

**GENERAL SERVICES  
ADMINISTRATION****41 CFR Parts 101–38 and 102–34**

RIN 3090–AG12

[FPMR Amendment G–114]

**Motor Vehicle Management****AGENCY:** Office of Governmentwide Policy, GSA.**ACTION:** Final rule.

**SUMMARY:** The General Services Administration is revising Federal Property Management Regulations (FPMR) coverage on motor vehicle management, and moving it into the Federal Management Regulation (FMR). A cross-reference will be added to the FPMR to direct readers to the coverage in the FMR. The FMR coverage is written in plain language and will provide agencies with updated regulatory material that is easy to read and understand.

**EFFECTIVE DATE:** November 2, 1999.**FOR FURTHER INFORMATION CONTACT:**

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**SUPPLEMENTARY INFORMATION:****A. Background**

In the Fall of 1996, several Federal agencies requested a change to 41 CFR 101–38.103 concerning the size of motor vehicles that may be acquired and the associated GSA certification process. The change requested included increasing the maximum size of sedans that agencies normally may acquire from compact to midsize. The reason for the requested change was a need for more emphasis on agency mission requirements in lieu of motor vehicle classifications and to remove unnecessary reporting requirements associated with the certification to GSA. Additionally, agencies stated that, since this provision (§ 101–38.103) was added to the regulation in the early 1970's, motor vehicle manufacturer design changes have resulted in motor vehicles with increased fuel economy in all motor vehicle classes. It will also allow for a greater flexibility in the purchasing and leasing of alternative fuel vehicles.

On June 11, 1997, GSA's Office of Governmentwide Policy surveyed the major Federal agencies that control about 99 percent of the Federal motor vehicle fleet. Based upon that survey, the vast majority of Federal agencies operating sedans agreed that such a change to the regulation would be appropriate. Concerns were raised by

several agencies, including the GSA Fleet, that this regulation, if amended to incorporate the requested change, may be used as a blanket justification to increase the size of sedans in the Federal fleet. However, there is no reason to believe that the Federal sedan fleet will automatically be upgraded to midsize motor vehicles in the near future due to the ongoing requirements in § 101–38.103 to acquire the smallest motor vehicle necessary to meet agency mission requirements and mandated fuel economy standards. Additionally, because of funding limitations, the additional cost associated with larger motor vehicles would preclude most agencies from upgrading their sedan fleets, except to the extent the agency deems necessary. For these reasons, this amendment increases the maximum size of sedan an agency may acquire from compact to midsize. Proponents of the change also noted that agencies can already acquire midsize sedans at any time, provided their missions justify such motor vehicles, and that the certification process has always been a "self certification" in that approval from GSA is not required. This same agency majority also favored elimination of the certification process to GSA whenever a larger motor vehicle is acquired. This amendment removes this certification process.

The Secretary of Transportation establishes yearly fleet average fuel economy standards for passenger automobiles and light trucks. Prior to this amendment, 41 CFR part 101–38 provided fuel economy standards through fiscal year 1998 for passenger automobiles and through fiscal year 1997 for light trucks. The Secretary of Transportation has established fuel economy standards for passenger automobiles through fiscal year 2000, and for light trucks through fiscal year 1999. Accordingly, this amendment includes an update to reflect these additional standards. The listing of fuel economy standards for fiscal years 1977 through 1994 are removed because they are no longer relevant.

The regulation previously stated that executive agencies would obtain their official U.S. Government license plates from the District of Columbia, Department of Corrections (Lorton Prison). Under the previous regulation and 48 CFR 6.302–5(a)(2), agencies could purchase license plates from Lorton Prison without competition because section 3 of Public Law 88–622, 78 Stat. 1000, authorizes the purchase from a specified source. Additionally, section 24–458.5 of the District of Columbia Code authorizes Lorton Prison to make such sales to departments or

agencies of the Federal Government. Although the Federal statute provides authority for agencies to procure license plates from Lorton Prison, it does not require that they do so. This amendment removes the regulatory requirement that all Government license plates be procured from the District of Columbia, Department of Corrections. Agencies are reminded, however, that applicable competition requirements, which typically are based on the dollar value of the acquisition, must be followed unless the authority under which the license plates are procured provides otherwise.

On April 16, 1997, the President signed Executive Order 13043, Increasing Seat Belt Use in the United States. This Executive Order requires that each Federal employee occupying any seating position of a motor vehicle on official business, whose seat is equipped with a seat belt, must have the seat belt properly fastened at all times when the motor vehicle is in motion. Accordingly, the regulation is changed to add a requirement for seat belt use for motor vehicles owned or leased by the Government.

GSA's Federal Supply Service has contracted for fleet charge cards that are used to purchase fuel and maintenance services. Under these contracts, the Government no longer deals directly with fuel providers and Federal agencies deal directly with the fleet charge card service providers. As a result, the regulation is revised to remove references to the obsolete Standard Forms 149 and 149A and allow for the revised fleet charge card contracting actions.

On May 18, 1998, GSA's Office of Governmentwide Policy, Federal Vehicle Policy Division, sent letters to all Federal agencies asking for verification of active license plate codes in 41 CFR 101–38.202–4. The responses received indicated that of the 60 Federal agencies currently authorized license plate codes, ten no longer require them. Accordingly, the license plate codes for ACTION, the Department of Education, the Export-Import Bank of the United States, the Federal Home Loan Bank Board, the Federal Reserve System, the Federal Trade Commission, the General Accounting Office, the Department of Housing and Urban Development, the National Capital Housing Authority, and the Securities and Exchange Commission are removed.

GSA's Office of Governmentwide Policy, Federal Vehicle Policy Division, has undertaken an effort to automate the Federal Motor Vehicle Fleet Report and the associated input form, Standard Form 82, Agency Report of Motor

Vehicle Data. The regulation is revised to reflect changes in the way motor vehicle data is reported and to add the requirement for reporting data on alternative fuel motor vehicles, as required by the Energy Policy Act of 1992 (Pub. L. 102-486).

GSA's Office of Governmentwide Policy, Federal Vehicle Policy Division (MTV), provided a draft copy of this amendment to Federal agencies during a Federal Fleet Policy Council (FEDFLEET) meeting on April 24, 1997. FEDFLEET is comprised of about 150 Federal agency fleet managers. The amendment was also discussed at the next two FEDFLEET meetings on July 10, 1997, and October 29, 1997. On October 15, 1997, GSA provided a final draft of the amendment to members of the FEDFLEET Motor Vehicle Advisory Council (VAC) for a final review. The VAC consists of fleet managers from the Departments of the Air Force, the Navy, Agriculture, Defense, the Interior, Justice, and Transportation; the GSA Federal Vehicle Policy Division and the GSA Fleet Management Division. VAC meetings are held periodically to discuss issues of immediate importance in the management of the Federal motor vehicle fleet. VAC members were asked to provide any formal comments on the final draft of the amendment to MTV by November 1, 1997. By December 15, 1997, no comments were received. In an effort to ensure that the amendment accurately reflected current policies and the needs of Federal agencies, MTV telephoned each VAC member between December 15-19, 1997. No comments were received as a result of these telephone calls.

## B. Executive Order 12866

GSA has determined that this final rule is not a significant regulatory action for the purposes of Executive Order 12866 of September 30, 1993.

## C. Regulatory Flexibility Act

The final rule is not expected to have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, because the rule updates and clarifies the existing guidance pertaining to motor vehicle management. As such, it affects only the relationship among executive branch agencies, not among any private entities or members of the public.

## D. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because this final rule does not impose recordkeeping or information collection requirements, or

the collection of information from offerors, contractors, or members of the public which require the approval of the Office of Management and Budget (OMB) under 44 U.S.C. 501, *et seq.*

## E. Small Business Regulatory Enforcement Fairness Act

This final rule is exempt from congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.

## List of Subjects in 41 CFR Parts 101-38 and 102-34

Energy conservation, Government property management, Motor vehicles, Reporting and recordkeeping requirements.

For the reasons set forth in the preamble, 41 CFR chapters 101 and 102 are amended as follows:

### CHAPTER 101—[AMENDED]

#### PART 101-38—MOTOR VEHICLE MANAGEMENT

1. The authority citation for part 101-38 continues to read as follows:

**Authority:** Sec. 205(c), 63 Stat. 390 (40 U.S.C. 486(c)).

2. Part 101-38 is revised to read as follows:

#### § 101-38.000 Cross-reference to the Federal Management Regulation (FMR) (41 CFR chapter 102, parts 102-1 through 102-220).

For motor vehicle management policy, see FMR part 34 (41 CFR part 102-34).

### CHAPTER 102—[AMENDED]

3. Part 102-34 is added to subchapter D to read as follows:

#### PART 102-34—MOTOR VEHICLE MANAGEMENT

Sec.

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**Authority:** Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c).

#### § 102-34.5 Preamble.

(a) This part governs the economical and efficient management and control of motor vehicles that the Government owns or leases. Agencies will incorporate appropriate provisions of this part into contracts offering Government-furnished equipment in order to ensure adequate control over the use of motor vehicles.

(b) The questions and associated answers in this part are regulatory in effect. Thus compliance with the written text of this part is required by all executive agencies.

(c) The terms “we,” “I,” “our,” “you,” and “your,” when used in this part, mean you as an executive agency, as your agency’s fleet manager, or as a motor vehicle user or operator, as appropriate.

#### § 102-34.10 What definitions apply to motor vehicle management?

The following definitions apply to motor vehicle management:

*Commercial design motor vehicle* means a motor vehicle procurable from

regular production lines and designed for use by the general public.

*Domestic fleet* (see § 102-34.20(a)).

*Foreign fleet* (see § 102-34.20(b)).

*GSA Fleet lease* (see § 102-34.25(d)).

*Large fleet* (see § 102-34.20(d)).

*Law enforcement motor vehicle* means a passenger automobile or light truck that is specifically approved in an agency’s appropriation act for use in apprehension, surveillance, police or other law enforcement work or specifically designed for use in law enforcement. If not identified in an agency’s appropriation language, a motor vehicle qualifies as a law enforcement motor vehicle only in the following cases:

(1) A passenger automobile having heavy duty components for electrical, cooling and suspension systems and at least the next higher cubic inch displacement or more powerful engine than is standard for the automobile concerned.

(2) A light truck having emergency warning lights and identified with markings such as “police.”

(3) An unmarked motor vehicle certified by the agency head as essential for the safe and efficient performance of intelligence, counterintelligence, protective, or other law enforcement duties.

(4) A motor vehicle seized by a Federal agency that is subsequently used for the purpose of performing law enforcement activities.

*Light duty motor vehicle* means any motor vehicle with a gross motor vehicle weight rating (GVWR) of 8,500 pounds or less.

*Light truck* means a motor vehicle on a truck chassis with a gross motor vehicle weight rating (GVWR) of 8,500 pounds or less.

*Military design motor vehicle* means a motor vehicle (excluding general-purpose motor vehicles) designed according to military specifications to support directly combat or tactical operations or training for such operations.

*Motor vehicle* means any vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or vehicles not covered by this part (see § 102-34.15).

*Motor vehicle identification* (also referred to as “motor vehicle markings”) means the legends “For Official Use Only” and “U.S. Government” placed on a motor vehicle plus other legends showing the full name of the department, agency, establishment, corporation, or service by which the

motor vehicle is used. This identification is usually a decal placed in the rear window or on the side of the motor vehicle.

*Motor vehicle lease* (see § 102–34.25(b)).

*Motor vehicle markings* (see “Motor vehicle identification” in this section).

*Motor vehicle purchase* (see § 102–34.25(a)).

*Motor vehicle rental* (see § 102–34.25(c)).

*Motor vehicles transferred from excess* (see § 102–34.25(e)).

*Owning agency* means the executive agency that holds the vehicle title, manufacturer’s Certificate of Origin, or is the lessee of a motor vehicle lease. This term does not apply to agencies that lease motor vehicles from the GSA Fleet.

*Passenger automobile* means a sedan or station wagon designed primarily to transport people.

*Reportable motor vehicles* are vehicles which are reported to GSA as outlined in Subpart I of this part:

(1) Included are sedans, station wagons, buses, ambulances, vans, utility motor vehicles, trucks and truck tractors, regardless of fuel type.

(2) Excluded are fire trucks, motorcycles, military-design motor vehicles, semi-trailers, trailers and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches and bogies, and trucks with permanently mounted equipment such as generators and air compressors.

*Small fleet* (see § 102–34.20(c)).

*Using agency* means a Federal agency that obtains motor vehicles from the GSA Fleet, commercial firms or another Federal agency and does not hold the vehicle title or manufacturer’s Certificate of Origin. However, this does not include a Federal agency that obtains a motor vehicle by motor vehicle rental.

#### § 102–34.15 What motor vehicles are not covered by this part?

Motor vehicles not covered are:

(a) Designed or used for military field training, combat, or tactical purposes;

(b) Used principally within the confines of a regularly established military post, camp, or depot; or

(c) Used by an agency in the performance of investigative, law enforcement, or intelligence duties if the head of such agency determines that exclusive control of such vehicle is essential to the effective performance of such duties, although such vehicles are subject to subpart C and subpart I of this part.

#### § 102–34.20 What types of motor vehicle fleets are there?

The types of motor vehicle fleets are:

(a) *Domestic fleet* means all reportable agency-owned motor vehicles operated in any State, Commonwealth, territory or possession of the United States, and the District of Columbia.

(b) *Foreign fleet* means all reportable agency-owned motor vehicles operated in areas outside any State, Commonwealth, territory or possession of the United States, and the District of Columbia.

(c) *Small fleet* means a fleet of fewer than 2,000 reportable agency-owned motor vehicles, worldwide.

(d) *Large fleet* means a fleet of 2,000 or more reportable agency-owned motor vehicles, worldwide.

#### § 102–34.25 What sources of supply are available for obtaining motor vehicles?

The following sources of supply are available:

(a) *Motor vehicle purchase* means buying a motor vehicle from a commercial source, usually a motor vehicle manufacturer or a motor vehicle manufacturer’s dealership.

(b) *Motor vehicle lease* means obtaining a motor vehicle by contract or other arrangement from a commercial source for 60 continuous days or more.

(c) *Motor vehicle rental* means obtaining a motor vehicle by contract or other arrangement from a commercial source for less than 60 continuous days.

(d) *GSA Fleet lease* means obtaining a motor vehicle from the General Services Administration (GSA Fleet). Where “lease” is used alone within this part, it refers to “motor vehicle lease” in paragraph (b) of this section and not GSA Fleet lease.

(e) *Motor vehicles transferred from excess* means obtaining a motor vehicle reported as excess and transferred with or without cost.

#### Subpart A—Obtaining Fuel Efficient Motor Vehicles

##### § 102–34.30 Who must comply with motor vehicle fuel efficiency requirements?

Executive agencies located in any State, Commonwealth, territory or possession of the United States, and the District of Columbia which operate motor vehicles owned or leased by the Government in the conduct of official business. This subpart does not apply to motor vehicles exempted by law or other regulations, such as law enforcement and motor vehicles in foreign areas. Other Federal agencies are encouraged to comply so that maximum energy conservation benefits may be realized in obtaining, operating, and

managing motor vehicles owned or leased by the Government.

##### § 102–34.35 What are the procedures for purchasing and leasing motor vehicles?

Procedures for purchasing and leasing motor vehicles can be found in subpart 101–26.5 of this title.

##### § 102–34.40 How are passenger automobiles classified?

Passenger automobiles are classified in the following table:

Sedan class	Station wagon class	Descriptive name
I .....	I	Subcompact.
II .....	II	Compact.
III .....	III	Midsize.
IV .....	IV	Large.
V .....		Limousine.

##### § 102–34.45 What size motor vehicles may we purchase and lease?

(a) You must select motor vehicles to achieve maximum fuel efficiency.

(b) Limit motor vehicle body size, engine size and optional equipment to what is essential to meet your agency’s mission.

(c) With the exception of motor vehicles used by the President and Vice President and motor vehicles for security and highly essential needs, you must purchase and lease midsize (class III) or smaller sedans.

(d) Purchase and lease large (class IV) sedans only when such motor vehicles are essential to your agency’s mission.

##### § 102–34.50 What are fleet average fuel economy standards?

(a) The minimum miles per gallon that a fleet of motor vehicles purchased or leased by an executive agency must obtain. The need to meet these standards is set forth in 49 U.S.C. 32917, Standards for Executive Agency Automobiles, and Executive Order 12375, Motor Vehicles. These standards have two categories:

(1) Average fuel economy standard for all passenger automobiles.

(2) Average fuel economy standard for light trucks.

(b) These standards do not apply to passenger automobiles and light trucks designed to perform combat-related missions for the U.S. Armed Forces or motor vehicles designed for use in law enforcement or emergency rescue work.

##### § 102–34.55 What are the minimum fleet average fuel economy standards?

The minimum fleet average fuel economy standards appear in the following table:

# FLEET AVERAGE FUEL ECONOMY STANDARDS<sup>a</sup>

Fiscal year	Passenger automobile <sup>1</sup>	Light truck <sup>2</sup>
1995 .....	27.5	20.6 <sup>3</sup>
1996 .....	27.5	20.7 <sup>3</sup>
1997 .....	27.5	20.7 <sup>3</sup>
1998 .....	27.5	20.7 <sup>3</sup>
1999 .....	27.5	20.7 <sup>3</sup>
2000 & beyond .....	27.5	( <sup>4</sup> )

<sup>a</sup> These figures represent miles/gallon.

<sup>1</sup> Established by section 49 U.S.C. 32902 and the Secretary of Transportation.

<sup>2</sup> Fleet average fuel economy standard set by the Secretary of Transportation and mandated by Executive Order 12375 beginning in fiscal year 1982.

<sup>3</sup> Fleet average fuel economy for light trucks is the combined fleet average fuel economy for all 4 x 2 and 4 x 4 light trucks.

<sup>4</sup> Requirements not yet set by the Secretary of Transportation.

## § 102-34.60 How do we calculate the average fuel economy for our fleet?

(a) Due to the variety of motor vehicle configurations, you must take an average of all motor vehicles, by category (passenger automobiles or light truck) purchased and leased by your agency during the fiscal year. This calculation is the sum of passenger automobiles or light trucks that your executive agency purchases or leases from commercial sources divided by the sum of the fractions representing the number of motor vehicles of each category by model divided by the unadjusted city/highway mile-per-gallon ratings for that model, developed by the Environmental Protection Agency (EPA) for each fiscal year. The EPA

mile-per-gallon rating for each motor vehicle make, model, and model year may be obtained from the: General Services Administration, Attn: FFA, Washington, DC 20406.

(b) An example follows:

Light trucks: i. 600 light trucks acquired in a specific year. These are broken down into:

A. 200 Six cylinder automatic transmission pick-up trucks, EPA rating: 24.3 mpg, plus

B. 150 Six cylinder automatic transmission mini-vans, EPA rating 24.8 mpg, plus

C. 150 Eight cylinder automatic transmission pick-up trucks, EPA rating: 20.4 mpg, plus

D. 100 Eight cylinder automatic transmission cargo vans, EPA rating: 22.2 mpg.

$$\begin{aligned}
 &= \frac{600}{\frac{200}{24.3} + \frac{150}{24.8} + \frac{150}{20.4} + \frac{100}{22.2}} \\
 &= \frac{600}{8.2305 + 6.0484 + 7.3530 + 4.5045} \\
 &= \frac{600}{26.1364} = 22.9565 \text{ (Rounded to nearest 0.1 mpg.)}
 \end{aligned}$$

ii. Fleet average fuel economy for light trucks in this case is 23.0 mpg.

## § 102-34.65 How may we request an exemption from the fuel economy standards?

(a) You must submit your reasons for the exemption in a written request to the: Administrator of General Services, ATTN: MTV, Washington, DC 20405.

(b) GSA will review the request and advise you of the determination within 30 days of receipt. Passenger automobiles and light trucks exempted under the provisions of this section must not be included in calculating your fleet average fuel economy.

## § 102-34.70 How does GSA monitor the fuel economy of purchased and leased motor vehicles?

(a) Executive agencies report to GSA their leases and purchases of passenger automobiles and light trucks. GSA keeps a master record of the miles per gallon for passenger automobiles and light trucks acquired by each agency during the fiscal year. GSA verifies that each agency's passenger automobile and light truck leases and purchases achieve the fleet average fuel economy for the applicable fiscal year, as required by Executive Order 12375.

(b) The GSA Federal Vehicle Policy Division (MTV) issues information

about the EPA miles-per-gallon ratings to executive agencies at the beginning of each fiscal year to help agencies with their acquisition plans.

## § 102-34.75 How must we report fuel economy data for passenger automobiles and light trucks we purchase or commercially lease?

(a) You must send copies or synopses of motor vehicle leases and purchases to GSA. Use the unadjusted combined city/highway mile-per-gallon ratings for passenger automobiles and light trucks developed each fiscal year by the Environmental Protection Agency (EPA). All submissions for a fiscal year must reach GSA by December 1 of the next fiscal year. Submit the information as soon as possible after the purchase or effective date of each lease to the: General Services Administration, ATTN: MTV, Washington, DC 20405. Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).

(b) Include in your submission to GSA motor vehicles purchased or leased by your agency for use in any State, Commonwealth, territory or possession of the United States, and the District of Columbia.

(c) Your submission to GSA must include:

(1) Number of passenger automobiles and light trucks, by category.

(2) Year.

(3) Make.

(4) Model.

(5) Transmission type (if manual, number of forward speeds).

(6) Cubic inch displacement of engine.

(7) Fuel type (i.e., gasoline, diesel, or type of alternative fuel).

(8) Monthly lease cost, if applicable.

**Note to § 102-34.75:** Do not include passenger automobile and light truck lease renewal options as new acquisition motor vehicle leases. Do not report passenger automobiles and light trucks exempted from fleet average fuel economy standards (see § 102-34.50(b) and § 102-34.65).

## § 102-34.80 Do we report fuel economy data for passenger automobiles and light trucks purchased for our agency by the GSA Automotive Division?

No. The GSA Automotive Division provides information for passenger automobiles and light trucks it purchases for agencies.

## § 102-34.85 Do we have to submit a negative report if we don't purchase or lease any motor vehicles in a fiscal year?

Yes, you must submit a negative report if you don't purchase or lease any motor vehicles in a fiscal year.

**§ 102-34.90 Are any motor vehicles exempted from these reporting requirements?**

Yes. You do not need to report passenger automobiles and light trucks that are:

(a) Purchased or leased for use outside any State, Commonwealth, territory or possession of the United States, or the District of Columbia.

(b) Designed to perform combat-related missions for the U.S. Armed Forces.

(c) Designed for use in law enforcement or emergency rescue work.

**§ 102-34.95 Does fleet average fuel economy reporting affect our acquisition plan?**

It may. If previous motor vehicle purchases and leases have caused your fleet to fail to meet the required fuel economy by the end of the fiscal year, GSA may encourage you to adjust future requests to meet fuel economy requirements.

**§ 102-34.100 Where may we obtain help with our motor vehicle acquisition plans?**

For help with your motor vehicle acquisition plan, contact the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: vehicle.policy@gsa.gov

**Subpart B—Identifying and Registering Motor Vehicles—Motor Vehicle Identification****§ 102-34.105 What motor vehicles require motor vehicle identification?**

All motor vehicles owned or leased by the Government must display motor vehicle identification unless exempted under § 102-34.180, § 102-34.195, or § 102-34.200.

**§ 102-34.110 What motor vehicle identification must we put on motor vehicles we purchase or lease?**

(a) For motor vehicles with rear windows, display:

(1) "For Official Use Only," in letters 1/2 to 3/4 inch high.

(2) "U.S. Government" in letters 3/4 to 1 inch high; and

(3) The full name of the department, agency, establishment, corporation, or service owning or leasing the motor vehicle (in letters 1 to 1 1/2 inch high), or in the alternative, a title that describes the activity in which it is operated (if the title readily identifies the department, agency, establishment, corporation, or service concerned).

(b) For other than motor vehicle rear windows, display the motor vehicle identification in paragraphs (a)(1) through (3) of this section, but:

(1) Use letters 1 to 1 1/2 inches high in colors contrasting to the motor vehicle.

(2) If you use subsidiary words or titles of subordinate units, use letters 1/2 inch to 3/4 inch high.

(c) The preferred material is a decal of elastomeric pigmented film type for ease of application and removal.

**Note to § 102-34.110:** Each agency or activity is responsible for acquiring its own decals. Replace this motor vehicle identification when necessary due to damage or wear.

**§ 102-34.115 What motor vehicle identification must the Department of Defense (DOD) put on motor vehicles it purchases or leases?**

The following must appear on DOD purchased or leased motor vehicles:

(a) "For Official Use Only;"

(b) An appropriate title for the DOD component; and

(c) The DOD code and registration number assigned by the DOD component accountable for the motor vehicle.

**§ 102-34.120 Where is motor vehicle identification placed on purchased and leased motor vehicles?**

(a) *On most motor vehicles.* On the left side of the rear window, 1 1/2 inches or less from the bottom of the window.

(b) *On motor vehicles without rear windows or where identification on the rear window would not be easily seen.* Centered on both front doors or in any appropriate position on each side of the motor vehicle.

(c) *On trailers.* Centered on both sides of the front quarter of the trailer in a conspicuous location.

**§ 102-34.125 Before we sell a motor vehicle, what motor vehicle identification or markings must we remove?**

You must remove all motor vehicle identification before you transfer the title or deliver the motor vehicle.

**License Plates****§ 102-34.130 Must our motor vehicles use Government license plates?**

Yes you must use Government license plates, with the exception of motor vehicles exempted under § 102-34.180, § 102-34.195, and § 102-34.200.

**§ 102-34.135 Do we need to register motor vehicles owned or leased by the Government?**

For a motor vehicle owned or leased by the Government that is regularly based or operated outside the District of Columbia and displaying U.S. Government license plates and motor vehicle identification, you need not register it in a State, Commonwealth, territory or possession of the United States. Motor vehicles exempted under § 102-34.180, § 102-34.195, or § 102-

34.200 must be registered and inspected in accordance with the laws of the State, Commonwealth, territory or possession of the United States where the motor vehicle is regularly operated.

**§ 102-34.140 Where may we obtain U.S. Government license plates?**

For detailed instructions and an ordering form to obtain U.S. Government license plates, contact the: Superintendent of Industries, District of Columbia, Department of Corrections, Lorton, VA 22079.

**Note to § 102-34.140:** You may, but are not required to obtain license plates from the District of Columbia, Department of Corrections.

**§ 102-34.145 How do we display license plates on motor vehicles?**

(a) Display official U.S. Government license plates on the front and rear of all motor vehicles owned or leased by the Government. The exception is two-wheeled motor vehicles, which require rear license plates only.

(b) You must display U.S. Government license plates on the motor vehicle to which the license plates were assigned.

(c) Display the U.S. Government license plates until the motor vehicle is removed from Government service or is transferred, or until the plates are damaged and require replacement.

(d) For motor vehicles owned or leased by DOD, follow DOD regulations.

**§ 102-34.150 What do we do about a lost or stolen license plate?**

You should report the loss or theft of license plates as follows:

(a) *U.S. Government license plates.* Tell your local security office (or equivalent) and local police.

(b) *District of Columbia or State license plates.* Tell your local security office (or equivalent) and either the District of Columbia, Department of Transportation, or the State agency, as appropriate.

**§ 102-34.155 What records do we need to keep on U.S. Government license plates?**

You must keep a central record of all U.S. Government license plates for your agency's motor vehicle purchases and motor vehicle leases. The GSA Fleet must keep such a record for GSA Fleet vehicles. The record must identify:

(a) The motor vehicle to which each set of plates is assigned.

(b) The complete history of any reassigned plates.

(c) A list of destroyed or voided license plate numbers.

**§ 102-34.160 How are U.S. Government license plates coded and numbered?**

U.S. Government license plates, except those issued by the District of Columbia, Department of Transportation, under § 102-34.170, will be numbered serially for each executive agency, beginning with 101, and preceded by a letter code that designates the owning agency for the motor vehicle as follows:

Agriculture, Department of—A  
 Air Force, Department of the—AF  
 Army, Department of the—W  
 Commerce, Department of—C  
 Consumer Product Safety Commission—CPSC  
 Corps of Engineers, Civil Works—CE  
 Defense, Department of—D  
 Defense Commissary Agency—DECA  
 Defense Contract Audit Agency—DA  
 Defense Logistics Agency—DLA  
 District of Columbia Redevelopment Land Agency—LA  
 Energy, Department of—E  
 Enrichment Corporation, U.S.—EC  
 Environmental Protection Agency—EPA  
 Executive Office of the President—EO  
     Council of Economic Advisers, National Security Council, Office of Management and Budget—EO  
 Federal Communications Commission—FC  
 Federal Deposit Insurance Corporation—FD  
 Federal Emergency Management Agency—FE  
 Federal Mediation and Conciliation Service—FM  
 General Services Administration—GS  
 Government Printing Office—GP  
 GSA Fleet—G  
 Health and Human Services, Department of—HHS  
 Interior, Department of the—I  
 Judicial Branch of the Government—JB  
 Justice, Department of—J  
 Labor, Department of—L  
 Legislative Branch—LB  
 Marine Corps—MC  
 National Aeronautics and Space Administration—NA  
 National Capital Planning Commission—NP  
 National Guard Bureau—NG  
 National Labor Relations Board—NL  
 National Science Foundation—NS  
 Navy, Department of the—N  
 Nuclear Regulatory Commission—NRC  
 Office of Personnel Management—OPM  
 Panama Canal Commission—PC  
 Railroad Retirement Board—RR  
 Selective Service System—SS  
 Small Business Administration—SB  
 Smithsonian Institution, National Gallery of Art—SI  
 Soldiers' and Airmen's Home, U.S.—SH  
 State, Department of—S  
 Tennessee Valley Authority—TV  
 Transportation, Department of—DOT  
 Treasury, Department of the—T  
 United States Information Agency—IA  
 United States Postal Service—P  
 Veterans Affairs, Department of—VA

**§ 102-34.165 How can we get a new license plate code designation?**

To get a new license plate code designation, write to the: General

Services Administration, Attn: MTV,  
 Washington, DC 20405. Email:  
*vehicle.policy@gsa.gov*

**§ 102-34.170 Are there special licensing procedures for motor vehicles operating in the District of Columbia (DC)?**

Yes. DC Code, section 40-102(d)(2), requires the issuance of license plates, without charge, for all motor vehicles owned or leased by the Government at the time the motor vehicle is registered or reregistered.

(a) You must register motor vehicles that are regularly based or operated in DC with the DC Department of Transportation. Your application to register must include a manufacturer's Certificate of Origin, bill of sale, or other document attesting Government ownership. Forms for registering motor vehicles are available from the District of Columbia, Department of Transportation.

(b) Motor vehicles owned or leased by the Government and licensed in the District of Columbia may have the letter code designation prescribed in § 102-34.160 stenciled in the blank space beside the embossed numbers. If you add a letter code designation, stencil it on the license plate so that the letters resemble the embossed numbers in size and color. License plates issued by the District of Columbia without an agency letter code designation will usually have the letter code designation "US".

(c) Transfer of U.S. Government license plates issued by the District of Columbia between your agency's own motor vehicles requires prior approval from the District of Columbia, Department of Transportation.

(d) You must have each registered motor vehicle inspected annually according to section 40-204 of the District of Columbia Code and applicable regulations. The District of Columbia issues an inspection verification sticker for each motor vehicle that passes inspection.

(e) Return damaged or mutilated license plates to the District of Columbia, Department of Transportation, for cancellation. Also return license plates when you transfer a motor vehicle regularly based or operated in the District of Columbia to operation in a field area, another agency, or remove the motor vehicle from Government service.

**Identification Exemptions****§ 102-34.175 What types of exemptions are there?**

- (a) Limited exemption.
- (b) Unlimited exemption.
- (c) Special exemption.

**§ 102-34.180 May we have a limited exemption from displaying U.S. Government license plates and other motor vehicle identification?**

Yes. The head of your agency or designee may authorize a limited exemption to the display of U.S. Government license plates and motor vehicle identification upon written certification. (See § 102-34.185.) For motor vehicles leased from the GSA Fleet, send an information copy of this certification to the: General Services Administration, Attn: FFF, Washington, DC 20406.

**Note to § 102-34.180:** Not eligible for exemption are motor vehicles regularly used for common administrative purposes and not directly connected to investigative, law enforcement or intelligence duties involving security activities.

**§ 102-34.185 What information must the certification contain?**

The certification must state either:

- (a) That the motor vehicle is used primarily for investigative, law enforcement or intelligence duties involving security activities and that identifying the motor vehicle would interfere with those duties; or
- (b) That identifying the motor vehicle would endanger the security of the vehicle occupants.

**§ 102-34.190 For how long is a limited exemption valid?**

An exemption granted in accordance with § 102-34.180 and § 102-34.185 may last from one day up to one year. If the requirement for exemption still exists at the end of the year, your agency must re-certify the continued exemption. For a motor vehicle leased from the GSA Fleet, send a copy of the re-certification to the: General Services Administration, ATTN: FFF, Washington, DC 20406.

**§ 102-34.195 What agencies have an unlimited exemption from displaying U.S. Government license plates and motor vehicle identification?**

The following Federal agencies, or activities within agencies, are granted an unlimited exemption based on ongoing mission requirements and do not need to certify:

(a) *Administrative Office of the United States Courts.* All motor vehicles used by United States probation offices and pretrial services agencies of the judicial branch of the U.S. Government.

(b) *Department of Agriculture.* Motor vehicles used for investigative or law enforcement activities by the Agricultural Marketing Service, Animal and Plant Health Inspection Service, Food Safety and Inspection Service, Forest Service, Grain Inspection,

Packers and Stockyard Administration, Packers and Stockyard Program, Food and Consumers Service, and Office of the Inspector General.

(c) *Department of Commerce.* Motor vehicles used for surveillance and other law enforcement activities by the Office of Export Enforcement, International Trade Administration, the National Marine Fisheries Service, and the National Oceanic and Atmospheric Administration.

(d) *Department of Defense.* Motor vehicles used for intelligence, investigative, or security activities by the U.S. Army Intelligence Agency and the Criminal Investigation Command of the Department of the Army; Office of Naval Intelligence of the Department of the Navy; Office of Special Investigations of the Department of the Air Force; the Defense Criminal Investigation Service, Office of the Inspector General; and the Defense Logistics Agency.

(e) *District of Columbia.* Motor vehicles used by St. Elizabeth's Hospital in outpatient work where identifying the motor vehicles would be prejudicial to patients.

(f) *Department of Education.* Motor vehicles used for investigative and law enforcement activities by the Office of the Inspector General.

(g) *Department of Energy.* Motor vehicles used for investigative or security activities.

(h) *Environmental Protection Agency.* Motor vehicles used for investigative and law enforcement activities by the Office of Inspector General and the Office of Enforcement and Compliance Assurance.

(i) *Federal Communications Commission.* Motor vehicles used for investigative activities by the Field Operations Bureau.

(j) *General Services Administration.* Motor vehicles used for investigative, surveillance, and security activities by special agents of the Federal Protective Service, and Office of the Inspector General.

(k) *Department of Health and Human Services.* Motor vehicles used for undercover law enforcement and similar investigative work by the Food and Drug Administration; motor vehicles used to transport mentally disturbed children by the National Institutes of Health; and motor vehicles used for law enforcement and investigative purposes by the Office of Investigations and the Office of the Inspector General.

(l) *Department of Housing and Urban Development.* Motor vehicles used for law enforcement or investigative purposes by the Office of the Inspector General.

(m) *Department of the Interior.* Motor vehicles used to enforce game laws by the U.S. Fish and Wildlife Service; motor vehicles assigned to special agents of the Bureau of Land Management who investigate crimes against public lands; motor vehicles assigned to special officers of the Bureau of Indian Affairs; motor vehicles used for investigating crimes against public lands by the National Park Service and assigned to the U.S. Park Police; and motor vehicles assigned to the special agents of the Office of the Inspector General who investigate possible crimes of fraud and abuse by departmental employees, contractors, and grantees.

(n) *Department of Justice.* All motor vehicles used for undercover law enforcement activities or investigative work by the Department.

(o) *Department of Labor.* All motor vehicles used for investigative, law enforcement, and compliance activities by the Employment and Training Administration, Occupational Safety and Health Administration, Employment Standards Administration, and the Mine Safety and Health Administration.

(p) *National Aeronautics and Space Administration.* Motor vehicles used for investigative or law enforcement activities.

(q) *National Labor Relations Board.* Motor vehicles used for investigative activities by field offices.

(r) *National Security Council.* Motor vehicles used by the Central Intelligence Agency.

(s) *Nuclear Regulatory Commission.* Motor vehicles used for the conduct of security operations or in the enforcement of security regulations.

(t) *Office of Personnel Management.* Motor vehicles used for the investigative program of the Office of Personnel Investigations and regional investigation activities.

(u) *United States Postal Service.* Motor vehicles that the Postal Inspection Service uses for investigative and law enforcement activities.

(v) *Department of State.* Motor vehicles used for protecting domestic and foreign dignitaries and investigating passport and visa fraud.

(w) *Department of Transportation.* Motor vehicles used for intelligence, investigative, or security activities by the Office of the Inspector General, the OST Office of Security, the Investigations and Security Division and field counterparts in the U.S. Coast Guard, the Office of Civil Aviation Security and field counterparts in the Federal Aviation Administration, and the Idaho Division Office of Motor

Carriers in the Federal Highway Administration.

(x) *Department of Treasury.* Motor vehicles used by the U.S. Secret Service; the Criminal Investigation Division and the Internal Security Division of the Internal Revenue Service; motor vehicles used for investigative activities by the Collection Division of the Internal Revenue Service; motor vehicles used by the Office of Enforcement and the Office of Inspection at the Bureau of Alcohol, Tobacco, and Firearms; and motor vehicles used by the Office of Enforcement, Office of Compliance Operations, and the Office of Internal Affairs at the U.S. Customs Service.

(y) *Department of Veterans Affairs.* Motor vehicles used for investigative activities by the Office of the Inspector General and regional Field Examiners and Property Management Inspectors.

**§ 102-34.200 What agencies have a special exemption from displaying U.S. Government license plates and motor vehicle identification?**

Motor vehicles assigned for the use of the President and the heads of executive departments specified in 5 U.S.C. 101 are exempt from the requirement to display motor vehicle identification. All motor vehicles, other than those assigned for the personal use of the President, will display official U.S. Government license plates.

**§ 102-34.205 What license plates and motor vehicle identification do we use on motor vehicles that are exempt from motor vehicle identification and U.S. Government license plates?**

Display the regular license plates of the State, Commonwealth, territory or possession of the United States, or the District of Columbia, where the motor vehicle is principally operated.

**§ 102-34.210 What special requirements apply to exempted motor vehicles operating in the District of Columbia?**

If your agency wants to use regular District of Columbia license plates for motor vehicles exempt from displaying U.S. government license plates and motor vehicle identification, your agency head must designate an official to authorize them. Provide the name and facsimile signature of that official to the District of Columbia, Department of Transportation, annually.

**§ 102-34.215 Can GSA ask for a listing of exempted motor vehicles?**

Yes. If asked, the head of each executive agency must submit a report concerning motor vehicles exempted under this subpart. This report, which has been assigned interagency report

control number 1537-GSA-AR, should be submitted to the: General Services Administration, ATTN: MTV, Washington, DC 20405. Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

### Subpart C—Official Use of Government Motor Vehicles

#### § 102-34.220 What is official use of a motor vehicle owned or leased by the Government?

Official use of a motor vehicle is using a motor vehicle to perform your agency's mission(s), as authorized by your agency.

#### § 102-34.225 May I use a motor vehicle owned or leased by the Government for transportation between my residence and place of employment?

No, you may not use a Government motor vehicle for transportation between your residence and place of employment unless your agency authorizes such use after making the necessary determination under 31 U.S.C. 1344 and subpart 101-6.4 of this title. Your agency must keep a copy of the written authorization within the agency and monitor the use of these motor vehicles.

#### § 102-34.230 May Government contractors use motor vehicles owned or leased by the Government?

Yes, Government contractors may use Government motor vehicles when authorized under applicable procedures and the following conditions:

(a) Motor vehicles are used for official purposes only and solely in the performance of the contract.

(b) Motor vehicles cannot be used for transportation between residence and place of employment, unless authorized in accordance with 31 U.S.C. 1344 and subpart 101-6.4 of this title.

(c) Contractors must:

(1) Establish and enforce suitable penalties against employees who use, or authorize the use of, such motor vehicles for unofficial purposes or for other than in the performance of the contract; and

(2) Pay any expenses or cost, without Government reimbursement, for using such motor vehicles other than in the performance of the contract.

#### § 102-34.235 What does GSA do if it learns of unofficial use of a motor vehicle owned or leased by the Government?

GSA reports the matter to the head of the agency employing the motor vehicle operator. The employing agency investigates and may, if appropriate, take disciplinary action under 31 U.S.C. 1349 or may report the violation to the Attorney General for prosecution under 18 U.S.C. 641.

#### § 102-34.240 How are Federal employees disciplined for misuse of motor vehicles owned or leased by the Government?

If an employee willfully uses, or authorizes the use of, a motor vehicle for other than official purposes, the employee is subject to suspension of at least one month or, up to and including, removal by the head of the agency (31 U.S.C. 1349).

#### § 102-34.245 How am I responsible for protecting motor vehicles?

When a Government-owned or -leased motor vehicle is under your control, you must:

(a) Park or store the vehicle in a manner that reasonably protects it from theft or damage.

(b) Lock the unattended motor vehicle. (The only exception to this requirement is when fire regulations or other directives prohibit locking motor vehicles in closed buildings or enclosures.)

#### § 102-34.250 Am I bound by State and local traffic laws?

Yes. You must obey all motor vehicle traffic laws of the State and local jurisdiction, except when the duties of your position require otherwise. You are personally responsible if you violate State or local traffic laws. If you are fined or otherwise penalized for an offense you commit while performing your official duties, but which was not required as part of your official duties, payment is your personal responsibility.

#### § 102-34.255 Who pays for parking fees and fines?

You must pay parking fees while operating a motor vehicle owned or leased by the Government. However, you can expect to be reimbursed for parking fees incurred while performing official duties. Conversely, if you are fined for a parking violation while operating a motor vehicle owned or leased by the Government, payment is your personal responsibility and you will not be reimbursed.

#### § 102-34.260 Do Federal employees in motor vehicles owned or leased by the government have to use safety belts?

Yes Federal employees must use safety belts, when there is a safety belt.

### Subpart D—Replacement of Motor Vehicles

#### § 102-34.265 What are motor vehicle replacement standards?

Motor vehicle replacement standards specify the minimum number of years in use or miles traveled at which an executive agency may replace a Government-owned motor vehicle (see § 102-34.280).

#### § 102-34.270 May we replace a Government-owned motor vehicle sooner?

Yes. You may replace a Government-owned motor vehicle if it needs body or mechanical repairs that exceed the fair market value of the motor vehicle. Determine the fair market value by adding the current market value of the motor vehicle plus any capitalized motor vehicle additions (such as a utility body or liftgate) or repairs. Your agency head or designee must review the replacement in advance.

#### § 102-34.275 May we keep a Government-owned motor vehicle even though the standard permits replacement?

Yes. The replacement standard is a minimum only, and therefore, you may keep a Government-owned motor vehicle longer than shown in § 102-34.280 if the motor vehicle can be operated without excessive maintenance costs or substantial reduction in resale value.

#### § 102-34.280 How long must we keep a Government-owned motor vehicle?

You must keep a motor vehicle owned or leased by the Government for at least the years or miles shown in the following table:

TABLE OF MINIMUM REPLACEMENT STANDARDS

Motor vehicle type	Years <sup>a</sup>	or Miles <sup>a</sup>
Sedans/Station Wagons .....	3	60,000
Ambulances .....	7	60,000
Buses:		
Intercity .....	n/a	280,000
City .....	n/a	150,000
School .....	n/a	80,000
Trucks:		
Less than 12,500 pounds GVWR .....	6	50,000
12,500-23,999 pounds GVWR .....	7	60,000
24,000 pounds GVWR and over .....	9	80,000
4- or 6-wheel drive motor vehicles .....	6	40,000

<sup>a</sup>Minimum standards are stated in both years and miles; use whichever occurs first.

### Subpart E—Scheduled Maintenance of Motor Vehicles

#### § 102-34.285 What kind of maintenance programs must we have?

You must have a scheduled maintenance program for each motor vehicle you own or lease. This requirement applies to motor vehicles operated in any State, Commonwealth, territory or possession of the United States, and the District of Columbia. The GSA Fleet will develop maintenance

programs for GSA Fleet vehicles. The scheduled maintenance program must:

- (a) Meet Federal, State, and local emission standards;
- (b) Meet manufacturer warranty requirements;
- (c) Ensure the safe and economical operating condition of the motor vehicle throughout its life; and
- (d) Ensure that inspections and servicing occur as recommended by the manufacturer or more often if local operating conditions require.

**§ 102-34.290 Must our motor vehicles pass State inspections?**

Yes your motor vehicles must pass State inspections, where mandated.

(a) Each motor vehicle owned or leased by the Government must pass Federally-mandated emission inspections in the jurisdictions in which they operate when required by State motor vehicle administrations or State environmental departments. You must reimburse State activities for the cost of these inspections if the fee is not waived. GSA will pay the cost of these inspections for motor vehicles leased from the GSA Fleet.

(b) Motor vehicles owned or leased by the Government that are exempted from the display of U.S. Government license plates and motor vehicle identification must comply with emission and mechanical inspection programs of the State, Commonwealth, territory or possession of the United States or the District of Columbia in which they are regularly operated. Your agency must pay for these inspections, unless the fee is waived. Payment for these inspections for motor vehicles leased from the GSA Fleet are the responsibility of the using agency.

**§ 102-34.295 Where can we obtain help in setting up a maintenance program?**

For help in setting up a maintenance programs, contact the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

**Subpart F—Motor Vehicle Accident Reporting**

**§ 102-34.300 What forms do I use to report an accident involving a motor vehicle owned or leased by the Government?**

GSA recommends the following forms for use to report an accident in any State, Commonwealth, territory or possession of the United States and the District of Columbia. The forms should be carried in any motor vehicle owned or leased by the Government.

(a) *Standard Form 91, Motor Vehicle Accident Report*. The motor vehicle operator should complete this form at

the time and scene of the accident if possible, even if damage to the motor vehicle is not noticeable.

(b) *Standard Form 94, Statement of Witness*. This form should be completed by any witness to the accident.

**§ 102-34.305 To whom do we send accident reports?**

Send accident reports as follows:

- (a) If the motor vehicle is owned or leased by your agency, follow your internal agency directives.
- (b) If the motor vehicle is managed by the GSA Fleet, report the accident to GSA in accordance with subpart 101-39.4 of this title.

**Subpart G—Disposal of Motor Vehicles**

**§ 102-34.310 How do we dispose of a motor vehicle in any State, Commonwealth, territory or possession of the United States, or the District of Columbia?**

After meeting the replacement standards under subpart D of this part, you may dispose of a Government-owned motor vehicle by transferring the motor vehicle title, or manufacturer's Certificate of Origin, to the new owner. Detailed instructions on the disposal process are in parts 101-45 and 101-46 of this title.

**§ 102-34.315 What forms do we use to transfer ownership when selling a motor vehicle?**

Use the following forms to transfer ownership:

- (a) Standard Form 97, The United States Government Certificate to Obtain Title to a Motor Vehicle, if both of the following apply:
  - (1) The motor vehicle will be retitled by a State, Commonwealth, territory or possession of the United States or the District of Columbia; and
  - (2) The purchaser intends to operate the motor vehicle on highways.

**Note to § 102-34.315(a)(2):** Do not use Standard Form 97 if the Government-owned motor vehicle is either not designed or not legal for operation on highways. Examples are construction equipment, farm machinery, and certain military-design motor vehicles. Instead, use an appropriate bill of sale or award document. Examples are Optional Form 16, Sales Slip-Sale of Government Personal Property, and Standard Form 114, Sale of Government Property—Bid and Award.

(b) Standard Form 97 is optional in foreign countries because foreign governments may require the use of other forms.

**Note to § 102-34.315:** The original Standard Form 97 is printed on secure paper to identify readily any attempt to alter the form. The form is also pre-numbered to prevent duplicates. State motor vehicle

agencies may reject certificates showing erasures or strikeouts.

**§ 102-34.320 How do we distribute the completed Standard Form 97?**

Standard Form 97 is a 4-part set printed on continuous-feed paper. Distribute the form as follows:

- (a) Original SF 97 to the purchaser or donee.
- (b) One copy to the owning agency.
- (c) One copy to the contracting officer making the sale or transfer of the motor vehicle.
- (d) One copy under owning-agency directives.

**Subpart H—Motor Vehicle Fueling**

**§ 102-34.325 How do we obtain fuel for motor vehicles?**

You may obtain fuel for any motor vehicle owned or leased by the Government by using:

- (a) A Government-issued charge card;
- (b) A Government agency fueling facility; or
- (c) Personal funds and obtaining reimbursement from your agency.

**§ 102-34.330 What Government-issued charge cards may I use to purchase fuel and motor vehicle related services?**

(a) You may use a fleet charge card specifically issued for this purpose. These cards are designed to collect motor vehicle data at the time of purchase. Where appropriate, State sales and motor fuel taxes are deducted from fuel purchases by the fleet charge card services contractor before your agency is billed. The GSA contractor issued fleet charge card is the only Government-issued charge card that may be used for GSA Fleet motor vehicles. For further information on acquiring these fleet charge cards and their use, contact the: General Services Administration, Attn: FCX, Washington, DC 20406.

(b) You may use a Government purchase card if you do not have a fleet charge card or if the use of such a government purchase card is required by your agency mission. However, the Government purchase card does not collect motor vehicle data nor does it deduct State sales and motor fuel taxes.

**§ 102-34.335 What type of fuel do I use in motor vehicles?**

(a) Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the Government.

(b) Do not use premium grade gasoline in any motor vehicle owned or leased by the Government unless the motor vehicle specifically requires premium grade gasoline.

(c) Use unleaded gasoline in all Government owned or leased motor vehicles designed to operate on gasoline and used overseas unless:

- (1) Such use would be in conflict with country-to-country or multi-national logistics agreements; or
- (2) Such gasoline is not available locally.

**§ 102–34.340 Do I have to use self-service fuel pumps?**

Yes. You must use self-service fuel pumps to the fullest extent possible.

**Subpart I—Federal Motor Vehicle Fleet Report**

**§ 102–34.345 What is the Federal Motor Vehicle Fleet Report?**

The Federal Motor Vehicle Fleet Report is compiled by GSA annually from information submitted by Federal agencies on motor vehicle inventory, cost, and use data. GSA supplies copies of the report to the Congress, Federal agencies, and other organizations upon request.

Recipients of this report use it to evaluate and analyze operations and

management of the Federal motor vehicle fleet.

**§ 102–34.350 What records do we need to keep?**

For owned motor vehicles, you are responsible for developing adequate accounting and reporting procedures to ensure accurate reporting of inventory, cost, and operational data needed to manage and control motor vehicles.

**§ 102–34.355 When and how do we report motor vehicle data?**

(a) Within 75 calendar days after the end of the fiscal year, use Standard Form 82, Agency Report of Motor Vehicle Data, to report motor vehicle inventory, cost, and operating information. Send the Standard Form 82 to the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: *vehicle.policy@gsa.gov*

(b) Use separate forms to report data for domestic and foreign fleets.

(1) For motor vehicles lent to another agency during the reporting period, the owning agency reports all data.

(2) For motor vehicles transferred from one owning agency to another, each agency reports data for the time it retained accountability.

(c) Detailed instructions are included as part of the form. You can also complete the Standard Form 82 electronically using a computerized input medium. For further information, contact the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: *vehicle.policy@gsa.gov*

**Subpart J—Forms**

**§ 102–34.360 How do we obtain the forms prescribed in this part?**

See § 102–2.135 of this chapter for how to obtain forms prescribed in this part.

Dated: October 19, 1999.

**David J. Barram,**

*Administrator of General Services.*

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