

Fleet Management Session

Announcer: The Bureau of Land Management presents live from the BLM National Training Center in Phoenix, Arizona. An overview of BLM's Fleet Management and Personal Property Programs. And now the host of your program, Precious Parsons.

Precious Parsons: Good morning in the Western States, and good afternoon in the Eastern States. Welcome to our livestream telecast! Over the next two days, we will provide an overview of the BLM Fleet Management and Personal Property Programs. This training will be delivered in four separate 90-minute sessions with a morning and afternoon session today, Tuesday, May 5th, and a morning and afternoon session on Wednesday, May 6th. We're going to discuss the four major aspects of these programs starting with Fleet Management this morning and then Personal Property Acquisition this afternoon. And then Wednesday we will review Personal Property Inventory and Report of Survey during the morning session, and then Personal Property Disposal in the afternoon.

In addition to covering four aspects of these programs, this training will also cover related topics and provide a basic understanding of the fleet and personal property policies and procedures, as well as an overview of FBMS data entry.

Plenty of time has been included in each session for question and answer segments so your participation is encouraged and welcomed! To answer your questions please use the numbers and address shown on your screen.

They are as follows: Telephone number is 877-862-5346, and then the fax number 602-906-5701, and email/text messaging is as follows. BLM_TC_telecast@blm.gov.

Now, it's my pleasure to introduce our instructor for both days, Martin Cobb. He is the National Utilization Officer and Property Disposal Specialist for the BLM's National Operations Center in Denver, Colorado. He's been with the BLM since 2004 after serving in the Navy from 1982 to 2003. Martin has been the Colorado State Property Manager, Project Manager for the American Recovery and Reinvestment Act, ARRA, Change Manager for the National Operations Center, and is an instructor for the BLM's Supervisory Skills Workshop. He enjoys teaching and with the help of the NOC and state-level property managers, they developed these courses to help you newly-appointed field property managers. Thank you so much, Martin, for taking the time to be here for the next two days.

Martin Cobb: Thank you very much. I'm happy to be here.

Precious Parsons: Awesome. Well, let me stop talking so you can start instructing. It's all yours, Martin.

Martin Cobb: Thank you. Thank you. Welcome. Thank you for coming. I'm Martin Cobb

of the National Operations Center and this morning we are going to talk about BLM fleet management.

We have all kinds of vehicles in our fleet, SUVs, pickups, sedans, firefighting, law enforcement, and we have also had as you can see there an older vehicle in the lower left-hand corner, that was one of our heavy attack fire engines. So fleet management encompasses all of these types of vehicles.

The training objectives this morning will be vehicle ordering and receiving, management issues, vehicle operation, credit card, vehicle accidents and vehicle disposals.

You as a fleet manager at a field office, state office, or center, these types of questions and issues will be of importance to you, as you effectively and efficiently manage the BLM fleet. Let's take a look at the fleet. The BLM presently has about 4500 I-Tag vehicles. These are interior vehicles that we own. They will have the license plate that starts with the I. These have monthly charges, a fixed ownership rate or FOR, and a utilization rate. Many of the vehicles fall within our general purpose or Class Code 100. These are sedans, pickups, hybrids, vehicles used for law enforcement, heavy, the 1 ton, the three-quarter ton, the half-ton pickups, two-door, four-door. So the majority of our vehicles would fall within this general purpose class.

The BLM has heavy equipment as special equipment. Fire, which is like the type 3 or type 4 heavy attack, or the initial attack type 6, those are the wild land fire engines, as well as dump trucks.

The BLM also has trailers. On trailers, the license plate begins with a T, hence T-Tag.

Large equipment, tractors, graders, dozers, backhoes. These will have an I-Tag but there will be an E in the license plate, either towards the beginning of the numerical sequence or in our newer plates, towards the end, the LE.

And, of course, we have M-Tags for motorcycles but also these smaller license plates, the M-Tags can be found on snowmobiles, UTVs and ATVs.

The BLM can also use GSA. These license plates on a GSA vehicle that is leased will start with a G.

For an overview of the fleet, for I-Tags, field offices, state offices or centers will pay both the fixed ownership rate and the utilization rate and what this payment does is pays for the fuel, the use, the maintenance, what have you. That's what the utilization rate does.

The fixed ownership rate goes into a bank, if you will, so the BLM in the future can buy new vehicles and that takes the onus of payment for a new vehicle off the budget of the field office, the state office or the center. We replace our vehicles on an annual cycle. The National Operations Center will issue agency order numbers. This allows you to

replace a vehicle that is towards the end of its life cycle. It's at 70,000 miles or 80,000 miles. It's six, seven, eight years old and it's been identified by the National Operations Center as eligible for replacement. To replace vehicles, we use the system AutoChoice.

This is a GSA ordering system. Ordering can be done from October through August or September. It shuts down September October when FBMS is down and also GSA shuts down AutoChoice at the end of the fiscal year, but we do use the AutoChoice system to order and we'll talk about that a little more in-depth later on in the presentation.

Precious Parsons: So, can you tell us a little bit about the vehicle operation for supervisors and then for the operator, manager of the property fleet? And then also how to operate with official use?

Martin Cobb: Certainly. Certainly. You as fleet or property managers will often be asked questions by the supervisors, by the field manager regarding safe and efficient operation of the BLM or GSA vehicles. You will also be asked questions about maintenance. Each vehicle should have a six-way folder or called a historical folder. In this folder is the paperwork from the life cycle of the vehicle, the receiving documents, the certificate of origin, the maintenance receipts and documents. The six-way folder or historical folder for each vehicle is where we keep the information and also there can be copies of the credit cards and what have you.

Now, credit card statements and the receipts; the credit card statement is a financial statement. Talk to your credit card people and see where they would like it filed. It may be in a historical folder or it may be separate to be kept under lock and key. Credit card statements and all the receipts that accompany it for gasoline purchase, for maintenance items, these are, again, financial statements that reflect expenditure of government funds from appropriated accounts. So talk to your credit card people. Where would you like these filed?

Many of the common sense regulations that manage or questions that come up that managers or supervisors might ask will be covered in this presentation. If you have questions, please hold them towards the end and we will answer them then.

Ensure all vehicle operators, employees and contractors have valid driver's license, similar to mine, I'm holding up here. Ah, yes, I was much younger then.

Vehicles are to be used for official business only. Official business only, we will define that here in short order. Vehicles should be used in the most economical and energy efficient manner. What does that mean? Let's say, for an example, you have a field manager that's traveling to the district office. They will be traveling on -- or she, will be traveling on the highway.

A sedan is the most practical vehicle there to use if you have one, because it gets the best miles per gallon, not a 1 ton 4x4 super cab diesel. However, if the mission entails

towing a horse trailer, then, of course, the sedan would not be appropriate, but the heavy duty truck would be the option to tow that heavy duty horse trailer. Use of pooling, very important. As the BLM reduces its fleet numbers, and we're reducing from our 2013 baseline numbers, we are reducing our fleet by 5%, pooling is going to become more and more important. So more folks have access to these vehicles to use them on a monthly -- or a monthly or weekly or daily basis.

Car pooling - All instances of loss, damage or theft need to be reported immediately. If the vehicle operator is involved in an accident, if there is theft from the vehicle, if there is damage to the vehicle that happens while it's parked, the operator must report that to their supervisor as soon as possible. Vehicles need to be operated in safe and efficient manners and follow all laws. The speed limit signs, the regulatory signs, all those types of laws need to be followed by the operator of the vehicles. Operators need to take defensive driving. This course is available online at D.O.I. Learn. And, again, the operator, if they're made aware of any maintenance, safety or damage issues, they should let their supervisor know immediately.

It's always a good practice before you get into an I-Tag or a GSA vehicle to do a walk around. Just walk around the vehicle and see if there's any apparent damage or something is hanging off or wrong with the vehicle, just a quick mental note, a quick mental walk around, highly advised every time you get in the vehicle. Refrain from using cell phones or electronic devices while driving.

These can be incredibly distracting and would impact the safety and the operability of the vehicle. Do not use a cell phone while driving an I-Tag or a GSA vehicle, please. Ensure all passengers wear their seat belts.

Common sense - But you as the operator or you as the property and fleet manager need to impress upon your operators, supervisors, the importance of being safe while operating a vehicle, wearing the seat belt, obeying all the traffic signs, staying within the speed limits, slowing down when conditions turn unfavorable, icy, slick or rainy roads. Lock all unattended vehicles. We frequently have things stolen out of vehicles that are not locked. So be sure when the vehicle is unattended, be sure that vehicle is locked, whether out in public or even in the ware yard. Lock the vehicle when it's not being used.

If a vehicle operator gets a speeding ticket, gets a ticket for an illegal turn, the onus is on them to pay for that ticket out of their pocket. Please let your folks know that if they get a ticket, most likely they will pay for it out of their own pocket.

Official use - On our I-Tags, there's a statement that says official use only. What does that mean? Official use is defined as the transaction of official government business in order to perform the mission. That is official use.

Nonofficial use - Using a government vehicle, whether it's an I-Tag or a GSA vehicle for personal or private use, that is prohibited and 31 of the United States code mandates a

one-month suspension for nonofficial use of a vehicle. We can only transport official passengers in our BLM vehicles. What are official passengers? These include official volunteers, congressional members, cooperating state, county, and local agency employees, representatives of news media, and contractor personnel. With contractor personnel, it's important that an MOU or a Memorandum of Understanding, be in place to detail who is responsible for any damages that happen to the vehicle during the operation. Is it the contracting company or is it the BLM?

Prohibited passengers - These are passengers that cannot be transported in a government vehicle, hitchhikers, family members, and of course, the general public.

Precious Parsons: Martin, can unofficial passengers be transferred at any time?

Martin Cobb: Precious, I'm glad you asked that. The answer is yes.

Precious Parsons: Okay.

Martin Cobb: We have something called errands of mercy. Use of a government vehicle can be used for an errand of mercy. To transport unofficial vehicles. Let me give you an example.

Precious Parsons: Okay.

Martin Cobb: Let's say that a BLM employee is coming back from working out in the field and they are on a -- off road on a two track and they come across another vehicle, a private vehicle that has run off the road.

Precious Parsons: Okay.

Martin Cobb: It's been in an accident. The occupants are standing by the side. One is injured, and they have no cell phone. The BLM employee can, as an errand of mercy, transport those two people to the closest medical attention, police station, or where they can find access to those services. Once they do that, though, the BLM employee, when they get back to their field office needs to inform their supervisor of what they have done. So things like storms, floods, needed medical attention, fire or other natural disasters that would strand members of the general public, the BLM employee can transport them to a safe location.

Precious Parsons: All right. Sounds good.

Martin Cobb: Errands of mercy, yes.

Precious Parsons: Okay.

Martin Cobb: Inappropriate behavior. Reckless disregard for government property.

Disregard for health and safety of fellow employees. What would be an example of this? Perhaps driving 90 miles an hour in a 30-mile-per-hour zone. That would be reckless disregard. What we don't want to have happen is for our unsafe reckless operation by any government employee attract criticism from the public. We want the public to know that when they see a BLM vehicle, it's being operated in a safe, efficient, legal and respectful manner. We don't want any of our vehicle operations to reflect negatively on the BLM. So those would be examples of inappropriate behavior, excessive speed. Weaving in and out of traffic, things like that. Be safe. Be efficient. Be respectful. And as field and property managers out there, be sure and let your employees know that that's how they need to operate these vehicles.

Precious Parsons: All right. Thank you so much for talking about the vehicle operation.

Martin Cobb: Certainly.

Precious Parsons: There will be time later on to ask more questions from the field. But okay you mentioned about, the GSA vehicle ordering system. Can you talk a little bit more about the GSA vehicle ordering system?

Martin Cobb: I certainly can. Thank you. We use AutoChoice, it's the GSA vehicle ordering system and this is when we order new fleet, new vehicles for the BLM fleet. Vehicles have a life cycle. They come into our fleet, they are new from the manufacturer, and most of these vehicles we keep for around 72,000 miles or 10 years, if they last that long, to get to that 72,000-mile mark. And then they are eligible for replacement.

The AutoChoice system is a web-based system. This is a screen shot of the AutoChoice home page. And as you can see on the right-hand side, there's a user name and a password. The National Operations Center fleet managers will assist you in getting a user name and a password so you can have access to this system. As you begin to drill down into this system, you can see that there are various places where you can make selections. If you look towards the middle of this screen shot, light trucks 4x2, light trucks 4x4, cab and chassis, medium and heavy-duty trucks. Here is where you would start the ordering process in AutoChoice to get the vehicles that your field office, your state office or your center needs to perform its mission.

Again, all vehicles must be ordered through AutoChoice unless a waiver is granted by GSA. A log-in and password are required. Contact the fleet managers at the National Operations Center and their name and numbers are at the bottom of this slide, Bill and Adam. The NOC must approve all purchasers and review the specifications. Your fleet managers are happy to work with you on getting the right vehicle at the right cost so you can perform your mission in a safe, effective manner.

There's a justification required for each vehicle and that justification would go in the historical folder or the six-way folder that we talked about previously. And on the home page, the NOC intranet fleet home page are ordering instructions to help you out. Here's

the slide of ship times from the manufacturers, be it Chrysler, Ford, G.M.

License plates - All our vehicles require license plates. License plates are considered sensitive items and must be attached to the vehicle or equipment assigned. These license plates are issued through the National Operations Center and when the vehicle is disposed of, they should be returned to the National Operations Center. They need to be displayed on both the front and the rear of the vehicle, unless it's a trailer or a motorcycle or a piece of heavy equipment. If there's a loss of license plate, please report that immediately to the National Operations Center. And, again, the type of plates that we have, general purpose, I-Tag, motorcycles, the M-Tag and trailers, the T-Tag.

Frequently, field offices will ask are there any holdovers available? A holdover is a vehicle that's been identified for disposal. The replacement has come and it is still desired to be used by the field office or perhaps some other field office. Holdovers can be retained for no more than one field season. A holdover, the maintenance, the repairs for any damage will be paid by the benefiting activity, not by the working capital fund. All scheduled maintenance and repairs need to be completed, and holdovers need to be requested on the form 1520-58 and approved by the National Operations Center.

If you have a holdover for a field season, the working capital fund will pay for fuel, oil changes, windshield repair, detailing for disposal and the final inspection for disposal, but, again, any maintenance or repairs from damage in that holdover vehicle, the benefiting activity or field office or state or center would be responsible for paying for those. If you need assistance with reallocation of charges, don't hesitate to call the National Operations Center. On the slide are your points of contact. Pat Fay and Janet Lamar.

Precious Parsons: All right, Martin. Thank you so much for talking about the GSA vehicle ordering system and those license plates and the different holdover options that we have. I have a couple of questions to ask you about the fleet management.

Martin Cobb: Mm-hmm.

Precious Parsons: So what are the operation and maintenance considerations for fleet management?

Martin Cobb: Okay. Precious, thank you. Whenever we manage our fleet, we need to think about what is the vehicle going to be used for. Is it primarily going to be used for on highway? Traveling from field office to district office or state office? Will it stay on pavement? Will it be used off road, on gravel roads? Will it be used on two-track or will it be used where there are no roads? So these are considerations. Things that happen to a vehicle, things that are bent, broken or mangled, that's not normal. That's not normal operation. The working capital fund will pay for normal wear and tear, but if there's damage to the vehicle, the benefiting activity frequently will pay for that. So getting the right type of vehicle for the right mission and the right environment is very, very

important. You would not want to take a sedan on a two-track. It would be subject to damage. Nor would you want to have, like you used before, that 1 ton diesel to travel from this state office to that state office. That would be an inefficient use.

Precious Parsons: Martin who determines which vehicle to take? Would that be the property manager's decision or would that be the employee's decision deciding what to take to the field?

Martin Cobb: That would be in coordination with the property manager and the supervisor, the employee would have some input there, but the supervisor or the field manager would probably have the ultimate say in what vehicle to be used for what mission.

Precious Parsons: All right. Thank you.

Martin Cobb: Yes. Frequently, whenever our employees have to go way back in the Boonies, if you will, perhaps taking an ATV on a trailer might be an option for roads that have become overgrown, where there are no roads, what have you, use an ATV to get to these remote locations. Each vehicle has a credit card, a fleet credit card that we use to pay for fuel, pay for oil changes, the credit card can be used for maintenance and repair. The credit card cannot be used to put gasoline into ATVs, into snowmobiles, into gas cans. Do not use the fleet card for anything but putting gasoline, maintenance and repair of that vehicle which that card is assigned to. Sometimes when we have vehicles that are older, or who have had excessive damage, the repairs are very, very expensive and they may be more expensive than the BLM is going to get the return on investment, back from that vehicle. That's a good time to contact the National Operations Center, talk to the fleet folks and say, I have a vehicle, \$7,000, \$8,000 to repair it. What should we do? Should we dispose of this vehicle? Go ahead with repairs? What is your recommendation? What is the most cost efficient and the most economic and efficient for the federal government?

Accessories and options - When ordering a vehicle, if you want to put accessories and options, talk to the NOC. Talk to the National Operations Center fleet folks. They will be more than happy to help you with getting, again, the most efficient vehicle for the mission that you have identified this vehicle for. And that mission will be identified in the justification statements that come forward when each vehicle is ordered.

Precious Parsons: All right. So what about some use and utilization considerations?

Martin Cobb: Okay. When we talk about vehicle use and its mission, how is the vehicle going to be used? How many people do you anticipate will be traveling in the vehicle? Will they be permanent employees? Will they be seasonals? Volunteers? Will the vehicle be used year round? Much of the land that the vehicle has, there's difficulty accessing it in the winter time, so the vehicles may not be used as much in the winter as they are during spring, summer and fall of the field season. Some other considerations

are projected mission changes and areas of operation, projected personnel changes will, three, five, ten years out, will perhaps -- will the mission of the field office increase or decrease? It's not something that will be exact information, but a consider nonetheless. And, again, for the field office, total number of vehicles by type, capability, seating capacity. We come back here to pooling. How can a field office pool their vehicles to be most efficient and effective? Vehicle operation costs money.

Precious Parsons: It does.

Martin Cobb: It costs money to have 10, 15, 20 vehicles and those monthly utilization rates, the fixed ownership rates. So as budgets become tighter, as we try and address more efficiency, as we are mandated to reduce our fleet numbers, consideration of our total number of vehicles, what they are used for, how they are used for, is going to become more important. And the field manager will work and ask questions of the field property manager, the field fleet manager to -- how can I best perform this mission?

So you as a field manager -- excuse me, as a field property manager or field fleet manager will become very, very important in this process to give input to the supervisors and the field managers on efficient use of vehicles and what is working and how they can save money.

Precious Parsons: Awesome. So Martin, you mentioned a lot of information about the -- you know, the fleet management and all the different aspects of it. I'm wondering -- I remember you said something about a home page that people can go to, to find out information.

Martin Cobb: Correct.

Precious Parsons: Okay. All right.

Martin Cobb: Here's some other information about utilization and considerations. What I would like to draw your attention to, before I get to that home page, is the bullet at the bottom. If you as a fleet manager or property manager see a vehicle that's being used less than 50% of its annual requirement, perhaps that vehicle should be considered for either being disposed of or transferred to another field office, where it might be of greater use and used more in support of their mission, just a consideration.

The home page, this is on the National Operations intranet home page. Under the Division of Business Services, and there's a lot of good information here. The fleet managers have done a very good job at the National Operations Center putting up information for you to be able to use to access to reference, to make your job easier and more efficient. So I invite you to go to this home page, again, it's on the NOC intranet under Division of Business Services. You can see on the left-hand side there where you would drill down into the branch of National Property and Support Fleet Management and this will give you a lot of information. For example, in the middle of the slide, Vehicle

Replacement is the 2015 Vehicle Replacement list. This will list all the vehicles that have agency order numbers that are eligible for replacement in this fiscal year.

Precious Parsons: All right. Thanks for sharing that site. I know it would be nice to have a place to go back to and look at all the information that you mentioned.

Martin Cobb: Mm-hmm.

Precious Parsons: So, I have a question about the asset shell and how that works with the whole fleet management.

Martin Cobb: Okay. In the BLM, our system of record for finance is, of course, FBMS. In FBMS, when a vehicle is ordered through AutoChoice, there is also a purchase requisition or purchase order developed to pay for that vehicle. And that is done also in FBMS. That purchase order or purchase requisition begins the asset shell.

Precious Parsons: I see.

Martin Cobb: When the vehicle is received from the manufacturer in the field, that asset shell, of course, has been started but it is incomplete. There are -- there's information that the field property or field fleet manager needs to enter into that asset shell to make it complete and then once it's complete, that's how we track this vehicle in FBMS and that's where depreciation is tracked. That allows us to track the utilization warranty, those kinds of things, where it's located, the responsible cost center. All this information is put into FBMS and the asset shell starts that information. It's a standard process for capitalized equipment, in FBMS. Vehicles are capitalized equipment in FBMS. They exceed the cost threshold and they have an I-Tag.

If there's no asset shell, which can happen, if there's no asset shell, please contact the National Operations Center, OC-653 and that's going to be either Kathy Montgomery or Lois Perrin. How does this happen? Sometimes equipment that requires a license plate is purchased on a credit card, not through the FBMS and the purchase requisition. Trailers, UTVs might be an example there. Sometimes equipment will be donated, or found, what we call found on inventory, it is in the wareyard and it doesn't have a license plate or it can be transferred from another agency. We can get something from the Forest Service, from the Fish & Wildlife Service, from Parks Service and in these three cases, contact the National Operations Center, Kathy and Lois and they will assist you in entering this data and creating an asset shell so it can be recorded in FBMS.

Maintenance - Vehicles require maintenance. This needs to be recorded in FBMS. The maintenance is an ME-01 and in this ME-01 in FBMS, oil changes, non-accident repairs from wear and tear is where you would enter this information, not light bulbs, not windshield wipers, those are consumables. The ME-01 can be created in FBMS after the maintenance is done or before, but be sure to close the technical screen once the maintenance is done.

Precious Parsons: All right. I have a question. You mentioned credit cards. In purchasing.

Martin Cobb: Credit cards.

Precious Parsons: So, once we get a credit card, how do we go about reconciling purchases and ordering new credit cards? How do we go about doing that in this process?

Martin Cobb: Okay. As the credit card is used to purchase gas, maintenance, oil changes, those kinds of things, every use of the credit card should have a receipt, a paper receipt. That allows, whenever we do our monthly reconciliation with the credit card statements, for the operator and the supervisor to be able to reconcile and say, yes, for each line on credit card statement where money has been expended, I have a receipt that says it was -- it was expended for gas, it was expended for maintenance, it was done for official government business. The credit card statements need to be signed by an operator, and the supervisor. Credit card ordering is done with the assistance of the National Operations Center. The fleet managing folks can help you with credit card ordering. When you get a new vehicle, from the manufacturer, a credit card needs to be ordered and assigned specifically to that vehicle. And this is a screen shot of the JP Morgan credit cardholder application. Also when you receive a new vehicle, an Asset Receiving Report needs to be done this is a report generated by the fleet manager or the property manager that says, I have received this vehicle. I have received this asset, and this needs to be done and also submitted to the National Operations Center. The credit card application, and the Asset Receiving Report need to be sent up to the National Operations Center. Once they get these, then the National Operations Center will send out the license plates with this license plate transmittal. This is the document that comes with the license plates. When you get it, you can put the plates on the vehicle, that the license plates are assigned to, sign this transmittal, and send it back to the National Operations Center. That tells the NOC that the plates have been received, in the right place, put on the right vehicle.

GSA vehicles - Frequently, field offices, state offices or centers will need additional vehicles that may not be available within the BLM system. You can get GSA vehicles, should you need them, contact the GSA Fleet Service Representative, the FSR, and what you see is a map on your screen there of the various GSA regions and there's an FSR in each region. The fleet folks at the NOC can help you identify who that FSR is and point you in the right direction.

Precious Parsons: All right, Martin. Thank you for that information. So once a fleet manager gets the credit card ordering form and then they ask for the report and send it over to the NOC and the NOC gives us the license plate. What happens if we are driving the vehicle and we get in an accident? How do we handle accidents? Life happens. It could be our fault, but could be another passenger who, whatever. What do we do about

accidents?

Martin Cobb: Okay. Accidents. Vehicle accidents. Precious, glad you brought that up. These happen. And frequently we get run into by someone else which is highly unfortunate. Vehicle accidents are serious business, and one of the first things that the driver needs to do is inform their supervisor. If of course the vehicle is not operable, if it's unsafe to drive, don't drive it. We will get it towed. Call the supervisor, I have been in an accident. Let the supervisor know if anybody has been injured, if medical attention is required, if police assistance is required. Those types of things. And that's the first thing. Are the employees and the other people safe? Do they need medical assistance? In the glove box of each vehicle should be a form. It's a four-page form to report an accident. So that needs to be filled out. And then a DI-103, which is a Report of Survey needs to be completed. And any supporting documentation needs to be collected.

Supporting documentation can include witness statements, can include repair estimates from dealers, can include police reports, anything that can support what happened with the accident and if we might anticipate as the BLM a tort claim t-o-r-t, tort which would be a claim by a private citizen against the Federal Government for damages incurred. So it's very, very important in this Report of Survey process to gather as much pertinent and salient information as possible to be included with the Report of Survey package. The employee signs, the supervisor or custodial property officer signs and the accountable officer signs. These are sent to the State Board of Survey for Action. Now, sometimes if a vehicle is damaged by a third party, or damaged by a natural event, let's say hail damage, or the third party shopping cart runs into the vehicle when it's in a parking lot or something like that, there's no witnesses. Nobody says I did it. A local survey officer can sign off on this Report of Survey and then send it up to their state property manager, so they can have a record of it. All Reports of Survey will come to the National Operations Center eventually. The National Operations Center is a repository for this kind of documentation.

The Report of Survey, here's an example. And I have for privacy, I have whited out the cognizant employee and the custodial officer's signatures, but this is what a DI-103 looks like and you can see it's signed by the field manager up there on the upper right and then it's signed by the Board of Survey and then I as reviewing authority have signed at the bottom, and it lists the vehicle, the asset number, the I-Tag number, and what have you. So this would be the DI-103 document that would come forward with the accident report.

Precious Parsons: Thank you. I know that DI-103 will come in very handy one day for people out in the field. So after we talk about the vehicles and ordering the vehicles, what if we want to dispose of the fleet. How would we go about disposing? Who will pay for it? When should we dispose of it? Can you talk a little bit about that?

Martin Cobb: Certainly. That's fleet disposal. I-Tag vehicles have a life cycle. We order them through AutoChoice. We receive them from the manufacturer. They are placed

into service and most vehicles, we use four or five, or six or seven years until they hit the 70,000, 80,000-mile mark, maybe 90,000 and then they are eligible for replacement. The National Operations Center again will assign an agency order number that authorizes that vehicle to be replaced.

Once the replacement vehicle comes from the manufacturer and it's placed into service, then that older vehicle can be disposed of. Disposal of a vehicle requires that a form 1520-34 and 1520-35 be filled out. The 1520-34, is an available report. And a 1520-35 is a maintenance and safety inspection. The 1520-35 should be completed by either a repair shop or a dealership where there are certified mechanics available to do these inspections. We also ask that photos be included. Six at a minimum, front back, side, side, and then two of the interior and if there's any significant damage, we would like photos of that also. Damage must be annotated on the 1520-34.

Precious Parsons: All right. I want to make sure we do the disposal process properly. Do you have a flow chart so that we can go step-by-step, to make sure we are following the procedures correctly?

Martin Cobb: Certainly. Certainly. Let's go over a few things about disposal first, and then I will show you the flow chart because that's -- that's a common question of many of the field offices. I have sent this information up to the National Operations Center. Where is it now in the disposal process? Why is it still sitting in the yard? And we will talk about that.

Precious Parsons: Okay.

Martin Cobb: Again, most general purpose vehicles, we try to replace them at 72,000 miles approximately, or 10 years old. As I mentioned, before, these are not exact. The working capital fund will pay for non-damage repairs and detailing, non-damage repairs come from normal wear and tear, worn out belts, worn out tires, brakes that need to be redone. These are some examples of just normal wear and tear.

When the vehicle comes up for disposal to Jamie Barnes, and there's a mismatch between what the mileage in FBMS and utilization and fixed ownership, and what's on the available report, if that mismatches over 50 miles, Jamie will get in touch and let folks know that there's a mismatch there, and he may have to wait for the next utilization cycle in order to have these two figures coincide.

Once the vehicle is up at the National Operations Center and ready for disposal, the credit card is canceled by the National Operations Center and then we sell our vehicles through GSAccess. Here's the flow chart.

Precious Parsons: Oh, great!

Martin Cobb: For vehicle disposal, and the chart starts in the upper left, and flows down

and then back up again to end in the upper right. The highlights of this chart are vehicles, the information comes from the field, the documentation that I already mentioned, the 1520-34, the 1520-35, the photos. This information is verified and then placed into GSAccess. The vehicles are first made available to other agencies within the Department of the Interior. Then available federal government-wide, then if there's no interest in the vehicles, then these vehicles roll over to MySales or GSA auctions where they are available for sale to the public. Very, very similar to what eBay is and the public will bid on them, and the highest bidder gets the vehicle.

Whenever a field office, a state office or center has this information available to turn a vehicle in, the documents and the pictures, it goes on our turn-in vehicle website which is on the Washington office share point. This is a screen shot of the turn-in vehicle packet website and as you can see, there are three vehicles that have been turned in here, awaiting processing by the NOC. So we can start the disposal process.

Usually if everything is complete, if we have the photos and if we have the documentation, the vehicles that are on this site stay, two, three, four days and then roll over to a different site, which is this site that I have access to, and this is where I as the property person for disposal will actually start the disposal process. I've highlighted a vehicle there in the middle, I-410999, this is Park Service vehicle. We also dispose of Park Service vehicles and this is what -- if it's complete, this is what I will see. I will see the 1520-34, 1520-35 and then some pictures. With these, I can enter the information, or the NOC can enter this information into the GSAccess.

Precious Parsons: Is there some sort of record, like a receipt of purchase, or GSA receipt, that will verify that we are doing a disposal process or someone has decided to purchase a vehicle?

Martin Cobb: The GSA will issue a email to the field office informing them when their vehicle is going to go up for sale in GSA MySales. So it's very, very important whenever the field sends me the 1520-34, that they list who the property custodian is there, in that field office, that state or center office, who would be the point of contact for this vehicle disposal, because bidders will frequently call and ask additional questions about these vehicles.

Precious Parsons: Okay.

Martin Cobb: Once a vehicle is sold and the money is given to GSA and GSA will eventually ipack the money back to BLM, GSA will send out what is known as the purchaser's receipt. And the purchaser's receipt will go to the NOC. I will see it. It should go to the field office. So the field office knows that the vehicle has been sold, and will also go to the high bidder who has actually purchased the vehicle. When the bidder comes to pick the vehicle up, and he should call the field office first to arrange for pickup, that bidder needs to bring a copy of this purchaser's receipt. They also need to provide a photocopy or a copy of the driver's license so the field office can make a photocopy of it,

so that we can verify that we've given the vehicle, that we transferred possession of the vehicle to the right person. The vehicles are picked up as is.

So once the field office has it ready for disposal, parks it, takes the pictures, does the documentation, do not move it. Do not add any fluid or fuels. Don't gas it up. Just leave it as it is and do not in any way remove any items. Frequently the battery will die. You can jump start the battery if needed so the purchaser can drive it off the yard. And often a purchaser will hire a transport company to come pick that vehicle up. If they want to do that, that's fine, but they need to send you as the fleet or the property person, a letter authorizing that transport company to come and pick that vehicle up. It should list the transport company's name, who the driver is going to be, perhaps their phone number, and then this needs to be signed by the bidder and they can fax it to you, mail it to you, scan it to you, what have you. And once that vehicle is driven off the yard, that vehicle is the purchaser's. We sell vehicles as is.

But it's very important when we list damages, material condition, anything about the vehicle additional accessories, like a winch or anything that might add to the value of the vehicle, that needs to be listed on the 1520-34 so I can see it and when I price these vehicles out, at fair market value, that's part of what I do. I can add a little bit more money so we can get more proceeds back because when we sell vehicles, this money goes back into the working capital fund and it goes -- it will be used towards the purchase of future vehicles. So it's important for us to try and get as much proceeds back as we can whenever we sell these. It's to the benefit of the BLM and we do sell them at very competitive prices.

Precious Parsons: Well, we do have some questions.

Martin Cobb: Okay.

Precious Parsons: That I received while you were talking.

Martin Cobb: Thank you.

Precious Parsons: The first question is from Cliff Van Cott from our Arcadia Field Office.

Martin Cobb: Yes I have talked to Cliff.

Precious Parsons: Okay, He's wondering could you clarify who is responsible for reconciling the monthly vehicle credit card statement, is it the fleet manager and his or her supervisor, or is it the driver of the vehicle and his or her supervisor? So who is responsible for reconciling the credit card?

Martin Cobb: Usually the ultimate onus is on the supervisor to make sure that this information is correct. So I will -- that would be my response, whether it's the operator and the fleet supervisor to make sure that all the receipts are there, all the

documentation for maintenance and any repairs are there, to make sure it's complete and to go through it and to ensure that, yes, these expenses match these receipts. Everything is official and it's not being utilized for nonofficial purposes and there are no errant charges on that credit card statement.

Precious Parsons: All right. So, it's the responsibility of the fleet manager and his or her supervise for reconciling that credit card statement. Another question about quality deficiency report process. She wants you discuss it, and as we have -- they have a semi-tractor that is huge. It's like a huge money pit for repeated repairs.

Martin Cobb: Okay. And who sent this in?

Precious Parsons: That was from it looks like James Bradley Taylor.

Martin Cobb: James Taylor?

Precious Parsons: Yeah.

Martin Cobb: My recommendation would be with this piece of equipment to call the National Operations Center fleet management folks and chat with them about this piece of equipment, what it's being used for. Is it still required? How much are the repairs costing? Are the repairs frequent? Is this piece of equipment difficult to maintain? Is disposal an option that should be looked at? Is transfer an option that should be looked at? Chat with them and then also chat with your field manager and your supervisors there that use this piece of equipment so everybody has input into how you are going to move forward with how you deal with this -- is it a tractor or -- a semi-tractor. A huge money pit. That's not good!

Precious Parsons: No. All right. Thank you for your questions. We have a few more. So as far as AutoChoice, you know.

Martin Cobb: Correct.

Precious Parsons: I remember you said something about it being closed down towards the end of the year, what if someone needs to use that system or how would they go about tracking when that system is down?

Martin Cobb: When that system is down, you cannot access it. So -- and that -- when FBMS is down or AutoChoice is down, vehicle ordering is on hold.

Precious Parsons: Okay.

Martin Cobb: The best thing to do is plan ahead to understand that you are going to order those vehicles. The initial ordering and the receipt of the vehicle, that's three, four, five, six month process from when we order to when we actually get it. If you need

vehicles short term, GSA is an option. Rental is an option. So there are other options available to the field if they need vehicles now short term and AutoChoice and FBMS are closed. AutoChoice and FBMS is a long-term, GSA rental would be a short term.

Precious Parsons: Okay. So we have discussed a lot of information today. If you have any questions or if you want to chime in and talk to Martin, please do so by using the information on your screen. Telephone number is 877-862-5346 and then the fax number. 602-906-5701, and email/text messaging. BLM_TC_telecast@blm.gov. There's another question here.

Martin Cobb: Okay.

Precious Parsons: You mentioned a holdover item, a holdover fleet, more than -- it can't be held over more than one year.

Martin Cobb: One field season. Right.

Precious Parsons: Are there any exceptions to that rule?

Martin Cobb: No. We try and -- for effective fleet management within the BLM, for effective fleet management within the BLM, we try and make sure that holdovers are used that field season but then once that field season is over, to start the disposal process and turn them in.

Precious Parsons: Alright. There were several names mentioned during the call today.

Martin Cobb: Okay.

Precious Parsons: Different types -- that would provide different helps to us, so here are their names again. You can jot down the information and then we'll have it listed in the screen there. So let's see, it was Kathy Montgomery and Bill Neuendorf and Adam, Pat, Janet and let's not forget Lois.

Martin Cobb: And Lois, correct.

Precious Parsons: So if you have any more questions or need help with the systems, as Martin mentioned, please contact those individuals.

Martin Cobb: And there's one more there that I would like to mention, and that's Jamie Barnes. Jamie Barnes and either Bill or Adam can give you Jamie's phone number. But Jamie is influential and does license plates and credit card statements. So Jamie is also part of that team. And we apologize for omitting his name.

Precious Parsons: We have some more coming in. What happens when -- remember, we were talking about the disposal portion, and what happens if we don't receive -- for

some reason we don't receive a GSA receipt. What -- do we contact the NOC or will we stop the sale? What's their procedure for that?

Martin Cobb: So your question is, if there's a vehicle that were called by a high bidder that says I purchased this vehicle and we do not have a receipt from GSA. This has happened.

Precious Parsons: Yes.

Martin Cobb: Do not release the vehicle unless we have a GSA receipt.

Precious Parsons: Okay.

Martin Cobb: That GSA receipt reflects payment received for the vehicle.

Precious Parsons: Okay.

Martin Cobb: If that happens, give me a call, and I will work with GSA to see where that receipt is, if, in fact, it does exist. This may be a surprise to you, but sometimes we have people call up and say, I have purchased the vehicle when they really haven't. So we need to be on guard for that.

Precious Parsons: Okay.

Martin Cobb: Another point is vehicles that are transferred to other federal agencies. We sell all of our vehicles under exchange sale. Frequently, another federal agency will miss that fact in GSAXcess, and freeze the vehicle in the system, not knowing that they need to pay for it. And then the field office will get a transfer order. We need to ensure that money has been exchanged before we release that vehicle to another federal agency, and, again, call me and I will assist on that.

Precious Parsons: Thank you for your help on that. We don't want to get in trouble on that situation.

Martin Cobb: No.

Precious Parsons: We have a question from Brian Crandall, from the Arizona Strip District Office. He wants to know the process for handling damaged fleet for replacement fleet charge card replacement. What is the process for damaged fleet charge card replacements?

Martin Cobb: So his question is I have a credit card that's damaged and I need to get it replaced.

Precious Parsons: Correct.

Martin Cobb: Call Jamie Barnes at the National Operations Center or call me, and my phone number was listed at the beginning of this. And I will get you to Jamie Barnes and he can assist you in replacing that credit card.

Precious Parsons: All right. If there are any questions we missed today, we will get to those questions later on this afternoon. I believe now we are at the point where we are finished with our morning session today. We are going to take a break to get some lunch and let Martin relax. Just a little bit. Thanks for everyone's great questions and please join us back here at 1 p.m. Pacific daylight time, also known as Arizona time, for our afternoon session on Personal Property and Acquisitions. See you in a little while. Have a good lunch.

(End of morning session)