

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 7

ACQUISITION AND DISPOSITION OF MRP-OWNED VEHICLES

1. PURPOSE

This chapter describes the MRP requirements and procedures for the acquisition and disposition of MRP-owned motor vehicles.

Congress sets a ceiling limitation on the number of passenger carrying vehicles an agency may acquire or replace each year. There is no Congressional ceiling on the number of trucks. MRP requires justification for any increase in fleet size.

2. POLICY

a. MRP must adhere to the vehicle acquisition restrictions listed below:

- (1) MRP agencies cannot replace more than 25 percent of the fleet in a fiscal year.
- (2) Vehicles being replaced must meet the following minimum age or mileage criteria:
 - (a) Passenger sedans and station wagons may be replaced after 3 years or 60,000 miles, whichever occurs first.
 - (b) Trucks may be replaced in accordance with the following years or miles, whichever occurs first:

Maximum Pounds Gross Vehicle Weight Rating (GVWR)	Total Years	Total Miles
Less than 12,500	6	50,000
12,501 - 23,999	7	60,000
24,000 & over	9	80,000
4 or 6 wheel drive vehicles	6	40,000

- b. A motor vehicle damaged beyond economical repair (including wear caused by abnormal operating conditions) may be replaced without regard to the replacement criteria. Program managers must justify the need for replacement and submit the justification along with Form AD-700 to ASD Contracting in Minneapolis.

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- c. Vehicles being purchased must be the same type as the vehicle being replaced. Substitutions may occur as listed below:

PURCHASING

Sedan or station wagon
Light Truck (12,500 lbs.
less GVWR)

Medium and Heavy Trucks
(12,500 to 28,000 lbs. GVWR)

TRADE-IN:

Sedan or station wagon
van, or truck
(12,500 lbs. or less GVWR)

Any truck between
12,500 to 28,000 lbs. GVWR

- d. Vehicles acquired by MRP must meet the fleet average fuel economy rating established each year by the Environmental Protection Agency. MRP-BS-ASD, Personal Property Section maintains this information.

3. MOTOR VEHICLE PURCHASE SCHEDULES

- a. GSA procures motor vehicles for all civilian agencies twice a year, in June and December.
- b. To obtain the best price and delivery times, vehicle procurements should be planned for the December schedule.
- c. Vehicle requests must be submitted to MRP-BS-ASD- Personal Property Section in Minneapolis, by September 15, if using year-end funds for the December vehicle delivery or by March 30 for the June delivery.

4. REPLACEMENT CRITERIA

- a. Program managers begin the acquisition process by identifying vehicles that are eligible for replacement based on the age and/or mileage criteria.
- b. Program managers will use the NFC Property Management Information System (PMIS) replacement report to determine how many vehicles can be replaced. Replacement vehicle orders will be prioritized considering the following:
- (1) The condition of the vehicles, the amount spent on repairs, and the frequency of repairs;
 - (2) The number of years over the minimum age criteria specified in section 2;

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- (3) The number of miles over the minimum mileage criteria specified in section 2.; and,
 - (4) The miles per gallon (MPG) over the established MPG for the particular type of vehicle.
- c. Substitutions for vehicles originally identified as trade-ins, may be made by contacting MRP-BS-ASD, Personal Property Section. ASD will prepare MRP Form 20, Change in Motor Vehicle Trade-In, to confirm the substitution.

5. EXCESSED VEHICLES

- a. **Prior approval must be obtained from MRP-BS-ASD, Personal Property Section** in order to acquire an excess vehicle from outside the Agency. The Form SF- 122, Transfer Order, Excess Personal Property, must be completed.
- b. The VAO must notify the regional office or equivalent if a vehicle is no longer needed at the location.
- c. The regional office will determine if the vehicle can be used within the region. If not, the regional office will notify the other regional offices within the program. Regions will have five working days to respond to the notice.

If no response is received, the regional office or equivalent will notify ASD, Personal Property Section who will notify all MRP units. MRP units wanting to acquire the vehicle must respond to ASD, Personal Property Section within 10 working days.

- d. If the vehicle can be used elsewhere in MRP, the VAO who declared it as excess must prepare Form AD-107, Report of Transfer of Property, and submit it to ASD, Personal Property Section for processing.

6. VEHICLES TO BE SOLD

- a. Vehicles identified as trade-ins are generally sold by GSA through an auction, spot bid, or sealed bid method. MRP offices may sell the vehicles through a small lot sale if the expected proceeds are \$5,000 or less per sale.
- b. Damaged vehicles for which quick repairs are not economical may be sold before new vehicles are delivered. This is considered an advance sale and is usually made through small lot sales.

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- c. Before a vehicle is sold, the operator or VAO designee will ensure that:
 - (1) The vehicle is parked in a secure area at a Government facility until he/she is notified of other action to take. Contact ASD, Personal Property Section, if free storage cannot be obtained at or near a Government facility.
 - (2) All Government identification decals, license plates, and MRP- owned items are removed from the vehicle.
 - (3) The interior and exterior of the vehicle is clean.
 - (4) The engine is periodically started, fluid levels and tire pressure are checked, and any other corrective action necessary to maintain the vehicle is taken.
 - (5) The vehicle is shown to prospective bidders, delivered to the sale location designated by GSA, or a small lot sale is conducted following the instructions provided by ASD.
 - (6) The Fleet (VOYAGER) credit card has been cancelled.

- d. ASD, Personal Property Section will:
 - (1) Send the VAO materials and instructions for selling the vehicle if a small lot sale is to be conducted.
 - (2) If GSA is conducting the sale, assist the VAO in preparing Form SF-126, Report of Personal Property for Sale.
 - (3) Contact the field office and/or GSA to ensure that the vehicle is sold within 60 days after GSA receives the SF-126.

- e. GSA will:
 - (1) Acknowledge receipt of the Form SF-126.
 - (2) Notify the field office to deliver the vehicle to a designated sale location.
 - (3) Award the vehicle to the highest bidder and prepare GSA Form 27, Notice of Award, indicating the specified timeframe for the buyer to remit full payment and claim the vehicle.
 - (4) If the buyer remits full payment, GSA will prepare the purchase receipt and distribute copies of GSA Form 27 to the buyer.

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(5) Process buyer defaults and re-offer the vehicle for sale.

f. The VAO will:

- (1) Release the vehicle to the buyer after he/she signs the purchaser's receipt; Do not release the vehicle if a "Notice of Award" is presented.
- (2) Return the signed copy of the Purchaser's Receipt to GSA and ASD, Personal Property Section.
- (3) Notify the GSA office identified on the purchaser's receipt if the buyer does not pick up the vehicle within the specified timeframe.

7. VEHICLES PURCHASED BY MRP EMPLOYEES

An employee (or member of the employee's immediate household) may not purchase any MRP vehicle directly or indirectly, if the employee was formerly accountable for the vehicle, formerly used the vehicle, or was in any way connected with the vehicle being declared for sale. Employees may bid on/purchase vehicles if they were not involved in its use, retirement, or sale.

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