by the Energy Policy Act (EPACT) of 1992 is pure methanol, ethanol, and other alcohols; blends of 85% or more of alcohol with gasoline; natural gas and liquid fuels domestically produced from natural gas; liquefied petroleum gas (propane); coal-derived liquid fuels; hydrogen; electricity; pure biodiesel (B100); fuels, other than alcohol, derived from biological materials; and P-Series fuels.

Alternative Fueled Vehicle (AFV) is a dedicated vehicle or dual-fueled vehicle designed to run on at least one alternative fuel (See “Alternative Fuels”).

Covert Law Enforcement Vehicle is an unmarked law enforcement vehicle that is generally assigned to a Criminal Investigator (Job Series 1811) with responsibilities of conducting undercover and covert activities (See LE2 vehicle below).

Commercial Leased is a motor vehicle provided by contract or other arrangement from a commercial source for 120 continuous days or more.

Defensive Drivers Course is a web-based course offered by the General Services Administration (GSA) to all federal employees who are authorized to operate government-owned or leased vehicles as part of their official duties.

Demonstrated Need-to-Know is the ability of an individual to demonstrate that access to specific information is necessary for one to conduct his or her official duties successfully.

DHS Stop Asset and Vehicle Excess (SAVE) Act Reports is a utilization report mandated by the DHS SAVE Act that is submitted to DHS each quarter and includes automated information regarding the component fleet such as fleet size, composition, cost, and utilization (e.g., number of trips, miles driven, and hours and days used).

Disposal is any approved method used to remove an item from the property and financial records. Approved methods are transferred to another Component; turn-into GSA (for GSA leased vehicles), sale, donation to another agency (are first offered to other DHS Components); abandonment; board of survey; and destruction.

Excess Property in the case of an owned motor vehicle, is property which no longer can be utilized by the agency and is identified as excess through use of a SF-122 or reporting it through GSAXcess and will undergo a GSA process to either find another Federal agency or authorized excess candidate (e.g. states and approved non-Federal entities) who may utilize the property or
work through GSA for final disposal.

**Federal Automotive Statistical Tool (FAST)** is a web-based motor vehicle reporting system managed by the Department of Energy (DOE) and GSA for the purpose of annually reporting an agency’s motor vehicle composition including: size, vehicle types, and overall budget and spending applied to the fleet; FAST will take the data entered and produce a Motor Vehicle Fleet Report (MVFR) and Annual Motor Vehicle Budget Summary for submission, and automatically transmit them to OMB upon completion.

**Federal Motor Vehicle Registration System (FMVRS)** is a GSA-administered database that provides registration information (i.e., year, make model, VIN, location, license plate numbers, etc.) for all vehicles owned and leased by the Federal Government. The FMVRS also provides proof of registration and proof of insurance.

**FAST Reportable Vehicles** are any government motor vehicles used by the FPS, including those used by contractors. Also included are motor vehicles designed or acquired for a specific or unique purpose, including motor vehicles that serve as a platform or conveyance for special equipment, such as a trailer. Excluded is material handling equipment and construction equipment not designed and used primarily for highway operation.

**Fleet** is the term used to represent the entire inventory of FPS vehicles.

**Fleet Cards** are credit cards that are assigned to a specific vehicle and used for, but not limited to, purchasing fuel, oil, wiper fluid, anti-freeze, battery charges, tire repair, routine maintenance, and emergency repairs.

**Fleet Key Performance Indicator (KPI)** is a metric that is of a measurable value that demonstrates how efficiently the fleet is operating and helps meet the agency’s objectives. Such objectives may include but not limited to utilization, officer safety, and fuel efficiency.

**Geo-Fencing** is a feature in a software program that uses the global positioning system (GPS) or radio frequency identification (RFID) to define geographical boundaries.

**Government Motor Vehicle** is any motor vehicle that the Government owns or leases, including motor vehicles obtained through purchase, excess, forfeiture, commercial lease, or GSA Fleet lease.

**Government-Owned Motor Vehicle** is any motor vehicle that the Government has obtained through purchase, excess, forfeiture, or otherwise and for which the Government holds title.

**GSAXcess** is a web-based tool for reporting excess property no longer of use to an agency or identifying personal property assets that may be of use to one’s agency.

**GSA Fleet Drive-Thru** is a GSA web portal that allows GSA customers to report vehicle mileage, generate vehicle inventory reports, and input information and accounting classifications for vehicles to expedite billing.

**Home-to-Work Transportation (HtW)** is the use of a government vehicle, when authorized, by an employee for transportation between their home and assigned duty station.
Incident is when an object collides with a vehicle causing damage, (i.e. rock or other object on the road strikes the vehicle); vandalism, theft, an act of nature (i.e. bird strike, fallen tree, etc.); regardless of injury or property damage, or when anything occurs that would not be classified as an accident.

Law Enforcement (LE) Motor Vehicle is a motor vehicle that is specifically approved in an agency’s appropriation act for use in apprehension, surveillance, police or other law enforcement work or specifically designed for use in law enforcement (See (b)(7)(E)).

License Plates are official license identification of a vehicle installed on the front and rear of a vehicle issued by DHS, GSA, or an individual State with the exception of trailers, which are installed in the rear of the trailer.

Low-Speed Electric Vehicles (LSEV) are four-wheeled, electric motor vehicles weighing less than 3,000 pounds with top speeds of 20 to 25 miles per hour.

Maintenance is the act of cleaning, servicing, and/or repairing equipment to ensure that items are in operational condition.

Motor Vehicles are any motorized vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers. In this manual, the term Motor Vehicle will refer to FAST reportable vehicles unless otherwise noted. FPS motor vehicles include but not limited to:

- Government-owned vehicles (GOVs) that are purchased and managed by FPS and GSA leased vehicles leased through GSA;
- Commercially leased vehicles (non-GSA lease);
- Vehicles used for administrative purposes; and
• Special purpose vehicles including, but not limited to, prisoner transport vans, x-ray trucks, and mobile command vehicles (MCVs).

Motor Vehicle Record Folder is a unique folder established and maintained for each vehicle, leased and owned, that contains all records associated with inventory, maintenance, repairs, cost, and operation. To the maximum extent possible, vehicle records should be electronic. Certain documents must be maintained as a hard copy such as a Certificate of Origin but does not preclude the record from being stored electronically.

Motor Vehicle Utilization is defined as any metric designed to evaluate the efficient use of a motor vehicle. Utilization can be any one of the following criteria: vehicle miles traveled, hours of use, engine idle time, trips per day/week, other data elements specific to a particular fleet, or a combination of all or some of these criteria.

Maintenance Control Center (MCC) provides GSA Fleet customer agencies, vehicle drivers, and vendors with one-stop service for mechanical repairs. The MCC maintains a complete computerized vehicle history record for each GSA Fleet vehicle. The MCC provides authorization for unscheduled repairs and services over $100, or for any tire and battery replacement, regardless of cost.

Marked Law Enforcement Vehicles are vehicles that display highly visible police markings and reflective law enforcement insignia on both sides of the vehicle and also have functioning blue and red emergency lights and audible sirens. Reference LE1.

Non-DHS SAVE Act Report is a report that includes automated information not required by the DHS SAVE Act to include, but not limited to, information regarding Global Positioning System (GPS) location, speeding, seatbelt use, accident reconstruction, and after-hour use.

Non-FAST Reportable Vehicles are vehicles that are not required to be reported through the FAST but are managed, tracked, and reported internally within FPS. Non-FAST reportable vehicles include but are not limited to trailers, motorcycles, bicycles, and all-terrain vehicles (ATV).

Official Use of Government Motor Vehicles is the use of a government motor vehicle to perform an agency’s mission(s), as authorized by the FPS. This may include transportation to locations or events that have been designated an official duty location by a supervisor. For further details on official use, see 41 CFR Part 102-34, Subpart D and 48 CFR 102-34.200.

Operational Rotation (OR) Vehicle is an unassigned law enforcement vehicle that is available for assignment by the Vehicle Control Officer (VCO).

Parking Citations and Moving Violations are official charging documents (i.e., tickets) issued to the vehicle or operator for unlawful activity such as leaving a vehicle in a no parking zone, driving in excess of the posted speed, etc.

Preventive Maintenance is the uniform performance of scheduled work such as inspection, adjustment, lubrication, cleaning, washing, waxing, or repairing of vehicle and or component parts, and tune-ups to preclude the potential for vehicle accidents related to vehicle mechanical failure.
Privately Owned Vehicle (POV) is a privately owned (personal) vehicle used on official business for which the Government, on the basis of mileage, reimburses the personnel.

Replacement Standard is the estimated useful life of a motor vehicle expressed in time (months or years) and/or utilization (miles).

Short-Term Rental is a motor vehicle by contract or other arrangement from a commercial source for less than 120 continuous days.

Special Purpose Vehicles are vehicles that have limited but essential missions and are designed or retrofitted for a specific purpose. Special purpose vehicles are not generally used to carry passengers or freight and have attached equipment that cannot be easily converted for other purposes. Vehicles that have been retrofitted but can be returned to their original state for a nominal cost or effort are not considered special purpose vehicles. Examples include: Prisoner transport vans, x-ray trucks, and mobile command vehicles (MCVs).

State License is a valid driver’s license of the state, District of Columbia, and Puerto Rico, possession or territory where the employee lives.

Sunflower Asset Management System (SAMS) is the DHS automated personal property management system.

Telematics is the technology that combines telecommunications and information processing to send, receive, and store information related to remote objects, such as vehicles.

Unscheduled Maintenance is the unexpected replacement or repair of such items to include but not limited to tires, batteries, and brake pads resulting from normal operation of a vehicle.

Unmarked Law Enforcement Vehicle is any police vehicle that is equipped with emergency equipment, but not marked with distinctive emblems and or colors. Reference LE2.

Vehicle is a category the encompasses, and can be used to refer to, any motorized vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers. FPS vehicles include:

- Government-leased vehicles (GLVs) that are owned and managed by GSA and government-owned vehicles (GOVs) that are purchased and managed by FPS;

- Vehicles used for administrative purposes, specially equipped for use by law enforcement officers for the purpose of law enforcement operations.

Vehicle Allocation Methodology (VAM) is a consistent methodology that an agency utilizes to allocate vehicles to their staff, in particular the methodology should support efforts to reduce fuel use, minimize greenhouse gases, right-size its fleet to its staff where there is unwarranted excess capacity, and recognize when fleet assets may be reaching a stage where they are required to be replaced.

Vehicle Enhancement is any alterations, replacement, or additions to the standard vehicle configuration.
Vehicle Inspection Form (VIF) FPS Form 78-113 is a form utilized by the vehicle operator to inspect the internal, external, and operational condition of the vehicle. The VIF is required to be signed by the vehicle operator and their supervisor and submitted to FMB monthly.

Vehicle Operation Report (VOR) FPS Form 78-600 is a report prepared by all FPS vehicle operators to track vehicle utilization (i.e., mileage, hours, days used, etc.) and vehicle costs. This report also assists management in the validation of vehicle usage to ensure accountability, detection of fraud, waste, and/or abuse. VORs are completed daily and sent to FMB monthly.

Vehicle Pool is a group of unassigned vehicles that are available for use by one or more employees. FPS pooled vehicles will be centrally controlled by the assigned VCO and dispatched for use as needed.
APPENDIX C: CALCULATIONS

Converting Engine Hours to Miles

"Engine hours" refers to the number of hours that your engine has been running since it was new. Unfortunately, if your vehicle does not have an engine hour meter, there is no way to calculate its exact number of engine hours; however, if you know your average commute time and distance, there is an equation that can help you approximate your engine hours.

Begin a typical week by resetting your trip meter to zero. Keep a stopwatch (one that keeps time for at least 20 to 50 hours) in your vehicle with you. Start the stopwatch each time you start your car and stop it when you turn the engine off.

After a week has passed, write down the total mileage from your trip meter and the total time from the stopwatch. Convert all minutes to hours for your time unit by dividing them by 60 (Example: (30/60 = 0.5) 30 minutes = 0.5 miles; (15/60 = 0.25) 15 minutes = 0.25 miles; etc.).

Divide the mileage by the hours to determine your average travel speed for the week (Example: 375 miles driven in a week/18.5 hour = 20.27 average mph for the week).

Divide your vehicle's total mileage displayed on the odometer by your average mph for the week to determine an estimate of your engine hours (Example: 22,550 total miles/20.27 average mph = 1,112.48 engine hours).

Calculating Average Fuel Economy

This calculation is the sum of such light duty motor vehicles divided by the sum of the fractions representing the number of motor vehicles of each category by model divided by the unadjusted city/highway mile-per-gallon ratings for that model. The unadjusted city/highway mile-per-gallon ratings for each make and model are published by the U.S. Department of Energy and can be viewed at www.fueleconomy.gov.

Example: Light trucks
A. 600 light trucks acquired in a specific year. These are broken down into:
   1. 200 Six-cylinder automatic transmission pick-up trucks, EPA rating: 24.3 mpg, plus
   2. 150 Six-cylinder automatic transmission mini-vans, EPA rating: 24.8 mpg, plus
   3. 150 Eight-cylinder automatic transmission pick-up trucks, EPA rating: 20.4 mpg, plus
   4. 100 Eight-cylinder automatic transmission cargo vans, EPA rating: 22.2 mpg.
B. Fleet average fuel economy for light trucks in this case is 23.0 mpg.

\[
\text{Average Fuel Economy} = \frac{200 \times 24.3 + 150 \times 24.8 + 150 \times 20.4 + 100 \times 22.2}{600} \\
= \frac{8.2305 + 6.0484 + 3.530 + 4.5045}{600} \\
= 0.0261364 = 22.9565 \text{ (Rounded to nearest 0.1 mpg.)}
\]

Calculating Depreciation

For replacement planning purposes, depreciation is the initial purchase price minus the current fair market value (FMV) of the vehicle.
APPENDIX D: FORMS

D-1 DHS Form 200-2: Report of Survey

<table>
<thead>
<tr>
<th>TO: Personal Property Management Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OFFICE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. ITEM DESCRIPTION (Include Manufacturer and Model Number)</th>
<th>5. BARCODE NUMBER</th>
<th>6. MFRS SERIAL NO.</th>
<th>7. UNIT COST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8A. EQUIPMENT LISTED ABOVE WAS (Check appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ STOLEN</td>
</tr>
</tbody>
</table>

Circumstances (Continue on separate sheets if necessary):

<table>
<thead>
<tr>
<th>8B. IF REPORTING INFORMATION TECHNOLOGY EQUIPMENT, DOES THE EQUIPMENT CONTAIN ANY INFORMATION THAT IS: (Check appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PERSONALLY IDENTIFIABLE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. SIGNATURE OF RESPONSIBLE INDIVIDUAL</th>
<th>10. DATE</th>
<th>11. SIGNATURE OF PROPERTY CUSTODIAN</th>
<th>12. DATE</th>
</tr>
</thead>
</table>

13. To Be Completed by OE Executive/Administrative Officer

A. ACTION RECOMMENDED TO PREVENT RECURRENT OF INCIDENT (Continue on separate sheets if necessary)

<table>
<thead>
<tr>
<th>B. NAME AND TITLE</th>
<th>C. SIGNATURE</th>
<th>D. DATE</th>
</tr>
</thead>
</table>

14. Recommendations - By Personal Property Management Staff/Board of Survey/Other Reviewing Activity

☐ All individuals should be relieved of accountability and responsibility for property listed on this report.

☐ The responsible individual is still considered accountable. This report will be referred for possible disciplinary (or other) action.

15. Personal Property Management Staff Use Only

☐ Approved as Recommended ☐ Disapproved ☐ BOIS Recommendation

<table>
<thead>
<tr>
<th>REPORT OF SURVEY NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE AND TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

DHS Form 200-2 (10/08)
Instructions for Preparation of DHS Form 200-2

The Property Custodian (PC) is responsible for preparing or coordinating the preparation of Reports of Survey to document the circumstances of each incident.

Block 1: The Organizational Element (OE) reporting property which was stolen, damaged, destroyed, lost, or unavailable for official use.

Block 2: The Cost Center where property is assigned.

Block 3: The Property Custodian's name and phone number.

Block 4: Item Description - Enter the correct nomenclature of the item(s) reported. Descriptions should be accurate and sufficient for identification.

Block 5: The barcode number assigned to this equipment.

Block 6: The manufacturer's serial number of this equipment.

Block 7: Unit Cost - Enter the acquisition cost per unit (not the fair market or depreciated values).

Block 8A: Circumstances - Enter check mark indicating whether property was stolen, damaged, destroyed, lost, or otherwise lost to Government use. Enter a concise and accurate statement of the situation, including the date and place of loss or damage. All individuals directly concerned must be indicated by name and telephone number, and immediate activity (or address if the individual is not an employee). Refer to exhibits by consecutive capital letter designator (for example, Exhibits A to D refer to four consecutive exhibits attached). If space on form is insufficient, please use additional sheets.

Block 8B: Self-explanatory.

Block 9: Signature of Responsible Individual - The employee who is identified as the user of the property.

Block 10: Date - The date the Responsible Individual signed.

Block 11: Signature of Property Custodian - PC signs this block.

Block 12: Date - Date the PC signs.

Block 13: The OE Executive/Administrative Officer recommends any actions which would likely prevent a recurrence of this incident.

The DHS Form 200-2 is forwarded to the Personal Property Management Staff for further action.

Block 14: Recommendations - If a Board of Survey is recommended by the Personal Property Management Staff, the Board will be convened and make recommendations concerning the accountability of the individual. Although this form may be used to recommend pecuniary liability or disciplinary action (if appropriate), personnel actions must be initiated separately.
### Vehicle Operation Report

**Department of Homeland Security**  
**Federal Protective Service**  
**Vehicle Operation Report**

1. Vehicle Identification Number:  
2. Last 5 Digits of Fleet Card:  
3. Reporting Period:  
   - Month:  
   - Year:  

**Odometer Reading:**  
6. Vehicle Make/Model/Year:  
8. Organization/Office Name:  

4. Beginning of Reporting Period:  
5. End of Reporting Period:  
7. Vehicle License Plate Number:  
9. Radio Serial Number:  

#### Vehicle Usage Information:

All Receipts should be maintained in accordance with the Fleet Directive. After Duty Call-outs are recorded by respective MegaCenter.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Odometer</th>
<th>After Duty Call-Outs</th>
<th>HTW Mileage (Per Day)</th>
<th>Total (Per Day)</th>
<th>Cost</th>
<th>Type</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Date</td>
<td>Name</td>
<td>Beginning</td>
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**Totals:**  
- Odometer: 0  
- Call-Outs: 0  
- Mileage Total: 0  
- Cost: $0.00

#### Certification Statement:

By completing section 10, I certify that 1) the information provided in the above table is true and accurate; 2) this vehicle and the associated fleet card are being used for official purposes in accordance with federal regulations and policies.

Operator Signature:  
Date:  
Supervisor Signature:  
Date:

FPS Form 78-600  
(10/19)
Additional Notes:

Supervisor must sign VOR before submission to the VCO.

This form is used to record official vehicle usage, mileage, fuel, and maintenance costs.

- Usage Information section must be filled out completely by employee authorized to operate vehicle.

- All authorized operators must read and sign the Certification Statement acknowledging the statement is understood.

- Mileage must be tracked by the vehicle operator. Beginning and ending miles must be recorded and total miles must be calculated and entered in Section C Daily.

- Monthly totals for Home-to-Work use are entered at the bottom of the form.

- Maintenance to the vehicle while in possession of the operator must be recorded; all receipts must be kept with the Vehicle Operation Report.

- All call-outs must include the event number or CCN number issued by the MegaCenter in the comments section.
### MOTOR VEHICLE ACCIDENT REPORT

Please read the Privacy Act Statement on Page 3

**INSTRUCTIONS:** Sections I through IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled out by the operator’s supervisor. Section XI thru XII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding $500.

#### SECTION I - FEDERAL VEHICLE DATA

<table>
<thead>
<tr>
<th>1. DRIVER’S NAME (Last, first, middle)</th>
<th>2. DRIVER’S LICENSE NO./STATE LIMITATIONS</th>
<th>3. DATE OF ACCIDENT</th>
</tr>
</thead>
</table>

4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS

4b. WORK/TELEPHONE NUMBER

5. TAG OR IDENTIFICATION NUMBER

6. EST. REPAIR COST

7. YEAR OF VEHICLE

8. MAKE

9. MODEL

10. SEAT BELTS USED

| YES | NO |

11. DESCRIBE VEHICLE DAMAGE

#### SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)

| 12. DRIVER’S NAME (Last, first, middle) | 13. SOCIAL SECURITY NO./Tax Identification No. | 14. DRIVER’S LICENSE NO./STATE LIMITATIONS |

15. a. DRIVER’S WORK ADDRESS

15b. WORK TELEPHONE NUMBER

16a. HOME ADDRESS

16b. HOME TELEPHONE NUMBER

17. DESCRIPTION OF VEHICLE DAMAGE

18. ESTIMATED REPAIR COST

19. YEAR OF VEHICLE

20. MAKE OF VEHICLE

21. MODEL OF VEHICLE

22. TAG NUMBER AND STATE

23a. DRIVER’S INSURANCE COMPANY NAME AND ADDRESS

23b. POLICY NUMBER

23c. TELEPHONE NUMBER

| CO-OWNED | RENTAL | LEASED | PRIVATELY OWNED |

24. VEHICLE IS

25a. OWNER(S) NAME(S) (Last, first, middle)

25b. TELEPHONE NUMBER

26. OWNER(S) ADDRESS(S)

#### SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)

| 27. NAME (Last, first, middle) | 28. SEX | 29. DATE OF BIRTH |

30. ADDRESS

A 31. MARK “X” IN TWO APPROPRIATE BOXES

32. IN WHICH VEHICLE

33. LOCATION IN VEHICLE

34. FIRST AID GIVEN BY

35. TRANSPORTED BY

36. TRANSPORTED TO

| KILLED | DRIVER | PASSENGER | FED |

| INJURED | HELPER | PEDESTRIAN | OTHER |

37. NAME (Last, first, middle)

38. SEX

39. DATE OF BIRTH

40. ADDRESS

B 41. MARK “X” IN TWO APPROPRIATE BOXES

42. IN WHICH VEHICLE

43. LOCATION IN VEHICLE

44. FIRST AID GIVEN BY

45. TRANSPORTED BY

46. TRANSPORTED TO

47. PEDESTRIAN

a. NAME OF STREET OR HIGHWAY

b. DIRECTION OF PEDESTRIAN (SW corner to NW corner, etc.)

FROM

TO

c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (crossing intersection with signal, against signal, diagonally, in roadway playing, walking, hitchhiking, etc.)

**STANDARD FORM 91 (2/2004)**

Prescribed by GSA-FMR 132-34.285
SECTION XI - ACCIDENT INVESTIGATION DATA
94. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION:    NO   YES (if checked, explain below.)

85. PERSONS INTERVIEWED

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>c.</td>
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<tr>
<td>b.</td>
<td>d.</td>
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</tbody>
</table>
86. ADDITIONAL COMMENTS (Indicate section and item number of each comment).

SECTION XII - ATTACHMENTS
87. LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS
88. REVIEWING OFFICIAL'S COMMENTS

89. ACCIDENT INVESTIGATOR

<table>
<thead>
<tr>
<th>a. SIGNATURE</th>
<th>b. DATE</th>
<th>c. SIGNATURE</th>
<th>d. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. NAME (First, middle, last)</td>
<td>d. TITLE</td>
<td>e. OFFICE</td>
<td></td>
</tr>
<tr>
<td>d. TITLE</td>
<td>e. OFFICE</td>
<td>f. OFFICE TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>AREA CODE</td>
<td>NUMBER</td>
<td>EXTENSION</td>
<td>AREA CODE</td>
</tr>
</tbody>
</table>

90. ACCIDENT REVIEWING OFFICIAL

<table>
<thead>
<tr>
<th>a. SIGNATURE</th>
<th>b. DATE</th>
<th>c. SIGNATURE</th>
<th>d. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. NAME (First, middle, last)</td>
<td>d. TITLE</td>
<td>e. OFFICE</td>
<td></td>
</tr>
<tr>
<td>d. TITLE</td>
<td>e. OFFICE</td>
<td>f. OFFICE TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>AREA CODE</td>
<td>NUMBER</td>
<td>EXTENSION</td>
<td>AREA CODE</td>
</tr>
</tbody>
</table>

STANDARD FORM 91 (07/90) PAGE 4
### SECTION VIII - EXTRA DETAILS

Space for detailed answers. Indicate section and item number for each answer. If more space is needed, continue items on plain bond paper.

### PRIVACY ACT STATEMENT

The information on this form is subject to the Privacy Act of 1974 (5 U.S.C. section 552a). Authority to collect the information is Title 40 U.S.C. Section 401 and the title 51 U.S.C. Section 7701. The information is required by federal government agencies to administer motor vehicle programs, including maintaining records on accidents involving privately owned and Federal fleet vehicles and collecting accident claims resulting from accidents. Federal employees and employees under contract, will use the information only in the performance of their official duties. Routine uses of the collected information may include disclosures to appropriate Federal, State, or local agencies or contractors when relevant to civil, criminal, or regulatory investigations or prosecutions; the Office of Personnel Management and the General Accounting Office for program evaluation purposes; a Member of Congress or staff in response to a request for assistance by the individual of record; another Federal agency, including the Department of Treasury and Justice, or a court under judicial proceedings; agency Inspectors General in conducting audits, private insurance and the collection agencies (including agencies under contract to Treasury to collect debt), and to other agency finance offices for federal management and credit collection. Furnishing the requested information is mandatory, including the Social Security Number or Taxpayer's Identification Number (TIN) for use as a unique identifier to ensure accurate identification for individuals or firms in the system.

### SECTION IX - FEDERAL DRIVER CERTIFICATION

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>72a. NAME AND TITLE OF DRIVER</td>
<td>72c. DRIVER'S SIGNATURE AND DATE</td>
</tr>
</tbody>
</table>

### SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>74. ORIGIN</td>
<td>74. DESTINATION</td>
</tr>
</tbody>
</table>

### EXACT PURPOSE OF TRIP

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>75. TRIP BEGAN</td>
<td>76. TRIP BEGAN</td>
</tr>
<tr>
<td>77. ACCIDENT OCCURRED</td>
<td>78. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR</td>
</tr>
<tr>
<td>79. WAS THERE ANY DEVIATION FROM DIRECT ROUTE?</td>
<td>80. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS?</td>
</tr>
<tr>
<td>81. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED?</td>
<td>82. COMPLETED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY DRIVER'S SUPERVISOR</td>
<td>YES</td>
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</tbody>
</table>

### DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

<table>
<thead>
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<th>Section</th>
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** FEDERAL PROTECTIVE SERVICE **  
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CASE NUMBER ____________________________  
OFFICER ____________________________  

** FOR OFFICIAL USE ONLY **  

Page 0 of 1
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**FEDERAL PROTECTIVE SERVICE**

**FOR OFFICIAL USE ONLY**

Additional Property and Vehicles Report

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CASE NUMBER
OFFICER
### STATEMENT OF WITNESS

(Attach additional sheets if necessary)

**PAPERWORK REDUCTION ACT STATEMENT** This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0118. We estimate that it will take 10 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to the burden, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (171C845), 1800 F Street, NW, Washington, DC 20405.

1. **WITNESS INFORMATION**
   a. **NAME OF WITNESS:**
   
   b. **HOME ADDRESS (include ZIP Code):**
   
   c. **E-MAIL ADDRESS:**
   
   d. **WORK TELEPHONE NUMBER**
   e. **CELLULAR TELEPHONE NUMBER**
   f. **HOME TELEPHONE NUMBER**

2. **ACCIDENT INFORMATION**
   a. **DID YOU WITNESS THE ACCIDENT?**
   b. **DATE OF ACCIDENT:**
   c. **TIME OF ACCIDENT:**
      - a.m.
      - p.m.
   d. **TIME YOU ARRIVED AT SCENE:**
      - a.m.
      - p.m.

3. **WHERE DID THE ACCIDENT OCCUR? (Give Street Location, City, and State):**

4. **TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED:**

5. **WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?**

6. **DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY:**

7. **DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY:**

8. **DESCRIBE ROAD AND CONDITIONS THAT INFLUENCED THE ACCIDENT (e.g. weather, terrain, debris, road work, time of day):**

9. **DID YOU NOTICE ANYTHING UNUSUAL PRIOR TO OR DURING THE ACCIDENT? IF YES, PLEASE DESCRIBE WHAT YOU NOTICED AND WHY YOU THINK IT WAS PERTINENT TO THIS ACCIDENT:**

---

**STANDARD FORM 94 (REV. 3/2017)**

Prescribed by GSA-FMR (41 CFR) 102-34
10. Indicate on the diagrams below what happened:

1. Number the vehicles involved as follows:
   - Government Vehicle (GOV) #1 - Private Vehicle (POV) #2 - Additional Vehicles GOV or POV as #3, etc. and show direction of travel by arrow.
   (Example: → 1 2 ←)

2. Use solid line to show path before accident
   Broken line after accident

3. Show pedestrian by

4. Show railroad by

5. Give names or numbers of streets or highways

6. Indicate north by arrow in this compass

---

STANDARD FORM 94 (REV. 3/2017) PAGE 2
### CLAIM FOR DAMAGE, INJURY, OR DEATH

#### INSTRUCTIONS:
Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary. See reverse side for additional instructions.

1. Submit to appropriate Federal Agency:

2. Name, address of claimant, and claimant's personal representative if any; (See instructions on reverse). Number, Street, City, State and Zip code.

3. TYPE OF EMPLOYMENT
   - MILITARY
   - CIVILIAN

4. DATE OF BIRTH

5. MARITAL STATUS

6. DATE AND DAY OF ACCIDENT

7. TIME (A.M. OR P.M.)

8. BASIS OF CLAIM (State in detail the known facts and circumstances attending the damage, injury, or death, identifying persons and property involved, the place of occurrence and the cause thereof. Use additional pages if necessary).

9. PROPERTY DAMAGE

   NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT (Number, Street, City, State, and Zip Code).

   BRIEFLY DESCRIBE THE PROPERTY, NATURE AND EXTENT OF THE DAMAGE AND THE LOCATION OF WHERE THE PROPERTY MAY BE INSPECTED. (See instructions on reverse side).

10. PERSONAL INJURY/WRONGFUL DEATH

   STATE THE NATURE AND EXTENT OF EACH INJURY OR CAUSE OF DEATH, WHICH FORMS THE BASIS OF THE CLAIM. IF OTHER THAN CLAIMANT, STATE THE NAME OF THE INJURED PERSON OR DECEDENT.

11. WITNESSES

   NAME

   ADDRESS (Number, Street, City, State, and Zip Code)

12. AMOUNT OF CLAIM (in dollars):

   12a. PROPERTY DAMAGE

   12b. PERSONAL INJURY

   12c. WRONGFUL DEATH

   12d. TOTAL (Failure to specify may cause forfeiture of your rights).

   I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE INCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM.

   13a. SIGNATURE OF CLAIMANT (See instructions on reverse side).

   13b. PHONE NUMBER OF PERSON SIGNING FORM

   14. DATE OF SIGNATURE

#### CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM

The claimant is liable to the United States Government for a civil penalty of not less than $5,000 and not more than $15,000 plus 3 times the amount of damages sustained by the Government. (See 31 U.S.C. 9709).

#### CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS

Fine, imprisonment, or both. (See 18 U.S.C. 3977, 1001).

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95-109

NSN 7540-00-634-4846
STANDARD FORM 95 (REV. 2/2007)
PREScribed by DEPT. OF JUSTICE
28 CFR 14.2
### INSURANCE COVERAGE

In order that subrogation claims may be adjudicated, it is essential that the claimant provide the following information regarding the insurance coverage of the vehicle or property.

15. Do you carry accident insurance? □ Yes □ If yes, give name and address of insurance company (Number, Street, City, State, and Zip Code) and policy number: □ No

16. Have you filed a claim with your insurance carrier in this instance, and if so, is it full coverage or deductible? □ Yes □ No 17. If deductible, state amount.

18. If a claim has been filed with your carrier, what action has your insurer taken or proposed to take with reference to your claim? (It is necessary that you ascertain these facts).

19. Do you carry public liability and property damage insurance? □ Yes □ If yes, give name and address of insurance carrier (Number, Street, City, State, and Zip Code). □ No

---

### INSTRUCTIONS

Claims presented under the Federal Tort Claims Act should be submitted directly to the "appropriate Federal agency" whose employee(s) was involved in the incident. If the incident involves more than one claimant, each claimant should submit a separate claim form.

Complete all items - Insert the word NONE where applicable.

A CLAIM SHALL BE DEEMED TO HAVE BEEN PRESENTED WHEN A FEDERAL AGENCY RECEIVES FROM A CLAIMANT, HIS DULY AUTHORIZED AGENT, OR LEGAL REPRESENTATIVE, AN EXECUTED STANDARD FORM 98 OR OTHER WRITTEN NOTIFICATION OF AN INCIDENT, ACCOMPANIED BY A CLAIM FOR MONEY.

Failure to completely execute this form or to supply the requested material within two years from the date the claim accrued may render your claim invalid. A claim is deemed presented when it is received by the appropriate agency, not when it is mailed.

If instruction is needed in completing this form, the agency listed in Item 1 on the reverse side may be contacted. Complete regulations pertaining to claims asserted under the Federal Tort Claims Act can be found in Title 28, Code of Federal Regulations, Part 14. Many agencies have published supplementing regulations. If more than one agency is involved, please state each agency.

The claim may be filed by a duly authorized agent or other legal representative, provided evidence satisfactory to the Government is submitted with the claim establishing express authority to act for the claimant. A claim presented by an agent or legal representative must be presented in the name of the claimant. If the claim is signed by the agent or legal representative, it must show the full name and capacity of the person signing and be accompanied by evidence of his/her authority to present a claim on behalf of the claimant as agent, executor, administrator, parent, guardian or other representative.

If claimant intends to file for both personal injury and property damage, the amount for each must be shown in Item number 12 of this form.

---

### PRIVACY ACT NOTICE

This Notice is provided in accordance with the Privacy Act, 5 U.S.C. 552a(e)(3), and contains the information requested in the letter to which this Notice is attached.


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### PAPERWORK REDUCTION ACT NOTICE

This notice is given for the purpose of the Paperwork Reduction Act, 44 U.S.C. 3501. Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Public Information Branch, Attention: Paperwork Reduction Staff, Civil Division, U.S. Department of Justice, Washington, DC 20530 or to the Office of Management and Budget. Do not mail completed form(s) to these addresses.

---

STANDARD Form 95 REV. (2007) BACK
REPORT OF EXCESS PERSONAL PROPERTY

1. REPORT NUMBER
2. DATE MAILED
3. TOTAL COST

4. TYPE OF REPORT (Check one only of a, b, c, d, or e)
   a. ORIGINAL
   b. PARTIAL
   c. TOTAL IMD
   d. OVERSEAS
   e. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is mailed THRU)

6. APPROPRIATION TREASURY ACCOUNTING SYMBOL (TAS) OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)

8. REPORT APPROVED BY (Name and Title)

9. FOR FURTHER INFORMATION CONTACT (Name, Address, and Telephone Number)

10. AGENCY APPROVAL (if applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Name, Address, and Telephone Number)

12. GSA CONTROL NUMBER

13. LOCATION OF PROPERTY (if location is to be abandoned, give date)

14. REIMBURSEMENT REQUIRED
   YES
   NO

15. AGENCY CONTROL NUMBER

16. SURPLUS RELEASE DATE

EXCESS PROPERTY LIST

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GENERAL SERVICES ADMINISTRATION

STANDARD FORM 120 (REV. 10/2016)
(Prescribed by 41 CFR PMR 65-36-215)
REPORT OF PERSONAL PROPERTY FOR SALE

1. FROM (Name, Address and ZIP Code of Owning Agency)  
2. REPORT NUMBER  
3. DATE  
4. FSC GROUP  
5. TOTAL ACQUISITION COST  
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (Name, Address, ZIP Code and Telephone Number)  
7. PROPERTY LOCATED AT  

8. TO  
General Services Administration

9. ACTIVITY WILL LOAD FOR PURCHASER
   a. YES  
   b. NO

10. PROPERTY IS EXCHANGE/SALE
    a. YES  
    b. NO

11. PROPERTY IS REIMBURSABLE
    a. YES  
    b. NO

12. SEND EXECUTED SALES DOCUMENT TO (Name, Address, and ZIP Code)

13. DEPOSIT PROCEEDS TO (Appropriate Fund Symbol or Treasury Account Symbol (TAS) and Title)

14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER

15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE.

   BY (Signature and Title)

16. PROPERTY LIST (Use Continuation Sheet, If Necessary)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ITEM NUMBER</th>
<th>COMMERCIAL DESCRIPTION AND CONDITION</th>
<th>UNIT</th>
<th>NUMBER OF UNITS</th>
<th>ACQUISITION COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>

17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED

SIGNATURE AND TITLE
DATE

18. RECEIPT OF REPORTS IS HEREBY ACKNOWLEDGED

SIGNATURE AND TITLE
DATE

FOR GSA INTERNAL USE ONLY

19. SALE NUMBER
20. TYPE OF SALE
21. INSPECTION DATES
22. BID OPENING DATE AND TIME

STANDARD FORM 126 (REV. 11/2016)
Prescribed by GSA, FMR 41 C.F.R. 122.20
### DHS Form 560-3: Property Transfer Receipt

**DEPARTMENT OF HOMELAND SECURITY**

**PROPERTY TRANSFER RECEIPT**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELEASING OFFICE (Name and Address)</td>
<td>RECEIVING OFFICE (Name and Address)</td>
</tr>
</tbody>
</table>

| CUSTODIAN (Name and Phone Number) | CONSIGNEE (Name and Phone Number) |

**TERMS OF TRANSFER** (Describe conditions or reason for the transfer)

<table>
<thead>
<tr>
<th>LINE</th>
<th>ITEM</th>
<th>DESCRIPTION OF PROPERTY (Include make, model, serial number, barcode number)</th>
<th>QUANTITY</th>
<th>UNIT VALUE</th>
<th>TOTAL VALUE</th>
</tr>
</thead>
</table>

**SHIPPING INSTRUCTIONS**

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RELEASED</th>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RECEIVED</th>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

DHS Form 560-3 (105)
INSTRUCTIONS FOR COMPLETING DHS FORM 560-3, PROPERTY TRANSFER RECEIPT

DHS Form 560-3, Property Transfer Receipt, is used to document the transfer of property from one organizational element to another within the Department. It is used whenever property is being transferred on a permanent or temporary (loan) basis.

The Releasing Office (Property Custodian or Accountable Property Officer) completes the form and sends it to the Receiving Office. The Receiving Office (Property Custodian or Accountable Property Officer) signs the form, keeps a copy for his/her records, and sends the signed original back to the Releasing Office.
**FPS Vehicle Inspection Form**

<table>
<thead>
<tr>
<th>Tag #:</th>
<th>Year:</th>
<th>Make/Model:</th>
<th>Region:</th>
<th>Mileage:</th>
<th>Officer/Operator:</th>
</tr>
</thead>
</table>

### Exterior:
- Headlights/High Beams
- Spot Light
- Emergency Lights
- Turn Signals
- Hazard Lights
- Brake Lights
- Reverse Lights
- License Plate Lights
- Grill Lights
- Windshield Wipers
- Rear View Mirrors
- Blind Spot Mirrors
- Front and Rear Plates
- Antennas (VHF/UHF)

### Interior:
- Fuel Card
- Interior Lights
- Siren/PA System Functional
- Radios
- Air Conditioner
- Heater Operational
- Horn Operational
- Flashlight and Charger Operational
- Shotgun/Rifle Pack
- Prisoner Partition
- Instrument Panel Lights
- Deck Mounted Light(s)
- Laptop/MDT
- Accident Package (APS/APS
- K-9 Insert (clean/clear of hazards)
- Rear Seat Checked for Contraband
- Inverter

### Trunk:
- Jack/Spare Tire
- Sib. Fire Extinguisher Charged
- Flares
- First Aid Kit
- Gas Mask
- Safety Blanket
- K-9 Explosive Vault
- Weapon Storage Safe

**Evidence Collection Kit**
**Riot Gear**
**FPS Patrol Kit**
**Breaching Kit**

### Fluid Levels:
- Engine Oil
- Transmission Fluid
- Coolant Fluid
- Power Steering Fluid
- Windshield Washer Fluid
- Brake Fluid

### Mechanical:
- Battery Terminals Tight
- Battery Terminals Corroded
- Brake System Leaks
- Engine Coolant System Leaks
- Power Steering System Leaks
- Fuel System Leaks
- Engine Oil Leaks
- Belts and Hoses

### Tires:
- Tire Pressure (visual check)
- Tire Thread (visual check, even tread)

*Refer to Owner’s Manual for specific vehicle requirements*
**Optional Equipment**
- Red Bold Items – Check Minimum Standard Items
Annotate Scratches/Damage to Vehicle Below:

Additional:
Notes: ______________________________________

Cleanliness of Vehicle:
Interior: Good  Poor  Comments: ______________________
Exterior: Good  Poor  Comments: ______________________

Corrective Action Plan (if applicable):
______________________________________________________________________________

Operator Signature ____________________________________________________________

Supervisor Signature __________________________________________________________

*Reference Owner’s Manual for Specific Vehicle Requirements; **Optional Equipment; Red Bold Items – Check Minimum Standard Items

FPS Form 78-133
(30-19)
Minimum Standard Items:

Evidence Collection Kit:
1. Binder Paper
2. Biohazard Bags
3. Bodily Fluid Collection Kit
4. Camera
5. Evidence Seals/Tape
6. Flashlight(s) and Extra Batteries
7. Footwear Casting Materials
8. Graph Paper, Pencil and Ruler/Straight Edge
9. Latent Print Kit
10. Measuring Devices
11. Multifunction Tool
12. Notebook
13. Paper Bags of Various Sizes
14. Permanent Markers
15. Personal Protective Equipment
16. Placards
17. Plastic Resealable Bags of Various Sizes
18. Scales for Photography
19. Spray Paint, Chalk, etc.
20. Syringe/Knife Tubes
21. Disposable Tweezers

Riot Gear Bag:
1. Chest/Shoulder Protector
2. Forearm Protector
3. Shin Guard
4. Thigh/Groin Protector
5. Glove
6. Helmet

Breech Kit:
1. 24" Bolt Cutters
2. 8 lbs. Sledgehammer
3. 30" Halligan Bar
4. Shoulder Strap Carrying System

FPS Patrol Kit:

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>28&quot; Stencilled Black Duffel Bag</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Laser Flame Emergency Lights</td>
<td>1</td>
<td>Pack of 3</td>
</tr>
<tr>
<td>100 Piece Emergency Medical Kit</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Emergency Mirror</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Duct Tape 2&quot; x 50 Yards</td>
<td>1</td>
<td>Roll</td>
</tr>
<tr>
<td>Body Fluid Barrier/CPR Kit</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Folding Shovel</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Utility Knife and Toll (17 Functions)</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>4 oz Eye Wash</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Emergency Blanket (60&quot; x 90&quot;)</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Purified Drinking Water (4.227 oz)</td>
<td>8</td>
<td>Each</td>
</tr>
<tr>
<td>Reflective Safety Vest</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Waterproof Poncho</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>99% Carbon Filtration Face Mask</td>
<td>1</td>
<td>Each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leather Work Gloves</td>
<td>1</td>
<td>Pair</td>
</tr>
<tr>
<td>Nitrile Gloves</td>
<td>1</td>
<td>Box of 100</td>
</tr>
<tr>
<td>Body Warmer Heat Pack (12 Hour)</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Hand Warmer Heat Pack</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>6&quot; Glow Sticks (12 Hour)</td>
<td>6</td>
<td>Each</td>
</tr>
<tr>
<td>Flex-A-Flat (12 oz Can)</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>12&quot; H Pole Booster Cable</td>
<td>1</td>
<td>Set</td>
</tr>
<tr>
<td>Life Hammer Window Punch Hammer</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Barricade Police Tape (3&quot; x 200&quot;)</td>
<td>2</td>
<td>Rolls</td>
</tr>
<tr>
<td>Roll Toilet Paper</td>
<td>1</td>
<td>Pack of 4</td>
</tr>
<tr>
<td>Non-Perishable Food Bar (2400 Cal)</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>50' Nylon Para Cord</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>Waterproof Matches</td>
<td>4</td>
<td>Boxes</td>
</tr>
<tr>
<td>Sanitation Waste Bag</td>
<td>1</td>
<td>Each</td>
</tr>
</tbody>
</table>

1 – Sterile Swabs, Distilled Water, Optional Preemptive Test and Sterile Packaging
2 – Extra Memory Car, Back Up Batteries, Remote Flash, Tripod, and Remote Cord
3 – Measuring Wheel, Tape Measures of Various Lengths
4 – Gloves, Booties, Hair Coverings, Overalls and Mask (1-10)
5 – Include 2 Hemostatic Gauze and 3 Additional Packs of Gauze
6 – Ansell Blue Lightly Powder, XL

FPS 78-113
10-19
Nonofficial Transport Authorization Memorandum

MEMORANDUM FOR: OCRSO
FROM: Component MGMT Executive Secretariat
SUBJECT: Authorization for Incidental Transportation of Nonofficial Passenger(s)

Request transportation of the following nonofficial passenger(s) in DHS Government vehicle license No. _________ to (city/state) and return:

Jane Doe  Spouse
John Doe  Son

The circumstances warranting this authorization are as follows:

Examples:
   a. Family member is part of the commissioning ceremony of a Coast Guard Cutter, facility, or aircraft type;
   b. Family member is escorted to the Hill with the prospective Department nominee to support nomination hearings;
   c. Family member is a guest speaker at an event sanctioned by the Department and accompanied by the Principal; and
   d. Family member is attending an event on behalf of the Secretary and his/her spouse due to their inability to attend.

I have satisfied myself that the use of this vehicle is not voided or changed by the incidental transportation of the aforementioned individual(s) traveling for personal convenience in available space not needed in the accomplishment of official business.

OCRSO Approving Official  Date
MEMORANDUM FOR THE DHS FLEET PROGRAM OFFICER.

FROM: Deputy Director, Technology and Innovation
       Federal Protective Service

SUBJECT: Appointment of the FPS Fleet Management Branch
         Fleet Manager

Purpose

To inform the DHS Fleet Program Officer (FPO) of the FPS Fleet Management Branch Fleet Management personnel appointment.

Context

In accordance with the NPPD Motor Vehicle Fleet Program Manual, paragraph 2.2.5, "Subcomponent leadership appoints Subcomponent Fleet Managers (SCFM) in writing to NPPD FPO. Appointments are valid for one year and will be renewed by May 31 of each year. Note: Subcomponent Fleet Managers duties and responsibilities may be delegated in writing to the Division level through the appointment process." FPS Fleet Management Branch has appointed the following individual as the Vehicle Fleet Manager:

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>

These appointments are valid until May 31, 2019 or superseded by a subsequent appointment.
VCO APPOINTMENT FORM

You are hereby appointed as the Vehicle Control Officer (VCO) for Region ___ Additional information regarding your duties as the VCO may be found in the FPS Fleet Management Directive 15.2.9.2.

As the VCO, you are responsible for:

1. The accounting, safeguarding, and management of FPS motor vehicles within your Region,
2. Overseeing the implementation and compliance with agency policy,
3. Supporting the National Fleet Manager in the submission of all reporting requirements to include but not limited to:
   a. Accident Reporting,
   b. Vehicle Operational Record (VOR),
   c. Vehicle Inspections,
   d. Operational Readiness, and
   e. Executive Secretary Task Tracker (ESTT) Tasks.

This Appointment is effective from January 1, 2018 and terminates on December 31, 2018.

Appointed VCO Name

Appointed VCO Signature

Date Signed

Deputy Director

Deputy Director Signature

Date Signed
Privacy Notice


Purpose: The primary purpose of this collection is to obtain vehicle information for analysis to assist FPS in the collection of fleet data to be utilized in the decision-making process to optimize the fleet size. Information may also be used for internal or external audits, accident investigations, abuse of vehicle privileges, or other disciplinary action.

Disclosure: Providing this information is mandatory. Vehicle information, including vehicle performance, use, location, maintenance and other data is transmitted over a cellular network to a web portal that is accessible to FPS Fleet Managers.

Fleet data outside of the DHS Save Act, such as abuse of vehicle privileges or improper driver behavior, may be disclosed on a limited basis to individuals with a demonstrated need-to-know in the course of their official duties. Disclosure of such information may contribute to disciplinary action to include, but not limited to loss of vehicle privileges, suspension, civil penalties, or criminal prosecution. Those with a need to know may include the following personnel: FPS Assistant Director for Field Operations and Regional Directors, DHS Accident Investigators, The DHS Office of the General Counsel, internal and external auditors, FPS Office of Internal Affairs, and other individuals as determined by the FPS Vehicle Telematics System Owner as listed in the FPS Telematics manual. A formal request shall be submitted to the Subcomponent Fleet Manager to request any necessary telematics data including, but not limited to speed, location, collision, and any other relevant data.

By using this government vehicle, you understand and consent to the following:

- You have no reasonable expectation of privacy when you drive this vehicle. This includes the location of the vehicle. Anytime, and for any lawful government purpose, the government may monitor, intercept, search and seize the vehicle.
- The government may disclose or use any information or data collected by Telematics for any lawful government purpose.

Any employee who refuses to operate a vehicle with telematics may lose access to government vehicles.

Certification

I certify that I have received and accept the terms of this Privacy Notice.

Print Name: ________________________________

Sign Name: ________________________________  Date: __________________