



## INSTRUCTIONS FOR PREPARING GSA FORM 2075

The GSA Form 2075 is to be forwarded to the Safety and Environmental Management Division (PMS) within 10 calendar days following receipt of the Regional Quarterly Mileage Report. Standard Forms 91 and 91A must be attached to the report for each entry on the form.

A vehicle accident must be reported if it results in an injury to anyone which requires medical treatment, regardless of severity, or total property damage exceeding the criteria specified in the current edition of the GSA Handbook, PBS P 5900.2. A vehicle properly parked which is struck by a non-government motor vehicle is not considered a vehicle accident for purposes of reporting on this form. Such an accident may be reportable under the provisions of the current edition of the GSA Handbook, PBS P 5900.2 as property damage or occupational injury, as applicable.

ITEM	INSTRUCTION
1.	Enter the region submitting the report.
2.	Enter the applicable calendar quarter.
3A.	Enter the number of miles driven by GSA employees in general purpose vehicles such as, sedans or station wagons (formerly identified as classes 11-23 and 51-52).
3B.	Enter the number of miles driven by GSA employees in all other vehicles.
3C.	Enter the sum of 3A and 3B.
4A.	Starting October 1 of the current fiscal year, number each report consecutively. For example; Report Number 91-1 will be the first report of Fiscal Year 1991. Report Number 91-7 will be the seventh report of Fiscal Year 1991. The Report Number will be entered in block 4A and at the top of the corresponding SF91/SF91A, a copy of which must be attached to the GSA Form 2075.
4B.	Enter the date of the accident being reported.
4C.	List the reason for the report. For example: Damage exceeds reportable criteria; vehicle occupant injury.
5.	Identify the person who prepared the report.
7.	The Safety and Environmental Management Division Director or Branch Chief, or higher is considered the approving official. The appropriate signature is required.