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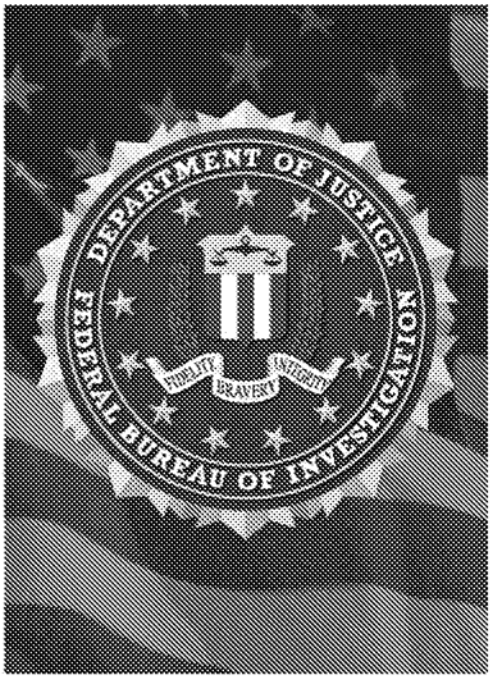
Government Vehicle Maintenance Policy Guide



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Supersession Information

This document supersedes the *Government Vehicle Maintenance Policy Guide*, 0855PG.

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Revision Log

The revision log documents substantive changes made to the previous version of the *Government Vehicle Maintenance Policy Guide* 0855PG, published on February 26, 2016.

Revised Section Number and Title	Deleted Section Number and Title
4.5.1. Review of Commercial Maintenance and Repair Vendors	
4.5.6. Guidance on Use of Government Purchase Card	

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1. Introduction

1.1. Purpose

The purpose of this policy guide (PG) is to establish policies and specific procedures for the management of the Federal Bureau of Investigation's (FBI) Automotive Maintenance and Repair Program (AMRP), including, but not limited to, the maintenance and repair of vehicles and all vehicle repair functions. This PG implements the governmentwide requirements for motor vehicle management found in Title 41 Code of Federal Regulations (CFR) Part 102-34 and other applicable federal regulations and Department of Justice (DOJ) policies governing vehicle management.

1.2. Intended Audience

This PG is intended to provide guidance to all FBI employees and other agency representatives who are authorized to operate FBI-owned vehicles with proper agency consent.

The rules and policies set forth in this PG apply to all employees of the FBI. This PG, however, does not exclusively govern the maintenance and repair of vehicles used in the performance of undercover assignments. (For guidance on the use of vehicles by personnel in the performance of undercover assignments, see the *Undercover and Sensitive Operations Policy Guide*, 0432PG, the [redacted] and the *Confidential Funding Policy Guide (CFPG)*, 0248PG.) b7E

This PG also applies to the maintenance and repair of government vehicles used overseas by FBI personnel, unless the PG conflicts with rules or guidance promulgated by the chief of mission (COM) at the station to which an FBI employee is assigned. In the event of such a conflict, the COM rules apply. Further, the International Operations Division (IOD) may issue specific guidance applicable to individual stations.

1.3. Exemptions

This PG does not exclusively govern the maintenance and repair of vehicles used in the performance of undercover assignments.

2. Roles and Responsibilities

2.1. Management Responsibilities

FBI supervisors throughout the chain of command are responsible and accountable for:

- Setting an example by personally maintaining government vehicles in a judicious and proper manner at all times.
- Administering the maintenance and operation of government vehicles allocated to their organizations in a fiscally prudent, legally permissible, and administratively responsible manner. (**Note**: Unless otherwise indicated, approval authority within this policy may be delegated one supervisory level down in the chain of command.)
- Training employees on the provisions of this PG.
- Monitoring compliance with this PG and the laws and regulations that it implements.
- Initiating the appropriate investigative referrals for apparent violations of this PG.

2.2. Automotive Maintenance and Repair Program Responsibilities

AMRP personnel are responsible for completing automotive maintenance and repairs, including all associated administrative functions; alteration of vehicles; parts and supply ordering; parts and supply inventory management; vehicle inventory management; and reconditioning of vehicles, including all makes and models, both domestic and imported.

AMRP personnel must perform these maintenance and repair services at government sites. Additionally, the AMRP is responsible for ancillary service related to commercial repairs of the FBI fleet vehicles located at resident agencies (RA) and off-site locations. AMRP personnel must perform maintenance and repairs on any FBI fleet vehicle that requires service at the government-furnished facility (GFF) in question, whether the vehicle is there on a permanent or temporary basis. The AMRP must support the Tactical Emergency Vehicle Operations Center (TEVOC) maintenance and repair requirements performed at the FBI Academy, Quantico, Virginia.

The vehicles to be maintained or repaired vary and include cars, light trucks, vans, heavy- or extreme-duty trucks, and other equipment and machines powered by gas, diesel, and alternative fuels. Some vehicles are specially equipped (e.g., armor; emergency equipment; and restraint systems, including roll bars). AMRP personnel must conduct scheduled and unscheduled maintenance and repairs in accordance with the manufacturer specifications and FBI guidelines described in this PG.

2.3. Administration and Documentation

AMRP personnel must maintain accurate and complete records, files, and libraries of documents, including federal, state, and local regulations, codes, laws, technical manuals, and manufacturers' instructions and recommendations that are necessary and related to the functions being performed. AMRP personnel must compile historical data and prepare required reports.

AMRP personnel must prepare all appropriate acquisition and disposal documents (e.g., Standard Form [SF]-126, "Report of Personal Property for Sale," or SF-97, "U.S. Government Certificate to Obtain Title to a Vehicle") at the time of acquisition or disposal. AMRP personnel must

maintain copies of all documents in the appropriate vehicle files. Electronic records are maintained in the Asset Management System (AMS).

2.4. Asset Management System

The AMRP must use AMS as the basis for vehicle management to record and reference detailed maintenance, inventory, and operating information. This system provides the basis for field office (FO) vehicle management and provides detailed maintenance, inventory, and operating information.

AMRP personnel must complete the following reports at each site, if applicable, for work scheduling, inventory control, and other work requirements:

- Inventory reports
- Delinquent mileage reports
- Vehicle mileage reports
- Expired vehicle tag/emissions/inspection reports
- Expiring vehicle tag/emissions/inspection "next 60 days" reports
- Maintenance cost rollup reports
- Delinquent maintenance reports
- Vehicles selected for disposal reports
- Vehicle ad hoc reports
- Other agency annual/quarterly reports

AMRP personnel must update and maintain the following inventory information in AMS upon notification of a change in status:

- FO vehicle number
- License plate number
- Assigned RA
- Squad
- Primary user custodian
- Emissions due date
- State inspection due date
- Monthly vehicle mileage reading
- All in-house work orders
- All commercial automotive maintenance invoices
- Maintenance parameters (e.g., months and miles)
- Maintenance costs rollup updates use code

2.5. Operator Responsibilities

Primary Bureau vehicle operators must ensure that their vehicles receive scheduled servicing and maintenance in a timely manner. On a daily basis, vehicle operators are responsible for ensuring that:

- Tires are properly inflated.
- Vehicles have adequate fuel supplies for emergency response situations.
- Oil and fluid levels are properly maintained.
- Overall exteriors and interiors of vehicles are clean.

2.5.1. Fuel Purchases for Bureau Vehicles

For information on purchasing commercial retail fuel for Bureau vehicles, see the Office of Integrity and Compliance's (OIC) *Government Vehicle Use Policy Guide, 0947PG*.

For offices with bulk fuel facilities, all purchases should be made through Defense Logistics Agency contracts, where available. Bulk fuel purchases should be of 87 octane. For vehicles that require higher octane, fuel may be purchased at commercial retail service stations.

2.6. Certifications, Licenses, and Training

The AMRP personnel performing maintenance and repair services on vehicles must possess required certifications and licenses to perform maintenance and repair services.

Below are the minimum qualifications for Wage Grade (WG) automotive technician positions:

1. WG-6 automotive workers:
    - Must possess experience, skill, or training in performing general maintenance, including safety checks on sedans, sport utility vehicles (SUV), and light pick-up trucks.
    - Must have general knowledge of tire equipment, including mounting and balancing (using computerized equipment).
2. WG-8 automotive workers:
    - Must possess WG-6 qualifications and have experience and knowledge of brake system components, including anti-lock braking systems (ABS).
    - Must be capable of diagnosing mechanical and replacing components.
    - Must be certified in the recovery and recycling of air conditioning (AC) refrigerant in accordance with Environmental Protection Agency (EPA) regulations implementing Section 609 of the Clean Air Act.
    - Must be capable of installing emergency response equipment.
3. WG-10 automotive mechanics**:**
    - Must possess WG-8 qualifications and have electrical training or certification in diagnosing issues with electrical and emission components.

- Must have knowledge of diagnostic scan tools and electrical wiring diagrams.

Automotive technicians must be offered opportunities to access online manufacturer training materials and courses, as well as attend FBI-sponsored automotive technical training through manufacturer training resources. This training is intended to enhance the skills of personnel, but it is not intended to take the place of basic qualifications of a new hire.

3. Policy Statement

This PG establishes policies and procedures for the maintenance and repair of government vehicles utilized by the FBI.

4. Policies and Procedures

4.1. Fleet Maintenance and Repair

AMRP personnel are responsible for the maintenance and repair of vehicles and equipment, as specified in the following paragraphs. AMRP personnel must maintain vehicles and equipment in accordance with equipment manufacturer specifications and FBI guidelines. In the event of conflicting maintenance specifications, AMRP personnel must perform the maintenance in accordance with the most stringent specifications. AMRP personnel must operate and maintain a preventive maintenance (PM) program. All parts (new or rebuilt) and materials used in the maintenance, repair, and overhaul of vehicles and equipment must equal or exceed the quality of the original equipment manufacturers' (OEM) parts and materials. AMRP personnel must not install used parts in vehicles or equipment unless reviewed and approved by management with direct oversight of the AMRP.

AMRP personnel must ensure that proper accident investigation and reporting has been completed prior to having accident-related damage repaired. For information on reporting and investigating accidents, see OIC's *Government Vehicle Use Policy Guide, 0947PG*.

Vehicles or equipment that is unable to operate within the applicable safety standards or in accordance with OEM guidelines must be considered to be "unavailable" for service. As applicable, vehicles and/or equipment must have current registration, emissions, and inspection stickers, including all related documentation for each item. The AMRP has the authority to place any vehicle or piece of equipment in an out-of-service status at any time for safety or essential maintenance reasons.

4.2. Availability Levels

The AMRP must, at a minimum, maintain 95 percent of the total number of assigned, available vehicles for each facility, with the exception of vehicles used in the TEVOC. The AMRP must, at a minimum, maintain 80 percent of the assigned, available vehicles used for TEVOC exercises. TEVOC vehicles are intended for the training of FBI and Drug Enforcement Administration (DEA) personnel in tactical, emergency, defensive, and offensive driving techniques. AMRP personnel must perform TEVOC vehicle inspections and services based on the time frames stated in subsection 4.3. of this PG. Vehicles that become unavailable because of auto accidents must not count against the AMRP availability rating.

4.3. Vehicle Maintenance and Repair

AMRP personnel must perform PM in accordance with manufacturer's specifications and the PM guidance in this PG for all government-owned vehicles. AMRP personnel must document any deficiencies in the long description section of the work order. The AMRP may reschedule repairs for a later date only if a deficiency does not affect the safe operation of that vehicle; otherwise, AMRP personnel must repair the deficiency prior to the vehicle being returned to the customer. AMRP personnel must perform PM work in such a way as to minimize adverse impacts on customers.

AMRP personnel must perform unscheduled maintenance and repair work on government-owned vehicles. Repair actions include, but are not limited to, engine repair; engine performance; heating, ventilating, and air conditioning (HVAC) systems; brakes and wheels;

drive trains; cooling systems; steering; exhaust; electrical systems; suspension; general repairs; and other maintenance (see below for further details).

AMRP personnel must complete all repair work, with at least 90 percent of all work being completed within the maximum turnaround time for the requested service. This time must be documented on the work order, as described in subsection 6.1. ("Maintenance Documentation") of this PG. If requested by the customer, the AMRP must provide an estimate of the turnaround time for the maintenance or repair. AMRP personnel must perform all maintenance and repair activities listed below in accordance with OEM specifications. If a deficiency is discovered during any inspection, AMRP personnel must make a reasonable effort to repair the deficiency within the same day. If the vehicle is to be held longer than the original estimated amount of time, AMRP personnel must contact the customer to advise of the additional repair time required.

Nichols' Chilton Labor Guide	Maximum Time (Working Hours)
Up to 2 hours	4 hours
2+ to 4 hours	6 hours
4+ to 6 hours	8 hours
6+ to 8 hours	10 hours
8+ hours	Time specified + 4 hours

Table 1. Turnaround Time/Time in Shop Allowed

4.3.1. Preventive Maintenance Guidance

Every Bureau vehicle is required to adhere to the PM program set forth herein. All vehicles in FOs with automotive maintenance facilities should have scheduled PM servicing performed in-house, unless a vehicle is assigned to an undercover operation, is a special surveillance group (SSG) or special operations group (SOG) vehicle, or is an RA vehicle. RAs and the SSG/SOG must choose an automotive repair facility to perform the scheduled maintenance, based on convenience, cost, prompt service, security, and reliability.

On a monthly basis, the AMRP (or a designated individual) must review the AMS to determine if any vehicles have exceeded their prescribed servicing parameters or require PM servicing within the next month. Vehicle operators must be notified to schedule these vehicles for servicing. Each FO must implement follow-up procedures for ensuring that vehicles have received their required PM servicing. Timely PM servicing is considered to be within 500 miles of the PM servicing parameters.

PM schedules must be set for all vehicles based on manufacturer recommendations for those vehicles. The FBI's maximum PM schedule parameter cannot exceed 7000 miles or 12 months, whichever comes first. This standard ensures that vehicles are serviced at least once a year.

Vehicle manufacturers have multiple PM schedules based on the model, model year, and type of oil used by the vehicle. Offices may decrease these PM parameters if a vehicle's use warrants it, but offices must not increase PM parameters above manufacturer recommendations. Automotive personnel must review manufacturer recommendations prior to implementing or changing PM intervals on their fleet vehicles. If manufacturer PM recommendations require lower mileage or more frequent time intervals, these must be used. FO personnel must update existing vehicle PM schedules in the AMS. Below are the maximum PM schedule parameters:

- Vehicles with an oil life monitor system: 7000 miles or 12 months, whichever comes first.*
- Vehicles with synthetic oil: 7000 miles or 12 months, whichever comes first.
- Vehicles with a mileage-based system: 7000 miles or 6 months, whichever comes first.
- Specialty or limited use vehicles (low mileage): 7000 miles or 12 months, whichever comes first.
- All other vehicles: 7000 miles or 6 months, whichever comes first.

*If the oil life monitor indicates that the oil needs servicing before the maximum mileage or due date, the oil must be changed within 500 miles.

It is the responsibility of the vehicle operator/user to regularly (recommended monthly) check the engine oil level.

4.3.1.1. Specialty or Limited Use Vehicles

Vehicles (e.g., bucket trucks or specialty program vehicles) that are used on a limited basis and do not drive many miles must have PM performed on an annual basis (12-month interval). This is to ensure that these vehicles are in operational condition and have the appropriate amount of oil.

4.3.2. Oil Changes and Multipoint Inspections

AMRP personnel must perform oil changes using replacement parts and materials that meet or exceed OEM specifications. The AMRP must also reset all applicable monitor and alert lights. A multipoint inspection must be performed when the vehicle is brought in for service. This inspection must address the following items, as set forth on the FD-975 "PM/Multi-Point Inspection Checklist."

This service must be completed within six working hours or less from the time the vehicle was received.

4.3.3. Vehicle Component Maintenance and Repair

The AMRP is responsible for the performance or coordination of commercial services in connection with automotive vehicle maintenance, repair, and service requirements. These maintenance and repair tasks must be accomplished using parts that meet or exceed OEM specifications. These services must be performed in accordance with vehicle turnaround times, as set forth in Table 1, subsection 4.3. The AMRP is responsible for the maintenance and repair tasks associated with all vehicle components.

4.3.4. General Vehicle Maintenance and Repair

The AMRP is responsible for the performance or coordination of commercial services in connection with general tasks that include, but are not limited to:

- Replacement of consumable items (e.g., wipers, bulbs, and fluids).
- Coordination of repair and/or painting of body repairs with commercial vendors.
- Glass repairs and replacement.
- Minor accident repairs (this does not include body work such as broken tail lights, mirrors, molding, and similar repairs).
- Disabling of daytime running lights (if requested).
- Installation of emergency lights and equipment (if requested).

4.3.5. Tactical Emergency Vehicle Operation Center Service Requirements

The Facilities and Logistic Services Division (FLSD) automotive facility is responsible for supporting TEVOC operations located at the FBI Academy. TEVOC vehicles are intended for training personnel in tactical, emergency, defensive, and offensive driving techniques. Nonoperational vehicles are used in ramming and counterterrorism exercises. Armored vehicles used in support of counterterrorism driving technique exercises are also serviced. Some of these vehicles are outfitted with specialty equipment for their intended use. The TEVOC program manager is responsible for scheduling inspections, scheduling service, and establishing guidelines for the servicing of TEVOC vehicles.

4.4. Other Vehicle Services

4.4.1. New Vehicle Prep

The AMRP must ensure that all necessary equipment has been installed on or in new vehicles. AMRP must install applicable after-market components. Examples of this include, but are not limited to, first-aid kits, flashlights, trunk chain locks, weapons mounts, two accident forms, and other vehicle-issued alterations. Ninety percent of the time, this service must be completed within five business days from the time the vehicle was received. The AMRP must file the work order in the appropriate vehicle file.

Offices must ensure that all equipment to be installed by electronics technicians (e.g., radios and emergency equipment) is installed in a timely manner. New vehicles must be placed into official use within 30 days unless extenuating circumstances exist.

4.4.2. Vehicle Disposal

The AMRP must conduct vehicle disposal inspections. At a minimum, this inspection must ensure that all FBI documents and/or forms and all emergency and mounted equipment (e.g., emergency lights and gun racks) are removed from vehicles. The AMRP is responsible for the assessment, documentation, and sale of these vehicles. Government vehicle disposal must also comply with applicable governmentwide requirements in 41 CFR Parts 102-36 through 39 and with FBI personal property disposal requirements established by the Finance Division.

Vehicles to be disposed of must be removed from service upon the placement of new, replacement vehicles into official use. To ensure maximum resale value, vehicles selected for disposal must be removed from service and processed for disposal within 30 days unless extenuating circumstances exist.

4.4.3. Vehicle Inspection

The AMRP must schedule or conduct vehicle inspections in accordance with state and local laws and regulations (where applicable). Ninety percent of the time, this service must be completed within eight hours of the time the vehicle was received for inspection. If the facility does not have the authority to conduct a vehicle inspection, the AMRP must coordinate the performance of the state vehicle inspection.

4.4.4. Vehicle License and Registration

AMRP personnel must prepare all required documentation for applicable motor vehicle departments in order to obtain vehicle registrations, license plates, and tags necessary for the legal operation of vehicles. AMRP personnel must also obtain all emissions and safety inspection stickers necessary to legally operate vehicles and must keep these required inspections current at all times.

4.4.5. License Plates

A record must be maintained in AMS and each vehicle file, showing license plates issued for official vehicles. The disposition of license plates attached to Bureau vehicles disposed of by sale, scrap, or salvage must be given proper care in accordance with FBI destruction guidelines. All remaining tags must be returned to the local department of motor vehicles (DMV) authorities or crushed or severed in such a manner that renders the tag numbers unidentifiable, in accordance with existing state and local regulations.

4.4.6. Vehicle Breakdown Service and Towing

AMRP personnel must provide breakdown service and/or towing for vehicles. For facilities that have tow trucks or wreckers available, automotive personnel may directly provide towing services or coordinate with commercial towing services. For those facilities that do not have tow trucks or wreckers available, automotive personnel must establish procedures or coordinate with commercial towing services. AMRP personnel must tow or have the vehicle towed to the automotive facility or to a location where the repairs can be performed.

4.5. Commercial Repairs

4.5.1. Review of Commercial Maintenance and Repair Vendors

Prior to initiating any vehicle services at a non-FBI facility, the FO/FBIHQ division head (or designee) must ensure that the appropriate FBI databases, including, but not limited to, Sentinel, [redacted] the National Crime Information Center (NCIC), [redacted] are queried to identify any derogatory information related to vendors that may negatively impact the FBI. Based on the review of this information FOs should make a determination on the use of these vendors performing maintenance and repair services on FBI vehicles. Derogatory information can include, but is not limited to, significant criminal concerns, investigative conflicts of interest, potential financial concerns, disbarment, or suspension on federal contracts. b7E

4.5.2. Commercial Repairs of General Investigative and Miscellaneous Vehicles (No Undercover Vehicles)

All offices have United States government (USG) fleet/travel cards for purchases of gasoline and oil and for minor emergency repairs. All other repairs must be handled as set forth below:

1. **Repairs of $750 or less**: Under special agent in charge (SAC) authority, the government purchase card (GPC) may be utilized for all repairs of $750 or less without prior Federal Bureau of Investigation Headquarters (FBIHQ) approval, but approval must still be granted by submitting a GPC Purchase Card Authorization and Reporting Tool (PCART) Purchase Request (PR).
2. **Repairs between $750 and $3500**: All vehicle maintenance repairs between $750 and $3500 must be approved by those personnel who have a delegation of procurement authority. The FO's administrative officer (AO) may approve use of the GPC for payment and the approval must be granted on a PCART PR.
3. **Repairs over $3500**: An FD-369, "Requisition for Supplies and Equipment," must be entered into the Enterprise Process Automation System (EPAS) for issuance of a USG purchase order number prior to the repairs being performed. Three repair estimates are required for repairs over $3500, and these must be attached to the FD-369 in EPAS. If competition is not obtained, then complete justification must be submitted with the FD-369 in EPAS. If the lowest bidder is not chosen to perform the repair work, a detailed justification must also be submitted with the FD-369 in EPAS. For emergency repairs over $3500, contact must be made with the designated contracting officer (warrant holder) prior to the work or service being performed (if possible).

4.5.3. Repair of Special Operations Group and Special Surveillance Group Vehicles

All repair estimates for SOG and SSG vehicles (both body damage and general maintenance) must be obtained under a covert business or an undercover name. Repairs under $3500 must be authorized by personnel assigned to the FO with procurement authority or a representative with contracting authority (warrant holder). If competition is not obtained, then sole-source justification must be documented on the procurement authorization form before approval is given. All repairs for SOG and SSG vehicles must come from their appropriated funding.

4.5.4. Repair of Other Undercover Vehicles (Not Rental Vehicles)

All repair estimates for all other undercover vehicles, with the exception of SOG and SSG vehicles, and authorized covert rental vehicles must be obtained covertly, utilizing a business or an undercover name. Repairs up to $3500 may be approved by the FO's AO or the contracting officer. For repairs over $3500, three repair estimates must be forwarded to the individual with contracting authority (warrant holder) for review and final approval. All repair costs for undercover vehicles must be charged to the appropriate case account(s).

4.5.5. Payment for Repairs

Before payment for repairs can be issued, it must be confirmed to automotive personnel that the repairs were completed satisfactorily. In that regard, the vendor must submit an invoice to the FO having the work done. The field office must thereafter submit the invoice to the Commercial Payments and Confidential Services Unit, Accounting Section, Finance Division (FD) for

payment, unless payment can be authorized utilizing the FO's third-party draft office. For those repairs where a USG purchase order has been issued to authorize the repairs, invoices must be forwarded to the Commercial Payments and Confidential Services Unit for payment. Justification for replacement of windshields or other glass on Bureau vehicles need not be furnished to FBIHQ unless breakage resulted from employee negligence or a vehicle accident.

A copy of each invoice for each repair and service provided, except gasoline receipts, for each Bureau vehicle must be retained in vehicle files from the date of acquisition to the date of disposal of a vehicle. Work orders for Bureau technicians must also be retained for the entire period that a vehicle is in the Bureau's possession. If a Bureau vehicle is transferred from one office to another, those records are to be transferred with the vehicle. The records are to be destroyed three years after the vehicle has been disposed of, except in cases in which a lawsuit is pending or in which a lawsuit may be filed as the result of an accident involving a particular vehicle.

4.5.6. Guidance on Use of Government Purchase Card

Additional procedures on the use of GPCs can be found in the *Government Purchase Card Program Policy Guide*, 0943PG.

4.6. Security of Bureau Vehicle Equipment

Assistant directors in charge (ADIC)/SACs have primary and continuing responsibility for the security of Bureau vehicles and equipment installed and/or maintained in vehicles throughout FO territories. ADICs/SACs must ensure that (1) adequate procedures exist to cover headquarters city offices and RAs, (2) these procedures are followed, and (3) systems are evaluated to detect and prevent weaknesses. Vehicle operators are responsible for ensuring that all policies and procedures are followed in connection with Bureau vehicles and equipment maintained in vehicles. (See subsection 4.3.2., "Operator Responsibility," in the *Government Vehicle Use Policy Guide*, 0947PG.)

4.7. Security of Undercover and Surveillance Vehicles

Bureau-owned, -leased, and -rented vehicles utilized by FOs to provide direct support to covert and undercover operations, including off-site surveillance squads, are not permitted to be parked in FBI parking facilities with other FBI general investigative vehicles.

Each FO must establish security guidance regarding the parking of confidential fleet vehicles. This guidance must set forth the circumstances under which an agent who is working in a covert assignment or who has a need to be in the FO headquarters may park a vehicle at that office, as well as provide information on the availability of commercial parking in the immediate vicinity of the FO. The guidance must be made available to all personnel and reviewed periodically by the ADIC/SAC when circumstances warrant change.

4.8. Sale of Vehicles

4.8.1. Authorization and Notification of Vehicles Selected for Disposal

Fleet personnel must provide notification of vehicles selected for disposal to the Fleet Management Unit (FMU) immediately. When requesting such authority, personnel must furnish the following information:

1. Make, model, eight-digit Bureau number (e.g., 2014-1234), mileage, and general condition of the vehicle
2. Whether the vehicle is operable
3. City in which the vehicle is located, if other than headquarters city

4.8.2. Vehicle Sales by the General Services Administration (GSA)

In most instances, vehicle sales will be handled by GSA. In some cities, GSA has consolidated sales sites, and vehicles may be transported to those sites when agreed to by GSA. At other locations, it may be necessary to retain possession until sales are completed. In these cases, it will be necessary for the Bureau to bear the costs of vehicle care, handling, and inspection, pending disposal of the vehicles.

Vehicles to be sold must be reported to GSA on an SF-126, "Report of Personal Property for Sale," and SF-126A, "Continuation Sheet" (if needed). A sample SF-126 can be found on the Fleet Management Unit's SharePoint site.

The original SF-126 must be submitted to the regional GSA office. One copy must be maintained in the vehicle file, and one copy must be forwarded to FBIHQ, Attention: FMU, FLSD, Room 1B903. The FO must ensure that the Bureau car number and the vehicle identification number (VIN) are reported for each vehicle listed on the SF-126. FBIHQ must make the appropriate changes to an FO's automotive vehicle inventory to reflect transfer of a vehicle to GSA.

The information set forth on an SF-126 must be maintained by FBIHQ. Once the FO receives the GSA Purchaser's Receipt, SF-97/sale documents, or the proceeds from the sale of a Bureau vehicle, it must forward the same to FBIHQ, Attention: Fleet Management Unit, FLSD. Upon receipt of the SF-97 or the proceeds from the sale of a vehicle, FBIHQ must make the appropriate adjustment to the FO's vehicle inventory. A copy of the SF-97 must be forwarded to the FO and must be posted as the final serial in the vehicle's administrative file. Offices must review their vehicle inventories in AMS to ensure that all inventory adjustments have been made. Any discrepancies must be reported immediately to the FMU.

4.8.3. Vehicle Sale by Public Auction House

Vehicles intended for sale that have been delivered to, or picked up by, local auction houses must be reported by FOs/FBIHQ divisions through Sentinel to the FMU.

Fleet personnel must provide notification of vehicle disposals. FOs/FBIHQ divisions must furnish the following information when reporting vehicles sent to auction:

1. Make of Bucar
2. Model of Bucar
3. Eight-digit Bureau vehicle number (e.g., 2014-1234)

Notification of a vehicle sale must be provided to FMU immediately upon the sale of the vehicle and must be filed in the appropriate FO 319 vehicle file. FOs/FBIHQ divisions must furnish the following information:

1. Eight-digit Bureau vehicle number (e.g., 2014-1234)

2. A copy of the completed SF-97
3. A copy of the bill of sale from the auction house

The FMU must dispose of the listed vehicle and remove it from the requesting FO's/FBIHQ division's inventory upon receipt of the sale information and the pay.gov payment confirmation receipt. Offices must review their vehicle inventories in AMS to ensure that all inventory adjustments have been made. All discrepancies must be immediately reported to the FMU.

4.9. Transfer of Motor Vehicles

The FMU must review and authorize the transfer of all Bureau vehicles between FOs and FBIHQ divisions. Upon authorizing the transfer of a vehicle, FMU must make the appropriate inventory changes. The FO transferring the vehicle must ensure that the administrative file is transferred with the vehicle to the receiving office.

5. Summary of Legal Authorities

- Federal Management Regulation, 41 CFR Part 102-34, Motor Vehicle Management
- Justice Property Management Order (DOJ 2400.3A)
- GSA Motor Vehicle Management
- Executive orders on fleet management
- Title 31 United States Code (U.S.C.) Section (§) 1349
- Title 48 CFR, Federal Acquisition Regulation

6. Recordkeeping Requirements

6.1. Maintenance Documentation

AMRP personnel must complete and maintain hard copies of AMS work order details or PDF-fillable (FD-381) forms, as well as invoices, for all commercial maintenance and repairs of FBI fleet vehicles. AMRP personnel must complete the AMS work order within five working days of completion of a vehicle's maintenance and/or repair.

The AMRP is responsible for logging the date and time a vehicle is brought in for service on the AMS work order and for logging the date and time when the vehicle's servicing is complete and the vehicle is available for use. This time recording must establish the turnaround time used to track compliance with the standard as written in subsection 4.3., Table 1. AMRP personnel must also document the actual maintenance and repair labor hours (i.e., direct costs) on the AMS work order.

AMRP personnel must enter all work orders into AMS and must maintain copies of AMS work orders in the appropriate vehicle files and in the AMS work order control file. Additionally, for those offices that service other agency vehicles, copies of work orders must be provided to those agencies. AMRP personnel must provide a copy of the AMS work order to any customer requiring vehicle maintenance or repair services outside of his or her FO or division. The AMRP must complete all inventory modifications (e.g., squad, user, and custodian) in the AMS within five working days.

6.2. Vehicle Documentation

AMRP personnel must maintain the vehicle files associated with every FBI fleet vehicle. These files contain, among other documents, certificates of origin, transit bills, and motor vehicle delivery orders (GSA Form 8002). Other documents include new car preparation lists, all work orders, all commercial repair invoices, accident repair invoices, and all disposal documentation (SF-97, "GSA Purchaser's Receipt") and pay.gov payment conformation). Vehicles must be received in the AMS Receiving Application within 48 hours of vehicle delivery. Copies of all official communications related to FBI fleet vehicles must be stored in their respective vehicle files. These vehicle files must be maintained for the life of the vehicle and must transfer with the vehicle.

Appendix A: Sources of Additional Information

See the following for additional information:

- Facilities and Logistics Services Division Intranet site
- *Confidential Funding Guide* (0248PG)
- *Government Purchase Card Program Policy Guide* (0943PG)
- *Government Vehicle Use Policy Guide* (0947PG)
- [redacted] b7E
- *Undercover and Sensitive Operations Policy Guide* (04342PG)

Appendix B: Contact Information

Facilities and Logistics Services Division	
Field Operations Support Section	
Fleet Management Unit	J. Edgar Hoover Building 935 Pennsylvania Avenue, NW Washington, DC 20535
Unit Chief **Program Manager**	

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Appendix C: Definitions and Acronyms

Definitions:

Automotive Maintenance and Repair Program: For the purposes of this PG, the term AMRP refers to the personnel and work activities associated with the management, administrative functions, and performance or coordination of maintenance and repair activities. For FBIHQ division employees, the AMRP point of contact is the FBIHQ Auto Desk.

Employee: For the purposes of this PG, "employee" includes all regular, temporary, term, and special government employees of the FBI; detailees to the FBI from other government agencies; and any other persons authorized by competent authority to operate FBI vehicles.

Government-furnished facility: workspace that is specifically used to service and maintain vehicles. The facility has been outfitted with automotive maintenance and repair equipment.

Government vehicle: For the purposes of this PG and unless otherwise stated, the term "government vehicle" (Bucar) includes vehicles owned by the government.

Vendor: For the purposes of this PG, the term vendor refers to a dealer, a distributor, a merchant, or another seller providing goods and services that are required for the conduct of the AMRP.

Acronyms	
ABS	anti-lock braking system
AC	air conditioning
ADIC	assistant director in charge
AMS	Asset Management System
AMRP	Automotive Maintenance and Repair Program
AO	administrative officer
CFPG	*Confidential Funding Policy Guide*
CFR	Code of Federal Regulations
COM	chief of mission
DEA	Drug Enforcement Administration
DMV	department of motor vehicles/division of motor vehicles

DOJ	Department of Justice
EPA	Environmental Protection Agency
EPAS	Enterprise Process Automation System
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FD	Finance Division
FLSD	Facilities and Logistics Services Division
FMU	Fleet Management Unit
FO	field office
GFF	government-furnished facility
GPC	government purchase card
GSA	General Services Administration
HVAC	heating, ventilating, and air conditioning
NCIC	National Crime Information Center
OEM	original equipment manufacturer
OIC	Office of Integrity and Compliance
PCART	Purchase Card Authorization and Reporting Tool
PG	policy guide
PM	preventive maintenance
PR	purchase request
RA	resident agency
SAC	special agent in charge
SOG	Special Operations Group

SSG	Special Surveillance Group
SUV	sport utility vehicle
TEVOC	Tactical Emergency Vehicle Operations Center
U.S.	United States
U.S.C.	United States Code
USG	United States government
VIN	vehicle identification number
WG	Wage Grade