

Office of the General Counsel
Division of Operations-Management

MEMORANDUM OM 15-01

October 1, 2014

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 Secretary to Deputy Associate General Counsel Crystal Roberts by November 11, 2014, 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, 2015.

In order to keep track of the Agency's fleet of GSA vehicles, Regions should notify Fleet Manager Andrew McDonald of the Facilities and Property 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 seven , 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 2014. If you have any questions regarding this matter, please feel free to contact Deputy AGC Dolores Boda or myself.

/s/
A. P.

cc: NLRBU

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SURVEY OF LEASED VEHICLES

REGION _____

For Fiscal Year Ending September 30, 2014

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 '13 _____ Nov '13 _____ Dec '13 _____ Jan '14 _____

Feb '14 _____ Mar '14 _____ April '14 _____ May '14 _____

June '14 _____ July '14 _____ Aug '14 _____ Sept '14 _____

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

If the vehicle is used less than 8 days a month, and you wish to retain the car, please, attach a memo outlining the criteria the Region is relying on to justify the continued utilization of the vehicle. (See OM 03-98).

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