

March 15, 2004

VHA VEHICLE LICENSE PLATE ACTION REQUESTS

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides policy and procedures for requesting Department of Veterans Affairs (VA) License Plate actions.

2. BACKGROUND: This VHA Directive is based upon requirements contained in Title 41 Code of Federal Regulations (CFR) 102-34.155.

3. POLICY: Effective October 1, 2003, VHA license plates must be ordered in accordance with existing laws, regulations, and VA policy (see par. 4).

4. ACTION

a. **Facility Director.** The facility Director is responsible for assigning a person at the facility who will be responsible for actions regarding VA license plate requests.

b. **Responsible Facility Person.** The Responsible Facility Person must ensure:

(1) Each vehicle license plate action request is addressed by using the on-line vehicle license plate action request form located on the Intranet web site at: yaww.ceosh.med.va.gov . **NOTE:** Assistance in filling out these forms can be obtained by calling the Center for Engineering and Occupational Safety and Health (CEOSH) vehicle license plate coordinator at (314) 543-6700.

(a) **New License Plate Request.** This selection issues a new VA license plate to the requester. In order to request a new license plate, the following information is needed:

1. Facility address information (Post Office Box addresses are not allowed),
2. Person responsible information,
3. Federal Express number, and
4. Vehicle information.

(b) **Transfer License Plate to Another Vehicle Request.** This selection allows the requester to transfer an existing VA license plate to another vehicle at the same facility. In order to fill out this form, the following information is needed:

1. License plate number,

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2. Transfer-from-vehicle information,
3. Transfer-to-vehicle information, and
4. The person responsible information.

(c) **Transfer License Plate to Another Agency Request.** This selection allows the requester to transfer an existing VA license plate to a different facility. In order to fill out this form, the following information is needed:

1. License plate number,
2. Transfer-from-facility information,
3. Transfer-to-facility information,
4. Transfer-to- vehicle information, and
5. Transfer-to the person responsible information.

(d) **Delete a License Plate Request.** This selection allows the requester to inform CEOSH that a specific VA license plate needs to be destroyed. ***NOTE:** The license plate must be sent to CEOSH for destruction. After submitting this form on the web, print the form and send it with the license plate to be destroyed. A label has been furnished at the end of the form to attach and send the plate to CEOSH.*

(e) **Lost or Stolen License Plate.** This selection informs CEOSH of a stolen license plate and it must be documented in the database.

(2) That, in accordance with 41 CFR, 102-34.150, the loss or theft of license plates are reported as follows:

(a) U.S. Government License Plates. Inform the local security office (or equivalent) and local police.

(b) District of Columbia or State License Plates. Inform the local security office (or equivalent) and either the District of Columbia, Department of Transportation, or the State agency, as appropriate.

(3) That in the event that plates are found and returned to the VA facility, the plates are destroyed according to the directions in subparagraph 4b(1)(d).

c. **Responsibility of CEOSH (10NB).** The CEOSH is responsible for:

- (1) Developing and maintaining on-line vehicle license plate request forms and database.
- (2) Ensuring the security of the license plates until issued.
- (3) Sending license plates to VA requesters via FEDEX using the facility's FEDEX number.
- (4) Destroying license plates no longer in use.
- (5) Making available reports to VA on an as-needed basis.

d. **Cost of Service**

(1) The CEOSH provides this service without direct costs and transfer of funds from the using facility.

(2) The facility must assume the indirect cost for mailing by providing CEOSH with their FEDEX number.

5. REFERENCES: Title 42 CFR 102-34.155.

6. FOLLOW-UP RESPONSIBILITY: The Office of the Deputy Under Secretary for Health for Operations and Management (10N), (CEOSH) (10NB), is responsible for the contents of this Directive. Questions may be addressed to 202-273-5859.

7. RESCISSIONS: None. This VHA Directive expires March 31, 2009.

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