

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 13- 04

October 3, 2012

TO : All Regional Directors, Officers-in-Charge,  
and Resident Officers,

FROM : Anne Purcell, Associate General Counsel

SUBJECT: Oversight and Management of the Usage of POV and Leased Vehicles

OM 03-98 announced steps to be taken in order to ensure proper oversight and management of the GSA leased car program in the Field. Pursuant to the Inspector General's Audit of Agency Leased Vehicles, (OIG-AMR-38-03-01), the Agency agreed to evaluate leased vehicle utilization on an annual basis and eliminate vehicles that do not meet the minimum guidelines as set forth in OM 03-98. OM 05-04 announced the annual review of all Regional/Subregional offices utilization of each leased vehicle in its possession. Pursuant to OM 05-04, each Region should complete and return, via e-mail, to Deputy Assistant General Counsel Richard Bock by November 11, 2012, the attached survey for each vehicle in the Region's possession. In the event a Region is unable to justify keeping a vehicle, the vehicle must be returned to GSA by January 13, 2013.

In order to keep track of the Agency's fleet of GSA vehicles, Regions should notify Fleet Manager Michael Havas of the Procurement and Facilities Branch each time a GSA vehicle is turned in for a different vehicle. The Region should provide the make, model, year and vehicle identification number of both the vehicle being returned and the replacement vehicle. Whenever possible, Regions should be requesting hybrid or alternate fuel vehicles to replace vehicles being returned.

OM 05-04 also announced a review of the use of POVs for official travel and leased vehicle usage, and reports on operator packets maintenance from eleven, randomly selected Regional/Subregional Offices. Regions will be notified by a separate e-mail if they have been randomly selected to submit these records for FY 2012. If you have any questions regarding this matter, please feel free to contact Deputy AGC Richard Bock or myself.

  
A.P.

cc: NLRBU

MEMORANDUM OM 13-04

SURVEY OF LEASED VEHICLES

REGION \_\_\_\_\_

For Fiscal Year Ending September 30, 2012

Vehicle 1: Make \_\_\_\_\_ Model \_\_\_\_\_ Tag # \_\_\_\_\_

VIN # \_\_\_\_\_ Location of vehicle: \_\_\_\_\_

Monthly rental cost of vehicle \_\_\_\_\_ Monthly cost of parking space \_\_\_\_\_

Vehicle is a (check appropriate type): \_\_\_\_\_ Hybrid \_\_\_\_\_ Alternate Fuel \_\_\_\_\_ Gas driven

Miles driven during the last fiscal year:

1<sup>st</sup> Q \_\_\_\_\_ 2<sup>nd</sup> Quarter \_\_\_\_\_ 3<sup>rd</sup> Quarter \_\_\_\_\_ 4<sup>th</sup> Quarter \_\_\_\_\_

This vehicle is justified based on the mileage standard (3,000 miles per quarter or 12,000 miles per year) \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please continue)

Alternative #1 Usage

Listed below is the number of days during the last fiscal year this vehicle was used substantially:

Oct '11 \_\_\_\_\_ Nov '11 \_\_\_\_\_ Dec '11 \_\_\_\_\_ Jan '12 \_\_\_\_\_

Feb '12 \_\_\_\_\_ Mar '12 \_\_\_\_\_ April '12 \_\_\_\_\_ May '12 \_\_\_\_\_

June '12 \_\_\_\_\_ July '12 \_\_\_\_\_ Aug '12 \_\_\_\_\_ Sept '12 \_\_\_\_\_

This vehicle is justified based on the usage standard (8 days a month on average)

\_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please continue)

Alternative #2 Other criteria

If the vehicle is used less than 8 days a month, and you wish to retain the car, please attach a memo outlining the criteria the Region is relying on to justify the continued utilization of the vehicle. (See OM 03-98).

This vehicle is justified based on the other standard:

\_\_\_\_\_ Yes \_\_\_\_\_ No (if no, please take the necessary steps to return this vehicle)

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of individual completing survey

\_\_\_\_\_  
Telephone number