

Procurement & Property Division Policy Memorandum

Subject: Motor Vehicle Reporting Requirements			Number: 221.1-05
Distribution: ARS: AAO's APMO's FD NASS	Date: Oct 11, 2000	This Replaces: N/A	

Background

Department regulations require agencies to maintain motor vehicle inventory, maintenance, and operating cost data in the Department's Property Management Information System (PMIS/PROP). This information is used to generate agency and departmental reporting requirements to the Office of Management and Budget (OMB) and Congress. To comply with reporting requirements, REE policy requires property management officers (PMO's) to update maintenance and operating costs to PMIS/PROP **quarterly**. This policy memorandum will clarify motor vehicle reporting requirements and updating data to PMIS/PROP.

Policy Guidance

To comply with inventory requirements, PMO's will work with accountable property officers (APO's) to capture **all agency-owned, GSA-leased, and long-term commercially leased** (over 60 days) motor vehicles and enter data into PMIS/PROP. Long-term leased vehicles, including GSA-leased, are accountable personal property.

To comply with reporting requirements, PMO's will ensure maintenance and operating costs for **agency-owned and long-term commercially-leased motor vehicles** are captured and entered into PMIS/PROP. GSA is responsible for collecting and reporting data for all GSA-leased vehicles.

To help reduce the administrative burden of collecting required data, USDA has implemented the Purchase Card Management System (PCMS)-Fleet

Module for the Voyager fleet card. Voyager card transactions are captured from the point of sale and the data feeds to PCMS-Fleet.

PCMS-Fleet feeds data from vehicle specific cards to PMIS/PROP. PCMS-Fleet matches the data to PMIS/PROP by the vehicle tag number. The feed from PCMS-Fleet to PMIS/PROP occurs monthly, usually on the 10th of each month.

PMO's will work with APO's to collect required maintenance and operational data for all transactions that occur by any other payment method other than a vehicle's assigned Voyager fleet card. PMO's are responsible for updating data to PMIS/PROP. This includes maintenance and operating costs under a POOL card, BPA, VISA Purchase Card, or Government fueling facility.

**Action Required
by APO's**

APO's will follow the guidance below to capture motor vehicle reporting requirements and submit data to their appropriate PMO for updating to PMIS/PROP. Appropriate PMO's are:

ARS-Field: Area Property Management Officers

NASS-Field and
ARS-Headquarters: Personal Property Group, Procurement and
Property Branch, PPD

Required reporting requirements include:

Mileage	Maintenance Costs
Gallons Purchased	Repair Costs
Fuel Costs	Storage Costs
Fuel Type	

1. Transactions Using Voyager Card with Vehicle Tag Number:

No action required. Data is captured from the point of sale and fed electronically to PCMS and PMIS/PROP based on the vehicle tag number. PMO's and APO's will ensure that vehicle operators use the appropriate fleet card assigned to the vehicle. This ensures that accurate data feeds to the appropriate vehicle maintenance/operational record in PMIS/PROP.

2. Transactions Using "POOL" Voyager Card:

Action Required. POOL cards are used for emergency situations or for other motorized equipment without a tag. Since POOL cards are not identified to a designated tag number, transaction data does not feed to PMIS/PROP. If vehicle operators use a POOL card for a vehicle, APO's will have to collect the reporting data and submit it to their PMO for updating the vehicle maintenance/operational record in PMIS/PROP.

3. Government Fueling Site:

Action Required. If vehicle operators use a Government fueling site, APO's will have to collect the reporting data (number of gallons and cost per gallon) and submit it to their PMO for updating the vehicle record in PMIS/PROP.

4. Other Payment Methods:

Action Required. If vehicle operators use any other payment method other than a vehicle's designated Voyager card, APO's will have to collect the maintenance/operational data and submit it to their PMO for updating the record in PMIS/PROP.

To track maintenance and operational costs (outside the vehicle specific Voyager card), APO's can use:

1. Form ARS-714, ARS Vehicle Operation Record (**ARS-only**)
2. Form AD-187, Motor Vehicle Operations and Utilization Record (**NASS-Only**)
3. Or other documentation that contains the required information such as a spreadsheet.

At a minimum, APO's must submit maintenance and operational data (outside the vehicle specific Voyager card) **quarterly** to PMO's for updating to PROP.

**Action Required
by PMO's**

PMO's will work with APO's to determine the best feasible method for updating data to PMIS/PROP. Options include:

1. PMO's generate PROP Report 510, Quarterly Operational Worksheet and forward to APO's (location or state statistical office) to complete and return, or
2. PMO's request that APO's forward copies of appropriate tracking documents (forms ARS-714, AD-187, or spreadsheets).

When updating maintenance data, PMO's will continue to use PMIS/PROP Screen AC18, Input Motorized Equipment Operational Data, using either:

- Option A - Add a New Record, or
- Option C - Change Existing Record

Refer to your NFC Procedures Manual, Title IV, Chapter 6, Section 4, Personal Property System, for detailed instructions for updating motor vehicle operational records in PMIS/PROP.

PMO's should first try to use Option A, Add a New Record, before choosing Option C, Change An Existing Record, to verify whether the feed between PCMS-Fleet and PMIS/PROP has occurred. This will help to ensure PMIS/PROP maintains accurate maintenance/operational records.

When using Option A, if the PMO's receive a message "A Record Already Exists For This Date," it means that the data for the specified month has already fed from PCMS-Fleet to PMIS/PROP. If this occurs, PMO's will use Option C, Change Existing Record. Under Option C, PMO's will have to add the data submitted by the APO to the existing monthly data in the system and **key in the combined totals**.

Example

In September, vehicle operators use the vehicle's tag number assigned Voyager card on three separate occasions. The combined transactions are 60 gallons of fuel for \$75. Then an operator uses a POOL card to purchase 10 gallons of fuel for \$15. The APO does not have to capture the transactions for the vehicle's assigned Voyager card. However, since data from a POOL Card does not feed to PMIS/PROP, the APO will have to submit information from the POOL Card transaction to the PMO for updating.

In October, the PMO receives the data from the POOL Card transactions

from the APO. When updating PMIS/PROP through Screen AC18, Input Motorized Equipment Operational Data, the PMO chooses Option A, New Record, and enters "September" in the required field for date.

If the monthly feed between PCMS-Fleet and PMIS/PROP has not yet occurred, the system will display the "Motorized Equipment Maintenance" screen for updating. The PMO enters the required data. When the feed does occur, the system will automatically update the monthly screen with the combined totals from the PMO's manual update and the electronic feed.

If the PMO receives the message, "A Record Already Exists For This Month, then the monthly electronic feed between PCMS-Fleet and PMIS/PROP has occurred. The PMO must use Option C, Change Existing Record. The PMO then enters the **combined total** of the data submitted by the APO and the existing monthly data displayed on the screen.

If the existing monthly data lists \$75 fuel cost and 60 gallons of fuel, the PMO enters \$90 for fuel costs and 70 gallons of fuel. This is the **combined total** of the existing data and the \$15 fuel cost and 10 gallons from the POOL card.

When using Option C, Change Existing Data, the PMO must enter the combined total of the existing data and the manual data. If you only enter the additional data, this will override the existing monthly data .

PPD Point of Contact

If you have any questions regarding motor vehicle reporting requirements or updating maintenance/operational data to PMIS/PROP, please contact Cheryl Brumback on 202-720-2359.

Approved:

/s/

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