


For: State Offices

Transferring Government Vehicles Between USDA Agencies

Approved by: Deputy Administrator, Management



1 Overview

A Background

According to DR5400-005 and 34-AS, Government Agencies are permitted to transfer Government property, including Government-owned vehicles, from 1 Agency to another. State Offices may consider vehicle transfers as an option, if such 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
- provides guidance and procedures for receiving Government vehicles from other Government Agencies.

C Contact Information

State Offices that require additional information shall contact either of the following in the MSD, Personal Property Management Section (PPMS):

- Paige Haggins by either of the following:
 - e-mail to paige.haggins@wdc.usda.gov
 - telephone at 202-720-2827
- Steve Jones by either of the following:
 - e-mail to steve.jones@wdc.usda.gov
 - telephone at 202-720-8729.

Disposal Date	Distribution
September 1, 2012	State Offices

2 Transferring of Vehicles

A Authority for the Transferring of Vehicles

The following provides the authority for the transferring of 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 updates these goals.
- 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 percentage of alternative fuel vehicles (AFV’s) in the FSA fleet
 - optimize the number of vehicles in Agency fleets
 - reduce the total number of vehicles in the Agency fleet.
- Energy Policy Act (EPA) - Energy Independence and Security Act (EISA) mandates that Agencies purchase AFV’s that engender an increase consumption of alternative fuels, and reduce consumption of petroleum products.

B Guidelines

For compliance with USDA guidance and FSA review, 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 Request for Transfer

State Offices will assess the need for additional vehicles according to the following:

- assess current vehicle fleet to verify that the transfer meets optimal fleet requirements
- verify that the transfer is mission-essential
- determine the intended use of the vehicles
- cost of vehicle inspections
- cost of transferring tags and titles
- cost of fuel consumption in addition to current fleet
- cost of routine maintenance per FY
- cost of the transfer (transporting the vehicles from issuing Agency to receiving Agency)
- cost of disposing of vehicles when no longer required
- recommend approval or denial of transfer and sign FSA-507.

Notice AS-2230

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 vehicle is AFV
- complete FSA-507 and submit to PMO for review and approval by FAX at 202-690-4790
- on PMO's approval, enter the vehicle data in the Federal Motor Vehicle Registration System (FMVRS) at <https://fmvrs.fas.gsa.gov/>
- contact the GSA Fleet Management to obtain a fleet credit card for each vehicle at either:
 - replacementcards@gsa.gov
 - 877-472-3775
- verify and file vehicle title with PMO
- verify the receiving Agency accepted the transfer vehicle in FMVRS
- notify MSD, PPMS after vehicle transfer is complete, so the vehicle can be added to FSA's inventory.

Important: Use FSA-507 for transferring Government-owned vehicles.

B Transferring Government-Owned Vehicles From FSA

When FSA is the issuing Agency, State Offices **must** do the following:

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

Important: Use FSA-507 for transferring Government-owned vehicles.