

National Archives and Records Administration

Transmittal Memo

DATE: August 10, 2015

TO: All Staff

SUBJECT: NARA705 – Fleet Management Program, and

NARA 705-H1 – Fleet Management Handbook

Purpose: This directive (NARA 705) and handbook (NARA 705-H1) establish policy, responsibilities, and procedures for the management, operation, and maintenance of motor vehicles leased or owned by NARA for use by NARA employees in the performance of assigned duties.

Background/significant changes:

OIG Report No. 09-13, August 26, 2009, recommended the appointment of a central agency fleet manager with responsibility for establishing written policies, monitoring effectiveness of policies, collecting and analyzing fleet data, and looking for ways to improve fleet management.

This directive and handbook replace Interim Guidance 723-1, Fleet Management Program (May 18, 2011), and 723-2, New and Replacement Vehicles (September 29, 2011), that were established to close program gaps and institute OIG audit recommendations that include issuing program rules, tracking procedures, and forms that apply appropriate controls over vehicle use.

Available forms:

- NA Form 6056, Motor Vehicle Safety Inspection Checklist
- NA Form 7004, Vehicle Requisition
- NA Form 7005, Vehicle Trip Log
- NA Form 7006, Vehicle Management Daily Checklist
- NA Form 7007, Vehicle Justification and Requisition
- NA Form 7009, NARA Temporary Home-to-Work Government-owned motor vehicle (GOV) Request

National Archives and Records Administration

- NA Form 7009 Instructions, Home-to-Work Temporary Authorization Fact Sheet

Canceled forms: None.

Canceled policy: This directive supersedes:

- Interim Guidance, NARA 723-1, NARA Fleet Management Program;
- Interim Guidance, NARA 723-2, New and Replacement Vehicle Requests; and
- Admin 201, Chapter 10, Part 8, paragraphs 110 (Motorpool) and 111 (Vehicle Rental).

Effective date: This policy is effective on the date of signature.

Contact information: For questions on this policy, please contact the Facilities and Property Branch (BFF).

DEBRA STEIDEL WALL
Deputy Archivist of the United States

Attachment

National Archives and Records Administration

NARA 705
August 10, 2015

SUBJECT: NARA 705 - Fleet Management Program

705.1 Policy.

- a. NARA maintains a fleet of Government-owned motor vehicles (GOVs) to provide:
 - (1) employees with appropriate transportation that meets work requirements and
 - (2) transportation in the most cost-effective manner. Fleet policies are instituted to support these goals.
- b. NARA has a fleet management program to acquire, manage, utilize, optimize, track, replace, and dispose of motor vehicles.
 - (1) It implements Government wide mandates imposing requirements affecting reductions in fleet size, costs, and fuel consumption and complies with numerous Government fleet regulations relating to employees, transportation, property, travel, and energy.
 - (2) It conforms to Federal and GSA regulations and complies with GSA's fleet management guidance.
 - (3) It institutes program rules, tracking procedures, and forms to ensure compliance.

705.2 Coverage.

This applies to all NARA employees.

705.3 Definitions.

See the Fleet Management Program Handbook, NARA 705-H1.

705.4 Responsibilities.

- a. The Facilities and Property Branch (BFF) will:
 - (1) Ensure that NARA's fleet program meets current Federal regulations;
 - (2) Establish controls and practices to achieve practical and economical use of Government-owned vehicles (GOVs); and

- (3) Ensure fleet managers and drivers:
 - (a) Realize that vehicles are monitored to ensure the safety of the public, NARA personnel, and to protect NARA's reputation;
 - (b) Understand vehicle usage is evaluated to ensure maximum energy-efficiency and conservation; and
 - (c) Are informed about fleet program changes.

- b. The Transportation Program Manager within the Facilities and Property Branch (BFF):
 - (1) Provides oversight of all transportation-related programs, including long-range strategic planning, fleet management, and contractor management and performance evaluation;
 - (2) Provides guidance to all NARA fleet managers;
 - (3) Provides compliance reporting for NARA;
 - (4) Manages fleet payments;
 - (5) Ensures compliance with this policy, Executive orders, and mandates applicable to fleet management, and incorporates best practices in line with NARA policy directives;
 - (6) Performs annual vehicle allocation methodology (VAM) and develops the NARA fleet plan;
 - (7) Answers to Federal and public complaints regarding operation of the NARA fleet;
 - (8) Represents NARA to the Federal and private community;
 - (9) Monitors fuel usage; and
 - (10) Provides guidance to local fleet managers on replacement vehicles.

- c. Field Support Officers/Library Directors appoint the local fleet managers in their facilities.

- d. Local Fleet Managers:
 - (1) Maintain local fleet in accordance with regulations;
 - (2) Keep drivers abreast of policy changes;

- (3) Ensure vehicle maintenance schedules are followed;
 - (4) Report usage to GSA on a monthly basis;
 - (5) Ensure drivers use fuel cards for authorized purchases only;
 - (6) Acquire vehicle replacements from GSA that meet NARA requirements;
 - (7) Utilize GSA Short Term Rental program to obtain supplemental vehicles;
 - (8) Ensure vehicle license plates are updated as required;
 - (9) Will assure that vehicles are:
 - (a) Properly designed and specified for the mission to be accomplished;
 - (b) Operated by a fully trained and licensed driver;
 - (c) Used in a safe and non-abusive manner by all drivers and operators;
 - (d) Fueled and operated on alternative fuels when available;
 - (e) Used at a rate that justifies continued assignment of the vehicle;
 - (f) Periodically cleaned inside and outside to maintain appearance;
 - (10) Ensure all vehicle usage is compliant with NARA guideline; and
 - (11) Develop and administer local fleet operating procedures in accordance with this policy.
- e. Administrative Officers:
- (1) Reconcile vehicle expenses in Discoverer; and
 - (2) Provide billable accounting strings to the NARA Transportation Program Manager.
- f. Drivers:
- (1) Operate vehicles in a safe manner;
 - (2) Must complete the Vehicle Trip Log (NA Form 7005) every time they operate a vehicle;

- (3) Maintain safety and security of vehicles;
- (4) Receive approval to drive vehicles;
- (5) Maintain a valid driver's license and the proper endorsements for their driver's license class;
- (6) Are aware of their liability while operating a Government-owned vehicle;
- (7) Inspect vehicles before and after use to determine if there are any problems and report them to the local fleet manager for correction;
- (8) Maintain vehicles in proper operating condition; and
- (9) Ensure vehicles are used for official Government business to further their organization's or NARA's mission.

705.5 Authorities.

- a. Federal Property and Administrative Services Act of 1949;
- b. Federal Employees Liability Reform and Tort Compensation Act of 1988;
- c. Commercial Motor Vehicle Act of 1986;
- d. Energy Independence and Security Act of 2007;
- e. 5 U.S.C. 7131, Official time;
- f. 49 U.S.C. Subtitle VI, Motor Vehicle and Driver Programs;
- g. 31 U.S.C. Money and Finance;
- h. 40 U.S.C. 17503, Data Collection;
- i. 29 U.S.C. 668, Programs of Federal agencies;
- j. E.O. 13693, Planning for Federal Sustainability in the Next Decade;
- k. E.O. 13149, Greening the Government Through Federal Fleet and Transportation Efficiency
- l. FMR Bulletin 19, Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet;
- m. FMR Bulletin B-30, Vehicle Allocation Methodology for Agency Fleets;

- n. FMR Bulletin B-32, Posting Executive Fleet Vehicles on Agency Websites;
- o. FMR Bulletin B-33, Alternative Fuel Guidance for Law Enforcement and Emergency Vehicle Fleets;
- p. OMB Circular A-11, Preparation, Submission, and Execution of the Budget;
- q. FAR Subpart 51.2, Contractor Use of Interagency Fleet Management System (IFMS) Vehicles;
- r. 41 CFR Part 102-34, Motor Vehicle Management; and
- s. 5 CFR Part 930, Subpart A, Programs For Specific Positions and Examinations (Miscellaneous), Motor Vehicle Operators.

705.6 Basic rules and laws for all drivers of Government Owned Vehicles (GOVs).

Operators of Government-owned vehicles (GOVs) must obey all motor vehicle traffic laws of the state and local jurisdiction in which they are operating the vehicle. NARA Handbook 705-H1 describes the basic Government and NARA rules and laws that apply to all:

- a. NARA employees who operate a GOV;
- b. Contractor employees;
- c. Commercial Drivers License (CDL) drivers; and
- d. NARA Fleet Managers.

705.7 Releasability.

Unlimited. This directive is approved for public release.

705.8 Records Maintenance.

Fleet management program records created by this directive are currently unscheduled. These records must NOT be destroyed until the Archivist of the United States has approved disposition authorities.

- a. Personally identifiable information (PII) in Fleet Management Program Records – Electronic records containing PII (e.g., driver’s license number, date of birth, medical information) must be protected from unauthorized use by secure logins and passwords and, if necessary, access codes and entry logs. When not in use, all paper files containing PII must be kept in locked file cabinets or drawers.

b. Employees (Drivers) – For your personal files, you may keep copies of forms you signed and copies of other records pertaining to you (e.g., your state motor vehicle records). However, your copies must NOT be filed with records maintained in your organization.