

# MS 527 Vehicle Acquisition, Disposal, and Management

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## Attachments

Attachment A – New Vehicle Information (PC-527A)

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## 1.0 Authority

Section 2514(d)(4) of the Peace Corps Act authorizes the purchase of motor vehicles. It restricts the purchase of motor vehicles for administrative purposes abroad for replacement only and requires any additional motor vehicles be authorized in an appropriation or other act of Congress. Annually, the Peace Corps has routinely been provided authority by Congress to purchase an additional five motor vehicles.

## 2.0 Purpose

This Manual Section sets out the policies for the acquisition, management, maintenance, and disposal of domestic and overseas vehicles. Procedures implementing this Manual Section are found in the Vehicle Fleet Management Guide and Overseas Financial Management Handbook.

### **3.0 Scope**

This Manual Section applies to Peace Corps vehicles assigned to an overseas Post or to a domestic office, whether purchased by or for the Peace Corps, or whether purchased or leased commercially or from the GSA or loaned to the Peace Corps by another U.S. government agency. For purposes of this Manual Section, the term “vehicle” means a motorized vehicle with four or more wheels or an enclosed three-wheeled vehicle intended for use as a truck.

### **4.0 Roles and Responsibilities**

#### **4.1 The Office of Management**

The Office of Management is responsible for the overall management and coordination of the Peace Corps vehicle fleet. The Travel and Transportation Division (M/AS/TTD), located within the Office of Management’s Office of Administrative Services, is the Agency Fleet Manager and responsible for the day-to-day management of the Peace Corps vehicle fleet. These responsibilities include:

- (a) Ensuring compliance with 41 CFR Part 102-34 - Motor Vehicle Management, GSA Bulletin FMR B-43 Motor Vehicle Management, and other laws and regulations;
- (b) Managing the various Vehicle Fleet Plans (VFPs) (*see* subsection 5.0);
- (c) Setting the terms and conditions for office and Post acquisition, management, and disposal of Peace Corps vehicles;
- (d) Approving the domestic VFP and, in consultation with a requesting office, an office VFP; and
- (e) Issuing and updating the Vehicle Fleet Management Guide and assisting offices and Posts with vehicle issues.

#### **4.2 Regional Directors (RDs)**

RDs, in consultation with the Agency Fleet Manager, shall approve Post VFPs.

#### **4.3 Offices and Posts**

Offices and Posts are responsible for managing their vehicles in accordance with this Manual Section and the Vehicle Fleet Management Guide.

## **5.0 Vehicle Fleet Plans (VFPs)**

### **5.1 Post VFPs**

Each Post has a Post VFP established at the opening of the Post, which includes the vehicle ceiling for the Post. The RDs, in consultation with the Agency Fleet Manager, shall approve Post VFPs.

A Post may not maintain a vehicle fleet in excess of the vehicle ceiling set forth in the Post VFP, except:

- (a) As may be approved by the Agency Fleet Manager;
- (b) For a temporary period necessary to dispose of an excess or replaced vehicle. Posts should dispose of excess vehicles as soon as possible, as set out in the Vehicle Fleet Management Guide. Replaced vehicles shall be disposed of within 60 days of placing the new replacement vehicle into service; or
- (c) For vehicles donated or loaned to the Peace Corps on a non-reimbursable basis.

### **5.2 Office VFPs**

Domestic offices maintaining one or more vehicles must follow fleet ceiling standards established by the Agency Fleet Manager.

### **5.3 Amending VFPs**

If a Post wishes to amend its VFP, the Director of Management and Operations (DMO) shall submit a written request to the Regional Chief Administrative Officer (CAO) and the Agency Fleet Manager providing justification for the proposed amendments. The CAO and the Agency Fleet Manager shall review all requests for amendments to a Post VFP, and the RD must give final approval to any such amendments. The CAO will incorporate any changes so approved into the Post VFP and forward a copy to the Agency Fleet Manager.

If a domestic office wishes to amend its VFP, its administrative officer shall submit a written request to the Agency Fleet Manager providing justification for the proposed amendments. The Agency Fleet Manager shall review any request for amendments to a VFP, and the CAO of the requesting office must give final approval to any such amendments.

## **6.0 Vehicle Fleet Management**

Posts and offices are responsible for managing their vehicles in accordance with this Manual Section and the Vehicle Fleet Management Guide, which sets out in detail the procedures and requirements for use of Peace Corps vehicles including those relating to:

- (a) Procurement of motor vehicles;

- (b) Vehicle replacement;
- (c) New vehicle information;
- (d) Maintenance;
- (e) Usage logs and theft reports;
- (f) Vehicle disposal; and
- (g) Vehicle status reports.

## **7.0 Vehicle Fleet Funding**

The Office of Management is responsible for the costs of procuring replacement domestic and overseas Post vehicles. These costs include the costs of the vehicle and the applicable shipping, customs clearance, and local registration charges required for delivery of the vehicle to Post.

The Regions are responsible for the costs of procurement of initial vehicles below the ceiling established in the Post VFP, additional vehicles in excess of the established ceiling in the Post VFP, and for all operational costs associated with Post vehicles, including fuel, spare parts, maintenance, and repairs.

## **8.0 Effective Date**

The effective date of this Manual Section is the date of issuance.