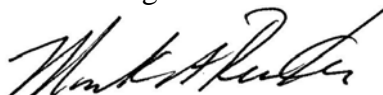


For: State Offices

Transferring Government Vehicles Between USDA Agencies

Approved by: Deputy Administrator for Management



1 Overview

A Background

In accordance with DR 5400-005 and 34-AS, government agencies are permitted to transfer government property, including government-owned vehicles, from one agency to another. State offices may consider vehicle transfers as an option, if the transfers are consistent with the requirements contained within this notice.

B Purpose

This notice:

- identifies the required actions for the receiving and issuing agency when performing a transfer of vehicles,
- provides guidance on procedures to request vehicle transfers, and
- provides guidance and procedures for receiving government vehicles from other government agencies.

C Contact Information

For questions regarding this notice, contact either of the following:

State offices that require additional information shall contact either of the following:

- Paige Haggins by either of the following:
 - e-mail to **paige.haggins@wdc.usda.gov**, or
 - telephone at 202-720-2827
- Robert Stanley by either of the following:
 - e-mail to **robert.stanley@wdc.usda.gov**, or
 - telephone at 202-772-9098.

Disposal Date	Distribution
September 1, 2015	State Offices

2 Transferring Vehicles

A Authority to Transfer Vehicles

The following provides the authority for transferring vehicles.

- Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management”, is specific to pollution prevention and outlines specific goals for agency fleet management.
- Executive Order 13514, “Federal Leadership in Environmental, Energy and Economic Performance”, states that all federal agencies will:
 - measure, report, and reduce greenhouse gas emissions,
 - increase the percentage of alternative fuel vehicles (AFV’s) in the FSA fleet,
 - optimize the number of vehicles in the agency’s fleets, and
 - reduce the total number of vehicles in the agency fleet.
- Energy Policy Act (EPA) and the Energy Independence and Security Act (EISA) mandates that agencies purchase AFV’s that engender an increase consumption of alternative fuels and reduces consumption of petroleum products.

B Guidelines

For compliance with USDA guidance, the FSA Property Management Officer (PMO) will review and approve FSA requests for the transfer of government-owned vehicles to FSA from another agency.

C State Office Assessment and Requests for Transfer

State offices will:

- assess the need for additional vehicles according to the following:
 - assess the current vehicle fleet to verify the transfer meets optimal fleet requirements,
 - verify the transfer is mission-essential,
 - determine the intended use of the vehicles,
 - annual mileage will be a minimum of 12,000 miles or more per year,
 - identify where the vehicle will be located,
 - cost of fuel consumption in addition to the current fleet,
 - cost of routine maintenance per FY,
 - cost of the transfer (transporting the vehicles from issuing to receiving agency), and
 - cost of disposing of vehicles when they are no longer required.
- recommend approval or denial of transfer and sign the form FSA-507, Reporting the Receipt or Return of Assigned Government-Controlled Vehicle.

Notice AS-2281

3 Transferring Procedures

A Transferring Government-Owned Vehicles to FSA

When FSA is the receiving agency, state offices **must** do the following:

- inspect the vehicle for damage,
- identify the age and condition of the vehicle,
- determine if the vehicle is AFV,
- submit the completed form FSA-507 for review and approval to PMO by FAX to 202-690-4790,
- upon PMO's approval, enter the vehicle data in the Federal Motor Vehicle Registration System (FMVRS) at <https://fmvrs.fas.gsa.gov/>,
- contact Wright Express (WEX) customer service, by telephone at 866-885-2802, to obtain a fleet credit card for each vehicle,
- verify and file the vehicle title with the PMO,
- verify the receiving agency accepted the transferred vehicle in FMVRS, and
- notify MSD, PPMS after the vehicle transfer is complete so the vehicle can be added to FSA's inventory.

B Transferring Government-Owned Vehicles From FSA

When FSA is the issuing agency, state offices **must** do the following:

- verify the agency enters the transferred vehicle into FMVRS,
- review the FSA-507 for authorized signatures and obtain a file copy, and
- notify PMO when the transfer is complete so the vehicle can be deleted from FSA's inventory to PMO.

Important: When transferring government-owned vehicles use form FSA-507.