

# MS 527 VEHICLE ACQUISITION, DISPOSAL, AND MANAGEMENT

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Issuance Memo  
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## ATTACHMENT

Attachment A Weekly Vehicle Usage Log

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### 1.0 AUTHORITY

Section 15(d)(4) of the Peace Corps Act authorizes the purchase of motor vehicles. It restricts the purchase of motor vehicles for administrative purposes abroad for replacement only and requires any additional motor vehicles be authorized in an appropriation or other Act. The Peace Corps appropriations act routinely provides authority to purchase an additional five motor vehicles.

### 2.0 PURPOSE

This manual section sets out the policies and procedures for the acquisition, management, maintenance, and disposal of the overseas fleet vehicles.

### **3.0 APPLICABILITY**

This manual section applies to vehicles assigned to an overseas post, whether purchased, commercially leased, or loaned to the post by another U.S. government agency. The policies within this manual section do not apply to a vehicle purchased by, or assigned to, a contractor.

This manual section does not cover the disposition of proceeds of sales of motor vehicles. Proceeds are accounted for in accordance with Chief Financial Officer procedures.

### **4.0 DEFINITIONS**

**4.1** Vehicle means a motorized vehicle with four or more wheels or an enclosed three-wheeled vehicle clearly intended for use as a truck.

**4.2** Acquisition means the acquiring by contract with appropriated funds, supplies, or services by and for the use of the federal government through purchase or lease.

**4.3** Additional program vehicles means any other vehicles other than replacement vehicles.

**4.4** Excess vehicles are vehicles that are no longer required or that exceed a post's vehicle ceiling.

**4.5** Agency Bulk Buy is the annual procurement by M/OBO of replacement vehicles for overseas posts.

**4.6** Vehicle in-service/activation date is the date that a vehicle is first available for use by a post.

**4.7** Vehicle Fleet Plan identifies the allotment of vehicles authorized for a post.

### **5.0 POST VEHICLE FLEET**

#### **5.1 Post Vehicle Fleet Plan**

Each post has a Vehicle Fleet Plan (VFP) established at the opening of the post which includes the vehicle ceiling for the post. The Region, in consultation with M/OBO, approves the VFP.

##### **5.1.1 Vehicle Ceiling**

A post may not maintain a vehicle fleet in excess of the established ceiling in the post's VFP, except:

- (a) As approved by M/OBO;
- (b) For a temporary period necessary to dispose of an excess or replaced vehicle. (Posts should dispose of excess vehicles immediately as set out in MS 511, Property Management. Replaced vehicles shall be disposed of within 60 days of placing the new vehicle in service); or
- (c) For vehicles loaned to the Peace Corps without cost.

##### **5.1.2 Amending the Plan**

If the post wants to amend its VFP, the overseas Administrative Officer (AO) shall submit a written request via email to the Regional Chief Administrative Officer (CAO) and M/OBO detailing the changes and justification for the changes. The Regional CAO and M/OBO review all requests for changes in a VFP and the Regional Director or designee approves any changes to the VFP. The post AO will incorporate any changes into the VFP and forward a copy to M/OBO via email.

## **5.2 Costs**

The Office of Management is responsible for the cost of procurement of replacement vehicles. These costs include the vehicle and the applicable shipping charges to deliver the vehicle to post. The Regions are responsible for the cost of the procurement of additional vehicles and for operational costs associated with fleet vehicles, including customs clearance, local registration, spare parts and maintenance.

## **5.3 Preventive Maintenance**

Each post will maintain vehicles and records of the following:

- (a) Manufacturer recommended preventive maintenance as outlined in the vehicle manual for operation under extreme conditions as appropriate;
- (b) Purchase and installation of special, heavy-duty parts and accessories that the post determines are required by local conditions, e. g., oil pan and gas tank protective plates, lock-out hubs, roll bars, roll cages, and heavy-duty springs.

## **5.4 Weekly Vehicle Usage Logs**

**5.4.1** The post must place a Weekly Vehicle Usage Log (Form PC-527B, Attachment A) in each vehicle. Also see Attachment B of MS 522, under which the driver must record each trip in the Weekly Vehicle Usage Log.

**5.4.2** The overseas AO must review, initial, and date the Weekly Vehicle Usage Logs weekly and report any questions to the Country Director.

**5.4.3** The staff members responsible for (a) initiating vehicle repairs or (b) maintaining the vehicle maintenance record, must review, initial, and date the Weekly Vehicle Usage Logs weekly.

**5.4.4** The staff member responsible for billing authorized, non-official use must review, initial, and date the Weekly Vehicle Usage Logs weekly.

## **5.5 Vehicle Theft Report**

In the event of a vehicle theft, the post must complete a Vehicle Theft Report and submit copies to the Embassy, Office of the Inspector General, Office of the General Counsel, the applicable Regional Director, and M/OBO.

## **5.6 Management Guide**

The Agency's Vehicle Fleet Management Guide sets out in-depth the procedures and requirements for use of the Agency's vehicle fleet. The Guide includes, for example:

- (a) Procurement of Motor Vehicles
- (b) Vehicle Replacement
- (c) New Vehicle Information
- (d) Vehicle Disposition Information
- (e) Vehicle Status Reports
- (f) Vehicle Disposal Procedures

## **6.0 EFFECTIVE DATE**

The effective date is the date of issuance.