

Policy: Fleet Management – Vehicle Disposal

Personal Property Manual Section	2110
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 identify FNAL requirements for disposal of Laboratory Vehicles in compliance with 41 CFR 109-38.7.

2 Scope / Applicability

This policy applies to the FNAL Fleet Manager, vehicle maintenance staff, and any personnel authorized to be assigned laboratory vehicles in accordance with the Policy of Taxonomy and Nomenclature Matrix (i.e., DOE Site Office staff, FRA employees, and subcontractors if the subcontract included provisions and is approved by the DOE Site Office Contracting Officer).

3 Policy

- 3.1 If a Laboratory Vehicle is no longer needed to satisfy programmatic requirements, Vehicle Operators are required to notify the FNAL Fleet Manager of these changes.
- 3.2 If a Laboratory Vehicle, through the mechanisms described in related vehicle policies, is determined to be in the best interest of the government to dispose of (e.g., obsolescence, repair costs exceeding replacement cost), then the Vehicle Operator shall notify the FNAL Fleet Manager of the recommendation to dispose of the vehicle.
- 3.3 The FNAL Fleet Manager will track Laboratory Vehicle usage and tenure to the replacement guidelines identified in 41 CFR 102-34.270, *How long must we keep a Government-owned motor vehicle*, and make recommendations for replacement as the vehicles' years-in-service or mileage comes near the recommended replacement standards.
- 3.4 Fleet Management staff follow vehicle disposal procedures to remove the vehicle from use and ensure it is properly accounted for.

4 Responsibilities

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 4.2 **FNAL Fleet Manager** maintains this policy and is responsible to provide the property control staff and appropriate DOE stakeholders with the necessary information for the proper disposal of a vehicle.

- 4.3 **Vehicle Operators** have the responsibility to adhere to the provisions of this policy and associated procedures.

5 Definitions

- 5.1 **Vehicle Operator.** An authorized individual, including DOE Site Office staff, FRA employees, and approved subcontractors, trained to operate laboratory vehicles for official purposes. They must hold a valid driver's license, adhere to all relevant regulations, complete specific training, and promptly report any license suspension or revocation.
- 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

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
FVRS	Federal Vehicle Registration System
FRA	Fermi Research Alliance, LLC

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, FNAL Fleet Manager	First Issuance
1	09/01/2024	Jenny Thorson FNAL 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	