

Procedure: Fleet Management – Vehicle EOL

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 define the process to remove FNAL government-owned vehicles from the fleet to property control for disposition.

2 Procedure

Removing a vehicle from the fleet is ultimately the responsibility of the Fleet Manager. To do so, the Fleet Manager (with the fleet management staff):

- 2.1. Determines that a vehicle should be removed from the fleet in accordance with the *Policy-Fleet Management Vehicle Disposal*.
- 2.2. Coordinates with the Property Department to provide vehicle information necessary for the proper disposal of a vehicle.
- 2.3. Report the action to the DOE ORO Fleet Manager / Property Specialist.
- 2.4. Prepares the vehicle for disposal (remove identification stickers, tags, etc.).
- 2.5. Delivers the vehicle to Property Control
 - 2.5.1 Property Control Staff dispose of the vehicle (see *Property Management – Disposition of Property*)
 - 2.5.2 Property Control staff creates final event transaction in personal property management system.

3 Definitions

Acronyms

FNAL Fermi National Accelerator Laboratory

4 Responsibility

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this procedure and ensuring consistent laboratory compliance with this procedure.
- 4.2 **ISD-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning

appropriate resources.

4.3 **FNAL Fleet Manager** is responsible for reviewing and managing changes to this procedure.

4.4 **Property Control staff and FNAL Fleet Manager** implements procedures in support of this procedure.

5 Resources / Supporting Documents

None

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	