

MS 527 Vehicle Fleet Management

Effective Date: October 11, 2016

Responsible Office: Office of Management/Administrative Services

Supersedes: 02/19/2008; 04/15/1998

Issuance Memo (02/19/2008)

Issuance Memo (10/11/2016)

Table of Contents

- 1.0 Authority
 - 2.0 Purpose
 - 3.0 Applicability
 - 4.0 Roles and Responsibilities
 - 5.0 Vehicle Fleet Plans
 - 6.0 Vehicle Fleet Management
 - 7.0 Effective Date
-

Attachment

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

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

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

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. The Peace Corps appropriations act routinely provides authority to purchase an additional five motor vehicles.

1.2 Executive Order 13693 (Planning for Federal Sustainability in the Next Decade) highlights Federal fleet management requirements intended to drive national greenhouse gas reductions and support preparations for the impacts of climate change.

1.3 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.

2.0 Purpose

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

3.0 Applicability

This Manual Section applies to Peace Corps vehicles assigned to an overseas post and to domestic offices, whether purchased or leased commercially or from the General Services Administration, 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 is responsible for the overall management and coordination of the Peace Corps vehicle fleet. The Post Logistics and Support Division (PLS) in the Office of Management is the Agency Fleet Manager and responsible for the day-to-day management of the Peace Corps vehicle fleet which includes:

- (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.
- (c) Setting the terms and conditions for office and post acquisition, management and disposition of the Peace Corps vehicle fleet.
- (d) Approving the domestic vehicle fleet plan and, in consultation with the affected office, an office vehicle fleet plan.
- (e) Issuing the Vehicle Fleet Management Guide and assisting offices and posts regarding vehicle issues.

4.2 Regional Directors, in consultation with PLS, approve Post Vehicle Fleet Plans.

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

5.0 Vehicle Fleet Plans

5.1 Post Vehicle Fleet Plans

Each post has a Post Vehicle Fleet Plan (Post Vehicle Plan) established at the opening of the post which includes the vehicle ceiling for the post. The Regional Directors, in consultation PLS, approve Post Vehicle Plans.

A post may not maintain a vehicle fleet in excess of the established ceiling in the Post Vehicle Plan, except:

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

5.2 Office Vehicle Fleet Plans

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

5.3 Amending Vehicle Fleet Plans

If a post wants to amend its Post Vehicle Plan, the Director of Management and Operations shall submit a written request to the Regional Chief Administrative Officer (CAO) and PLS detailing the changes and justification for the changes. The CAO and PLS review all requests for changes in a Post Vehicle Plan and the Regional Director must approve any changes to the Post Vehicle Plan. The CAO will incorporate any changes into the Post Vehicle Plan and forward a copy to PLS.

If a domestic office wants to amend its vehicle fleet plan, the Administrative Officer of the office shall submit a written request to PLS detailing the changes and justification for the changes. PLS reviews all requests for changes in a vehicle fleet plan and the CAO of the requesting office approves any changes.

5.4 Vehicle Fleet Costs

The Office of Management is responsible for the cost of procurement of replacement overseas post fleet vehicles. These costs include the vehicle and the applicable shipping charges to deliver the vehicle to post. The Regions are responsible for the cost of the procurement of additional vehicles in excess of the established ceiling in the Post Vehicle Plan and for operational costs

associated with fleet vehicles, including customs clearance, local registration, spare parts and maintenance.

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-depth the procedures and requirements for use of the Peace Corps vehicle fleet and includes:

- (a) Procurement of motor vehicles.
- (b) Vehicle replacement.
- (c) New vehicle information.
- (d) Preventive maintenance.
- (e) Usage logs and theft reports.
- (f) Vehicle disposition.
- (g) Vehicle status reports.

7.0 Effective Date

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