

MATERIAL TRANSMITTED

Personnel Guides for Supervisors, Chapter IV - Conditions of Employment, CDC Guide 6-1, Motor Vehicle Operator's Identification Card

MATERIAL SUPERSEDED

Personnel Guides for Supervisors, Chapter IV - Conditions of Employment, CDC Guide 6-1, Motor Vehicle Operator's Identification Card (dated 01/14/77)

BACKGROUND

The attached guide updates CDC's requirements for the operation of Government-owned or -leased motor vehicles. Regular operators of a Government-owned or -leased vehicle must possess a U.S. Government Motor Vehicle Operator's Identification Card (Optional Form 346.) Incidental operators need the form only if required by their supervisors. All operators are required to have an Employee Identification Badge (Form HHS 576) and a valid state license in their possession while driving a Government-owned or -leased motor vehicle. All drivers also must have a safe driving record and meet the physical standards established by Office of Personnel Management.

Arthur C. Jackson
Associate Director for
Management and Operations

* References to CDC also apply to ATSDR.

REFERENCE POINTS: Physical Security Activity, Office of Program Support
Procurement and Grants Office, Office of Program Support

FILING INSTRUCTIONS

REPLACE the superseded guide with the attached guide. (This guide will be reissued as part of the forthcoming CDC Human Resources Management Manual.)

POST receipt of this Transmittal Notice on the Checklist of CDC Transmittal Notices--Personnel Guides for Supervisors

DISTRIBUTION: Mailing List No. 1, Code 5

CDC:MASO:MPB:KRaper:tsl:06/01/94:404 639-2940
Doc. license.vs5
Spelling Verifier Used by:TLawrence:06/01/94

PERSONNEL GUIDES FOR SUPERVISORS

Chapter IV - Conditions of Employment CDC Guide 6-1 - Motor Vehicle Operator's Identification Card

- Sections:
- I. Purpose
 - II. Coverage
 - III. Definitions
 - IV. Authority and Responsibilities
 - V. Requirements for Incidental Operators
 - VI. Requirements for Regular Operators
 - VII. Issuance of U.S. Government Motor Vehicle Operator's Identification Cards
 - VIII. Procedure for Issuance of a Government-Owned or -Leased Vehicle

I. PURPOSE

This guide sets forth CDC responsibilities and procedures for carrying out the regulations governing operation of Government motor vehicles for official purposes. It supplements the Federal Personnel Manual, Motor Vehicle Operator Program, Appendix 930-A-1.

II. COVERAGE

This guide applies to CDC* employees who are required to operate a Government-owned or -leased motor vehicle as part of their official duties while on Government business within the 50 United States, the District of Columbia, Puerto Rico, and the possessions of the United States. It includes Public Health Service Commissioned Officers, visiting scientists, consultants, and others for whom the Agency has a responsibility.

* References to CDC also apply to ATSDR.

III. DEFINITIONS

Application: HHS-101, Application for Motor Vehicle Operator's Identification Card.

Authorizing official: An individual who has been officially delegated the authority to authorize qualified employees to operate Government-owned or -leased motor vehicles. The authorizing official at CDC is the Chief, Physical Security Activity, Office of Program Support.

Government-owned motor vehicle: Any motor vehicle owned by a Government agency of the United States Government.

Government-leased motor vehicle: Any motor vehicle leased or rented by a Government agency of the United States Government. Motor vehicles rented or leased from a commercial enterprise by employees on travel are not considered to be Government-leased motor vehicles.

Identification card: Optional Form (OF) 346, U.S. Government Motor Vehicle Operator's Identification Card.

Identification document: Employee Identification Badge (Form HHS 576).

Incidental operator: Any employee other than one occupying a position officially classified as a motor vehicle operator.

Motor vehicle: Any vehicle designed and operated principally for highway transportation of property or passengers, exclusive of any vehicle designed or used for military field training, combat, or tactical purposes, or used principally within the confines of a regularly established military post, camp, or depot, and any vehicle regularly used by an agency in the performance of investigative, law enforcement, or intelligence duties if the head of that agency determines that exclusive control of the vehicle is essential to the effective performance of the duties.

Regular operator: Any employee occupying a position officially classified as a motor vehicle operator. It does not apply to heavy equipment operators such as grader, tractor, crane or forklift operators.

State license: A valid driver's license or permit that would be required for the operation of similar class of vehicles for other than official Government business by the state, District of Columbia, Puerto Rico, or possession in which the employee is domiciled or principally employed.

IV. AUTHORITY AND RESPONSIBILITIES

The authority to determine eligibility and issue Motor Vehicle Operator Identification Cards has been delegated to the Chief, Physical Security Activity (PSA), Office of Program Support. The agency may request to review the operators' driving record whenever necessary to certify that the operator possesses a safe driving record.

CDC supervisors are responsible for assuring that each employee under their supervision who is a regular operator of Government vehicles obtain a U.S. Government Motor Vehicle Operator's Identification Card (OF-346). A supervisor may require an incidental operator to obtain an OF-346. In such cases, the incidental operator will follow the procedures that regular operators do to obtain and renew OF-346.

All employees using Government-owned or -leased motor vehicles must certify that the use of that vehicle is for official business only, have in their possession a valid state driver's license and an employee identification badge, must continue to demonstrate competence in driving, and, at a minimum, give self-certification of their ability to meet the physical fitness requirements.

V. REQUIREMENTS FOR INCIDENTAL OPERATORS

- Must have an Employee Identification Badge (Form HHS 576) in possession at all times while driving a Government-owned or -leased motor vehicle.
- Must have in their possession a valid state driver's license for the type/class of vehicle being operated.
- Must meet the physical standards for motor vehicle operators given in Federal Personnel Manual Chapter 930-A-1.
- Must possess a safe driving record as defined in OPM qualification guides.

VI. REQUIREMENTS FOR REGULAR OPERATORS

- Must have a current U.S. Government Motor Vehicle Operator's Identification Card (Optional Form 346) in possession at all times when operating a Government-owned or -leased motor vehicle.
- Must have an Employee Identification Badge (Form HHS 576) in possession at all times while driving a Government-owned or -leased motor vehicle.
- Must have in their possession a valid state driver's license for the type/class of vehicle being operated.
- Must meet the physical standards for motor vehicle operators given in Federal Personnel Manual Chapter 930-A-1.
- Must possess a safe driving record as defined in OPM qualification guides.
- Must notify the Authorizing Official immediately if their state license is suspended, withdrawn, or revoked; renewal is denied; or driving privileges are lost or restricted.

VII. ISSUANCE OF U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARDS

The U.S. Government Motor Vehicle Operator's Identification Cards are issued in accordance with the following procedures:

The CDC supervisor will have the employee complete Form HHS-101, Application for Motor Vehicle Operators' Card. To evaluate the physical fitness of the applicants for initial appointment to motor vehicle operator position, the applicant must complete Standard Form 177, Statement of Physical Ability for Light Duty Work. Optional Form 345, Physical Fitness Inquiry for Motor Vehicle Operators, may be used for renewal of the card. The supervisor should be sure that the employee understands the importance of full and correct statements on the application. The completed forms will be submitted to the Chief, Physical Security Activity, who serves as the authorized Issuing Officer for CDC. (Instructions and forms for applying are available from the Physical Security Activity, OPS.)

The Issuing Officer will make a determination of eligibility or a tentative determination of ineligibility. If eligible, the employee will be issued a U.S. Government Motor Vehicle Operator's Identification Card (OF-346). The CDC Issuing Officer will enter the number of the OF-346 and the dates of issuance and expiration on the Form HHS-101, and will retain both the Form HHS-101 and SF-177 (and OF-345 if applicable) for filing.

If the employee occupying a position officially classified as a motor vehicle operator fails to qualify, the CDC Issuing Officer will forward the forms and recommendations to the Director, Human Resources Management Office, CDC, and will notify the supervisor. The Director, Human Resources Management Office, as Appointing Authority, will review the tentative determination of ineligibility and take the necessary actions according to Civil Service or Commissioned Officers' regulations.

If an incidental operator who has been required by his/her supervisor to obtain an OF-346 fails to meet the requirements to operate a Government-owned or -leased vehicle, the Physical Security Activity will inform the supervisor that the employee is ineligible to operate a Government-owned or -leased vehicle. Since ability to operate a motor vehicle is not a condition for employment for an incidental operator, no further action is necessary.

Renewal of U.S. Government Motor Vehicle Operator's Identification Card

Employees who are required to obtain an OF-346 may not operate a Government vehicle after expiration of the I.D. Card, which must be renewed every 4 years. At time of renewal, CDC shall determine if the employee continues to meet prescribed physical standards and continues to demonstrate competence in driving the motor vehicles to which assigned. To apply for renewal of the Identification Card, the employee shall submit a completed copy of Forms HHS-101 and OF-345 to the supervisor for forwarding to PSA.

Surrender of U.S. Government Motor Vehicle Operator's Identification Card

An employee must surrender the U.S. Government Motor Vehicle Operator's Identification Card to the employee's supervisor

for forwarding to the CDC Issuing Officer when:

- Leaving HHS or no longer being required to operate a Government vehicle in carrying out official duties.
- A medical examination reveals that the employee fails to meet the required physical requirements.

Any of the following situations not only requires the surrender of OF-346, but also constitutes sufficient cause for adverse action.

- Convicted of driving, on or off the job, under the influence of alcohol, narcotics, or other pathogenic drugs.
- Convicted of illegally leaving the scene of an accident, whether or not the accident took place while driving a Government vehicle.
- The employee's state driver's license is revoked or suspended for more than 45 days.

Temporary removal from operation duties. In addition to the grounds for adverse action listed above, CDC may remove employees from duties requiring the operation of a motor vehicle for circumstances listed in the Federal Personnel Manual Chapter 930.

Termination of Employment with CDC

A employee terminating employment with CDC must out-process with the Human Resources Management Office and complete CDC Form 0.788 (Clearance of Personnel). The Physical Security Activity must document on the form the clearance for the Motor Vehicle Operator's Identification Card.

When an employee leaves CDC and is reassigned within the Department of Health and Human Services (HHS), the Human Resources Management Office will notify the Issuing Officer. If Forms HHS-101 and OF-345 are on file, the Issuing Officer will forward them to the Administrative Services Branch, Human Resources Management Office, for inclusion in the Official Personnel Folder before it is transferred to the personnel office serving the area where the employee is being

reassigned. If the forms are not on file, the Issuing Officer will notify the Administrative Services Branch.

If an employee is being reassigned to a position in which the need to drive a Government motor vehicle exists, the CDC-issued OF-346 may temporarily be retained. The personnel office serving the area where the employee is reassigned will review the Official Personnel Folder to determine if the employee had a U.S. Government Motor Vehicle Operator's Identification Card when employed by CDC. If so, the Personnel Office will refer the HHS-101 and OF-345 to the Issuing Officer serving that area. This Issuing Officer will then determine whether or not the employee will be issued a current OF-346. The employee with a current OF-346 issued by the CDC Issuing Officer may operate any Government vehicle covered by the OF-346 for 60 days.

Upon issuance of a new OF-346 or determination of ineligibility, the employee must turn in the OF-346 issued by CDC to the authorizing official at the new place of employment. The issuing officer there should then return the form to PSA at CDC. PSA will then destroy the card after updating records.

VIII. PROCEDURE FOR ISSUANCE OF A GOVERNMENT-OWNED OR -LEASED VEHICLE

Incidental operators

Information on the location of the site-specific offices responsible for the issuance of the vehicles may be obtained from the Physical Security Activity, OPS. Each time an incidental operator is assigned a Government-owned or -leased vehicle, CDC Form 0.820 (CDC Motor Vehicle Trip Record) must be filled out. Inaccurate or incomplete information on the form may constitute just cause for an adverse personnel action. The official issuing the vehicle is required to verify that the employee has a valid state driver's license and an employee identification badge in their possession.

Regular operators

The procedure for the issuance of Government-owned or -leased vehicles to regular operators may vary based on the needs of their positions. Therefore, the supervisor must advise employees of the procedures specific to their positions.

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 1

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 2

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 3

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 4

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 5

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 6

CHAPTER IV
CDC GUIDE 6-1 MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD Exhibit 7
