

Procedure: 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 managing U.S. Government vehicle license plates

1. Purpose

The purpose of this procedure is to describe FNAL's processes for deploying and managing U.S. Government license plates.

2. Procedure

2.1. Acquisition of license plates

Once DOE owned vehicles are approved and on order, obtain U.S. Government license plates from the Agency Fleet Manager (ORO, Fleet Manager/Property Specialist).

2.2. Display of license plates

Display official U.S. Government license plates on the front and rear of all Government motor vehicles. The exception is two-wheeled motor vehicles and trailers, which require rear license plates only.

2.3. Lost or stolen license plates

If a U.S. Government license plate is lost or stolen, the custodian must report the loss/theft to the Fermilab Fleet Manager. The Fermilab Fleet Manager then reports the loss/theft to

2.3.1. the Fermilab security office (or equivalent)

2.3.2. the local police

2.3.3. GSA Fleet, when a GSA Fleet leased motor vehicle is involved

2.3.4. the agency Fleet Manager (ORO, Fleet Manager/Property Specialist) for DOE-FNAL owned motor vehicles.

2.4. Disposal of license plates

- 2.4.1. U.S. Government license plates manufactured after September 2009 are registered in the Federal Motor Vehicle Registration System (FMVRS) and must be returned to UNICOR for destruction. License plates manufactured prior to September 2009 may also be returned.
- 2.4.2. License Plates with 00/0000 expiration date are considered obsolete per Office of Government-wide Policy (OGP) guidance and must be returned to UNICOR for destruction. There is no charge for the return shipment of license plates to UNICOR.
- 2.4.3. Return license plates via UPS GROUND.
Send an email with the pick-up address and weight of the shipment to unicor.tag.recycling@usdoj.gov and UPS will email a shipping label to put on the box. Take the box to a delivery and shipment area for pickup. Return tags to:
*UNICOR
14601 Burbridge Rd.
S.E. Cumberland, MD 21502
Attn: Tag Recycling*
- 2.4.4. Prior to shipment, document all license plates being returned on the Federal Motor Vehicle License Plate Return form and place a copy of this form in an envelope and tape to the inside top of each box being returned to UNICOR.
- 2.4.5. Keep a copy of the form for your records.
- 2.4.6. UNICOR will change the destroyed plates in the FMVRS to DS (*Destroyed*) as long as the plates are in PD (Pending Destruction) status when they are received.
- 2.4.7. In addition, a copy of the disposal form must be sent to the DOE ORO Fleet Manager/Property Specialist.

3. Definitions

N/A

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements these procedures.
- 4.4. **The Vehicle Custodian** reports lost or damaged license plates.



5. Resources / Supporting Documents

- 5.1. Regulation:** 41 CFR102-34.130 – How do we display U.S. Government license plates on Government motor vehicles?
- 5.2. Regulation:** 41 CFR102-34.135 – What do we do about lost or stolen license plate?
- 5.3. Regulation:** 41 CFR102-34.140 – What records do we need to keep on U.S. Government license plates?
- 5.4. Guideline:** UNICOR Standard Procedure for the Return of Expired, Damaged, and Obsolete U.S. Government License Plates
- 5.5. Form:** Federal Motor Vehicle License Plate Return form

6. Revision History

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

7. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott  Date: 2019.03.05 11:35:30 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Date: 2019.04.03 05:47:38 -05'00'