OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 17-01
October 3, 2016

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

FROM: Beth Tursell, Acting Associate to the 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 3, 2016, 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 15, 2017. Regions should review OM 15-44 and OM 16-10 which provided insight into the GSA/POV audit process and contained steps Regions need to follow starting in FY 16.

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 2016.

The responsibility for conducting the audits mentioned herein is transitioning over to the Administration, Facilities and Property Branch. Until further notice, all documents requested pursuant to these audits should be sent to DAGC Dolores Boda. If you have any questions regarding this matter, please feel free to contact DAGC Dolores Boda or myself.

/S/
B.T.

cc: NLRBU
SURVEY OF LEASED VEHICLES
REGION ____________
For Fiscal Year Ending September 30, 2016

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 ‘15 _________ Nov ‘15 _________ Dec ‘15 _________ Jan ‘16___________
Feb ‘16___________ Mar ‘16___________ April ‘16__________ May ‘16__________
June ‘16_________ July ‘16__________ Aug ‘16___________ Sept ‘16__________

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