



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
NextGen Organization

William J. Hughes Technical Center

ORDER
NG 4670.10

Effective Date:

02/17/2017

SUBJ: Technical Center Motor Vehicle Program

- 1. Purpose of This Order.** This order provides additional requirements and guidance necessary to manage effectively the use of government vehicles assigned to the NextGen Organization at the William J. Hughes Technical Center (WJHTC). This order and its supporting process and procedure guidance implements applicable Federal laws and regulations.
- 2. Audience.** This order applies to government motor vehicle custodians, drivers and users of government vehicles, including contractor employees all whom are associated with the Motor Vehicle Program Office.
- 3. Where to Find This Order.** You can find this order on the FAA.GOV website under the “Regulations & Policies” tab and select “[Orders & Notices](#)” or on the MyFAA Employee website. Use “Tools & Resources” tab and select “[Orders & Notices](#).”
- 4. Background.** The WJHTC Motor Vehicle Program Office submits reports centrally to Headquarters while managing the fleet locally among organizations. Although this program has existed for many years at the Technical Center, the synchronization of data to Headquarters in the past was less involved then presently due to the changing priorities within the federal government. Changes such as fuel reduction, reduction in greenhouse gases and sustainability challenges has led to a more proactive management approach.
- 5. Policy and Guidance.**
 - a. Federal Management Regulation 41 Code of Federal Regulations (CFR) 102-34 Motor Fleet Management** governs the economical and efficient management and control of motor vehicles.
 - b. FAA Order 4600.27C, Personal Property Management**, provides policy dealing with property management in the FAA.
 - c. Executive Order 13693**, Planning for Federal Sustainability in the Next Decade, signed on March 19, 2015, requires Federal fleets to lead by example to reduce greenhouse gas emissions from fleet vehicles.
 - d. FAA Fleet Management Process and Procedure Guide**, provides guidance for motor fleet custodians and managers in the FAA.

e. **EPACT 2005** amends EPACT 1992 to require that all dedicated and dual-fuel AFVs in covered federal fleets use alternative fuels at all times.

f. **Energy Independence and Security Act (EISA) of 2007**, prohibits agencies from acquiring vehicles that are not low-greenhouse gas (GHG)-emitting vehicles.

g. **EPACT 1992**, created to increase the United States' energy security and reduce its dependence on foreign oil by increasing the use of alternative fuels.

6. Definitions.

a. **DOT Vehicles.** The DOT vehicles are government owned vehicles that the FAA maintains. The "DOT" at the beginning of these vehicles' license plate identifies them.

b. **GSA Vehicles.** GSA vehicles are government vehicles that the FAA leases through General Services Administration (GSA). The "G" at the beginning of these vehicles' license plate identifies them.

c. **Driver.** Any employee who is authorized to operate a government vehicle; this includes contractor personnel authorized by their governing contract.

Note: FMR 102-34.215 allows contractors to use fleet vehicles "solely for official purposes". The provisions of this FMR are only applicable if the contracting officer has incorporated AMS Clause 3.8.4-6 into the contract, as well as inclusion of appropriate insurance coverage, hours of operation, contractor employee penalties, and other matters that may be appropriate.

d. **Low-Speed Electric Vehicles (LSEV).** LSEVs are a small battery operated vehicle.

e. **Motor Vehicle Program Office (MVPO).** The MVPO is the Center's point of contact for the WJHTC for vehicle reassignment, replacement and acquisition of motor vehicles.

f. **Organization Manager.** Any manager assigned a government vehicle through the MVPO.

g. **Organizational Representative.** The organizational representative (Org Rep) serves as the point of contact for the release (dispatch) of vehicles to employees, maintains key control, monitors maintenance requirements, and supports the MVPO records management and vehicle reports requirements.

h. **Vehicle Assessment.** Locally performed review of mission related vehicle needs.

7. **Official Use.** In accordance with 31 U.S.C. 1349(b), the use of Government-owned or - leased motor vehicles is restricted to official purposes.

a. **Penalties for Violations.** According to 31 U.S.C. 1349(b), any employee of the Government who willfully uses or authorizes the use of any Government-owned motor vehicle for other than official purposes, will be suspended from duty. This suspension is without

compensation, for not less than 1 month, and will be suspended for a longer period or summarily dismissed from office if circumstances warrant.

b. Authorized and Unauthorized Use. Use government vehicles for official government business only. All personal use is strictly prohibited which includes, but is not limited to, taking a government vehicle to a local establishment for lunch or breaks. However, employees, while performing official duties, may make stops at suitable eating-places if they are on an official break or lunch as long as they do not divert from the intended route. While on official travel, employees may make stops necessary for the sustenance, comfort, or health of the employee within a reasonable commute of their temporary duty station or lodging. Drivers should not give the appearance of misuse.

8. Roles and Responsibilities.

a. Motor Vehicle Program Office (MVPO)

- (1) Serves as the central point of contact for all vehicle matters at the WJHTC.
- (2) Manages the WJHTC fleet of vehicles.
- (3) Provides knowledge to the WJHTC federal and contract personnel of Federal Fleet requirements and mandates.
- (4) Provides timely submission of vehicle reports to Headquarters and GSA.
- (5) Coordinates vehicle rightsizing.
- (6) Performs Vehicle Assessments and makes recommendations to higher management.
- (7) Requests vehicle replacements and coordinates all new and assigned vehicle acquisitions.
- (8) Maintains maintenance records and coordinates maintenance requirements.
- (9) Manages/maintains Fleet cards for DOT vehicles.
- (10) Maintains funding required for the program.

b. Organization Manager

- (1) Ensure vehicles are used for “Official Use” only.
- (2) Responsible for maintaining their assigned vehicles including logs and reports.
- (3) Assigns an organizational representative (Org Rep) and notifies the MVPO when the Org Rep changes.

(4) Conduct the annual driver's license verification of employees, which includes contractors authorized to use government vehicles in accordance to their respective contractual provisions. The appropriate contracting officer's representative may assist in this effort. Managers must revalidate all employees' driver licenses that are expired during the fiscal year.

(5) Submits Annual Driver's License Verification Forms to the MVPO.

(6) Ensures employees are using the appropriate vehicle for the task they are performing (including LSEVs) which is essential in meeting government-mandated reduction in fuel costs.

(7) Maintains control and accountability of GSA Fleet WEX (Wright Express) Card and DOT fuel keys. Fleet Cards should be centrally located, secured and issued to drivers as required.

(8) Participates in vehicle assessments.

(9) Provide a mission related statement defining vehicle requirements to achieve the organization's mission to the MVPO. This includes the number of hours the vehicle is required per day, type vehicle, size of vehicle, capacity (4x4 pickup, 4x2, towing capacity) and number of passengers.

(10) Coordinates with the MVPO before installing any equipment to a GSA vehicle; the MVPO will gain GSA approval prior to installation.

(11) Ensures Motor Vehicle Inspection Form is completed monthly.

(12) Ensures vehicles are started and operational on a regular basis and at least weekly during winter months.

c. Organizational Representative (Org Rep)

(1) Serves as the organization's point of contact for assigned vehicles.

(2) Maintains key control for all vehicles. A vehicle sign-in/out log will be kept in the office area showing where keys are at all times. Drivers are required to sign out keys when a vehicle is required.

(3) Ensures all forms are printed and distributed monthly. Ensures keys/vehicles are accounted for at the end of each day.

(4) Submits Motor Vehicle Trip Logs, Motor Vehicle Inspection Form, Monthly Vehicle Dispatch Ticket/Organizational Dispatch Tickets if applicable and fuel receipts to the MVPO monthly.

(5) Immediately reports any maintenance issues to the MVPO.

(6) Immediately reports any lost/stolen fleet card or keys to the MVPO.

- (7) Prepares organizational dispatch ticket for all official travel.
- (8) Submits reports as required by the MVPO and/or Headquarters.

d. Driver

- (1) Ensures vehicles are used for “Official Use” only.
- (2) Signs out vehicle keys as required and completes the Motor Vehicle Trip Log located in the vehicle.
- (3) Turn in key after use (key should not be maintained by drivers except for limited duration for assigned tasks with the approval of the manager).
- (4) Properly completes the Motor Vehicle Trip Log for each trip.
- (5) Ensures vehicles are locked when not in use.
- (6) Utilizes the most fuel-efficient vehicle for the mission, including low-speed electric vehicles (LSEVs).
- (7) Performs walk-around inspection prior to each use and reports any damage to the Org Rep.
- (8) Reports any maintenance issues to the Org Rep and MVPO immediately.
- (9) Ensures vehicle interior is clean. Ensure fuel tanks are full.
- (10) Report driver license suspensions and revocations to manager. A suspension or revocation removes employee’s ability to use a government vehicle.
- (11) Immediately reports any accident or incident to the manager and the MVPO. Ensure that all state or local law enforcement authorities are properly notified.

9. Vehicle Care. Users of government vehicles must maintain them to ensure safe, operable, and clean. Organizations must report any problem as soon as it occurs (unusual noises, dashboard messages or flat tires) to the MVPO. The MVPO will notify organizations of annual scheduled maintenance. Organizations must coordinate and gain approval of the MVPO for all scheduled vehicle repairs and services. They are also responsible for dropping off and picking up vehicles to the service facility (Note, the MVPO can assist if required).

a. Washing GSA and DOT Vehicles. At the WJHTC facility, an air hose is located at Building 308 and a wash rack located across from the fuel pumps. Users of government vehicles may wash GSA vehicles once per month at facilities accepting the GSA WEX Fleet Card. Contact the MVPO for current vendors that accept the GSA WEX Fleet Card. Cleaning of DOT vehicles must be coordinated through the MVPO. Users must provide all receipts for vehicle care services to the MVPO upon completion of said services.

b. Fueling GSA Vehicles. Users of government vehicles must use the GSA Fleet WEX (Wright Express) Card when refueling GSA (leased) vehicles at public fueling stations and for any required maintenance. They are responsible for verifying that the service station accepts the WEX (Wright Express) Fleet Card for payment and must forward all receipts to the MVPO. Card guidance phone numbers are located on the back of the GSA WEX Fleet Card.

c. Fueling DOT Vehicles. FAA-owned vehicles (DOT) are refueled at the Technical Center fuel station (located at Building 308) whenever possible. The MVPO assigns each DOT vehicle a fuel key specifically coded with information that identifies that vehicle (i.e., organization and fuel type). Users must enter that vehicle's "Employee ID" to get fuel. If you experience any problems at the fuel station, contact the MVPO.

d. Emergency Repairs.

(1) For GSA vehicles, drivers are to follow the instructions found in the Fleet Service Card User Guide or call 1-866-400-0411. The GSA Maintenance Control Office will advise the driver.

(2) For DOT vehicles, call the MVPO for assistance at 609-485-7812, after duty hours call 609-485-5246.

(3) Report all emergency repairs to the MVPO as soon as possible.

10. Reporting. The MVPO will maintain all records and log sheets used to prepare monthly reports to FAA Headquarters and the GSA.

a. The Org Rep is the primary person responsible for vehicle reporting on behalf of the organization. Organizations must notify the MVPO and provide the name and telephone extension of any newly appointed Org Rep.

b. Users of government vehicles will annotate their daily trips on the Motor Vehicle Trip Log, and then on a monthly basis the Org Rep will forward the Log to the MVPO.

c. The following standard reports are required to be sent to the MVPO by the first Friday of each month for the preceding month:

- (1) NG Form 4670-4 Motor Vehicle Trip Log
- (2) NG Form 4670-5 Motor Vehicle Dispatch Ticket
- (3) NG Form 4670-7B Bus Inspection Form
- (4) NG Form 4670-7C Car Inspection Form
- (5) NG Form 4670-7S SUV Inspection Form
- (6) NG Form 4670-7T Truck Inspection Form
- (7) NG Form 4670-7V Van Inspection Form
- (8) All receipts, including any fuel and/or maintenance receipts.

d. Managers and Org Reps may be required to submit other reports not listed in this document. Deliver reports to the MVPO or email them to 9-ACT-FAA-MotorFleet/ACT/FAA.

11. Forms. All forms are located at https://employees.faa.gov/tools_resources/forms

a. Annual License Verification Form

- (1) NG Form 4670-1 Annual License Verification – Federal Employees
- (2) NG Form 4670-2 Annual License Verification – Contractors

b. Monthly-Motor Vehicle Logs

- (1) NG 4670-3 Motor Vehicle Key Sign Out Log
- (2) NG 4670-4 Motor Vehicle Trip Log

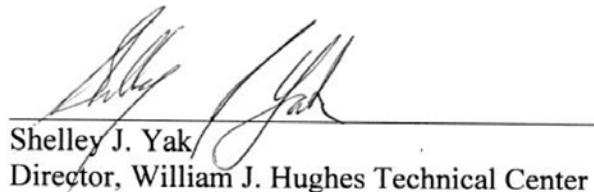
c. Motor Vehicle Dispatch Tickets

- (1) NG 4670-5 Monthly Vehicle Dispatch Ticket
- (2) NG 4670-6 Organizational Dispatch Ticket

d. Motor Vehicle Inspection Form

- (1) NG 4670-7B Bus Inspection Form
- (2) NG 4670-7C, C-Passenger Car Inspection Form
- (3) NG 4670-7S, SUV Inspection Form
- (4) NG 4670-7T, Truck Inspection Form
- (5) NG 4670-7V, Van Inspection Form

12. Distribution. This order is available electronically as described in paragraph 3.



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