

## Policy: Fleet Management – Vehicle Procurements

|                                  |  |
|----------------------------------|--|
| Personal Property Manual Section | 2101   |
| Revision                         | 1  |
| Effective Date                   | 16 SEP 2024  |
| Regulatory Assurance System      | Property and Infrastructure                                    |
| Owner                            | Property and Infrastructure Requirement Assurance System Owner |
| Review Cycle                     | Every 3 years  |

### 1 Purpose

The purpose of this policy is to ensure compliance with 41 CFR 109-26.501 as it applies to the laboratory's program for the procurement of fleet vehicles.

### 2 Scope / Applicability

This policy applies to personnel authorized to procure laboratory vehicles for the laboratory.

### 3 Policy

FNAL acquires fleet vehicles for laboratory use through the DOE fleet vehicle acquisition program and the GSA fleet lease program.

- 3.1 All laboratory vehicle procurements will be coordinated through the FNAL Fleet Manager.
- 3.2 GSA shall be the mandatory source, under FPMR 101–26.501, for purchase of new non-tactical vehicles.
- 3.3 Vehicles qualify for replacement by meeting federally mandated age and / or mileage criteria (Ref 41 CFR 102-34.270).
- 3.4 Vehicle acquisitions that increase the size of the fleet require full justification that will be submitted for approval by the DOE Departmental Motor Equipment Fleet Manager. Justifications will need to include considerations identified in the DOE Fleet Management Handbook (DOE-HDBK-7251-2016) § 2.1.2.2, Motor Vehicle Acquisition.

### 4 Responsibilities

- 4.1 **Property and Infrastructure Regulatory Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 4.2 **FNAL Fleet Manager** maintains this policy; and develops and implements procedures in support of this policy.
- 4.3 **Procurement Staff** have the responsibility to adhere to the provisions of this policy and associated procedures.

## 5 Definitions

- 5.1 **Fleet Vehicles.** The group or collection of laboratory vehicles that are operated by the laboratory and managed by the FNAL Fleet Manager.
- 5.2 **Laboratory Vehicle.** A motorized vehicle owned or leased by a governmental entity (e.g., GSA) for official purposes. Laboratory vehicles can include cars, trucks, vans, buses, and other types of vehicles. They are often marked with official government insignia or logos and may be equipped with specialized equipment or technology depending on their intended purpose. These vehicles are subject to specific regulations, maintenance schedules, and usage policies.
- 5.3 Acronyms
- |             |   |
|-------------|---|
| <b>CFR</b>  | Code of Federal Regulations             |
| <b>DOE</b>  | Department of Energy                    |
| <b>FPMR</b> | Federal Property Management Regulations |
| <b>FNAL</b> | Fermi National Accelerator Laboratory   |
| <b>FRA</b>  | Fermi Research Alliance, LLC            |
| <b>GSA</b>  | General Services Administration         |
| <b>OMB</b>  | Office of Management and Budget         |

## 6 Authorities

- 6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.66 - FAR 52.251-2 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (JAN 1991)
- 6.2 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1 PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

## 7 Revision History

| Version Number | Date       | Author                         | Change Summary                            |
|----------------|------------|--------------------------------|---|
| 0              | 03/04/2019 | George Davidson, Fleet Manager | First Issuance                            |
| 1              | 09/01/2024 | Jenny Thorson, Fleet Manager   | Updates as result of FY22 audit findings. |

## 8 Approvals

| Title  | Name            | Electronic Signature |
|--|-----------------|----------------------|
| Property and Infrastructure Requirement Assurance System Owner | Mark T. Jeffers |                      |