

**Functional Series 500 - Management Services
ADS 536 - Use and Control of Official Vehicles**

Table of Contents

***Asterisks next to a section number in the table of contents indicate that the section is new or substantively revised.**

<u>536.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>536.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>536.3</u>	<u>POLICY AND PROCEDURES</u>	<u>4</u>
<u>536.3.1</u>	<u>Official Use</u>	<u>4</u>
<u>536.3.2</u>	<u>Motor Pools</u>	<u>5</u>
<u>536.3.3</u>	<u>Vehicle Classification Standards</u>	<u>5</u>
<u>536.3.4</u>	<u>Fleet Size and Composition</u>	<u>6</u>
<u>536.3.5</u>	<u>Acquisition of OE Vehicles</u>	<u>7</u>
<u>536.3.5.1</u>	<u>Criteria for Owning Versus Leasing Vehicles</u>	<u>7</u>
<u>536.3.5.2</u>	<u>Standardization</u>	<u>8</u>
<u>536.3.5.3</u>	<u>Limitations on Class and Cost of Vehicles</u>	<u>8</u>
<u>536.3.5.4</u>	<u>Waivers/Foreign-Produced Vehicles</u>	<u>9</u>
<u>536.3.5.5</u>	<u>How and Where to Buy U.S.-Produced Vehicles</u>	<u>10</u>
<u>536.3.5.6</u>	<u>Fully Armored Vehicles (FAVs)</u>	<u>11</u>
<u>536.3.5.7</u>	<u>Lightly Armored Vehicles (LAVs)</u>	<u>11</u>
<u>536.3.6</u>	<u>Gasoline for Use in Motor Vehicles</u>	<u>11</u>
<u>536.3.7</u>	<u>Replacement of USAID Vehicles</u>	<u>12</u>
<u>536.3.8</u>	<u>Disposal of Vehicles</u>	<u>14</u>
<u>536.3.9</u>	<u>Liability and Insurance for Official Vehicles</u>	<u>15</u>
<u>536.3.10</u>	<u>Reporting Accidents Involving Government-Owned or Leased Vehicles</u>	<u>15</u>
<u>536.3.11</u>	<u>Vehicle Accident Claims</u>	<u>16</u>
<u>536.3.12</u>	<u>Maintenance of Vehicles</u>	<u>16</u>

<u>536.3.12.1</u>	<u>General Vehicle Maintenance</u>	<u>16</u>
<u>536.3.12.2</u>	<u>LAV Maintenance</u>	<u>17</u>
<u>536.3.12.3</u>	<u>FAV Maintenance</u>	<u>18</u>
<u>536.3.13</u>	<u>Safe Driving Awards</u>	<u>20</u>
<u>536.3.14</u>	<u>Required Records and Reports</u>	<u>20</u>
<u>536.3.14.1</u>	<u>Mission Records and Reports</u>	<u>20</u>
<u>536.3.14.2</u>	<u>Other Required Mission Reports For Submission to M/AS/OMS</u>	<u>21</u>
<u>536.3.14.3</u>	<u>USAID/W Records and Reports</u>	<u>22</u>
<u>536.4</u>	<u>MANDATORY REFERENCES</u>	<u>22</u>
<u>536.4.1</u>	<u>External Mandatory References</u>	<u>22</u>
<u>536.4.2</u>	<u>Internal Mandatory References</u>	<u>23</u>
<u>536.5</u>	<u>ADDITIONAL HELP</u>	<u>24</u>
<u>536.6</u>	<u>DEFINITIONS</u>	<u>24</u>

ADS 536 - Use and Control of Official Vehicles

***Asterisks indicate substantive revisions to the paragraph. An asterisk before the section header indicates the entire section has been substantively revised.**

536.1 OVERVIEW

This chapter specifies Agency policies and procedures governing the management of USAID's owned or leased motor vehicles. The chapter addresses the acquisition, use, replacement, disposal, recordkeeping, and reporting of official vehicles.

536.2 PRIMARY RESPONSIBILITIES

a. The Principal USAID Officer at each post is ultimately responsible for ensuring that motor vehicles are managed in accordance with this ADS chapter and [6 FAM 228](#), Use and Control of Official Vehicles.

b. The USAID Executive Officer (EXO) at post is responsible for providing administrative direction and oversight for proper maintenance and control of the Mission's vehicles, to include:

- Management and operation of the motor pool;
- Maintenance of vehicle records;
- Preparation and submission of required reports;
- Control of vehicle use (including host government-owned vehicles under USAID custody);
- Recommendations for vehicle replacement and adjustments to fleet size and configuration;
- Disposal of vehicles;
- Review of trip records (Form OF 108, Daily Vehicle Usage Report) to monitor vehicle use;
- Establishment of maintenance schedules to meet maintenance and warranty requirements; and
- Development and implementation of Standardization Plans, as appropriate.

c. The Chief, Bureau for Management, Office of Administrative Services, Overseas Management Support Division (M/AS/OMS) is responsible for

- Determining Agency-wide policy and criteria for vehicles and fleet size configuration;
- Approving Standardization Plans in accordance with [ADS 534](#), Personal Property Management Overseas;
- Consolidating and submitting Agency annual vehicle reporting requirements (e.g., COBRA, Federal Automotive Statistical Tool (FAST), Vehicle Capitalized Asset Report); and
- Maintaining the Agency's Motor Vehicle Inventory.

d. The Office of Security (SEC) is responsible for the acquisition and assignment of fully armored vehicles (FAVs). SEC also funds the application of light armor to USAID-owned vehicles for designated posts. (See [ADS 563](#), Armored Vehicle Program)

e. The Bureau for Democracy, Conflict, and Humanitarian Assistance, Office of Foreign Disaster Assistance (BHR/OFDA) is responsible for the acquisition, proper use, reporting, and disposal of its vehicles. However, BHR/OFDA must follow host Mission motor vehicle procedures whenever a BHR/OFDA unit is located within an established USAID Mission.

f. The Office of Procurement (M/OP) is responsible for issuing the annual motor vehicle source/origin update cable.

536.3 POLICY AND PROCEDURES

Unless otherwise noted, the policies and procedures in this chapter apply to all USAID Mission vehicles, including program- and trust-funded vehicles in the custody of the USAID Mission.

The Uniform STATE/USAID Regulations found in [6 FAM 228](#) are the basic directives for the management of USAID's overseas vehicle fleet. The following USAID-specific policies and procedures supersede 6 FAM 228 whenever there is a conflict of instructions between the two directives. (For seat belt requirements, see [ADS 529.3.2](#))

536.3.1 Official Use

Official use is for purposes that are directly related to the conduct of U.S. Government business. Federal statutory law mandates a minimum one-month suspension without pay for an employee who willfully uses or authorizes the use of a government vehicle for other than official use. Penalties may exceed this one-month minimum, up to and including removal from office.

536.3.2 Motor Pools

USAID Missions having two or more vehicles available for general use must operate these vehicles as a motor pool. This means they must make the vehicles available for the use of all officers or employees who need vehicles for official purposes.

Only the Mission Director may be provided a dedicated vehicle. This does not preclude the use of the dedicated vehicle for other requirements when necessary.

Mission motor pool costs are generally funded from the Operating Expense (OE) account, even though there may be some use of the motor pool by program-funded Mission personnel. However, when the volume of transport activity by program-funded personnel indicates that separate program-funded vehicles and/or drivers are justified, program funds must be used to purchase, equip, and maintain separate vehicles and/or drivers. Such program-funded costs must be charged to the Strategic Objective that most directly relates to the need for program-funded motor vehicle operations. Program-funded motor vehicles and drivers are to be used predominantly by program-funded individuals for program purposes.

The transportation requirements, including operation and maintenance costs, of program-funded activities must be built into the budget for those program activities. To the extent practical, program-funded vehicles for host country and contractor use must be host country titled. (See [AIDAR 752.245-71, Title to and Care of Property](#)) Use and control, as well as operation and maintenance costs, then become the program activity manager's responsibility through specific provisions in the Strategic Objective Agreement. USAID Mission OE-funded transportation must not be used, except in extenuating circumstances.

536.3.3 Vehicle Classification Standards

GSA Standard No. 122 (updated annually) is as follows:

(Note: These vehicles are classified according to the current edition of the General Service Administration (GSA) Federal Vehicle Standards, available at www.fss.gsa.gov/pub/vehicle-standards.cfm)

Sedan Class	Station Wagon Class	Description
IB	I	Subcompact
II	II	Compact
III	III	Mid-size
IV	IV	Large

536.3.4 Fleet Size and Composition

USAID Mission vehicles from any funding source, leased or owned, must be limited to the number required for official purposes. "Other Authorized Use," as outlined in [6 FAM 228.2-2](#), must not interfere with the availability of vehicles for "business use," nor must any additional vehicles be acquired for these purposes. The size and composition of fleets depend, in part, on the availability of local public transportation, security conditions, and USAID Mission administrative and program support requirements.

a. Established USAID Missions

Established USAID Missions with more than six vehicles must annually conduct a dispatch analysis to determine if the post has the correct number and distribution of vehicles and drivers. (See [6 FAM 228.1-2\(B\)\(4\)](#)) Form AID 540-3, Dispatch Analysis for Motor Pools, may be used for making a dispatch analysis. This form can be ordered in 50-sheet pads from USAID/W, Attention, M/AS/CPD.

b. New or Restructured Missions

Newly established USAID Missions and USAID Missions, Bureaus, and Offices anticipating significant staffing changes lack usage statistics. Therefore, they must use the following guidelines:

- (1) For a Mission Director or USAID Representative: One vehicle.
- (2) For every four professional positions at the Mission (e.g., USDH, PSC, FSN, TCN): Do not exceed one Class II or Class III sedan or station wagon, minivan, or utility-type vehicle.
- (3) For Communications and Records (C&R) if the Mission provides mail runs or similar services: One pickup truck or van.
- (4) For every 20 residences for which the post provides full maintenance service: One pickup truck or van.
- (5) For every 30 American employees, Direct Hire or Contract, for which the USAID Mission provides full logistic support: One truck with two tons or more cargo capacity.

NOTE: Fractions of the above numbers are to be rounded up. For example, 25 residences requiring full maintenance support would warrant having two pickup trucks or small vans for maintenance support.

536.3.5 Acquisition of OE Vehicles

The Agency must acquire operating expense (OE) vehicles through lease or purchase per the following procedures. (Note: Source origin policies and limitations applicable to vehicles are found in [ADS 312.5.3b](#))

536.3.5.1 Criteria for Owning Versus Leasing Vehicles

By law, long-term-leased vehicles must be U.S. produced, unless a waiver is obtained from the Mission Director. Rental and short-term lease of foreign-made vehicles is permissible without a waiver when the need is occasional, with no pattern of constant use, for example, when a motor vehicle is in the repair shop or to meet short-term requirements.

Note: For purposes of vehicles, a long-term lease is either a single lease term of more than 60 days or a repetitive or intermittent lease under a single activity or program within a one-year period, totaling more than 60 days. Rentals and short-term leases apply to contracts for a period of less than 60 continuous days.

In determining whether it is more cost effective to own or lease a vehicle, the following factors must be considered:

- a. The existence of local commercial leasing facilities having U.S.-produced vehicles.
- b. Economic factors, which must include:
 - (1) A comparison between the purchase price of a vehicle and the cost of leasing;
 - (2) Maintenance and repair costs;
 - (3) Operating costs and proceeds from sale in comparison with annual lease costs;
 - (4) Length of lease agreement; and
 - (5) Contract maintenance and repair costs, if applicable.

The comparison must be made for similar makes and models of vehicles.

- c. Security (i.e., the need for armored vehicles).

536.3.5.2 Standardization

When a Mission chooses to use a standardization plan, it must comply with the principles and requirements set forth in [ADS 534.3.2](#) and the following criteria:

- a. Mission Directors' vehicles must comply with the applicable standardization plan.
- b. Normally, USAID contractor/program vehicles in the custody of the Mission or supported by the Mission follow USAID standardization plans. If the makes of vehicles on which the USAID Mission has standardized are unsuitable for contractors' needs, contractors can request a deviation from the Contracting Officer.

536.3.5.3 Limitations on Class and Cost of Vehicles

- a. **Class of Sedans and Station Wagons.** USAID Missions must purchase sedans and station wagons of Class III or below.
- b. **Cost of Sedans and Station Wagons.** Under Section 636(a)(5) of the Foreign Assistance Act (FAA), the cost limitation for sedans and station wagons is the current market price, in the United States, of a Class III vehicle of U.S. manufacture (or if the replacement vehicle is a right hand drive vehicle, 120 percent of that price). In determining the "current market price" in the United States, a Mission includes transportation and related costs to deliver the vehicle to post. (See [FAA; Section 636\(a\)\(5\)](#))
- c. **Light Truck and Truck Tractor Vehicles.** For criteria on light truck and truck tractor vehicles, see the GSA Federal Vehicle Standards, available at www.fss.gsa.gov/pub/vehicle-standards.cfm.
- d. **Optional Systems and Equipment.** Optional vehicle systems and equipment must not be ostentatious, and must be selected for new vehicles based on overall economy, safety, efficiency, and suitability for the intended purpose. Mission Directors, or their designees, determine which vehicles need optional systems or equipment. They must consider the following factors:
 - (1) Climate in area of operation;
 - (2) Effects of equipment on vehicle's operation;
 - (3) Terrain in area of operation; and
 - (4) Availability of maintenance parts and service.

Examples of acceptable additional systems and equipment for vehicles:

- Air conditioning
- Anti-lock brakes
- Four-wheel drive
- Heavy duty suspension
- Heavy duty batteries
- Bumper guards
- Locking gas tank caps
- Extra gauges on dash panels
- Rust-proofing or undercoating
- Towing devices

Examples of equipment considered ostentatious:

- Turbo chargers
- White wall tires
- Four-wheel steering
- Digital instruments
- CD players

e. Passenger Utility-Type Vehicles. USAID Missions must order passenger utility-type vehicles that seat eight rather than nine passengers where feasible. The extra seat creates an obstacle to quickly exiting the vehicle in an emergency situation.

536.3.5.4 Waivers/Foreign-Produced Vehicles

a. Section 636(i) of the Foreign Assistance Act of 1961, as amended, restricts USAID Mission fleets (including purchase of motorcycles or motor scooters) to motor vehicles produced in the U.S., except when waivers are granted by the Mission Director. This restriction applies to vehicles purchased or leased with U.S. funds made available under the Foreign Assistance Act, regardless of whether they are U.S. or host government titled. (See [FAA, Section 636\(i\)](#); [ADS 312.5.3b](#); [ADS 310.5.5](#); and [ADS 103.3](#).)

b. The Office of Procurement (M/OP) issues an annual cable with an update of the source/origin for motor vehicles. This cable lists the vehicle makes and models that satisfy the Buy American Act and can be purchased without a source/origin waiver. USAID Missions not granted authority under ADS 103.3 that plan to buy foreign-produced vehicles must request foreign purchase waiver authority from the appropriate regional Bureau Assistant Administrator.

c. Each waiver of the requirement that motor vehicles be produced in the United States must contain a certification signed by the approving official, and be supported by a justification stating that "special circumstances exist to waive the requirements of

Section 636(i) of the Act". The waiver and the justification constitute required documentation in the vehicle procurement file. (For waiver criteria, see [ADS 310.5.5](#))

536.3.5.5 How and Where to Buy U.S.-Produced Vehicles

USAID Missions must buy vehicles either directly from the manufacturer (or dealer, if less than the manufacturer cost) or through GSA, whichever satisfies the post/Mission's requirements. M/OP procures U.S.-produced vehicles when requested by USAID Missions. See [Contract Information Bulletin 97-22](#), Class Justification for Other than Full and Open Competition for Procurements by Missions of U.S. Manufactured Vehicles.

USAID Missions without approved standardization plans must obtain full (no specific make) competition for vehicle purchases as required by current Federal and USAID Acquisition Regulations. (See [ADS 310](#), Source, Origin and Nationality)

The following are the procedures for purchasing U.S.-produced vehicles:

- a. You must order vehicles using a purchase order. The purchase order must contain estimated costs for
 - (1) A basic vehicle (with standard systems);
 - (2) Additional systems and equipment;
 - (3) Handling charges;
 - (4) Shipping and transportation;
 - (5) Factory inspection and preparation costs;
 - (6) Inspection, servicing, and delivery costs at port of embarkation; and
 - (7) Other miscellaneous costs.
- b. Vehicle purchase orders must include the vehicle type, color, model, and other desired features. Include the need for a speedometer registering miles or kilometers, corrosion protection, parts catalog, and maintenance manual. Indicate whether the vehicle is to be shipped boxed or unboxed.
- c. Spare parts are essential to properly maintain the USAID Mission motor fleet. When ordering vehicles, USAID Missions must ensure that adequate spare parts are available from USAID Mission stock or local dealers. Prior operating experience best determines spare parts requirements. If the USAID Mission is to stock its own parts, then parts peculiar to new vehicles must be ordered with the new vehicles.

536.3.5.6 Fully Armored Vehicles (FAVs)

Fully armored vehicles (FAVs) required for USAID Missions are purchased, armored, and owned by the Office of Security (SEC). Operations and maintenance costs are paid for with USAID Mission Operating Expense (OE) funds. Note: These vehicles might not conform to Mission standardization plans because of armoring requirements. Although funded and owned by SEC, FAVs are considered part of the Mission fleet for operational and reporting purposes. (See [ADS 563](#), Armored Vehicle Program)

536.3.5.7 Lightly Armored Vehicles (LAVs)

Missions must purchase vehicles for light armoring services in accordance with [ADS 563](#), Armored Vehicle Program.

The following are the procedures for acquiring LAVs:

Two separate purchase orders are required for the acquisition of lightly armored vehicles. One is for the acquisition of the vehicle, and the second is for the cost of armoring.

a. The purchase order for the acquisition of the vehicle must include the following transportation costs:

- (1) To and from the armorer;
- (2) From the armorer to the U.S. Despatch Agent/Consolidated Receiving Point (CRP); and
- (3) For onward shipment to post.

Send one copy of the purchase order for vehicle acquisition to the Office of Security, Physical Security Programs Division, (SEC/PSP). Send a second copy to the Bureau for Management, Office of Administrative Support, Overseas Management Support Division (M/AS/OMS).

b. The vehicle armoring purchase order should include SEC fund cites. Send a copy to SEC for processing and a copy to M/AS/OMS.

536.3.6 Gasoline for Use in Motor Vehicles

It is Agency policy that unleaded gasoline is to be used in all gasoline-powered, Government-operated motor vehicles used overseas unless

- a. Such use would be in conflict with country to country or multinational logistics agreements; or
- b. Unleaded gasoline is not available locally.

Under no circumstances is premium gasoline to be used in Government-owned vehicles, except for those vehicles specifying use of premium gasoline or where regular gasoline grades are of inferior quality.

Missions are exempt from meeting the requirements of Fuel Efficient Motor Vehicles by the Federal Management Regulations. See [FMR 102-34.30](#).

536.3.7 Replacement of USAID Vehicles

USAID Missions using U.S. Government-owned vehicles instead of leased vehicles must have a replacement program. Vehicle replacement factors are based on GSA minimum standards.

a. Replacement Vehicles

When replacement vehicles arrive at post and are ready for use, the vehicles they replace must immediately be taken out of service and disposed of in accordance with [ADS 534](#), Personal Property Management Overseas, and [6 FAM 227](#), Disposal of Personal Property. Continued use of replaced vehicles constitutes unauthorized fleet augmentation. Formal requests for exceptions must be submitted to, and approved in advance by M/AS/OMS.

b. Fully Armored Vehicles

SEC will replace fully armored vehicles.

c. Lightly Armored Vehicles

Scheduled replacement of lightly armored vehicles must be coordinated with SEC during the second quarter of each year so that all fiscal year armoring costs can be included in SEC's annual budget submission. Missions are responsible for funding the purchase of the vehicle to be lightly armored.

d. Eligibility for Replacement

Vehicles are eligible for replacement when they reach the minimum age or mileage standards, or when they become uneconomical to operate, as provided for in the following section. These replacement standards are minimum specifications. Operational use of vehicles exceeding these standards is appropriate if deemed to be in the best interest of the Government. For example, a lack of funding may delay the procurement of new vehicles. Disposal documentation for replaced vehicles must indicate the specific criteria basis for replacement.

e. Age and Mileage Standards

Vehicle types and minimum replacement factors are as follows:

Vehicle Description	Years	Miles
Sedans/Station Wagons	3	60,000
Ambulances	7	60,000
Buses (16 passengers or more):		
City-Type	N/A	150,000
School-Type	N/A	80,000
Trucks:		
Less than 12,500 pounds GVWR	6	50,000
12,500 - 23,500 pounds GVWR	7	60,000
24,000 pounds and over	9	80,000
4- or 6-wheel drive vehicles	6	40,000

f. Uneconomical to Operate

Vehicles not meeting age or mileage standards are eligible for replacement if they become uneconomical to operate. To establish the economy of vehicle operation, the accrued repair costs (excluding the cost of routine maintenance) must not exceed 70 percent of the total vehicle acquisition cost. Vehicle acquisition cost includes

- (1) Purchase price;
- (2) Transportation costs; and
- (3) Armoring.

Vehicle acquisition cost does not include after market upgrades, which should be expensed and not capitalized. The Executive Officer must assess vehicles damaged in accidents before they are repaired using the 70 percent rule. The Executive Officer may also determine that a vehicle is unsafe to operate.

g. Exceptions

Requests for exceptions to the criteria listed above must be sent in advance to M/AS/OMS for approval.

536.3.8 Disposal of Vehicles

The Agency has a continuing need for vehicles worldwide. Vehicles are considered replacement property. The Agency retains the proceeds from the sale of disposed vehicles to buy replacement property. When USAID vehicles, including LAVs, are sold, the proceeds from the sale must be deposited with the U.S. Treasury as follows:

Budget Clearing Account 72F3845
Proceeds from Sales of Personal Property
Agency for International Development

Questions concerning International Cooperative Administrative Support Services (ICASS) and property disposal must be directed to M/AS/OMS.

a. Disposal of Unarmored Vehicles

USAID must adhere to the vehicle disposal procedures in [6 FAM 227](#), including the preparation of Form [AID 5-197](#), Motor Vehicle Record.

b. Disposal of LAVs

Disposal of LAVs must be coordinated with SEC. Disposal of Mission-funded LAVs must be coordinated with SEC and the Regional Security Officer (RSO).

The Mission must take the following steps prior to disposal:

- (1) The Mission must remove the polycarbonate ballistic glazings.
- (2) The polycarbonate glazings that are removed must be cut into 12 by 12-inch squares or smaller.
- (3) If the LAV has integrated ballistic glazings, windshields, side and back windows, or inserts, these also must be removed before the LAV is disposed of or sold to a non-U.S. government entity.
- (4) If the integrated ballistic glazings are in good, serviceable condition, they should be offered to the Embassy Regional Security Officer for use. If they are not in good condition, they should be "smashed" with a sledgehammer and disposed as trash.

(5) If the LAV is to be transferred to another U.S. Government organization, the transparent glazings do not have to be removed.

(6) Prior to the disposal of a LAV, the Mission Director, or designee, must certify via cable to SEC/PSP that the glazings have been removed and properly disposed of.

c. Disposal of FAVs

FAVs remain the property of SEC; consequently, Missions must contact SEC for disposition approval and instructions.

536.3.9 Liability and Insurance for Official Vehicles

USAID follows the policy contained in [6 FAM 228.2-2](#) and [6 FAM 228.4](#). In addition, the following USAID-specific liability and insurance policy must be followed:

- a. It is USAID policy not to require waivers of USAID liability by either passengers or drivers for the use of motor vehicles.
- b. Under the authority of section 636(b) of the FAA, Missions are authorized to pay claims arising out of "other authorized uses" for which the Agency is not otherwise liable, if the Mission determines that doing so is "necessary to accomplish the purposes of the Foreign Assistance Act," e.g. to avoid unfavorable publicity or harm to Agency-host government relations, provided the claim total is less than \$25,000. For claims above \$25,000, the General Counsel (GC) or Deputy GC must determine the validity of, and settle all tort claims (See [ADS 152](#), Tort Claims). Coordinate with the Regional Legal Advisor (RLA) regarding the use of 636(b). (See [FAA, Section 636\(b\)](#))

536.3.10 Reporting Accidents Involving Government-Owned or Leased Vehicles

If a motor vehicle accident occurs, the operator, Investigating Officer, and all witnesses must prepare accident reports as soon as possible. Operators must provide all necessary identification.

To report an accident

- a. The driver must fill out an [SF-91](#), Operator's Report of Motor Vehicle Accident. Blank copies of the SF-91 must be kept in the glove compartment of every USAID Mission vehicle at all times. If the driver is incapacitated, the driver's supervisor may complete the form from available information. The driver must then forward the form to his or her supervisor, who completes the relevant portion and forwards it to the Investigating Officer (usually the EXO or the RSO) for processing. A copy of the SF-91 must be submitted to the Post Occupational

Safety and Health Officer (POSHO) and the M/AS/OMS Safety and Health Officer for all but minor fender benders.

- b. Each reliable witness to the accident must complete an [SF-94](#), Statement of Witness.

536.3.11 Vehicle Accident Claims

The USAID Mission must settle vehicle accident claims for accidents caused by USAID Mission employees on official business. Settlements are guided by the provisions outlined in [ADS 152](#), Tort Claims.

536.3.12 Maintenance of Vehicles

A scheduled maintenance program must be established for all U.S. Government-owned or leased motor vehicles.

Due to the exorbitantly high cost of armored vehicles, maintenance schedules must be increased over the regular fleet vehicle schedule to overcome excessive wear attributed to the added weight of armor. (See Mandatory Reference, [ADS 563](#), Armored Vehicle Program)

536.3.12.1 General Vehicle Maintenance

- a. A scheduled maintenance program includes a recorded, systematic procedure for the servicing and inspection of motor vehicles to
 - Ensure their safe and economical operating condition throughout the period of use;
 - Meet warranty requirements and manufacturer's recommended maintenance schedule; and
 - Operate in an energy-efficient and environmentally responsible manner.
- b. Schedule all U.S. Government-owned or leased motor vehicles for inspection and servicing in accordance with the manufacturers' recommendations, or more frequently if local operating conditions require.

c. If the USAID Mission maintains a vehicle spare parts inventory, it must ensure that

- Spare parts are issued only upon presentation of a valid work order and are charged to a particular vehicle;
- Old parts are turned in when new parts are issued; and
- Old parts are checked for usability when turned in.

536.3.12.2 LAV Maintenance

a. General. Due to the light weight of the LAV armoring, the maintenance time and mileage intervals for a LAV are the same as the original manufacturer's maintenance schedule, except for maintenance of the ballistic resistant glazings.

b. Glazings. LAV glazings have either a polycarbonate insert mounted on the inside of the original equipment glass unit or a laminated glazing unit with polycarbonate material bonded to the inside. Polycarbonate products require the following special handling and cleaning:

- (1) Clean polycarbonate materials with a soft, 100 percent cotton cloth or clean sponge. Use an approved polycarbonate cleaning solution or wash the surface with lukewarm water and a mild household detergent solution. Dry using a clean soft cloth.
- (2) Fresh paint, grease, and wet sealant may be removed by rubbing lightly with a soft cloth saturated with 50 percent isopropyl alcohol or ethanol in water, followed by a thorough washing with water and a mild detergent, changing the cloth frequently.
- (3) A mild automotive cleaner/polish can be used on polycarbonate products to minimize the effects of hairline scratches and minor abrasions.
- (4) Avoid polycarbonate contact with abrasive cleaners, such as steel wool, Comet, Ajax, highly alkaline cleaners, squeegees, sharp instruments, razor blades, petrol, acetone, benzene, carbon tetrachloride, toluene, acids, or any cleaners with ammonia.

Do not

- Clean polycarbonate materials in the hot sun or elevated temperatures;
- Stick any labels or stickers to the polycarbonate surface;
- Wipe the polycarbonate surface with dry or dirty rags; or

- Allow the polycarbonate surface to be exposed to solvents other than those noted above.

(5) Vehicles equipped with laminated glass/polycarbonate units should be parked under a shaded enclosure whenever possible. Glass/polycarbonate laminated units will begin to delaminate when parked in the sun for long periods of time without the air conditioning operating.

536.3.12.3 FAV Maintenance

a. General. Due to the added weight of the transparent and opaque armor, preventive maintenance and services must be performed more often than prescribed by the vehicle's manufacturer. In severe climates, time and mileage intervals must be cut by 50 percent.

The following are the minimum maintenance intervals:

- (1) Three-month inspection** (every three months or 3,000 miles/5,000 km, whichever comes first):
 - (a) Change oil and filter;
 - (b) Replace air filter, PCV valve, and filter;
 - (c) Lubricate chassis;
 - (d) Check and "top off" all fluids;
 - (e) Check and adjust belts;
 - (f) Check all hoses;
 - (g) Check all lights;
 - (h) Check electrical system, including all fuses;
 - (i) Check windshield wipers;
 - (j) Check and adjust doors;
 - (k) Check wheel alignment;
 - (l) Perform visual inspection of brakes;
 - (m) Drive axle service;

- (n) Check exhaust system; and
- (o) Rotate tires.

(2) Six-month inspection (every six months or 6,000 miles/10,000 km, whichever comes first):

- (a) All items listed in three-month inspection above;
- (b) Inspect and charge the air-conditioning system;
- (c) Check cooling system;
- (d) Tune-up engine (replace fuel filter, spark plugs, and rotor);
- (e) Service transmission (includes replacing fluid, filter, and gasket);
- (f) Pack front wheel bearings and replace seals; and
- (g) Perform visual inspection of front and rear shocks.

(3) Nine-month inspection (every nine months or 9,000 miles/10,000 km, whichever comes first):

- (a) All items in the three-month inspection listed in paragraph (1) of this section.

(4) Twelve-month inspection and tune-up (every 12 months or 12,000 miles/20,000 km, whichever comes first):

- (a) All items in the three-month inspection above;
- (b) All items in six-month inspection above;
- (c) Clean and flush cooling system and replace with coolant recommended for the climate;
- (d) Replace brake pads and shoes, and bleed brakes;
- (e) Inspect front/rear axles and change fluids;
- (f) Inspect shields and under hood insulation; and
- (g) Check thermostatically controlled engine-cooling fan.

b. Glazing. FAV glazing units are manufactured with glass and polycarbonate. Polycarbonate is bonded to the inside of the glazing unit. Polycarbonate products require special handling and cleaning as outlined in **536.3.12.2.b**.

536.3.13 Safe Driving Awards

The policy and procedures for safe driving awards are found in [3 FAM 4845](#), Safe Driving Award.

536.3.14 Required Records and Reports

USAID Missions must maintain and prepare the following records and reports.

536.3.14.1 Mission Records and Reports

USAID Missions must maintain records for all Mission-controlled vehicles regardless of funding source. Records must show utilization, miles (or kilometers) traveled, fuel consumption and cost, record of all repairs and maintenance, down time, and other pertinent costs. (See [6 FAM 229](#) and the following section for the specific reports required.) Grantee/contractor requirements for vehicles are covered in their respective agreements.

Mission procedures are as follows:

- a. Missions must maintain an official file for each Mission-operated vehicle. The file is to contain the original or signed copies of the following documents or Mission-prepared reports:
 - (1) Purchase or lease documentation.
 - (2) Form [AID 5-197](#), Motor Vehicle Record. This form is to be completed as soon as a vehicle arrives at the Mission. One copy is forwarded to M/AS/OMS within five working days after receipt of the vehicle. If the Mission's copy of the USAID/W Mission Motor Vehicle Inventory System (MMVIS) print-out does not list a particular vehicle, send M/AS/OMS a completed Form AID 5-197 for that vehicle.
 - (3) All important documents, including copies of accident reports, letters to or from host government officials, or other documents showing how and when the vehicle entered the country and was licensed or registered.
 - (4) Work orders or other documents showing repair/maintenance costs by date, and costs in parts and labor. You may use Form [AID 5-238](#), Parts Slip and Work Required, or any document developed at post containing the same information, for this purpose.

- (5) A list of Customs document identification numbers.

All of the above records must be kept in the Individual Motor Vehicle File and destroyed four years after the vehicle leaves Mission custody. This file disposition is in accordance with the Agency's Records Disposition Schedule, Item Number 36060, Individual Motor Vehicle Files. (See [ADS 502.7](#), Agency's Records Disposition Schedule, Item Number 36060, Individual Motor Vehicle Files)

b. Form [OF-108](#) [This form is only available in pdf format. If you need assistance accessing this document, please contact <http://www.gsa.gov/Portal/contact.jsp>], Daily Vehicle Usage Record (trip ticket), must be filled out by the driver for each vehicle on dispatch. Note: Periodic review of this form by the EXO or the General Services Officer (GSO) is recommended. These records must be kept in the file folder for three months in accordance with the Agency's Records Disposition Schedule, Item Number 36020 Motor Vehicle Operating Records. (See [ADS 502.7](#))

c. Record of fuel, oil, spare parts, and general operating expenses. Form [AID 5-237](#), Monthly Record of Automobile Operating Expenses, or any like document developed at post containing the same information may be used. Data for maintenance must be posted to this form from work orders. Correct use of this form enables posts to identify vehicles with high operating costs and frequent maintenance problems. It also provides data for completing the annual Federal Automotive Statistical Tool (FAST) report.

d. USAID Missions must use Form [AID 540-3](#), Dispatch Analysis, or a similar methodology to conduct occasional review of vehicles usage to ensure the correct number of drivers and vehicles.

536.3.14.2 Other Required Mission Reports For Submission to M/AS/OMS

a. FAST: The FAST, Federal Automotive Statistical Tool (formerly SF-82), is prepared via Internet data collection from each post annually by the beginning of September each year or the date advised in the Annual Property Reports cable. This report is a total vehicle inventory report by vehicle type, size, fuel usage and cost, and mileage. USAID Missions must retain a duplicate copy of submitted reports for two years.

b. MMVIS: The Annual Mission Motor Vehicle Inventory System (MMVIS) is to be maintained by each USAID Mission. The inventory identifies each individual vehicle and related procurement and disposal information for internal and management purposes. The inventory is used to update the OMS-generated Annual Motor Vehicle Inventory Printout. The due date for the submission of the annotated printout is early

September each year. Data from this Inventory is also used by M/AS/OMS to prepare the M/FM Vehicle Capitalized Asset Report (on all vehicles costing \$25,000 and above).

c. COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA) is used to report worldwide motor vehicle fleet operations costs to OMB. The Property Management Officer in each USAID Mission prepares this report and submits it annually to M/AS/OMS.

Missions are advised annually of report due dates. Due dates vary from year to year.

536.3.14.3 USAID/W Records and Reports

M/AS/OMS consolidates the motor vehicle reports submitted by the Missions, including PASA, SEC, RHUDO, and OFDA OE-funded vehicles (generally associated with an OFDA Disaster Assistance Relief Team (DART) if located at the Mission. OFDA reports on their vehicles not located at a Mission). This consolidation is then used for the preparation of the following Agency reports:

- a. The Federal Automotive Statistical Tool (FAST), required by GSA and the Department of Energy (DOE).
- b. The Vehicle Capitalized Asset Report on vehicles costing \$25,000 or more, required by the Bureau for Management, Office of Financial Management, Central Accounting and Reporting Division (M/FM/CAR) for inclusion in the Agency's consolidated, fiscal year end financial statements. (See [6 FAM 225.1.1b](#) and [ADS 629](#), Accounting for USAID Owned Property)
- c. The Consolidated Omnibus Budget Reconciliation Act (COBRA) Report, required by the Bureau for Policy and Program Coordination, Office of Budget (PPC/B) for issuance to OMB.
- d. The Annual Mission Motor Vehicle Inventory System (MMVIS), a consolidated worldwide inventory for the Agency.

536.4 MANDATORY REFERENCES

536.4.1 External Mandatory References

- a. [AIDAR 752.245-71, Title to and Care of Property](#)
- b. [41 CFR 101-38](#)
- c. [3 FAM 4845, Safe Driving Award](#)
- d. [6 FAM 225, Accounting](#)

- e. [6 FAM 227, Disposal of Personal Property](#)
- f. [6 FAM 228, Use and Control of Official Vehicles](#)
- g. [6 FAM 229, Reporting Requirements](#)
- h. FAST, Federal Automotive Statistical Tool, available at [**http://fastweb.inel.gov**](http://fastweb.inel.gov)
- i. [Federal Management Regulations \(FMR\) 102-34.30](#)
- j. [Foreign Assistance Act of 1961, as amended, Section 636](#)
- k. GSA Federal Vehicle Standards, available at www.fss.gsa.gov/pub/vehicle-standards.cfm
- l. [Form SF-91, Operator's Report of Motor Vehicle Accident](#)
- m. [Form SF-94, Statement of Witness](#)
- n. [Form OF-108, Daily Vehicle Usage Record](#) [This form is only available in pdf format. If you need assistance accessing this document, please contact <http://www.gsa.gov/Portal/contact.jsp>]
- o. [31 U.S.C. 1343](#)
- p. [31 U.S.C. 1344](#)

536.4.2 Internal Mandatory References

- a. [ADS 103, Delegations of Authority](#)
- b. [ADS 152, Tort Claims](#)
- c. [ADS 310, Source, Origin and Nationality](#)
- d. [ADS 312, Eligibility of Commodities](#)
- e. [ADS 502.7, Agency's Records Disposition Schedule, Item Number 36020, Motor Vehicle Operating Records](#)
- f. [ADS 502.7, Agency's Records Disposition Schedule, Item Number 36060, Individual Motor Vehicle Files](#)
- g. [ADS 529, Safety Program](#)
- h. [ADS 534, Personal Property Management Overseas](#)

- i. [ADS 563, Armored Vehicle Program](#)
- j. [ADS 629, Accounting for USAID Owned Property](#)
- k. [CIB 97-22, Class Justification for Other than Full and Open Competition for Procurement by Missions of U.S. Manufactured Vehicles](#)
- l. [Form AID 5-197, Motor Vehicle Record](#)

536.5 **ADDITIONAL HELP**

- a. [Form AID 5-237, Monthly Record of Automobile Operating Expenses](#)
- b. [Form AID 5-238, Parts Slip and Work Required](#)
- c. [Form AID 540-3, AID Dispatch Analysis for Motor Pools](#)

536.6 **DEFINITIONS**

The terms and definitions listed below have been included into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

business purposes

(1) Any transportation at post of Chiefs of Mission and Principal Officers at consulates and consulates general;

(2) Transportation of U.S. Government employees (including those employed under Personal Services Contracts) and property directly related to the conduct of U.S. Government business;

(3) Transportation of employees under U.S. Government contracts when considered necessary to further the purposes of the contract, unless the terms of the contract require the contractor to provide such transportation;

(4) Transportation of dependents in furtherance of an official U.S. Government activity where the presence of a family member will further U.S. Government interests, such as official functions by or for representatives of foreign nations;

(5) For agencies that have authorization, transportation between the residence of an officer or employee and various locations when required for the performance of fieldwork, or essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when authorized by the head of the agency. Such authorization must be documented and must be exercised with the concurrence of the Chief of Mission. (See also "Official Use".) (Chapter 536)

disposal

Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment, or destruction. (Chapter 536)

disposition

The regulation of the fate, condition, application, and related conditions of property; the transference of property into new hands, a new place, condition, and so forth; alienation, or parting; disposal of property. (Chapter 536)

exchange

The mutual trade of property of equal value, the one in consideration of the other. (Chapter 536)

light duty vehicle

Any motor vehicle whose gross vehicle weight is 8,500 pounds or less. (Chapter 536)

light truck

A motor vehicle on a truck chassis whose gross vehicle weight may be up to 8,500 pounds. (Chapter 536)

motor vehicle

Any vehicle powered by liquid fuel (such as gasoline or diesel fuel), an alternative fuel (such as ethanol, methanol, or natural gas) or electrical energy that is designed to operate on highways carrying passengers or cargo. (Chapter 536)

passenger motor vehicle

Any motor vehicle designed primarily to transport people. Included are sedans, station wagons, vans and utility vehicles with two or more rows of seats, and buses. Not included are vehicles specifically designed for a purpose other than carrying passengers, such as cargo vans, pick-up trucks, and ambulances. (Chapter 536)

official use

An executive agency employee may use a motor vehicle owned or leased by the Government to perform the agency's missions, as authorized by the agency head or designee. Official use is for purposes that are directly related to the conduct of U.S. Government business. Official use excludes using such a vehicle for personal purposes, comfort, or benefit. (Chapter 536)

other authorized use

Transportation of U.S. Government employees, including those under personal services contracts, and their dependents, for other than business purposes when authorized because public transportation is unsafe or not available or because such use is advantageous to the U.S. Government. (6 FAM 228.2-2) (Chapter 536)

redistribution

A method of disposal. Redistribution means to give property to another USAID Mission or Office. It is the first method a Mission considers when it needs to dispose of property. Property may be redistributed when it is expected to last one year or more. (Chapters 534, 536)

replacement property

Replacement property is any personal property for which there is a continuing need on a worldwide basis by the parent agency, such as office furniture and equipment, household furniture, furnishings, and equipment; motor vehicles and automotive spare parts, tires and any other property having a continued general use. The proceeds of sale of replacement property are used to purchase similar property. (Chapters 534, 536, 629)

reportable vehicles

Sedans, station wagons, buses, ambulances, vans, utility vehicles, trucks, and truck tractors that operate on petroleum-based or other alternative fuels, including gasoline, diesel fuel, methanol, ethanol, natural or propane gas, or electricity. Excluded are fire trucks; motorcycles; military-design motor vehicles; semi-trailers, trailers, and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; and trucks with permanently mounted equipment, such as generators and air compressors. (Chapter 536)

trade-in

The act or business of exchanging commodities by barter. (Chapter 536)

utilization

The identification, processing, reporting and transfer of excess personal property among federal agencies. (Chapter 536)

536_042302_w091003