

Procedure: Fleet Management – License Plates

Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

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

- 2.1.1 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) by submitting a receiving report request.
- 2.1.2 GSA vehicles are picked up or delivered to FNAL with GSA Government plate attached.

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/GSA 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 or GSA Leased 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 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

2.4.3 Prior to shipment, create an MMR, and 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.

2.4.3.1 If a license plate is found to be contaminated, it will be destroyed locally upon the approval of the DOE Fleet Manager and not returned to UNICOR.

2.4.4 Keep a copy of the form for your records.

2.4.5 UNICOR will change the destroyed plates in the FMVRS to DS (Destroyed) if the plates are in PD (Pending Destruction) status when they are received.

2.4.6 In addition, a copy of the disposal form must be sent to the DOE Fleet Management office to ensure proper coding is updated in GSAFleet.gov.

2.4.7 GSA Leased plates are surrendered with vehicle.

3 Definitions

Acronyms

DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
GSA	General Services Administration
MMR	Material Move Request
UNICOR	Federal Prison Industries, Inc.
FMVRS	Federal Motor Vehicle Registration System

4 Responsibility

4.1 Property and Infrastructure Requirement Assurance System Owner approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

4.2 ISD-Site Services Department Head is responsible for implementing and managing changes to this procedure by assigning appropriate

resources.

4.3 FNAL Fleet Manager implements these procedures.

4.4 FNAL Vehicle Custodian reports lost or damaged license plates.

5 Resources / Supporting Documents

5.1 Guideline: UNICOR Standard Procedure for the Return of Expired, Damaged, and Obsolete U.S. Government License Plates

5.2 Form: Federal Motor Vehicle License Plate Return form

6 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.

7 Approvals

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