OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 12-01 October 3, 2011

TO: All Regional Directors, Officers-in-Charge, and Resident Officers,

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Oversight and Management of the Usage of POV and Leased Vehicles

OM 03-98 announced steps to be taken in order to ensure proper oversight and management of the GSA leased car program in the Field. Pursuant to the Inspector General's Audit of Agency Leased Vehicles, (OIG-AMR-38-03-01), the Agency agreed to evaluate leased vehicle utilization on an annual basis and eliminate vehicles that do not meet the minimum guidelines as set forth in OM 03-98. OM 05-04 announced the annual review of all Regional/Subregional offices utilization of each leased vehicle in its possession. Pursuant to OM 05-04, each Region should complete and return, via e-mail, to Deputy to the Assistant General Counsel Beth Tursell by November 11, 2011, the attached survey for each vehicle in the Region's possession. In the event a Region is unable to justify keeping a vehicle, the vehicle must be returned to GSA by January 13, 2012.

In order to keep track of the Agency's fleet of GSA vehicles, Regions should notify Fleet Manager Michael Havas of the Procurement and Facilities Branch each time a GSA vehicle is turned in for a different vehicle. The Region should provide the make, model, year and vehicle identification number of both the vehicle being returned and the replacement vehicle. Whenever possible, Regions should be requesting hybrid or alternate fuel vehicles to replace vehicles being returned.

OM 05-04 also announced a review of the use of POVs for official travel and leased vehicle usage, and reports on operator packets maintenance from eleven, randomly selected Regional/Subregional Offices. Regions will be notified by a separate e-mail if they have been randomly selected to submit these records for FY 2011. If you have any questions regarding this matter, please feel free to contact DAGC Beth Tursell or myself.

/s/
A.P.

cc: NLRBU

SURVEY OF LEASED VEHICLES

REGION _____

For Fiscal Year Ending September 30, 2011

Vehicle 1: Make _____ Model _____ Tag # _____

VIN # _____ Location of vehicle: _____

Monthly rental cost of vehicle _____ Monthly cost of parking space _____

Vehicle is a (check appropriate type): _____ Hybrid _____Alternate Fuel _____Gas driven

Miles driven during the last fiscal year:

1st Q _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter _____

This vehicle is justified based on the mileage standard (3,000 miles per quarter or 12,000 miles per year) _____ Yes _____ No (if no, please continue)

Alternative #1 Usage

Listed below is the number of days during the last fiscal year this vehicle was used substantially:

Oct '10 _____ Nov '10_____ Dec '10_____ Jan '11_____

Feb '11_____ Mar '11_____ April '11_____ May '11_____

June '11_____ July '11_____ Aug '11_____ Sept '11_____

This vehicle is justified based on the usage standard (8 days a month on average)

_____ Yes _____ No (if no, please continue)

Alternative #2 Other criteria

Attach a memo outlining the criteria the Region is relying on to justify the utilization of the vehicle. (See OM-98).

This vehicle is justified based on the other standard:

_____ Yes _____ No (if no, please take the necessary steps to return this vehicle)

Date: _____

_____ _____

Name of individual completing survey Telephone number