



May 2, 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 16-37

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 CENTER USERS

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

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name.

SUBJECT: Mandatory Changes in the Authorization of Motor Vehicles Acquired from GSAXcess or Intra-Agency Transfer

1. Purpose. To remind Department of Labor (DOL) agencies that acquire motor vehicles they must comply with statutory and regulatory requirements and DOL policies for motor vehicle acquisition, management, operation, reporting, and disposal.

2. Background. Agencies can utilize various methods for acquiring vehicles to meet their mission requirements, including leasing vehicles through the General Services Administration (GSA), entering into commercial leases, intra-agency transfers, and obtaining excess vehicles through the GSAXcess program.

GSAXcess is a system operated by GSA for the surplus and disposal of excess Federal personal property. Federal agencies with unneeded personal property, including vehicles, can declare it "excess," and through GSAXcess the property is offered to other Federal agencies. Except in limited circumstances, vehicles acquired through GSAXcess are designated as "agency-owned" vehicles.

3. Action. Government motor vehicles are subject to a myriad of statutory, regulatory, and executive-order requirements. Below are the key requirements that agencies must know when acquiring vehicles through the aforementioned methods.

When a DOL agency acquires motor vehicles (L Tag Vehicles), the acquiring agency (as the property custodian) must take the required steps to comply with all DOL property/fleet-management and reporting policies. These include, but are not limited to the following:

- Prior to any vehicle acquisition - Notify the National Job Corps Fleet Manager to obtain approvals from the DOL Agency Fleet Manager in the Office of the Assistant Secretary for Administration and Management, to ensure compliance concerning vehicle acquisitions. **Effective immediately: Only the National Office may approve GSAXcess-acquired vehicles.**

For vehicles currently in your fleet:

- a. Ensure each agency-owned and commercially leased vehicle in your center fleet is registered in the DOL-approved Federal Information Management System, and all required data parameters are tracked to meet mandatory reporting requirements.
- b. Register agency-owned vehicles in GSA's Federal Management Vehicle Registration System (FMVRS) through the National Job Corps Fleet Manager. Additionally, maintain vehicle license plates, and update expired or outdated vehicle plates for licensable agency-owned vehicles.
- c. For vehicles not needed on an on-going basis, take appropriate steps to initiate and carry out the Federal property-disposal procedures in accordance with Federal Management Regulation (FMR), (41 CFR, Part 102-34, § 102-5) Subchapter B, and DOL motor vehicle-management policies.

Further disposal guidance is forthcoming.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Patricia Prior at Prior.Patricia.J@dol.gov or 202-693-3340.