

# MS 527 Vehicle Acquisition, Disposal, and Management

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## Table of Contents

- 1.0 Authority
  - 2.0 Purpose
  - 3.0 Scope
  - 4.0 Roles and Responsibilities
    - 4.1 The Office of Management
    - 4.2 Regional Directors (RDs)
    - 4.3 Offices and Posts
  - 5.0 Vehicle Fleet Plans (VFPs)
    - 5.1 Post VFPs
    - 5.2 Office VFPs
    - 5.3 Amending VFPs
  - 6.0 Vehicle Fleet Management
  - 7.0 Vehicle Fleet Procurements
  - 8.0 Transitioning to Zero-Emission Vehicles (ZEVs)
  - 9.0 Effective Date
- 

## Attachments

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

Attachment B – Weekly Vehicle Usage Log (PC-527B)

Attachment C – Vehicle Maintenance Report (PC-527C)

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## 1.0 Authority

**1.1** Section 15(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.

**1.2** The Energy Policy Act (EPACT) requires that 75 percent of all eligible (sedan and light-duty trucks) domestic vehicles acquired or leased by an activity within a fiscal year must satisfy the alternative fuel vehicle requirements.

**1.3** E.O. 14057 (Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability) establishes ambitious sustainability goals for the federal government, including for acquiring Zero-Emission Vehicles (ZEVs) for 100% of light-duty vehicle acquisitions by the end of fiscal year 2027 and for 100% of medium and heavy-duty vehicle acquisitions by 2035. A ZEV is defined by the General Services Administration (GSA) as a vehicle that has the potential to achieve zero greenhouse gas emissions, such as Battery-Electric Vehicles (BEVs), Plug-in Hybrid Vehicles (PHEVs), and hydrogen-powered Fuel Cell Vehicles (FCEVs).

## **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-30 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 Transitioning to Zero-Emission Vehicles (ZEVs)**

The Peace Corps transition to ZEVs, including BEVs, PHEVs and FCEVs, includes the following measures:

- (a) All new domestic vehicles will be ZEVs;

- (b) For Headquarters and domestic vehicles that are eligible to be replaced before quarter one of fiscal year 2025, the Peace Corps will replace those vehicles with ZEVs;
- (c) Overseas Posts shall follow the recommendations of the Department of State Electric Vehicle Readiness Survey Results unless the Agency Fleet Manager approves a deviation from those recommendations. For those Posts with respect to which the Department of State either did not recommend replacement of vehicles or where this was not considered, a separate readiness assessment may be conducted by the Post and reported to the Agency Fleet Manager. A full list of qualifying Posts and other criteria, including the Department of State Electric Vehicle Readiness Survey Results, are located in the Vehicle Fleet Management Guide.
- (d) When procuring a replacement vehicle, especially with respect to overseas procurement, the following types of vehicles shall be considered for procurement according to the following order of preference, beginning with (a.) and ending with (e.), below. A written justification shall be provided to the Agency Fleet Manager whenever a procurement option is pursued that is not the preferred option in accordance with the order of preference below.
  - a. Battery-Electric Vehicles (BEVs)
  - b. Plug-in Hybrids (PHEVs)
  - c. Hydrogen Powered Fuel Cell Vehicles (FCEVs)
  - d. Traditional Hybrids
  - e. Internal Combustion Engine (Gas/Diesel) Vehicles
- (e) Offices and Posts shall consider advanced planning for moving toward ZEVs by consulting with each other and using the information set forth in the Vehicle Fleet Management Guide.

## **9.0 Effective Date**

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