

December 10, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 15-21
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CTT INSTRUCTORS AND CTT MANAGERS
ALL RECORDS MANAGERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Mandatory Registration of Vehicles in the Federal Motor Vehicle
Registration System (FMVRS)

1. Purpose. To ensure all Job Corps-owned vehicles are properly registered in the FMVRS, and all vehicles are properly classified for reporting purposes.
2. Background. Federal requirements mandate agencies maintain a central record of all U.S. Government license plates issued or to be issued to Government motor vehicles. This record must identify the motor vehicle to which the tags are assigned, and provide a status for all tags (lost, stolen, attached, unassigned, etc.).

The FMVRS is the General Services Administration (GSA)-managed Government motor vehicle registration system. It is a database for Government-owned vehicles, and provides access to information for all vehicles that are owned or commercially leased by the Federal Government.

The National Office of Job Corps is responsible for managing all Job Corps-owned vehicles. This includes the responsibility for ensuring all Job Corps-owned vehicles are registered in the FMVRS. GSA maintains the registration in FMVRS, of all GSA-leased vehicles.

All Government motor vehicles must display U.S. Government license plates. Tags are placed on the front and rear of all Government motor vehicles. Trailers are issued one tag to be placed on the rear of the trailer only. Trailer tags are identified by the "T" at the end of the tag. Vehicles used only within a campus setting and not on public roads must be identified as such.

The National Office is responsible for reporting Job Corps annual fleet data to Office of the Assistant Secretary for Administration and Management (OASAM). Data submitted to OASAM for annual reporting into the Federal Automotive Statistical Tool must be accurate and contain reportable motor vehicles only. A vehicle is classified as a reportable motor vehicle if it can conceivably be used on a public road. This may include Low Speed Electric Vehicles (LSEVs) and equipment used to train students.

Reportable motor vehicles are:

- Any Government motor vehicle used by an executive agency or activity including those used by contractors;
- Heavy equipment that may be transported on a highway or state road;
(Usually excludes construction equipment that cannot driven on a public road)
- Street-legal LSEVs
 - Street-legal LSEVs incorporate the following safety features
 - Head lights;
 - Tail lights;
 - Brake lights;
 - Seat belts;
 - Internal and exterior mirrors on the driver and passenger side;
 - Windshield;
 - Parking break; and
 - Vehicle Identification Number

3. Action. The National Office will assemble a list of all Job Corps-owned vehicles to ensure all vehicles are properly registered within the FMVRS, and all vehicles are properly classified in the Fleet Tracking Management System.

All Job Corps centers, Outreach and Admission contractors, and Union contractors that acquire vehicles for Job Corps will complete the attached spreadsheet and return it to the National Office by December 18, 2015.

- Include all Job Corps-owned vehicles; automobiles, trucks, SUVs, LSEVs (street legal and non-street legal), and HD equipment
 - List all vehicles that are currently either tagged or not tagged – Job Corps-owned vehicle tags begin with an “L.”
 - Do NOT list any GSA leased vehicle. GSA vehicle tags begin with a “G.”
 - Do not list vehicles acquired for repair vocations.
- E-mail your completed spreadsheet to:
 - Ron Siegel @ siegel.ronald.j@dol.gov
 - Use “FMVRS Spreadsheet” as the e-mail subject line.
- Negative reports are required
 - Centers that have **no** Job Corps-owned vehicles or LSEVs should submit the spreadsheet listing only the center name and point of contact.

Job Corps-owned vehicles and LSEVs not submitted on the spreadsheet may be removed from the facility and placed on GSAXcess for disposal.

Additional Action – New procedures for requesting tags. For vehicles acquired from GSAXcess, or through a commercial lease or purchase:

- Request vehicle registration through the National Office Fleet Manager
- Use the attached form “Vehicle Registration Certificate Request”.

Upon registration of the vehicle, the National Office Fleet Manager will provide the requestor:

- The tag(s);
- A printed registration card from the FMVRS; and
- A signed/approved copy of the “Vehicle Registration Certificate Request” form complete with the assigned tag number.

The local Fleet Manager should maintain a copy of the approved form and FMVRS registration with the vehicle.

The National Office will:

- Maintain a list of all Job Corps-owned vehicles and the corresponding license plates;
- Provide the local Fleet Manager with license plates and FMVRS registration cards for newly acquired vehicles; and
- Furnish local Fleet Managers with updated vehicle tags approximately 90 days prior to their expiration.

Expired, damaged, or tags removed from excessed vehicles will be sent to the National Office Fleet Manager for disposal through UNICOR.

Tags not registered in FMVRS may be confiscated by Homeland Security, and the driver of the vehicle may be detained.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. December 18, 2016.

5. Inquiries. Inquiries should be directed to Ron Siegel at siegel.ronald.j@dol.gov or (202) 693-3102, or Marsha Fitzhugh at fitzhugh.marsha@dol.gov or (202) 693-3099.

Attachments

- A – Request for Vehicle Information
- B – Vehicle Registration Request