



BLM Fleet Management

Instructor: Martin Cobb OC-653 303-236-6659 mcobb@blm.gov

1

National Operations Center

FLEET MANAGEMENT



Training Objectives

- Vehicle Ordering and Receiving
- Management Issues
- Vehicle Operation
- Credit Card
- Vehicle Accidents
- Vehicle Disposal

BLM FLEET OVERVIEW

- I-Tag – 4500 (Working Capital Fund)
 - BLM owns these – they have an I-tag
 - Monthly Charges - Fixed Ownership and Utilization Rate
 - General Purpose (Class Code 100)
 - Heavy Equipment & Special Equipment (Class Code 300 & 400)
 - Fire (Class Code 600)
 - Dump Trucks (Class Code 700 (WA &OR only) & 800)

BLM FLEET OVERVIEW

- I-Tag – 4500 (Working Capital Fund)
 - BLM owns these – they have an I-tag
 - Monthly Charges - Fixed Ownership and Utilization Rate
 - General Purpose (Class Code 100)
 - Heavy Equipment & Special Equipment (Class Code 300 & 400)
 - Fire (Class Code 600)
 - Dump Trucks (Class Code 700 (WA &OR only) & 800)
- T-Tag
 - Trailers

BLM FLEET OVERVIEW

- I-Tag – 4500 (Working Capital Fund)
 - BLM owns these – they have an I-tag
 - Monthly Charges - Fixed Ownership and Utilization Rate
 - General Purpose (Class Code 100)
 - Heavy Equipment & Special Equipment (Class Code 300 & 400)
 - Fire (Class Code 600)
 - Dump Trucks (Class Code 700 (WA &OR only) & 800)
- T-Tag
 - Trailers
- LE Tag - Large Equipment
 - Tractors, Graders, Dozers, Backhoe, Front end Loaders, Skid Steers

BLM FLEET OVERVIEW

- I-Tag – 4500 (Working Capital Fund)
 - BLM owns these – they have an I-tag
 - Monthly Charges - Fixed Ownership and Utilization Rate
 - General Purpose (Class Code 100)
 - Heavy Equipment & Special Equipment (Class Code 300 & 400)
 - Fire (Class Code 600)
 - Dump Trucks (Class Code 700 (WA &OR only) & 800)
- T-Tag
 - Trailers
- LE Tag - Large Equipment
 - Tractors, Graders, Dozers, Backhoe, Front end Loaders, Skid Steers
- M Tag - Small Equipment-Tag
 - Snowmobiles, UTV's, ATV's, motorcycles

BLM FLEET OVERVIEW

- I-Tag – 4500 (Working Capital Fund)
 - BLM owns these – they have an I-tag
 - Monthly Charges - Fixed Ownership and Utilization Rate
 - General Purpose (Class Code 100)
 - Heavy Equipment & Special Equipment (Class Code 300 & 400)
 - Fire (Class Code 600)
 - Dump Trucks (Class Code 700 (WA &OR only) & 800)
- T-Tag
 - Trailers
- LE Tag - Large Equipment
 - Tractors, Graders, Dozers, Backhoe, Front end Loaders, Skid Steers
- M Tag - Small Equipment-Tag
 - Snowmobiles, UTV's, ATV's, motorcycles
- GSA Vehicles - 1400
 - Leased from GSA -

BLM FLEET OVERVIEW

- Monthly Utilization Period – record consumable expenses ie: (wipers, washer solvent, car wash), use, fuel consumption
- Annual cycle - NOC issues Replacement AO Numbers
- AutoChoice is GSA ordering system
- Ordering done in Oct – Aug/Sept – deadline dates set by contract
- Delivery within contract delivery time



Vehicle Operation – Local Fleet Managers

- Ensure supervisors know regulations governing use

Vehicle Operation – Local Fleet Managers

- Ensure supervisors know regulations governing use
- Maintenance records are maintained in a six-way folder

Vehicle Operation – Local Fleet Managers

- Ensure supervisors know regulations governing use
- Maintenance records are maintained in a six-way folder
- Monthly fuel and maintenance charges entered into FBMS

Vehicle Operation – Local Fleet Managers

- Ensure supervisors know regulations governing use
- Maintenance records are maintained in a six-way folder
- Monthly fuel and maintenance charges entered into FBMS
- Maintenance receipts kept in a six-way folder

Vehicle Operation – Local Fleet Managers

- Ensure supervisors know regulations governing use
- Maintenance records are maintained in a six-way folder
- Monthly fuel and maintenance charges entered into FBMS
- Maintenance receipts kept in a six-way folder
- Reconciled fleet charge card statements maintained as directed by finance

Vehicle Operation – Local Supervisors

- Ensure all employees have valid drivers licenses (including contractor personnel)

Vehicle Operation – Local Supervisors

- Ensure all employees have valid drivers licenses (including contractor personnel)
- Used for Official Business Only

Vehicle Operation – Local Supervisors

- Ensure all employees have valid drivers licenses (including contractor personnel)
- Used for Official Business Only
- Most economical & energy-efficient vehicle

Vehicle Operation – Local Supervisors

- Ensure all employees have valid drivers licenses (including contractor personnel)
- Used for Official Business Only
- Most economical & energy-efficient vehicle
- Use of pooling

Vehicle Operation – Local Supervisors

- Ensure all employees have valid drivers licenses (including contractor personnel)
- Used for Official Business Only
- Most economical & energy-efficient vehicle
- Use of pooling
- All instances of loss, damage, theft reported immediately

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws
- Take DOI defensive drivers training courses (DOI Learn)

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws
- Take DOI defensive drivers training courses (DOI Learn)
- Report any maintenance, safety or damage issues immediately

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws
- Take DOI defensive drivers training courses (DOI Learn)
- Report any maintenance, safety or damage issues immediately
- Refrain from using cell phones or electronic devices while driving

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws
- Take DOI defensive drivers training courses (DOI Learn)
- Report any maintenance, safety or damage issues immediately
- Refrain from using cell phones or electronic devices while driving
- Ensure all passengers wear seat belts

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws
- Take DOI defensive drivers training courses (DOI Learn)
- Report any maintenance, safety or damage issues immediately
- Refrain from using cell phones or electronic devices while driving
- Ensure all passengers wear seat belts
- Lock unattended vehicles

Vehicle Operation – Operators

- Operate vehicle safely and follow all laws
- Take DOI defensive drivers training courses (DOI Learn)
- Report any maintenance, safety or damage issues immediately
- Refrain from using cell phones or electronic devices while driving
- Ensure all passengers wear seat belts
- Lock unattended vehicles
- Pay all fines associated with vehicle operation

Vehicle Operation – Official Use

- Transaction of official government business in order to perform mission

Vehicle Operation – Official Use

- Transaction of official government business in order to perform mission
- Non-official use is prohibited – 1 month suspension (31 USC 1344)

Vehicle Operation – Official Passengers

- Only “Official Passengers” can ride in BLM or GSA vehicles

Vehicle Operation – Official Passengers

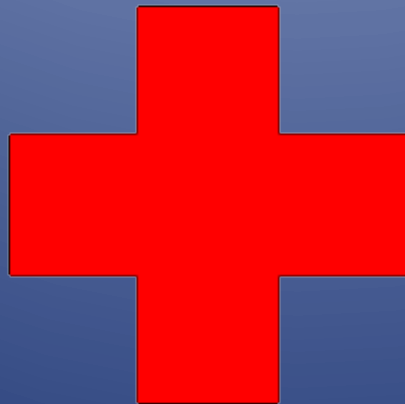
- Only “Official Passengers” can ride in BLM or GSA vehicles
- Includes others that are involved in BLM business: official volunteers, congressional members, cooperating state, county, local agency employees, representatives of news media and contractor personnel (an MOU should be in place between contractor and BLM to ensure clear understanding of who is responsible for damage incurred during operations)

Vehicle Operation – Prohibited Passengers

- Hitchhikers prohibited
- Family members prohibited
- General public prohibited

Vehicle Operation – “Errands of Mercy”

- Use of government vehicles for “errands of mercy” to transport unofficial passengers is allowed – storms, flood, needed medical attention, fires and other disasters
- Employee must notify supervisor immediately after action



Vehicle Operation – Inappropriate Behavior

- Reckless disregard for government property
- Disregard for health & safety of fellow employees
- Attract criticism from the public
- Reflect negatively on the BLM



AutoChoice

GSA's Vehicle Ordering System

- Use when ordering new vehicles for BLM Fleet
- Order from Oct – Aug/Sept (vehicle availability based on contracts between GSA and manufacturers)

AutoChoice

Steering you in the right direction

GSA **AutoChoice**
www.autochoice.gsa.gov



I'm a new user

[Click here to register in AutoChoice](#)

I have already registered

User Name:

Password:

[Vehicle Availability Listing \(VAL\)](#)

NEW **Programs Going Paperless:**

- [Vendor and Customer Self Service \(VCSS\)](#) replaces paper bills in January 2014.
- [Use AutoChoice for Express, Non-Std. and/or MAS.](#) Last day of paper order 4/8/13.

AutoChoice

GSA

AutoChoice

www.autochoice.gsa.gov

Steering you in the right direction



I am Adam Boyd

Compare Prices

Pending Orders

Order Status

MVDO

Vendor Performance

Mailing List

Build Report

Vehicle Availability

Links:

- [Fed Veh Stds/Comment Collector](#)

- [NHTSA Five-Star Crash Test and Rollover Ratings](#)

- [NHTSA Defects and Recalls](#)

- [EPA Fuel Economy](#)

- [EPA Green Vehicles](#)

- [EPA Guidance \(EISA\)](#)

Selection by Multiple Award (23V MAS)

Selection by Non-Standard Vehicles

Selection by Express Desk Vehicles (Urgent & Compelling)

Selection by Alternate Fuel Vehicle 

- [Sedans and Station Wagons](#)
- [Police Use Vehicles](#)
- [Light Trucks \(4X2\)](#)
- [Light Trucks \(4X4\)](#)
- [Light Trucks Cab and Chassis \(Incomplete Vehicles\) 4x2](#)
- [Light Trucks Cab and Chassis \(Incomplete Vehicles\) 4x4](#)
- [Lt Trks w/ Vocational Bodies \(4x2\)](#)
- [Lt Trks w/ Vocational Bodies \(4x4\)](#)
- [Medium and Heavy Duty Trucks](#)
- [Buses](#)
- [Ambulances](#)
- [Wheelchair Vehicles](#)

Selection by Vehicle Type

- [Sedans and Station Wagons](#)
- [Police Use Vehicles](#)

AutoChoice

- All vehicles must be ordered through AutoChoice unless a waiver is granted by GSA
- Log-in and password required – self register
- NOC must approve all purchases and review specifications
- Justification required for each vehicle maintained in the field office (can be attached to Equipment Master Record)
- Fleet home page has ordering instructions
- Help?
 - Bill Neuendorf 303-236-2955
 - Adam Boyd 303-236-0089

Estimated Shipment Times *

**Shipment times may vary,
depending upon options, delivery, and type of vehicle.*

Ambulances	150 to 245 days
Buses	180 days
Light Trucks / Sedans	90 days ARO
Light Trucks w/Vocational Bodies	150 – 245 days (Depending on optional equipment)
Medium & Heavy	150 – 225 days
Wreckers	150 - 180 days

License Plates

- Considered sensitive items must be attached to the vehicle/equipment assigned
- Issued through NOC – returned to NOC
- Must be displayed front and rear unless equipment, trailer or motorcycle
- Loss must be reported immediately
- General Purpose – I-tag
- Motorcycles – M-tag
- Trailers – T-tag



I-Tag FLEET - Holdovers

- Replaced vehicles may be retained for no more than 1 field season **ONLY**
- Benefiting activity pays for maintenance, repairs, and damage
- All schedule maintenance and repairs must be completed
- Holdovers are requested on form 1520-58 & approved by NOC (must have mission oriented justification)
- WCF only pays for:
 - Fuel
 - Oil changes
 - Windshield repair
 - Detailing for disposal
 - Final inspection for disposal



I-Tag FLEET - Holdovers

- Holdover maintenance reallocation of charges
- For assistance reallocating charges:
 - Pat Fay 303-236-6345
 - Janet Lamar 303-236-6333



FLEET MANAGEMENT

What are the operations and maintenance considerations?

- ❖ Normal maintenance from usage – WCF vs. Benefiting activity costs.
 - Majority of vehicles are not Off Road and damage incurred during this use will be the activity expense
 - Bent, broken, or mangled isn't normal.
 - Is the current equipment adequate.
 - Should an ATV be utilized for remote location access?

FLEET MANAGEMENT

What are the operations and maintenance considerations?

- ❖ Normal maintenance from usage – WCF vs. Benefiting activity costs.
 - Majority of vehicles are not Off Road and damage incurred during this use will be the activity expense
 - Bent, broken, or mangled isn't normal.
 - Is the current equipment adequate.
 - Should an ATV be utilized for remote location access?
- ❖ Improper use of fleet credit card
 - Towed/portable equipment cannot be fueled on vehicle card.
 - Only scheduled maintenance and authorized repairs.
 - Repair limits – Look @ age, condition, \$ use.

FLEET MANAGEMENT

What are the operations and maintenance considerations?

- ❖ Normal maintenance from usage – WCF vs. Benefiting activity costs.
 - Majority of vehicles are not Off Road and damage incurred during this use will be the activity expense
 - Bent, broken, or mangled isn't normal.
 - Is the current equipment adequate.
 - Should an ATV be utilized for remote location access?
- ❖ Improper use of fleet credit card
 - Towed/portable equipment cannot be fueled on vehicle card.
 - Only scheduled maintenance and authorized repairs.
 - Repair limits – Look @ age, condition, \$ use.
- ❖ Accessories/Options
 - Benefiting activity funded vs. WCF funded.
 - Suspension lift maybe viable option in some conditions (not a WCF charge) for safety considerations.

FLEET MANAGEMENT

What are the use/utilization considerations?

- ❖ What is the total number of employees? –
 - Include contractors, temps, volunteers & seasonal staff.
 - How does this number change during the year?

FLEET MANAGEMENT

What are the use/utilization considerations?

- ❖ What is the total number of employees? –
 - Include contractors, temps, volunteers & seasonal staff.
 - How does this number change during the year?
- ❖ Consider:
 - Projected personnel changes, 3, 5, 10 year.
 - Projected mission changes.
 - How many personnel actually are in the field.
 - Average number of occupants in the vehicle.
 - Area of operations? Multiple sections working in close proximity.

FLEET MANAGEMENT

What are the use/utilization considerations?

- ❖ What is the total number of employees? –
 - Include contractors, temps, volunteers & seasonal staff.
 - How does this number change during the year?
- ❖ Consider:
 - Projected personnel changes, 3, 5, 10 year.
 - Projected mission changes.
 - How many personnel actually are in the field.
 - Average number of occupants in the vehicle.
 - Area of operations? Multiple sections working in close proximity.
- ❖ What is the total number of vehicles?
 - Vehicles by type, capability, seating capacity and towing.
 - Anticipated change in vehicle type.
 - Anticipated technology improvements.

FLEET MANAGEMENT

What are the use/utilization considerations? (Cont)

- ❖ Is the vehicle/equipment properly utilized? – Usage measurements
 - Should the equipment be pooled/shared? – Look at mission needs, vehicle/equipment available vs. requests filled.
 - Fleet Card - Are fuel and maintenance costs only charged for the assigned equipment?
 - Trained personnel.
 - Seasonal use
 - Off road
 - Off highway
 - Highway only

FLEET MANAGEMENT

What are the use/utilization considerations? (Cont)

- ❖ Is the vehicle/equipment properly utilized? – Usage measurements
 - Should the equipment be pooled/shared? – Look at mission needs, vehicle/equipment available vs. requests filled.
 - Fleet Card - Are fuel and maintenance costs only charged for the assigned equipment?
 - Trained personnel.
 - Seasonal use
 - Off road
 - Off highway
 - Highway only
- ❖ What percent of required minimum miles/hours is vehicle/equipment utilized?
 - More than 50%
 - Less than 50%

FLEET MANAGEMENT

What are the use/utilization considerations? (Cont)

- ❖ Is the vehicle/equipment properly utilized? – Usage measurements
 - Should the equipment be pooled/shared? – Look at mission needs, vehicle/equipment available vs. requests filled.
 - Fleet Card - Are fuel and maintenance costs only charged for the assigned equipment?
 - Trained personnel.
 - Seasonal use
 - Off road
 - Off highway
 - Highway only
- ❖ What percent of required minimum miles/hours is vehicle/equipment utilized?
 - More than 50%
 - Less than 50%
- ❖ If less than 50% utilized transfer or disposal should be considered

Fleet Management NOC Page

**U.S. DEPARTMENT OF THE INTERIOR
BLM NATIONAL OPERATIONS CENTER
DIVISION OF BUSINESS SERVICES**

This Site: Division of Bu

[Home](#) [For NOC Employees](#) [Subject Index](#) [Site Directory](#) [BLM Intranet](#)

Navigation

Division of Business Services

- Branch of Financial Services
- Branch of Accounting Operations
- Branch of National Property and Support
- Branch of National Acquisitions
- Branch of Architecture and Engineering
- Division of Human Resources Services
- Division of IRM Support Services
- Division of Resource Services

Quick Links

- BLM ITT
- BLM Help Desk
- NOC Directives
- Benefits
- Standard PDs
- Employee/Labor Relations

Fleet Management

The Fleet Management Team is responsible for the acquisition and use reporting of all the vehicles and heavy equipment owned by the BLM. We will assist you in requisitioning new vehicles/equipment to suit your needs, acquiring credit cards for the vehicles/equipment, reporting the use of the vehicles/equipment, and developing information to help you manage your local fleet. We will provide you with license plate and vehicle use books, and the form to request credit cards for the vehicles/equipment. We can also assist with moving underutilized vehicles/equipment to places where they are needed.

Guides/Policies

- 1525 Fleet Management Manual
- [G-1525-1 Fleet Management Guidebook](#)
- Creating Maintenance Work Orders
- Instructions for Submitting Betterment for WCF Equipment
- Guidance for Federal Agencies on E.O. 13514 Section 12
- Charge Card Reallocation Procedure for Fleet
- PR Modificatoin Instructions

Vehicle Replacement

- 2015 Vehicle Replacement List
- WCF Class to UPC Fast -Type Crosswalk
- Vehicle/Equipment Usage Rates
- Basic AutoChoce Ordering Information
- Supplemental Instructions for Creating FBMS PR for WCF Equipment
- Replacement Criteria for Light Trucks
- Steps for Selecting Vehicles
- Goals for Improved Fuel Efficiency for General Purpose Vehicles

Vehicle Allocation Methodology (VAM)

- EO 13514 - Federal Leadership in Environmental and Economic Performance

Fleet Charge Cards

- Charge Code Reallocation Procedure
- Hierarchy Chart

Maintenance

- Equipment Repair Instructions
- Instructions for BOBJ Queries
- Instructions for Filling Out UAMP Form
- Sample UAMP
- Creating Maintenance Work Order (ME01)

NOC Vehicle Checkout and Authorization

- Qualifications to Operate a Motor Vehicle and Specialized Equipment for Government Business

Quick Links

- Organization Chart
- National Property Support

Asset Shell- Equipment with License Plates

- Asset Shell created for vehicles by FED Strip (Autochoice) or Purchase Order

Asset Shell- Equipment with License Plates

- Asset Shell created for vehicles by FED Strip (Autochoice) or Purchase Order
- These Asset Shells will appear on Incomplete Asset Report under office purchasing equipment

Asset Shell- Equipment with License Plates

- Asset Shell created for vehicles by FED Strip (Autochoice) or Purchase Order
- These Asset Shells will appear on Incomplete Asset Report under office purchasing equipment
- This is the standard process for capitalized equipment in FBMS

Asset Shell – Equipment with License Plates Exception

- OC-653 will create Asset Shells when following occurs:
 - Equipment purchased with credit card (trailers, UTV's) – do Receiving Report 1520-102V
 - Equipment found in inventory or donated – do Receiving Report 1520-102V
 - Equipment transferred from another agency or bureau – do SF122

Maintenance

- ME01 – FBMS (DOI requirement)
- Maintenance related: oil changes, non-accident repairs (normal wear & tear)

Maintenance

- ME01 – FBMS (DOI requirement)
- Maintenance related: oil changes, non-accident repairs (normal wear & tear)
- Not: light bulbs, windshield wipers
- Can be entered after maintenance is done
- Be sure to close technical screen once done

Credit Card Reconciliation

- Each purchase should have a receipt
- Verify each purchase entry
- Both operator and supervisor must sign

Credit Card Ordering

Cardholder Application
J.P.Morgan

Integrated Declining Balance

1 CLIENT INFORMATION

Agency Name* **DOI-BLM**

Company Number* **70001** Bank Number* **8226**

2 APPLICANT INFORMATION

Full First Name* **BLM FLEET MANAGER** Initial **T** Last Name* **X**

Name as it will appear on Card* (If different than name above) (26 Character Limit)
TAX EXEMPT ID 140001849

Name Line 2 (embossed under cardholder name) (26 Character Limit)

3 ACCOUNT SPEND LIMITS/CONTROLS

Unrestricted Spend Limit (Selecting this option will initiate a credit review on IBA Travel/Integrated apps)
 Restricted Spend Limit (No credit review. Alternate credit review by agency)
 Not Applicable (Spend limits will be assigned in Section 9)

4 ACCOUNT SECURITY

Social Security Number* **NA** OR Security Identifier (Enter 9 characters if Social Security Number is not provided)* **1422**

Date of Birth (MM/DD/YYYY)* **NA** Mother's Maiden Name/Password (Enter 4 characters - first 4 letters of mother's maiden name or 4 digit/letter password)*

5 STATEMENT / CARD DELIVERY ADDRESS — Required

Street Address*
Street Address Line 2
City* State/Province* Zip / Postal Code*

8 APPLICANT AUTHORIZATION

If you are requesting that the Bank issue a commercial card in your name, by completing this application you authorize us, when we deem it appropriate, to investigate your credit history for the purpose of account establishment or card issuance and for subsequent credit inquiries should a card be issued in your name. If this application is approved for the establishment of any Account listed above, you agree to be bound by the Agreement governing use of the Account which will be provided to you or your Organization in connection with Account opening. You also understand the Account is to be used for government purposes only and not for personal use. We are required by law to obtain, verify and record information that identifies each person or business that opens a new Account. By completing or otherwise providing this application and/or the information on it, you agree to provide and consent to us obtaining, from third parties if necessary your name, residential address, date of birth and social security number to verify your identity. When you give us your mobile phone number, you are giving permission to be contacted at that number by automatic telephone dialing systems, text messages, and artificial or prerecorded voice messages concerning this Account sent from us and our representatives. Message and data rates may apply. In this application, the terms "Bank," "we," and "us" refer to JPMorgan Chase Bank, N.A. and Chase Bank USA, N.A. and their affiliates.

X APPLICANT SIGNATURE* DATE*
Use Today's Date

X APPROVER/SUPERVISOR SIGNATURE DATE

9 A/OPC Use Only

Spend Limit* **\$ 5,000** Single Purchase Limit **\$ 3,000.00** Agent ID **0100** Access Checks:

Site ID Field **N/A** Accounting Code/Cost Center **N/A**

Tax Exempt: **Y** Flag **109** Status **1** Indicate:* Blank (B) Fleet Product Codes: **1 5 N D Y N**
Include (I) Exclude(E) Divert (D)

Merchant Category Code Group*	Single Purchase	Cycle Spend	Daily Trans	Cycle Trans
FDOIFLEETR	I - \$ 3,000.00	\$ 5,000	10	
FDOIFLETRD	D - \$	\$		
	B - \$	\$		
	B - \$	\$		
	- \$	\$		
	- \$	\$		
	- \$	\$		
	- \$	\$		

Asset Receiving Report

Form 1520-102v
(April 2015)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Print
Save

ASSET RECEIVING REPORT - FLEET

Section 1 - Completed by Receiving Office		
Number of Assets: <input type="text"/> <small>Note: Only enter one WCF vehicle per Asset Receiving Report Only enter multiple non-WCF vehicles if under same document number</small>		
Receiving Office Name:	Office Code:	Document Number:
Method of Acquisition (explain below):		
<input type="checkbox"/> Purchase Order (Partial Delivery) <input type="checkbox"/> Found on Inventory <input type="checkbox"/> Purchase Order <input type="checkbox"/> WCF Receiving Report <input type="checkbox"/> Credit Card <input type="checkbox"/> Leased Asset (No License Plate Required) <input type="checkbox"/> Partial Delivery Order <input type="checkbox"/> Is Lease Over 60 Days? <input type="checkbox"/> Final Delivery Order <input type="checkbox"/> Other (Shop made, donation, excess, etc.) <input type="checkbox"/> Contract Acquired		
Additional Comments if Applicable:		
Received by (First Name, Middle Initial, Last Name)		Date Received (MM/DD/YYYY)

(Continued on page 2)

(Form 1520-102v, page 1)

License Plate Transmittal

Print

Clear

Form 1520-102a
(November 2014)

UNITED STATES
DEPARTMENT OF THE INTERIOR

In Reply Refer to:
1525 (OC-653)

BUREAU OF LAND MANAGEMENT
NATIONAL OPERATIONS CENTER
DENVER FEDERAL CENTER, BLDG 50
DENVER, CO 80225-0047

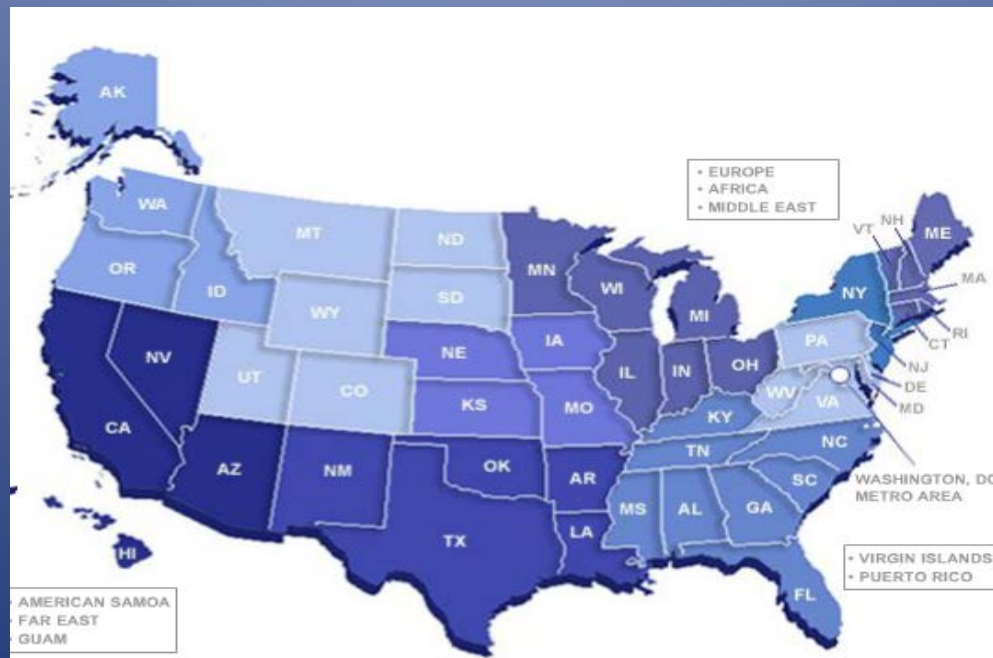
LICENSE PLATE TRANSMITTAL MEMORANDUM

All bold fields are required.

Section 1 – Property Operations Section (OC-653)			
1. Memorandum Type: New Plates <input type="checkbox"/> Replacement Plates <input type="checkbox"/> Class Change <input type="checkbox"/>			
2. Document Number:			
3. Issued To: (First Name / Last Name)			
4. Number of Records:		1 ▾	
Plate 1			
New Plate	Replaced Plate	Agency Order No.	Fund Type
			▾
RPN / PR	Class	VIN	Plate Type
Plate 2			
New Plate	Replaced Plate	Agency Order No.	Fund Type

GSA Vehicles

- GSA vehicles available to supplement BLM fleet on lease or rental basis
- Contact GSA Fleet Service Representative (FSR)



Vehicle Accidents



Damage to Vehicle

Report of Survey Required –

1. Driver informs supervisor
2. Accident report completed
3. Supervisor completes DI-103 & collects documentation
4. Accountable Officer Signs
5. Sent to State Board of Survey for Action
6. Local Survey Officer can sign if 3rd party damage or natural causes (hail, flood, wind) and no negligence by employee

Damage to Vehicle

Report of Survey required –

1. Driver informs supervisor
 2. Accident report completed
 3. Supervisor completes DI-103 & collects documentation
 4. Accountable Officer Signs
 5. Sent to State Board of Survey for Action
 6. Local Survey Officer can sign if 3rd party damage or natural causes (hail, flood, wind) and no negligence by employee
- Determination – no negligence; simple negligence (\$250); gross negligence (\$\$ cost of repair)
 - Report of Survey NOT a disciplinary action.

Report of Survey

UNITED STATES DEPARTMENT OF THE INTERIOR		Page 1 of 1			
Report of Survey		Report No. CAD7RS1501			
		Date January 02, 2014			
A. Originating Office and Telephone No. (Include area code) Bureau of Land Management, El Centro Field Office (760) 337-4480 1661 South 4 th Street El Centro, CA 92243		Accountable Office and Location J.L.CAD07500 Bureau of Land Management, El Centro Field Office (760-337-4480) 1661 South 4 th Street El Centro, CA 92243			
The following items are (check one): <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Other (Specify)		A statement of circumstance involving the identified property is attached			
		Signature of Accountable Officer <i>Thomas F. Zale</i> Thomas F. Zale, Field Manager		Date 1/12/2015	
ITEM NO.	QUANTITY OR PROPERTY ID. NO.	ITEM DESCRIPTION (Include model & serial number)	ORIGINAL ACQUISITION COST	CONDITION CODE (See Reverse)	ESTIMATED VALUE
1.	LI 143111 Asset No.: 571234	Dodge Pick-Up, 2009 RAM 2500 Power Wagon. VIN: 3D7KS28T89G531684 EXHIBIT A - D ATTACHED	\$26,394.33	4	\$19,500.00
B. To the best of my knowledge the attached statement(s) of circumstance are correct.					
Signature of Cognizant Employee: <i>[Signature]</i>		Date: 1/2/15	Signature of Custodial Officer: <i>[Signature]</i>		Date: 1/2/15
C. Board of Survey findings and Determinations: A complete statement of Board findings and determinations is attached.		Signature of Board Chairperson: <i>Melina R. Komarek</i>		Date: 3-2-15	
Signature of Board Member: <i>[Signature]</i>		Date: 3/2/2015	Signature of Board Member: <i>Jessica Pava</i>		Date: 3/2/15
D. Reviewing Authority: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Returned for technical insufficiency (statement attached) <input type="checkbox"/> Disagree with Board of Survey Findings and Determinations (statement attached) NO NEGLIGENCE		Signature: <i>[Signature]</i>		Date: 3/20/15	
E. Head of Bureau or Office: (required only for disagreement between Board of Reviewing Authority) statement of Resolution:		Signature:		Date:	

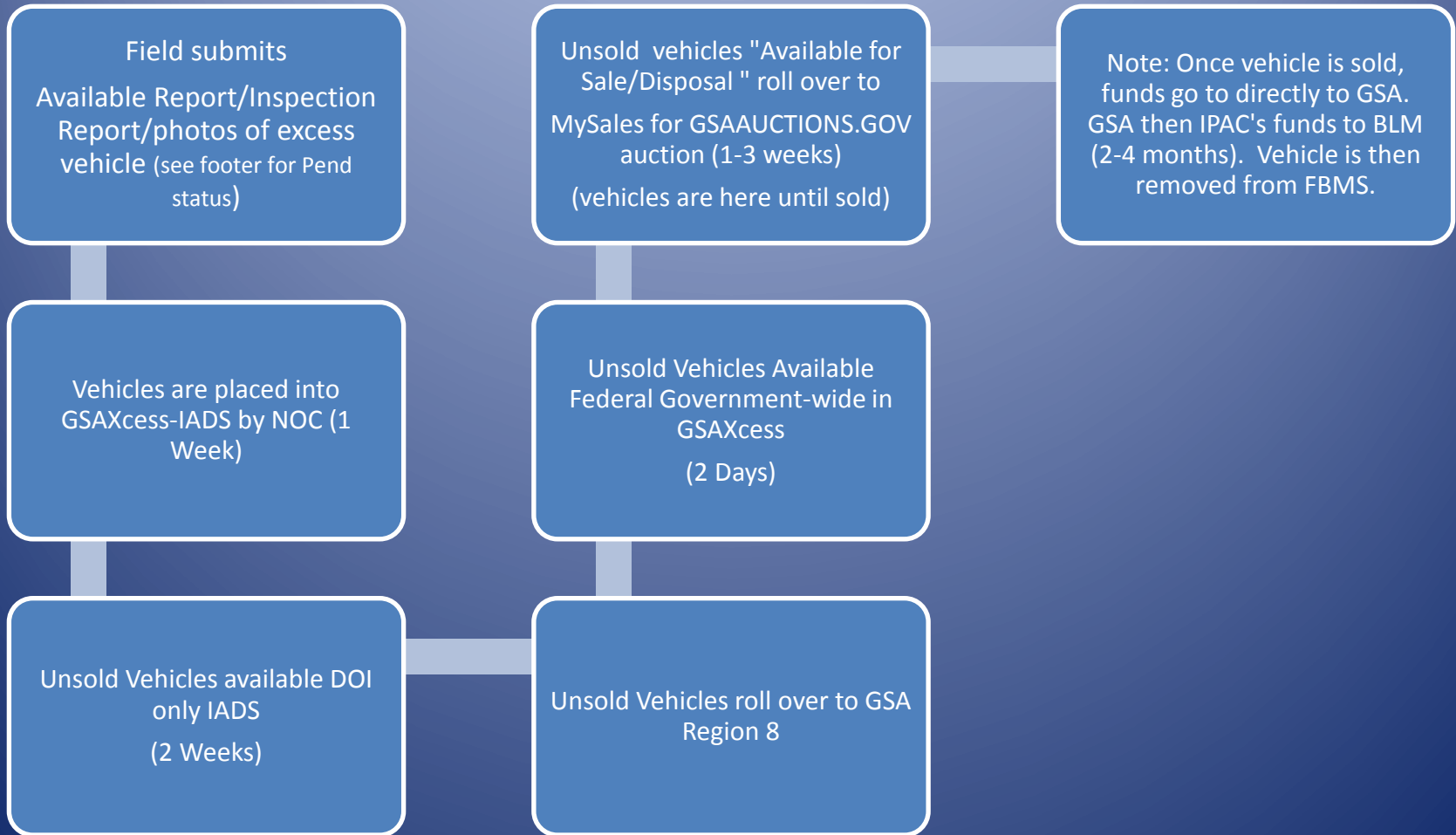
I-Tag FLEET - Disposal

- WCF will pay for normally covered repairs and detailing
- Use BLM Form 1520-34 and BLM Form 1520-35 Provide photos; photo of any significant damage
- Damage must be annotated on BLM Form 1520-34
- Upload to WO SharePoint site “Turn in Vehicle Packets”
- List Agency Order Number

Vehicle Disposal

- 72000 miles or 10 years
- WCF pays for non-damage repairs & detailing
- Mileage mismatch of over 50 miles between FBMS & 1520-34 – next utilization cycle
- Credit Card canceled by NOC when all documentation is submitted
- Vehicles sold through GSAXcess

Vehicle Disposal



Turn In Vehicle Packet

TeamSpace > Asset Management

Asset Management

This List: Shared Doc

Asset Management Home

Asset Management > Shared Documents > States, Centers, WO > National Operations Center > Disposal > Vehicle Disposal > Turn In Vehicle Packet

Shared Documents > ...Turn In Vehicle Packet

Share a document with the team by adding it to this document library.

New Upload Actions Settings

Type	Name	Modified
Folder	I429428 DON ALLEN AWT 1520-35 INSPECTION RECEIPT INSPECTION OVER 90 DAYS	12/4/2014 10:27 AM
Folder	I423437 JOEL SALISBURY AWT RECEIPT	2/18/2015 1:00 PM
Folder	I427124 DANIELLE MARES AWT 1520-35 BUSINESS NAME	3/18/2015 5:41 AM

View All Site Content

Pictures

- Wyoming Pictures
- Utah Pictures
- Colorado Pictures
- Montana Pictures
- New Mexico Pictures
- Idaho Pictures
- Arizona Pictures
- Nevada Pictures
- California Review Pictures
- Oregon Pictures
- Alaska Pictures

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

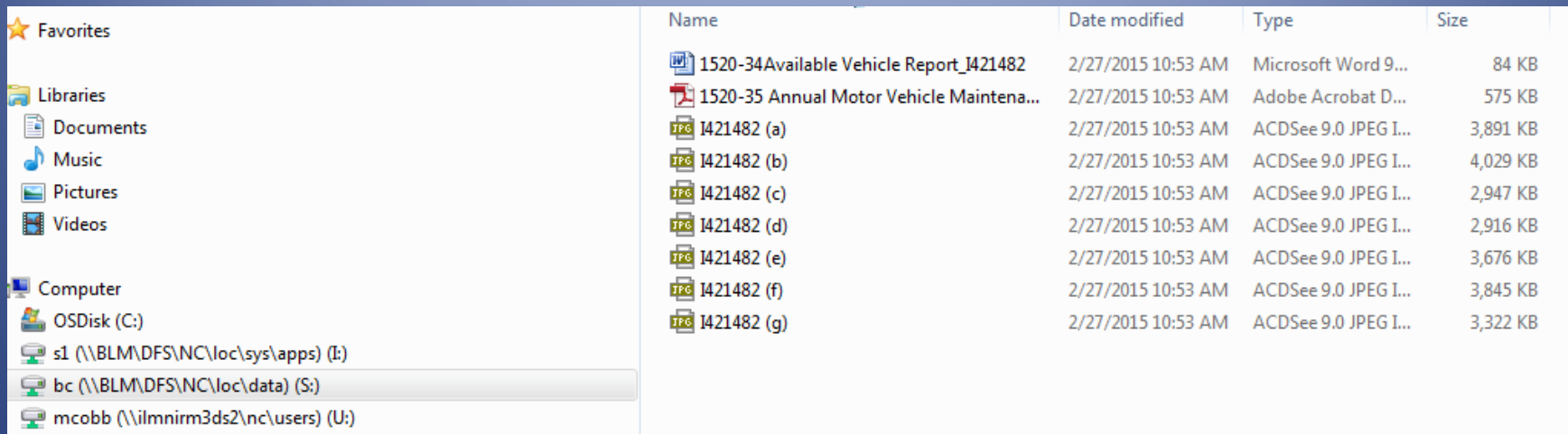
People and Groups

Recycle Bin

2015 Vehicles for Disposal

Name	Date	Type
I00217E	3/23/2015 2:07 PM	File folder
I154906	3/25/2015 8:36 AM	File folder
I159080	3/26/2015 7:06 AM	File folder
I162836	3/23/2015 2:17 PM	File folder
I253778 NPS	11/21/2014 10:34 ...	File folder
I253970 NPS	12/1/2014 1:38 PM	File folder
I253971 NPS	12/1/2014 1:38 PM	File folder
I256240	3/9/2015 10:04 AM	File folder
I259142	10/30/2014 12:17 ...	File folder
I259752 NPS	12/16/2014 8:23 AM	File folder
I263499 NPS	11/13/2014 12:47 ...	File folder
I263651 NPS	12/24/2014 8:58 AM	File folder
I264512 NPS	12/1/2014 1:39 PM	File folder
I264743 NPS	11/24/2014 11:11 ...	File folder
I266807	3/25/2015 12:00 PM	File folder
I273186	1/27/2015 2:54 PM	File folder
I277220	2/3/2015 6:19 AM	File folder
I277254	2/27/2015 9:50 AM	File folder
I277742	11/24/2014 11:11 ...	File folder
I410599 NPS	12/24/2014 9:22 AM	File folder
I411680 NPS	12/24/2014 8:57 AM	File folder
I420460	1/27/2015 3:08 PM	File folder
I420660	3/25/2015 11:22 AM	File folder
I420987	3/26/2015 12:59 PM	File folder
I421171	12/23/2014 2:38 PM	File folder
I421203	12/23/2014 2:54 PM	File folder
I421415	2/27/2015 10:02 AM	File folder
I421482	2/27/2015 10:54 AM	File folder
I421842	12/22/2014 9:13 AM	File folder
I421846	2/27/2015 10:22 AM	File folder
I421887	10/30/2014 9:30 AM	File folder
I422049	12/23/2014 3:21 PM	File folder
I422227	3/26/2015 1:04 PM	File folder
I422234	10/30/2014 9:33 AM	File folder
I422286	2/23/2015 7:52 AM	File folder
I422301	11/6/2014 2:30 PM	File folder
I422353	3/24/2015 1:06 PM	File folder

2015 Vehicle for Disposal



The screenshot shows a Windows File Explorer window with the following content:

- Navigation pane (left):**
 - Favorites
 - Libraries
 - Documents
 - Music
 - Pictures
 - Videos
 - Computer
 - OSDisk (C:)
 - s1 (\\BLM\DFS\NC\loc\sys\apps) (E:)
 - bc (\\BLM\DFS\NC\loc\data) (S:)
 - mcobb (\\ilmnirm3ds2\nc\users) (U:)
- Main pane (right):**

Name	Date modified	Type	Size
1520-34Available Vehicle Report_I421482	2/27/2015 10:53 AM	Microsoft Word 9...	84 KB
1520-35 Annual Motor Vehicle Maintena...	2/27/2015 10:53 AM	Adobe Acrobat D...	575 KB
I421482 (a)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	3,891 KB
I421482 (b)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	4,029 KB
I421482 (c)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	2,947 KB
I421482 (d)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	2,916 KB
I421482 (e)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	3,676 KB
I421482 (f)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	3,845 KB
I421482 (g)	2/27/2015 10:53 AM	ACDSee 9.0 JPEG I...	3,322 KB

GSA Purchaser's Receipt

Purchaser's Receipt to Custodin2 for Sale/Lot 81QSC115109/013 - Register No P8511954 (IF YOU ARE NOT THE CUSTODIAN, PLEASE FORWARD THIS EMAIL TO THE CUSTODIAN)

GSAAuctions.RockyMountain@gsa.gov

to me

GSA FEDERAL ACQUISITION SERVICE
OFFICE OF PERSONAL PROPERTY MANAGEMENT

PURCHASER'S RECEIPT AND AUTHORITY TO RELEASE PROPERTY

1. FROM: GSA, FAS, SALES OFFICE, (8QSCA) DFC, BLDG. 41, DOCK E17, RM. 177 P.O. BOX 25546 DENVER CO 80225-0548 GREGORY SCHWARTZ TEL: (303)236-7704 FAX: (303)236-7544 GREGORY.SCHWARTZ@GSA.GOV

2. PAYMENT INFORMATION
A. TYPE N REFUND DUE Y PAID IN FULL
B. AMOUNT: C. FORM OF PAYMENT: A
\$11689.00 31010 244483
D. REGISTER/REPORT NO.
(INTERNAL USE ONLY)
P8511954/148KFZ-5065-0005
E. REG TYPE: O (INTERNAL USE ONLY)

3. DEPOSIT INFORMATION
A. APPROPRIATION ACCOUNT NUMBER
LLCON04000LWMV01620000

ACKNOWLEDGEMENT IS MADE OF PAYMENT IN FULL FOR THE PROPERTY LISTED BELOW. RELEASE OF PROPERTY AT THE REQUEST OF THE PURCHASER IS AUTHORIZED. PURCHASER MUST PRESENT THIS DOCUMENT AT TIME OF REMOVAL.

4. DATE PURCHASER MUST REMOVE PROPERTY BY, UNLESS NOTIFIED BY GSA: 04/10/15

5. COLLECTION OFFICER /S/ VIOLET BRYANT 03/30/15

6. PURCHASER BIDDER NO.: 185108 HESSON CRAIG CORPORATE AUTO WHOLESALE 4108 E UNIVERSITY DRIVE PHOENIX AZ 85034 TEL: (602)618-0782 FAX: (602)437 0696 CAHESSON@YAHOO.COM

7. OWNING AGENCY OR REPORTING OFFICE
DEPT OF INTERIOR BUREAU LAND MGMT NATIONAL BUSINESS CENTER BC-850A BLDG 50 ENTRANCE S-4 DENVER FEDERAL CENTER CO 80225 ESPERANSA GARCIA TEL: (970)724-3080 FAX: (970)724-3086 Esperansa_Garcia@BLM.GOV

8B. SIGNATURE OF PURCHASER OR DESIGNATED PERSON (ACCOMPANIED WITH WRITTEN AUTHORIZATION)

8A. PROPERTY LOCATION COLORADO RIVER VALLEY FIELD OFFICE 2300 RIVER FRONTAGE ROAD SILT CO 81662 ESPERANSA GARCIA TEL: (970)724-3080 FAX: (970)724-3086 EOGARCIA@BLM.GOV

8C. DATE

8D. EXCEPTIONS NOTED BELOW _ YES _ NO

9. PROPERTY DESCRIPTION

A. SALE NO.	B. LOT NO.	C. CONTRACT NO.	D. QUANTITY	E. UNIT
81QSC115109	013	GS08F15FB3340	1	LT

YEAR: 2007, MAKE: FORD, MODEL: F150
VIN: 1FTFX14V97KC85635 MILEAGE: 78566
2007 FORD F150 EXCAB 4X4 BLUE 5.4L 8CYL GAS,
AT, AC, CC, RA, TTP, (BODY HAS SCRATCHES, SCUFFS, CHIPS,
DINGS AND DENTS, SMALL HOLES FROM EQUIPMENT
REMOVAL, STAINS AND WEAR ON UPHOLSTERY AND CARPET,
SOLD AS IS (148KFZ50650005)(1428781)

Vehicle Pick-Up

- Verify Purchaser – view drivers license

Vehicle Pick-Up

- Verify Purchaser – view drivers license
- Vehicle is picked-up “as is” – do not:
 - Move once listed for disposal
 - Add fuel or fluids
 - Alter vehicle in any way – remove any items



Vehicle Pick-Up

- Verify Purchaser – view drivers license
- Vehicle is picked-up “as is” – do not:
 - Move once listed for disposal
 - Add fuel or fluids
 - Alter vehicle in any way – remove any items
- You can “jump-start” the battery if needed



Vehicle Pick-Up

- Verify Purchaser – view drivers license
- Vehicle is picked-up “as is” – do not:
 - Move once listed for disposal
 - Add fuel or fluids
 - Alter vehicle in any way – remove any items
- You can “jump-start” the battery if needed
- Purchaser can hire transport company – have authorization letter sent before hand



Vehicle Pick-Up

- Verify Purchaser – view drivers license
- Vehicle is picked-up “as is” – do not:
 - Move once listed for disposal
 - Add fuel or fluids
 - Alter vehicle in any way – remove any items
- You can “jump-start” the battery if needed
- Purchaser can hire transport company – have authorization letter sent before hand
- Once driven off BLM property, the vehicle is the purchaser’s – they are sold “as is”



Thank You

- Questions?