

Policy: Fleet Management – License Plates

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Requirements for using license plates as government property identifiers

1. Purpose

The purpose of this policy is to assure FNAL compliance with 41 CFR 102-34 regarding acquisition, use, and disposition of U.S. Government License plates.

2. Scope / Applicability

This policy applies to all personnel and operations involved with the procurement of FNAL fleet vehicles through the DOE fleet vehicle acquisition program or the GSA fleet lease program.

3. Policy

All government vehicles must have U.S. Government license plates affixed to the vehicle, both front and back. Per 41 CFR 102-34, a central record of all U.S. Government license plates must be kept. The Fermilab Fleet Manager coordinates efforts with the DOE Fleet Manager to properly manage both DOE-owned as well as GSA-owned license plate records.

3.1. All government vehicles require:

- 3.1.1. "For Official Use Only" and "U.S. Government" license plates.
- 3.1.2. Identification of the agency or service that owns or lease the vehicle (E for Department of Energy; G for General Services Administration).
- 3.1.3. U.S. Government license plates on the Government motor vehicle to which the license plates were assigned.
- 3.1.4. U.S. Government license plates until the Government motor vehicle is removed from Government service or is transferred outside the agency, or until the plates are damaged and require replacement.
- 3.1.5. U.S. Government license plates shall only be used for one Government motor vehicle and shall not be reissued to another Government motor vehicle.

3.2. A central record of all U.S. Government license plates for Government motor vehicles must be kept (Federal Vehicle Registration System FVRS). The GSA Fleet must also keep such a record for GSA Fleet vehicles. The record must:

- 3.2.1. Identify the motor vehicle to which each set of plates is assigned and
- 3.2.2. List lost, stolen, destroyed and voided license plate numbers.

4. Responsibilities

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS- Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Fleet Manager** implements procedures in support of this policy.

5. Definitions

N/A



6. Resources / Supporting Documents

- 6.1. Regulation:** 41 CFR102-34.140 – What records do we need to keep on U.S. Government license plates?
- 6.2. Procedure:** Fleet Management – License Plates

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

8. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott  Date: 2019.03.05 10:08:54 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Date: 2019.03.05 16:53:27 -06'00'