

14 FAH-1 H-800 USE AND CONTROL OF OFFICIAL VEHICLES AT POSTS

14 FAH-1 H-810 GENERAL RESPONSIBILITIES

*(CT:PPM-5; 04-04-2007)
(Office of Origin: A/LM)*

14 FAH-1 H-811 OFFICIALS

14 FAH-1 H-811.1 Chief of Mission

*(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)*

Overall responsibility for the use of official vehicles at a post lies with the chief of mission or with the principal officer at a post without an immediate supervisory mission. Functionally, these responsibilities are delegated through the property management officer (PMO) to those personnel directly responsible for the care, maintenance, and use of U.S. Government vehicles.

14 FAH-1 H-811.2 Vehicle Fleet Manager

*(CT:PPM-3; 10-04-2005)
(Uniform State/USAID)*

- a. Unless otherwise directed by the chief of mission (COM), or principal officer (PO) of a post without an immediate supervisory mission, overall responsibility for the agency vehicle fleet is inherent in the duties of the property management officer, who also assumes the duties of country fleet manager at supervisory posts. The vehicle fleet manager is authorized to delegate first-line management responsibility for motor pool operations to a motor pool manager (usually general services officer (GSO)).
- b. The vehicle fleet manager is responsible for all functions relating to vehicle management, including acquisition and disposal, control, utilization, verification of inventory, maintenance, and repair, as well as

ensuring implementation of the Department's Motor Vehicle Safety Management Program including mishap reporting (15 FAM 900), in coordination with the post occupational safety and health officer (OSHO). Accomplishment of the following specific actions is the direct responsibility of the vehicle fleet manager:

- (1) Submission of required Integrated Logistics Management System's (ILMS) asset management inventory and related reports;
- (2) Recommendations, to the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) of vehicle replacement and fleet adjustments; and
- (3) Coordination of vehicle disposals, with the Overseas Program Vehicle Manager to effect prompt and proper disposal of vehicles so authorized (see 14 FAM 418.9).

14 FAH-1 H-811.3 Country Fleet Manager

(CT:PPM-3; 10-04-2005)
(Uniform State/USAID)

- a. At a supervisory post, the vehicle fleet manager must assume the responsibilities of a country vehicle fleet manager who will be responsible for the assignment of vehicles to constituent posts. Vehicles must be assigned to fill justified requirements with consideration for the type of vehicle best suited to meet the transportation need, the availability of spare parts and repair facilities, and aspects of terrain or climate which bear on transportation.
- b. Within-country vehicle exchange, which does not affect the number of vehicles at any post, may be made without prior Department approval but must be reported to the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) so that records may be adjusted. The country fleet manager must obtain approval from A/LM/OPS/WLC/MV before a vehicle is transferred if it will change the number of vehicles at posts.

14 FAH-1 H-811.4 Motor Pool Manager

(CT:PPM-3; 10-04-2005)
(Uniform State/USAID)

The vehicle fleet manager is generally authorized to delegate management responsibility for motor pool operations to a motor pool manager (usually a general services officer (GSO)). Responsibilities that are normally delegated to the motor pool manager include:

- (1) Control of vehicle use, in accordance with regulations in 14 FAM 418 and the vehicle use policy established by the chief of mission

- (COM) or the principal officer (PO), as appropriate (including host-government-owned vehicles under USAID custody);
- (2) Ensuring that operational data forms prescribed by 14 FAM 418.6 and 14 FAH-1 H-813 are used to achieve maximum effective utilization of vehicles. Actual preparation of operational data forms is generally assigned to the motor pool supervisor or dispatcher;
 - (3) Ensuring that good maintenance and repair practices are used, including establishment and perpetuation of inspection and preventive maintenance routines (including a schedule of inspections to meet manufacturer-warranty requirements);
 - (4) Shop safety and health;
 - (5) Ensuring that sound management controls are in place covering bulk fuel operations, maintenance supplies inventory, and the use of gasoline coupons and designated credit cards;
 - (6) Verification of vehicle inventory;
 - (7) Authorizing maintenance and repair actions;
 - (8) Reporting of all official motor vehicle-related and shop-related mishaps to the post occupational safety and health officer (POSHO) in accordance with 15 FAM 900. All mishaps involving injury, illness, death, or property damage exceeding \$1,000 must be reported to the Safety, Health, and Environmental Management Division in the Operations and Management Office of the Bureau of Overseas Buildings Operations (OBO/OM/SHEM). Any mishap involving an official vehicle where fatalities or hospitalization occur must be reported to OBO/OM/SHEM within 12 hours of occurrence; and
 - (9) Implementation of the Department's Motor Vehicle Safety Management Program requirements (15 FAM 900).

14 FAH-1 H-811.5 Motor Pool Supervisor

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. The motor pool supervisor is generally that employee who reports directly to the motor pool manager and has first-line supervisory responsibility over the motor pool staff. In addition to day-to-day operational activities, the motor pool supervisor's responsibilities generally include:
 - (1) Initial preparation of Form OF-108, Daily Vehicle Use Record, required by 14 FAM 418.6-1 and preparation of other operational data forms required by 14 FAM 418.7; and

- (2) Daily review of Forms OF-108 turned in by drivers.
- b. If no motor pool supervisor position is established, the duties under paragraph a of this section are assigned to another employee or assumed by the motor pool manager.

14 FAH-1 H-812 CHARGES FOR "OTHER AUTHORIZED" USE OF OFFICIAL VEHICLES

(CT:PPM-3; 10-04-2005)
(Uniform State/USAID)

- a. **General:** Section 14 FAM 418.2-4 requires the collection of a fee to reimburse the U.S. Government for "other authorized" use of official vehicles. In general, the rate charged is equal to the cost per mile of vehicle operations (including depreciation costs) plus the cost of the driver (if applicable) divided by the number of passengers sharing the expense. The calculation for home-to-office shuttle-bus service includes the entire round trip of the shuttle (out-bound and return) for each trip. For consistency, the average number of passengers is used to calculate the rate for this service. The formula in paragraph c of this section is used to compute the rate charged for reimbursable "other authorized" (nonbusiness) transportation.
- b. Cost factors:
 - (1) **Acquisition cost** is the original cost in dollars, including freight, obtained from the Overseas Program Vehicle Manager's (A/LM/OPS/WLC/MV) bill of lading accompanying vehicle at delivery;
 - (2) **Salvage value** for all capitalized property (including motor vehicles) is based on 10% of the original acquisition cost of the item;
 - (3) **Insurance cost** is the annual rate paid by post for any liability or other insurance on the vehicle;
 - (4) **Annual mileage** is the estimated distance driven annually in kilometers, based on data found on Form OF-108, Daily Vehicle Usage Report;
 - (5) **Fuel cost** is the prevailing cost per liter at the time of the calculation;
 - (6) **Fuel consumption** is the rate calculated on Form DS-1775, Monthly Fuel/Oil Consumption Report;
 - (7) **Life cycle** is five years;

- (8) **Maintenance** is the annual cost of maintenance and repair obtained from Form DS-1778, Vehicle Repair Cost Record;
 - (9) **Number of riders** is the average or typical number of riders who will share the costs of the transportation;
 - (10) **Distance** is the distance traveled by the vehicle during "other authorized" use. If calculating for home-to-office shuttle service, use the round-trip distance in kilometers of the shuttle trip from the time the vehicle leaves the motor pool until it returns for each trip;
 - (11) **Time** (for trips employing an embassy driver) is the total time in hour or quarter-hour increments of a driver's time applicable to the "other authorized" use. If calculating for home-to-office shuttle service, use an average measure of the entire round trip from the time the vehicle leaves the motor pool until it returns; and
 - (12) **Labor cost** (for trips employing an embassy driver) is the hourly cost for the driver, including wages and benefits.
- c. **Calculations:** Based on the cost factors defined in paragraph b of this section, calculate:
- (1) **Depreciation cost per kilometer** which is acquisition cost minus salvage value divided by life cycle times annual kilometers driven;
 - (2) **Insurance cost per kilometer** which is insurance cost divided by annual kilometers driven;
 - (3) **Fuel cost per kilometer** which is the cost of fuel divided by fuel consumption;
 - (4) **Maintenance cost per kilometer** which is annual maintenance cost divided by annual kilometers driven;
 - (5) **Total vehicle costs per kilometer** which is the combined cost of depreciation, insurance, fuel, and maintenance divided by number of kilometers driven;
 - (6) **Vehicle cost per trip** which is the total vehicle cost per kilometer times the distance;
 - (7) **Driver cost per trip** which is labor cost times labor time;
 - (8) **Total cost per trip** which is total vehicle cost per trip plus driver cost per trip; and
 - (9) **Cost per rider** which is total cost per trip divided by number of riders.
- d. If the cost per rider is less than the average Washington, DC commuting cost (\$2.70 per one-way trip), then the actual cost is collected. If the cost per rider equals or exceeds \$2.70 per trip, collect \$2.70 (see 14 FAH-1 Exhibit H-812 that illustrates the proper use of the formula).

NOTE: The Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) provides current-cost estimates of U.S.-manufactured vehicles purchased through the General Services Administration (GSA) to all country-fleet managers. These estimates do not include shipping/handling charges which can be obtained from the bill of lading accompanying the shipped vehicle.

14 FAH-1 H-813 OPERATION OF MOTOR VEHICLES

(CT:PPM-5; 04-04-2007)
(Uniform State/USAID)

- a. Supervisory personnel must pay particular attention to the management of vehicle operations at post. The potential for theft, fraud, and misuse of U.S. Government property is considerable. All posts are required to maintain good oversight and control on the use of U.S. Government vehicles and maintenance supplies, and to collect repair and maintenance data for management and reporting purposes.
- b. Well-managed operations records will provide a management tool for analyzing fleet efficiency and the efficiency of personnel who maintain and operate the fleet. An examination of repair records can disclose recurring mechanical failures and underlying maintenance or operating problems. A well-documented case of extraordinary expenses and downtime will assist the post in effecting an earlier than scheduled replacement of a vehicle.
- c. A number of forms are used in the control and utilization of motor vehicles. Consistent use of the forms will promote good fleet management through standardized procedures and consolidated management data, and will decrease the potential for theft, fraud, and mismanagement. The forms will also aid in collecting mandatory reporting data for the Motor Vehicle Data Questionnaire distributed by the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) at the end of each fiscal year. The forms are generally prepared by the motor pool supervisor. If a motor pool supervisor position does not exist, the form preparation and reviews discussed later in this subchapter will be reassigned or assumed by the motor pool manager.
- d. The forms used with these procedures are included on the Directives Management (A/ISS/DIR) intranet Web site.

14 FAH-1 H-814 DAILY USE RECORD

14 FAH-1 H-814.1 Form OF-108, Daily Vehicle Use Record

14 FAH-1 H-814.1-1 Part I (Trip Record) of Form OF-108

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Part I of Form OF-108, Daily Vehicle Use Record (see 14 FAH-1 Exhibit H-814.1), is the trip record and it is used to record the daily use of a vehicle and to identify business use versus "other authorized" use.
- b. To obtain a complete record of the use of each vehicle and account for the total kilometers driven by the fleet, all trips, including trips of those vehicles dedicated to special assignments, regardless of the nature of the trip and regardless of whether a passenger is involved, are to be recorded on Form OF-108.
- c. The motor pool manager establishes procedures to ensure that Form OF-108 is prepared for all after-hours use of vehicles, and that the forms are turned in to the motor pool the next day.
- d. Part of the preparation of Form OF-108 is to be done by the driver. If a driver has difficulty reading or writing English, the motor pool manager should see to it that he or she is given appropriate guidance and instruction on preparing the form. If need be, reproduce the form locally in the appropriate language.

14 FAH-1 H-814.1-2 Part II (Drivers Daily/Weekly Preventive Maintenance Checklist) of Form OF-108

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Part II of Form OF-108, Daily Vehicle Use Record (see 14 FAH-1 Exhibit H-814.1), is the driver's daily/weekly preventive maintenance checklist and includes a number of safety and maintenance checks that the driver is required to make.

14 FAH-1 H-814.1-3 Part III (Vehicle Operation) of Form OF-108

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Part III of Form OF-108, Daily Vehicle Use Record (see 14 FAH-1 Exhibit 814.1), is driver vehicle operation.

14 FAH-1 H-814.1-4 Part IV (Service) of Form OF-108

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Part IV of Form OF-108, Daily Vehicle Use Record (see 14 FAH-1 Exhibit 814.1), is for service and is used to record the quantity and cost of fuel and oil added to the vehicle from a commercial source during the work day.

14 FAH-1 H-814.1-5 Part V (Motor Pool Action) of Form OF-108

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

At the end of the day Form OF-108, Daily Vehicle Use Record (see preparation instructions, motor pool supervisor action, in 14 FAH-1 Exhibit H-814.1), and any receipts from service stations are turned in to the motor pool supervisor who will compare receipts with entries on the form to verify quantity and cost.

14 FAH-1 H-814.2 Recording Fuel and Oil Consumption

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Form DS-1775, Monthly Fuel Consumption Record (14 FAH-1 Exhibit H-814.2), is used for recording fuel and oil consumption on a monthly basis. With the recorded data, kilometers per liter of fuel and oil-use standards can be established for each vehicle.
- b. A separate form is to be prepared for each month. The form is prepared by the motor pool staff using information taken from previously prepared Form OF-108, Daily Motor Vehicle Use Record (see data field preparation instructions for Form OF-108 in 14 FAH-1 Exhibit H-814.1), Form DS-1914, Daily Fuel Issue Record (see 14 FAH-1 Exhibit H-815.3), and Form DS-1777, Vehicle Maintenance/Repair Work Order (see 14 FAH-1 Exhibit H-818.1). A new form is started at the beginning of each month and updated daily.

14 FAH-1 H-814.2-1 Preparation of Form DS-1775, Monthly Fuel Consumption Record

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

See the data field preparation instructions for Form DS-1775, Monthly Fuel

Consumption Record, in 14 FAH-1 Exhibit H-814.2.

14 FAH-1 H-814.2-2 Motor Pool Manager Review

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. At the end of the month, the motor pool manager should review the completed Form DS-1775, Monthly Fuel/Oil Consumption Report (see 14 FAH-1 Exhibit H-814.2), and compare the kilometers per liter (kpl) for the month with the kpl for the previous month. Any significant changes in fuel or oil use might indicate mechanical or operating problems, unrecorded issues, theft/misappropriation of fuel or misuse of gasoline coupons or credit cards. The kpl can also be compared with the manufacturers' expectations to identify individual vehicles or drivers that are not achieving reasonable fuel-consumption rates. The motor pool manager will investigate any possible problem.
- b. Upon completion of the review, the motor pool manager signs and dates the form. The signature field does not appear on Form DS-1775-A, Continuation Sheet. If a continuation sheet is used, the signed original will suffice.
- c. Form DS-1775 is filed in the Vehicle Use and Maintenance File with other motor pool operations forms (see 14 FAH-1 H-816.2-1).

14 FAH-1 H-814.3 Off-Premises Refueling

14 FAH-1 H-814.3-1 Form OF-108, Daily Vehicle Use Record

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. If fuel is purchased from a service station during the day, the quantity, cost, and serial numbers of any coupons used to purchase the fuel are recorded in Part IV of Form OF-108, Daily Vehicle Use Record (see 14 FAH-1 Exhibit H-814.1). If possible, the driver obtains a receipt stating what product was purchased, the quantity, and the cost.
- b. When all Form OF-108s have been turned in for the day to the motor pool supervisor, service station receipts are compared with entries on the form to verify quantity and cost.

14 FAH-1 H-814.3-2 Coupons

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

a. **General:**

- (1) Coupons are generally issued in books or packages with a tear-away counterfoil or a "control sheet" which is used to record data. Counterfoils and control sheets are retained by the coupon control officer to document coupon transactions. Documentation generally includes coupon serial number, date, user name, vehicle identification number, and the amount and cost of fuel purchased (if a receipt cannot be obtained from the service station, the driver informs the control officer of the amount received and the cost);
- (2) If the amount of fuel purchased differs from the stated face value of the coupon, the actual amount received is recorded on the counterfoil (e.g., if a 20-liter coupon was used in the transaction and the vehicle fuel tank would hold only 17 liters, only 17 liters is to be recorded on the counterfoil). The information on counterfoils and control sheets is later reconciled with invoices. If prepaid coupons are used and there is no invoice, there should be an itemized accounting from the service station at least monthly.

b. **Control:** Fuel coupons are normally serially numbered and must be carefully controlled. The property management officer (PMO) designates in writing a **coupon control officer** (usually the general services officer (GSO), who is the motor pool manager, is assigned this responsibility). The coupon control officer keeps inventory records, signs for and records receipts, authorizes and records issues, conducts and reconciles monthly inventories with the records, and reports inventory shortages. The coupons and the coupon control log are secured in a safe or barlock cabinet.

c. **Inventory records:**

- (1) Coupon control log: This is kept as an inventory record, maintained by the coupon control officer, and includes the following data:
 - (a) Date;
 - (b) Quantity received;
 - (c) Acquisition documentation such as purchase order, requisition, or memorandum;
 - (d) Quantity issued;
 - (e) Agency;
 - (f) Serial numbers issued;
 - (g) Individual or entity to whom serial numbers were issued;
 - (h) Signature of user;
 - (i) Vehicle identification;

- (j) Coupon quantity or value;
 - (k) Balance; and
 - (l) Coupon control officer initials;
- (2) If the coupon control officer gives a block of coupons to the motor pool supervisor at one time to issue to drivers over a period of time, the motor pool supervisor maintains a secondary log similar to that kept by the coupon control officer. In this case, the log maintained by the coupon control officer serves as the official inventory record and the control officer will take and reconcile monthly inventories. The reconciliation accounts for coupons in the possession of the motor pool manager and coupons which have been issued to drivers but not yet returned.
- d. **Stock replenishment:** The accountable property officer signs requests for stock replenishment. The number of the acquisition document should be posted to the coupon control log, and a copy maintained in a pending file until the coupons are received. If a purchase order is used, the coupon control officer receives a copy. If the coupons are to be received by the post receiving section, a copy of the acquisition document is sent to that office.
- e. **Receiving:** Upon receipt, coupons are checked against the pending order document to verify quantity. If coupons are delivered to the post receiving office, the receiving clerk prepares a Form DS-127, Receiving and Inspection Report, and sends a copy to the coupon control officer. If the coupons are delivered directly to the coupon control officer, he or she prepares Form DS-127 (see 14 FAH-1 H-315.6-1, paragraph d). Coupon serial numbers are recorded on Form DS-127. A copy of Form DS-127 is filed with the acquisition document and retained for three years.
- f. **Issuing:**
- (1) Issues are recorded by serial number in the coupon control log, and the beginning serial number is compared with the last serial number issued to ensure continuity. The recipient signs the coupon control log. If a computer-based stock control system or a Form OF-131, Stock Control Card, is used as the inventory control record, the user signs either the coupon counterfoil or a coupon signature log; and
 - (2) If a coupon control log is being maintained by the coupon control officer and also by the motor pool supervisor (see 14 FAH-1 H-814.3-2, paragraph c), the motor pool supervisor signs the control officer's log and, as coupons are issued by the motor pool supervisor, the driver signs the supervisor's log.
- g. **Verification:**

- (1) Compare any fuel acquisition entry on Form OF-108, Daily Vehicle Use Record, with the value of the coupon used to confirm that the total quantity and value of the coupon was received;
 - (2) At the end of the month, compute an average fuel consumption rate in kilometers per liter (kpl) for the month by vehicle, using the total kilometers driven as indicated on the DS-1775, Monthly Fuel/Oil Consumption Record, and the amount of fuel purchased with coupons as recorded on coupon counterfoils retained by the coupon control officer. Compare this consumption rate with the average rate indicated on Form DS-1775 (see 14 FAH-1 Exhibit H-814.2); and
 - (3) If a monthly invoice or transaction statement is received from the service station, the information on each coupon listed is compared with information recorded on the coupon counterfoils.
- h. **Inventory loss or theft:** Inventory loss or theft is reported through the property management officer to the property survey board, if applicable. The coupon control officer prepares Form DS-132, Property Disposal Authorization and Survey Report, for State or Form AID-534-1, Personal Property Disposal Authorization and Report, for USAID and forwards it to the property management officer (see 14 FAH-1 H-615.2-2, paragraph b; 14 FAM 416.4; and 14 FAM 416.5).

14 FAH-1 H-814.3-3 Credit Cards

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Credit cards used for the purchase of fuel for official vehicles are carefully controlled. A credit card control officer is designated to receive, control, issue, and account for credit cards. Control of the cards is not delegated below the level of the motor pool manager. When cards are received, record card numbers and file them along with any relevant documentation. The cards themselves are checked by the control officer at least once a month as a safeguard against loss. Users are instructed to report the loss or theft of a credit card immediately to the control officer who will investigate and take appropriate action.
- b. If a credit card is assigned for use with a specific vehicle, a vehicle-specific control number (e.g., vehicle identification number, registration number, or license plate number) is imprinted on the card and that card is not used for other vehicles.
- c. If credit cards are assigned to specific individuals, those individuals are given instructions for the protection and safekeeping of the card (e.g., **not** to leave the credit card in an unlocked glove compartment of the vehicle). A list of card assignments, including signatures verifying receipt

of cards, is filed together with the card numbers.

- d. If the vehicle identification is not part of the transaction receipt obtained when fuel is purchased, the driver adds the identification to the receipt. The receipt is returned to the control officer who reviews it to ensure that the card has been used appropriately. Receipts are kept on hand for use in verifying invoices.

14 FAH-1 H-815 FUEL FOR OFFICIAL VEHICLES

14 FAH-1 H-815.1 Bulk Fuel Management

(CT:PPM-3; 10-04-2005)
(Uniform State/USAID)

- a. Strict control is exercised over the use of fuel for all official vehicles. At posts managing a bulk fuel operation, the duties of receipt or issuance of fuel are separated from record-keeping duties whenever possible (see 14 FAH-1 H-111, paragraph b; and 14 FAM 411.2, paragraph d). Property records must be maintained, receipts must be documented, issues must be authorized and documented, periodic inventories must be taken and reconciled with property records, and inventory shortages and theft must be reported in accordance with this subchapter. When fuel is purchased from local service stations, a receipt is obtained. If fuel coupons are used to purchase fuel from local stations, document control and accountability are maintained through the use of property records and periodic coupon inventory reconciliation.
- b. To prevent theft, tight control is maintained over pumps used in a bulk-fuel operation. Access to pumps is restricted to authorized personnel and keys to fuel-system locks are kept in a secure location. At the end of day and the beginning of the next day, meter readings are compared to detect unauthorized use.
- c. Mishap reporting: Any release, spill, or leakage of hazardous materials including gasoline or diesel fuel is required to be reported to the Safety, Health, and Environmental Management Division in the Operations and Management Office of the Bureau of Overseas Buildings Operations (OBO/OM/SHEM) within 12 hours (15 FAM 900).

14 FAH-1 H-815.2 Receiving Fuel

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. **General:** Adequate fire extinguishers and no smoking signs are to be positioned during the receiving process. The delivery truck should be grounded and inspected for leaks, and smoking is prohibited. If the carrier's tank has been sealed, the seal is checked for condition and serial number before it is opened. The serial numbers on seals must correspond to those on the delivery tickets, and the seals must be intact. If the seal is broken, missing, or shows evidence of having been tampered with, a notation is made on the receiving report and delivery documents. The delivery ticket is checked to verify the quantity and type of fuel being delivered.
- b. **Receiving responsibility:** If assigning receiving responsibility for incoming vehicle fuel deliveries to the receiving clerk is not feasible because of location, staffing, etc., the fuel delivery area is designated a "sub-receiving area," and a qualified employee (with provision for an alternate) is designated in writing by the accountable property officer (APO) as a receiving clerk (see 14 FAM 413.1).
- c. **Pre-receiving actions:** An excerpt from the following publication has been reprinted courtesy of the American Petroleum Institute (API): "Bulk Liquid Stock Control at Retail Outlets, API-Recommended Practice 1621" (Fifth Edition, May 1993):

Spilling losses can occur during receipt, if the truck hose connections are not properly made either at the truck or at the tank or are disconnected prior to properly draining the hose.

Fuel in tanks should be gauged (inventoried) before unloading begins. A second gauging should be taken immediately after delivery has been completed.

Check tanks for water before and after delivery. If this has been done in the preceding 12 hours, it need not be repeated before accepting the delivery, but should always be done after the tanks are filled. An increase in the water level will result in an erroneous calculation of the amount received.

- d. **Receiving documentation:** Documenting receipt is an essential control. The receiving clerk must know what to expect in a delivery for accurate receipt and inspection:
 - (1) **Acquisition document:** Copies of orders for fuel deliveries must be forwarded to the receiving clerk and kept in a pending file until delivery is made. Before the unloading begins, the acquisition document should be compared with the vendor delivery ticket to ensure that the correct quantity and type of fuel is being delivered. A copy of the driver's delivery ticket should be obtained and kept

with the receiving documents;

- (2) Receiving report:
 - (a) A documented report on the quantity, type, and condition of fuel delivered must be prepared. This report is necessary for updating property records and authorizing payment of the vendor invoice. Form DS-127, Receiving and Inspection Report, is used for this purpose (see the data field preparation instructions in 14 FAH-1 Exhibit H-315.6-1);
 - (b) If a shortage is detected upon inspection, the actual quantity received is noted on Form DS-127 and a notation of the shortage is made on both the delivery ticket and the Form DS-127;
 - (c) If the fuel delivered contained water, the amount of water is deducted from the total delivery and only the net amount of fuel is reported as fuel received. The supplier is notified of the water content, and a note of the amount of water included in the delivery is made on the receiving report and considered when paying the supplier's invoice; and
 - (d) Copies of Form DS-127 are distributed to the paying office, the procurement office, and the property records office. A copy is retained in the main receiving files along with a copy of the acquisition document and the delivery ticket.

14 FAH-1 H-815.3 Issuing Fuel

(CT:PPM-5; 04-04-2007)

(Uniform State/USAID)

- a. Issues from post fuel pumps are recorded on Form DS-1914, Daily Fuel Issue Record (see 14 FAH-1 Exhibit H-815.3), which is available on the Directives Management (A/*ISS*/DIR) intranet Web site. The following information should be noted:
 - (1) Date;
 - (2) Opening meter reading at beginning of the day;
 - (3) Closing meter reading at end of the day;
 - (4) Vehicle identification;
 - (5) Vehicle odometer reading;
 - (6) Employee name;
 - (7) Agency;
 - (8) Employee signature;

- (9) Pump meter reading before and after withdrawal;
 - (10) Amount withdrawn; and
 - (11) Attendant signature.
- b. At the end of the day, the form is given to the motor pool supervisor for review. The supervisor checks the before and after withdrawal meter readings, the amounts withdrawn, the opening meter reading, and previous day closing meter reading. The supervisor reports irregularities to the motor pool manager who investigates and takes appropriate action.
 - c. The information on Form DS-1914 can be used as a basis for billing other-agency and contractor users. The information is also used to collect fuel usage data for Department of State vehicles. The supervisor transfers the data to Form DS-1775, Monthly Fuel/Oil Consumption Record.
 - d. Form DS-1914 is also a fuel-issue document. The supervisor sends a copy to the property records officer for posting to the inventory records.
 - e. Form DS-1914 is kept in the Vehicle Use and Maintenance File.

14 FAH-1 H-815.4 Pumps and Tanks

(CT:PPM-3; 10-04-2005)
(Uniform State/USAID)

- a. **Inspection:** Leaks can occur in dispensing equipment, underground piping, or tanks. Dispensing equipment should be inspected weekly for leaks. Some of the more obvious symptoms of leaks are: loss of fuel in tank when fuel has not been dispensed; an unaccountable increase of water; increasing differences between the amount of fuel received and dispensed: This symptom may indicate a meter calibration problem, theft, or a leak in tanks or piping. Gasoline odor in spaces below ground or in confined adjacent areas: This symptom may be evidence of underground leaks in tank or piping. Should any of these symptoms be observed, those responsible for maintaining the equipment should be notified immediately. If gasoline odors are detected in an off-property location or if there is evidence of leakage at the outlet, both the post occupational safety and health officer (POSHO) and the Safety, Health, and Environmental Management Division in the Operations and Management Office of the Bureau of Overseas Buildings Operations (OBO/OM/SHEM) must be notified immediately (15 FAM 900). Tanks should be checked for water after a thaw or heavy rain to detect water that may enter the tank through leaking fill or gauge caps. Refer to specific Department and Federal standards regarding management of storage tanks contained in the Safety, Health, and Environmental

Resource Guide (15 FAM 900).

- b. **Meter calibration:** Since pumps become less accurate with frequent use, age, and exposure to environmental factors, the pump meter should be calibrated at least every six months by a qualified service person.
- c. **Tank calibration:**
 - (1) Periodically, underground storage tanks should also be checked to guard against inaccuracies which may result from tank deformity occurring gradually over time. Tanks and dipsticks are not always properly calibrated, resulting in potentially inaccurate inventory readings. Tanks, therefore, may need to be calibrated periodically;
 - (2) To check the accuracy of the tank/meter relationship, the quantity of dispensed fuel, as indicated on the pump meter, is checked against the quantity of fuel withdrawn, as indicated by gauging the tank. This may be accomplished by dispensing a quantity of fuel over a specific time period and then gauging the tank to see how the reduction of fuel in the tank during that period relates to the amount of fuel withdrawn, as indicated on the pump meter. This may be done annually and should be done following a current meter calibration and during a time period when no fuel deliveries are expected. Care should also be taken that no unauthorized or undocumented withdrawals occur during that time period. If a difference in the two readings suggests a tank deformity, the tank should be calibrated as soon as possible and the tank and meter reconciled.
- d. **Pump control/security:**
 - (1) Only authorized employees should have access to the fuel pump. Safeguarding the pump, including access to the pump's interior compartment, is necessary to control pilferage. The adjustment gear used to adjust the flow of meters must be sealed to guard against tampering and pilferage;
 - (2) Tank inlets and pump nozzles are locked when a pump attendant is not present. An employee (preferably the motor pool supervisor) is designated as a key custodian with responsibility for authorizing fuel withdrawal. Keys are to be locked in an appropriate key box with access limited to authorized employees. If after-hours withdrawal is necessary or if fuel is at a remote site, the motor pool manager assigns custody of the key to a designated employee. A key is assigned to a vehicle operator only when there is no other alternative. If this becomes necessary, the operator is instructed not to loan the key. A list of employees authorized access to keys and pumps is kept by the motor pool manager.

14 FAH-1 H-815.5 Property Records

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Bulk fuel is expendable stock which must be accounted for in post stock control records. The type of records is left to the discretion of the post. They may be Form OF-131, Stock Control Card, a log, or a computer-based system, but there must be fields to record the following information:
 - (1) Pump identification (if Form OF-131) is used; this information may be entered in the description field at the top of the form;
 - (2) Date;
 - (3) Quantity received;
 - (4) Quantity issued;
 - (5) Acquisition document number for receipts; and
 - (6) Balance on hand.
- b. All receipts, issues, and physical inventories of fuel are posted to the accountable property records.

14 FAH-1 H-815.6 Physical Inventory

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. **General:**
 - (1) Physical inventory of motor vehicle fuel is taken monthly and reconciled with property records and whenever fuel lines or tanks have been opened or repaired;
 - (2) During inventory, the fuel tank is gauged for water and the water content compared with the previous month's inventory. An increase in water content may mean a leak in the system according to the American Petroleum Institute (API);
 - (3) The physical inventory should be recorded on Form DS-1913, Motor Vehicle Fuel Inventory (see 14 FAH-1 Exhibit H-815.6). The gross inventory count, water content, and net inventory count are noted on the form; and
 - (4) Gauging is done with a gauge stick used in conjunction with a chart provided by the tank supplier to determine the quantity of fuel in the tank. When the gauging is complete, refer to the chart and instructions provided by the supplier.

- b. **Taking physical inventory:** The following has been reprinted courtesy of the American Petroleum Institute (API) publication "Bulk Liquid Stock Control at Retail Outlets, API-Recommended Practice 1621" (Fifth Edition, May 1993):

Equipment

A gauge stick made of varnished hardwood (maple) or other nonsparking material should be used. The stick should be long enough to reach the bottom of the tank (usually six feet to 10 feet), and should be about one inch wide by 3/4 inch thick. The stick should not be warped. One side of the stick should be marked in inches with 1/8-inch subdivisions; the zero marking should be at the bottom or tip of the stick. If the stick is used for gauging gasoline or other volatile product, the side adjacent to the graduated side should be horizontally grooved every 1/8 inch in order to retard creepage.

The gauge stick is used in conjunction with a calibration chart or charts furnished by the tank supplier. The chart shows the number of gallons for each inch on the gauge stick. Each chart is calculated for a tank of particular dimensions and capacity, and the chart used must be the proper one for the tank being gauged.

Procedure

Insert the gauge stick through the gauge hole of the tank until the tip touches the bottom. The stick should be inserted at the same point in the gauge hole each time a gauge is taken and should be held in a vertical position. Be sure that the stick does not rest on a projection on the tank bottom.

Withdraw the stick quickly to avoid creepage of the product and read the product "cut" on the graduated scale to the nearest 1/8 inch. When gasoline or other volatile product is gauged, the reading adjacent to the "cut" on the grooved portion of the stick should be taken as the gauge.

Clean the stick at the "cut" by wiping with a cloth and repeat the procedure.

Record both readings and average the two measurements. The average reading should be used to calculate the product volume in the tank. **NOTE:** The accuracy of these measurements can be increased significantly by the use of product finding paste. Information on the use of paste may be obtained from any

petroleum equipment supplier. Some tanks are equipped with a gauge well at each end. These are installed for use if the tank settles unevenly with one end lower than the other. It is not necessary under ordinary circumstances to gauge through both wells. It would be advisable, however, to check occasionally to determine that the product is approximately at the same level in both gauge wells.

Water Gauging Procedure

A water finding paste, which is unaffected by gasoline but will change color in water, is used to check for water at the bottom of storage tanks. Information on satisfactory paste may be obtained from the supplier. It is used as follows: Coat the end of the gauge stick on the graduated side with a light, even film of the paste for approximately 3 inches. Insert the stick through the gauge hole until the stick reaches the bottom of the tank. Be sure that the stick is kept in a vertical position and that it does not rest on an obstruction or other projection on the tank bottom. Keep the stick in this position for the time specified for the product. The immersion time for a water "cut" is approximately 10 seconds for light products such as gasoline and kerosene and 20 to 30 seconds for heavier products. Withdraw the stick and read the water "cut" (as noted by the change in the color of the paste) on the graduated scale to the nearest 1/8 inch. If the test shows more than 1/2 inch of water, arrangements should be made for its immediate removal.

- c. **Unavoidable losses:** The following has been reprinted courtesy of the American Petroleum Institute (API) publication "Bulk Liquid Stock Control at Retail Outlets, API-Recommended Practice 1621" (Fifth Edition, May 1993):

Underground storage tanks will be subject to unavoidable stock losses, due to shrinkage, vaporization, meter calibration, and other causes. For example, a portion of the fuel in the storage tank will vaporize and occupy the empty portion of the tank as a vapor air mixture. When fuel is received, an equivalent volume of the vapor air mixture is forced out through the vents by the incoming fuel. Also, differences in temperature between the fuel being delivered and the fuel already in the tank will cause a temperature change after delivery. If the temperature of the fuel drops, the volume will decrease, resulting in a shrinkage loss. Conversely, a rise

in temperature results in a fuel expansion. Therefore, a small stock variation, either plus or minus, is acceptable.

d. Reporting inventory shortages:

- (1) Upon completion of the physical inventory, the quantity recorded in the Net Fuel Count column of Form DS-1913, Motor Vehicle Fuel Inventory Record, is compared to the property records. A discrepancy of up to one percent of the net fuel count in the tank being inventoried is acceptable. Any discrepancy over one percent must be reported to the property management officer (PMO) on Form DS-132, Property Disposal Authorization and Survey Report, for State or Form AID-534-1, Personal Property Disposal Authorization and Report, for USAID. The PMO will forward the report to the property survey board in accordance with 14 FAM 416.5-1(B), paragraph b (see 14 FAH-1 H-616.1 for procedure);
- (2) Adjustments to the records for those tanks which have no shortages in excess of one percent should be made immediately. Adjustments to the records for those tanks where shortages in excess of one percent have occurred are not made until authorization is received from the property management officer, upon completion of property survey board action.

e. Reporting theft: If theft is discovered, it is reported in accordance with 14 FAM 416.5.

14 FAH-1 H-816 RECORDS AND REPORTS

14 FAH-1 H-816.1 Form DS-1830, Fleet Summary Report

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Establish files for maintaining vehicle operations data collected. Form DS-1830, Fleet Summary Report (see 14 FAH-1 Exhibit H-816.1), is a monthly report of vehicle operating costs for the entire fleet. It includes useful management information about fuel and oil consumption, vehicle repairs, and kilometers driven. The report also contains data which is required for the Motor Vehicle Data Questionnaire distributed by the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) at the end of each fiscal year.
- b. A separate form is prepared each month by the motor pool staff based on information obtained from Form DS-1775, Monthly Fuel/Oil Consumption Record, and Form DS-1777, Vehicle Maintenance/Repair Work Order,

during the month. The report is reviewed by the motor pool manager at the end of the month and a copy is sent to the vehicle fleet manager.

- c. Constituent posts submit a copy of the report to the country fleet manager at the supervisory post.

14 FAH-1 H-816.1-1 Preparation of Form DS-1830

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

For preparation of Form DS-1830, Fleet Summary Report, see 14 FAH-1 Exhibit H-816.1.

14 FAH-1 H-816.1-2 Motor Pool Manager Review

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. At the end of the month, the motor pool manager reviews and signs the completed Form DS-1830, Fleet Summary Report (see 14 FAH-1 Exhibit H-816.1).
- b. Form DS-1830 is kept in the Monthly Fleet Summary File (see 14 FAH-1 H-816.2-2).

14 FAH-1 H-816.2 Files

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

It is recommended that the following files be established for maintaining the vehicle operations data collected:

- (1) Vehicle Use and Maintenance File;
- (2) Monthly Fleet Summary File; and
- (3) Vehicle Repair Cost File.

14 FAH-1 H-816.2-1 Vehicle Use and Maintenance File

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

A folder for each month of the fiscal year is prepared for each vehicle and contains the following:

- (1) Form OF-108, Daily Vehicle Use Record, along with any commercial receipts;
- (2) Form DS-1775, Monthly Fuel/Oil Consumption Record;

- (3) Form DS-1775-A, Monthly Fuel/Oil Consumption Record (Continuation Sheet);
- (4) Form DS-1914, Daily Fuel Issuance Record; and
- (5) Form DS-1777, Vehicle Maintenance/Repair Work Order, along with any commercial receipts/work orders.

The file is generally kept in the motor pool office and individual forms are kept for two complete fiscal years.

14 FAH-1 H-816.2-2 Monthly Fleet Summary File

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. A folder for each month of the fiscal year is prepared and contains Form DS-1830, Fleet Summary Report.
- b. The file is generally kept in the motor pool office or motor pool manager's office. Individual forms may be disposed of when it is determined that they contain no information on existing vehicles.

14 FAH-1 H-816.2-3 Vehicle Repair Cost File

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. A single folder should be established for each fiscal year and contains Form DS-1778, Vehicle Repair Cost Record.
- b. This folder is generally kept in the motor pool office or motor pool manager's office. Individual forms are disposed of when the vehicle is disposed of.

14 FAH-1 H-817 ACQUISITION OF OFFICIAL VEHICLES

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Prepare Form DS-1772, Vehicle Data Record (see 14 FAH-1 Exhibit H-817), as soon as possible after receipt of vehicle at post. Form DS-1772 is used to record general information on a specific vehicle. Since the official property accountability records containing all of the vehicle identification information are centrally maintained by the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV), this document will provide the post with a permanent record of each vehicle in the fleet.
- b. Form DS-1772 contains a variety of basic information which will be

helpful in managing and maintaining the fleet. For example, it will provide information needed for ordering certain parts. The information needed to complete the form should be available from acquisition documents.

- c. When a supervisory/constituent post relationship exists and initial receipt of the vehicle is at the constituent post, the form is prepared at the constituent post. The original is sent to the supervisory post and a copy is retained in the constituent post files.
- d. The form is generally completed by the motor pool manager and is retained in the motor pool manager's office or the fleet manager's office. When a supervisory/constituent post relationship exists, a permanent country-wide file should be maintained in the country fleet manager's office. The forms are discarded as vehicles are disposed of.
- e. When a constituent post vehicle is reassigned or otherwise removed from the constituent post's fleet by the country fleet manager, the constituent post's copy is discarded.

14 FAH-1 H-818 REPAIR

14 FAH-1 H-818.1 Form DS-1777, Vehicle Maintenance/Repair Work Order

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Form DS-1777, Vehicle Maintenance/Repair Work Order (14 FAH-1 Exhibit H-818.1), is used to document both scheduled and unscheduled repair and maintenance work performed either in-house or outside (so that all repair cost data can be collected, emergency road repairs should also ultimately be covered by a Form DS-1777). The form records the nature of the complaint, an explanation of the work performed, parts and labor costs, the cost of any fuel and/or oil included, and provides for an authorizing officer signature.
- b. All repair and servicing work must be authorized. The motor pool supervisor may authorize in-house scheduled preventive maintenance work and in-house repair work up to a \$500 estimated cost. Either scheduled preventive maintenance or repairs that are to be performed by an outside source is authorized by the motor pool manager.
- c. Before repairs are authorized, Form DS-1778, Vehicle Repair Cost Record (see 14 FAH-1 Exhibit H-818.2), is reviewed to determine whether repairs are economically desirable or whether accelerated replacement should be requested. Local driving conditions, cumulative mileage, overall

condition, a history of excessive repairs, the estimated cost of current repair needs, and scheduled replacement are factors in considering repair versus replacement.

- d. Constituent posts should send a copy of Form DS-1777 to the country fleet manager at the supervisory post, so that the information can be added to Form DS-1778, Vehicle Repair Cost Record, in the country fleet files.

14 FAH-1 H-818.2 Form DS-1778, Vehicle Repair Cost Record

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Form DS-1778, Vehicle Repair Cost Record (see 14 FAH-1 Exhibit H-818.2), is used to maintain a history of repairs performed on a vehicle. It can highlight repeated repairs or heavy parts use which may indicate an underlying problem (e.g., frequent need for battery replacement might indicate a defective alternator).
- b. The form is usually prepared by the motor pool. The general information at the top of the form can be obtained from Form DS-1772, Vehicle Data Record (see 14 FAH-1 Exhibit H-817), and the remaining data can be obtained from Form DS-1777, Vehicle Maintenance/Repair Work Order (see 14 FAH-1 Exhibit H-818.1).
- c. Excessive repairs documented on this form will assist the post in effecting an earlier-than-scheduled replacement of a vehicle.
- d. If a supervisory/constituent post relationship exists, a copy of the Form DS-1778 is kept at the constituent post, and one is sent to the country-fleet manager at the supervisory post. The country fleet manager ensures that copies of the Form DS-1777 are collected from constituent posts.
- e. Form DS-1778 is kept in the Vehicle Repair Cost File (see 14 FAH-1 H-816.2-3) and is reviewed periodically to monitor vehicle-repair costs.

14 FAH-1 H-819 PREVENTIVE MAINTENANCE, SCHEDULED INSPECTION, MOTOR POOL REVIEW

14 FAH-1 H-819.1 Preventive Maintenance

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

- a. Preventive maintenance actions are those precautionary steps undertaken to forestall mechanical breakdowns. To ensure that vehicles are properly maintained in a cost-effective manner, a preventive maintenance schedule is kept in the motor pool. Preventive maintenance services are performed by a qualified mechanic.
- b. With each vehicle, the manufacturer provides an operator's manual which contains guidance for proper use and maintenance of the vehicle. Because maintenance frequency varies based on where and how vehicles are used, operator's manuals provide a maintenance schedule for both normal and more severe operating conditions. See 14 FAH-1 Exhibit H-819.1, Scheduled Vehicle Maintenance Format (Schedule I), which is a format similar to what a manufacturer's manual may recommend for severe driving conditions. The second page (Part II) of Form DS-1777, Vehicle Maintenance/Repair Work Order (see 14 FAH-1 Exhibit H-818.1), is a format similar to what a manufacturer's manual may recommend for normal driving conditions. Maintenance schedules developed at post are to be based on the recommendations in the manufacturer's service manual. However, if local operating conditions warrant or if the vehicle has been modified for security reasons, the manufacturer's schedule should be adjusted to meet local requirements.
- c. A maintenance schedule, similar to the format in 14 FAH-1 Exhibit H-819.1 is prepared for each vehicle and includes vehicle identification information, specific periods that maintenance for the vehicle is to take place, and an explanation of the maintenance to be performed. Recommended periods for different maintenance actions will vary. Since all actions will not take place at the same time, the schedule format indicates specific-time intervals for maintenance actions.
- d. The maintenance schedule includes a field for the signature or initials of the motor pool supervisor (or other individual responsible for the maintenance schedule), confirming that the action was accomplished. For example, 14 FAH-1 Exhibit H-819.1 contains boxes which the motor pool supervisor marks to indicate each maintenance action accomplished and fields for the motor pool supervisor's initials and the date of servicing.
- e. At the beginning of each month, the motor pool supervisor compares entries in field **[8]**, Odometer Reading End of Month (km), on the previous month's Form DS-1830, Fleet Summary Report (see 14 FAH-1 Exhibit H-816.1), against the When to Perform column in the Scheduled Vehicle Maintenance Format of 14 FAH-1 Exhibit H-819.1 on each maintenance schedule. If maintenance or repair action is needed, the motor pool supervisor initiates Form DS-1777, Vehicle Maintenance/Repair Work Order (see 14 FAH-1 H-818.1).

14 FAH-1 H-819.2 Scheduled Inspection

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. For reasons of safety and to ensure that vehicles run at peak efficiency with longer life, lower repair costs, and less down time, each vehicle is inspected at least every three months (or more frequently if local operating conditions warrant) by a qualified mechanic.
- b. To ensure that inspections are accomplished, a schedule format similar to that in 14 FAH-1 Exhibit H-819.2 is used. An inspection is made upon receipt of a vehicle at post. The odometer reading at the time of the inspection is entered in the Odometer Initial Inspection column and subsequent inspections are made every three months. If a scheduled inspection program is newly established, the odometer reading at the time of the initial inspection is entered in this column and subsequent inspections are made every three months (or more frequently if local operating conditions warrant). The odometer reading and the initials of the motor pool supervisor (or other individual responsible for ensuring that the inspections are made) are entered in the appropriate columns.

14 FAH-1 H-819.3 Motor Pool Review

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The motor pool manager reviews the inspection and preventive maintenance schedules periodically to ensure that timely actions are taken.

14 FAH-1 EXHIBIT H-812

SAMPLE FORMULA ILLUSTRATING COST-RECOVERY RATE FOR "OTHER AUTHORIZED" USE TRANSPORTATION

(CT:PPM-1; 08-11-2004)

Cost Factors:

Acquisition Cost (with freight) of a van-carryall	\$24,000
Salvage Value	\$3,500
Insurance	\$1,000
Mileage	20,000 kilometers
Fuel Cost	\$.70 per liter
Fuel Consumption	5 kilometers per liter
Life Cycle	5 yrs/100,000 kms
Maintenance	\$2,000
Number of Riders	4
Distance	30 kilometers
Duration	1 hour
Labor Cost	\$1.92 per hour

Calculations:

Depreciation Cost/Km $(\$24,000 - \$3,500) / (5 \times 20,000 \text{ km})$	\$0.21
Insurance Cost per Kilometer $(1,000 / 20,000 \text{ km})$	\$0.05
Fuel Cost per Kilometer $(\$0.70 / .05)$	\$0.14
Maintenance per Kilometer $(\$2,000 / 20,000 \text{ km})$	\$0.10
Total Vehicle Costs per Kilometer $(\$0.21 + 0.05 + 0.14 + 0.10)$	\$0.50
Vehicle Costs per Trip $(\$0.50 \times 30 \text{ km})$	\$15.00
Driver Costs per Trip $(\$1.92 \times 1 \text{ hr})$	\$1.92
Total Cost per Trip $(\$15.00 + \$1.92)$	\$16.92
Cost per Rider $(\$16.92 / 4)$	\$4.23

In this example, since the cost exceeds the cap, the charge is \$2.70 per passenger. The calculations above have been computed using sample information. Posts must use actual expenses to calculate the cost-recovery rate.

U.S. Department of State Foreign Affairs Handbook Volume 14 Handbook 1—
Department-Wide Personal Property Management

Parts II through IV of Form OF-108

OPTIONAL FORM 108 BACK (Rev. 10-92)
STATE-AID

PART II: DRIVER'S DAILY AND WEEKLY PREVENTIVE MAINTENANCE CHECKLIST				(19) COMMENTS							
PART II-A: Driver check daily and take required action:	(16) CHECKED	(17) ACTION TAKEN (see comments)	(18) MECHANIC REQUIRED (see comments)								
License plates, forms (including accident report)				(20) DRIVER'S SIGNATURE							
Lights, signals, windshield wipers, horn				PART III: VEHICLE OPERATION							
Tools and safety equipment											
Clean vehicle				(21) Report defects noted during operation of vehicle or any emergency road repairs made:							
Engine oil level				(22) DRIVER'S SIGNATURE							
Radiator coolant level and hoses											
Tire condition, pressure and tread wear				PART IV: SERVICE							
Battery fluid level											
Power steering fluid level, hoses, and lines				(23)							
Automatic transmission fluid level				(24)							
Gauges and indicator lights				(25)							
Fuel level				FUEL ADDED		OIL ADDED		ODOMETER READING			
				ltr	gal	cost	ltr	gal	cost	km	mi
PART II-B: Driver check weekly and take required action:						\$			\$		
Tension and condition of drive belts											
Brake master cylinder fluid level				(26) DRIVER(S) SIGNATURE(S)							
Tighten battery brackets and cables; Clean and grease corroded terminals				(27) COMMENTS							
Engine compartment and surface under vehicle for leaks CONDITION (report any irregular conditions such as dents or scratches)											

Data Field Preparation Instructions for Form OF-108

Initial Form Preparation

- a. The instructions below will assist in the preparation of this form. The numbered data fields addressed correspond to the numbered data fields in the form.
- b. A motor pool staff member prepares a Form OF-108 for each vehicle, daily, completing general information (fields, **[1]**, **[3]**, **[4]**, **[5]**, and **[6]**). If the vehicle is assigned to a driver not normally dispatched by the motor pool, arrangements must be made for that driver to complete and submit the form.
- c. Care should be taken not to overlook field **[6]**, Odometer Reading Beginning of Day. As the form is being prepared, the odometer reading is entered in field **[6]**, and an "X" or a check mark is placed in the appropriate "km" or "mi" field.
- d. For management-control purposes, the odometer (field **[6]**) reading should be compared to the previous day's closing reading (last entry in field **[12]** of Form OF-108) to detect any after-hours use for which a Form OF-108 was **not** prepared, and whether or not the use was authorized. Unexplained discrepancies in the two readings are reported to the motor pool manager.
- e. The motor pool manager should investigate any undocumented after-hour trips and take corrective action necessary to ensure that Form OF-108 is completed. The motor pool manager should report any unauthorized use of the vehicle to the management officer and take corrective action to prevent further use.

Driver Action

- a. Form OF-108 is given to the driver and is kept with the vehicle until the end of the day, at which time it is turned in to the motor-pool supervisor.
- b. The driver signs on the first line in the driver signature field (field **[2]**). If the vehicle is subsequently reassigned to another driver during the day, the new driver will sign in the next line of the driver signature field.
- c. The driver records each trip taken during the day by completing fields **[7]**, **[8]**, **[9]**, **[10]**, **[11]**, and **[12]**.
- d. If a trip carries a passenger only one way, the return trip must also be recorded on the form.
- e. If the trip is for an agency other than State, note the agency in field **[8]**.

- f. If the driver receives an assignment from a dispatcher, this serves as authorization and the driver enters "dispatcher" in field **[9]**. If the driver's instructions are from another authorized source, that person's name is entered in field **[9]**.
- g. Passenger(s) signs in field **[13]**. If the trip's purpose was other than transporting a passenger (e.g., delivering a message or a package), the driver signs.
- h. Those items listed in Part II-A are to be performed at the beginning of each workday. Those checks indicated in Part II-B are to be performed weekly, before the first trip on Monday mornings.
- i. As each item is checked and found to be satisfactory, the driver will put an "X" or a check mark on the appropriate line of the Checked column (field **[16]**).
- j. If any corrective action is taken by the driver, e.g., if battery fluid or transmission fluid is added, the driver marks the Action Taken column (field **[17]**) and records any comments in field **[19]**.
- k. If a problem is encountered that requires the services of a mechanic, the driver marks the Mechanic Required column (field **[18]**) and records appropriate comments in field **[19]**.
- l. When all of the safety and maintenance checks are completed, the driver signs in field **[20]**.
- m. If the driver has detected problems with the vehicle's operation or if emergency repairs were necessary, the driver describes the situation in field **[21]** and signs in field **[22]**.
- n. If emergency repairs are made by a commercial repair service, the driver obtains an itemized statement of repairs/services performed from the vendor.
- o. If fuel or oil is needed during the day and the source is commercial, the driver records the quantity and cost in fields **[23]** and **[24]** and the odometer reading in field **[25]**. If coupons are used to purchase the fuel, the driver checks the appropriate box in Part IV and notes the coupon serial numbers in field **[27]**. The driver then signs in field **[26]** and records any comments in field **[27]**.

Motor Pool Supervisor Action

- a. At the end of the day Form OF-108, Daily Vehicle Use Record, and any receipts from service stations are turned in to the motor pool supervisor who will compare receipts with entries in fields **[23]** and **[24]** to verify quantity and cost.

- b. If the motor pool review of the forms reveals errors or omissions in preparation, the motor-pool supervisor should discuss correct form preparation procedures with the employee.
- c. If the driver has not made an entry in field **[11]**, "Travel Time," the motor-pool staff completes this field.
- d. The number of trips made and the total travel time are computed and entered in fields **[14]** and **[15]**.
- e. Any "traditional" measure entries (i.e., gallon/quart/mile) made by the driver in fields **[23]**, **[24]**, and **[25]** must be converted to metric measure (i.e., liter/kilometer). Multiply gallons by 3.8 to find liters; multiply quarts by 0.95 to find liters; and multiply miles by 1.6 to find kilometers (this information is transferred to Form DS-1775, Monthly Fuel/Oil Consumption Record (see 14 FAH-1 Exhibit H-814.2), in metric measure and is eventually reported to the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) in metric measure at the end of the fiscal year). Irregular fuel or oil data entries in these fields are to be reported to the motor-pool manager.
- f. If coupons were used to purchase fuel from a commercial source during the day, the driver will have noted the serial numbers in field **[27]**. The motor-pool supervisor should forward a copy of the Form OF-108 to the coupon control officer who will use it to verify coupon transactions.
- g. The motor-pool supervisor reports any irregularities or any mechanical problem noted by the driver in field **[21]** to the motor-pool manager who will investigate and take appropriate action.
- h. At the end of each day, the fuel/oil information on all Forms OF-108 should be transferred to Form DS-1775, Monthly Fuel/Oil Consumption Record, prepared for the month.
- i. Form OF-108 is kept in the Vehicle Use and Maintenance File (see 14 FAH-1 H-816.2-1).

Data Field Preparation Instructions for Form DS-1775

- a. The numbered data fields in these preparation instructions correspond to the fields on Form DS-1775.
- b. The fuel consumption data needed for fields **[14]**, **[15]**, **[16]** and **[17]** is obtained from fields **[4]**, **[23]**, and **[25]** on Form OF-108, Vehicle Daily Use Record (see 14 FAH-1 Exhibit H-814.1), and fields **[2]**, **[22]**, and **[28]** on Form DS-1777, Vehicle Maintenance/Repair Work Order (see 14 FAH-1 Exhibit H-818.1). The oil consumption information needed for fields **[18]**, **[19]**, **[20]**, and **[21]** is obtained from fields **[4]**, **[24]**, and **[25]** on Form OF-108 and fields **[2]**, **[23]**, and **[29]** on Form DS-1777. When making an entry in fields **[16]** and **[20]**, check the appropriate (km) or (mi) field.
- c. At the end of the month, enter the total kilometers driven for the month in field **[21]** (subtract the beginning odometer reading from the ending odometer reading in field **[17]**). If the odometer reading is miles, convert to kilometers by multiplying by 1.6.
- d. Enter the average monthly kilometers per liter (total kilometers driven divided by total liters used) in field **[22]**. The totals of fields **[14]**, **[15]**, **[18]**, **[19]**, and the data in fields **[21]**, and **[22]** are transferred to Form DS-1830, Fleet Summary Report (see 14 FAH-1 Exhibit H-816.1), prepared for the month.
- e. The motor-pool manager reviews the information on Form DS-1775 and signs and dates the form in field **[24]**. The signature field does not appear on Form DS-1775a (Continuation Sheet). If a continuation sheet is used, the signed original will suffice.

14 FAH-1 EXHIBIT H-815.3
FORM DS-1914
DAILY FUEL ISSUANCE RECORD

(CT:PPM-1; 08-11-2004)

UNITED STATES DEPARTMENT OF STATE DAILY FUEL ISSUANCE RECORD										
DATE	OPENING METER	VEHICLE ID	ODOMETER READING	NAME	AGENCY	SIGNATURE	METER BEFORE WITHDRAWAL	AMOUNT WITHDRAWN	METER AFTER WITHDRAWAL	CLOSING METER

Signature of Pump Attendant _____ Date _____


FORM
5-93 DS-1914

Data Field Preparation Instructions for Form DS-1830

- a. The numbered data fields addressed correspond to the numbered data fields on the form. Data fields **[1]** through **[4]** contain general information.
- b. The inventory number for field **[6]** can be obtained from Form DS-1772, Vehicle Data Record (see 14 FAH-1 H-817, paragraph a).
- c. Use the last odometer reading, indicated in field **[17]** on Form DS-1775, Monthly Fuel/Oil Consumption Record (see 14 FAH-1 Exhibit H-814.2), for field **[8]**. The data required for fields **[9]** through **[14]** can also be obtained from Form DS-1775.
- d. The data required for fields **[15]** and **[16]** can be obtained from fields **[18]** and **[21]** on Form DS-1777, Vehicle Maintenance/Repair Work Order (see 14 FAH-1 Exhibit H-818.1).
- e. If the repair work was accident-related, the sum of fields **[15]** and **[16]** is entered in field **[17]**.
- f. Data for fields **[18]** and **[19]** is obtained from field **[27]** on Form DS-1777.
- g. At the end of the month, the motor-pool manager reviews the completed form and signs in field **[19]**.

14 FAH-1 EXHIBIT H-818.1 FORM DS-1777 VEHICLE MAINTENANCE/REPAIR WORK ORDER

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

		U.S. Department of State VEHICLE MAINTENANCE/REPAIR WORK ORDER	
PART I - SERVICE/REPAIRS			
1. POST		2. DATE (mm-dd-yyyy)	
3. WORK ORDER NUMBER		4. VEHICLE TAG NUMBER	
5. VEHICLE MANUFACTURER		6. MODEL	7. YEAR
8. VEHICLE IDENTIFICATION NUMBER (VIN)		9. INVENTORY NUMBER	
10. ODOMETER READING <input checked="" type="checkbox"/> mi <input checked="" type="checkbox"/> km		11. If odometer reading is mi, convert to km, by multiplying by 1.6, and enter here	
12. WORK <input checked="" type="checkbox"/> SCHEDULED <input checked="" type="checkbox"/> UNSCHEDULED <input checked="" type="checkbox"/> ACCIDENT DAMAGE			
13. REQUESTED BY (Signature)		DATE (mm-dd-yyyy)	
14. AUTHORIZED BY (Signature)		DATE (mm-dd-yyyy)	
15. COMPLAINT/WORK REQUESTED			
16. DESCRIPTION OF WORK PERFORMED			
		_____ Signature of Mechanic	

Part II – Cost Data

PART II - COST DATA				
IN-HOUSE REPAIRS AND MATERIALS COST				
PARTS		LABOR		
17. PART NUMBER AND DESCRIPTION	18. PARTS COST	19. LABOR HOURS	20. HOURLY RATE	21. LABOR COST
TOTAL				
MATERIALS				
22. FUEL QUANTITY _____ <input checked="" type="checkbox"/> ltr. <input checked="" type="checkbox"/> gal. Cost _____ If quantity above is gal, convert to ltr, by multiplying by 3.8, and enter here: _____				
23. MOTOR OIL QUANTITY _____ <input checked="" type="checkbox"/> ltr. <input checked="" type="checkbox"/> qt. Cost _____ If quantity above is qt, convert to ltr, by multiplying by 0.95, and enter here: _____				
24. WORK SATISFACTORY _____ DATE (mm-dd-yyyy) _____ <div style="text-align:center;">Signature</div>				
OUTSIDE REPAIRS AND MATERIALS COST				
25. VENDOR _____		26. Post Office NO. _____		
27. TOTAL COST FOR REPAIRS (Parts and labor) _____				
MATERIALS				
28. FUEL QUANTITY _____ <input checked="" type="checkbox"/> ltr. <input checked="" type="checkbox"/> gal. Cost _____ If quantity above is gal, convert to ltr, by multiplying by 3.8, and enter here: _____				
29. MOTOR OIL QUANTITY _____ <input checked="" type="checkbox"/> ltr. <input checked="" type="checkbox"/> qt. Cost _____ If quantity above is qt, convert to ltr, by multiplying by 0.95, and enter here: _____				
RECEIVED				
30. WORK SATISFACTORY <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF "NO", EXPLAIN IN COMMENTS.)				
31. COMMENTS:				
Signature _____			Date (mm-dd-yyyy) _____	

Data Field Preparation Instructions for Form DS-1777

The data fields addressed in the instructions that follow correspond to the data fields on the form.

Initial Form Preparation

- a. Motor pool staff enter general information required in data fields **[1]** through **[15]**.
- b. If the repair work is necessary because of accident damage, this is noted in field **[12]** by marking the Accident Damage section. Accident damage repairs are later recorded separately on Form 1830, Fleet Summary Report (see 14 FAH-1 Exhibit H-816.1), and included on the Motor Vehicle Data Questionnaire distributed by the Overseas Program Vehicle Manager (A/LM/OPS/WLC/MV) at the end of each fiscal year.
- c. Accident-related and nonaccident-related repairs are recorded on a separate Form DS-1777.

Shop Action

- a. If the work is to be performed in-house, the partially completed form is given to the shop. Upon completion of the work, the shop will complete field **[16]**, describing the work performed. The shop lists the parts used in field **[17]** and indicates the number of labor-hours spent on the repairs in field **[19]**. If possible, the shop enters the parts costs in field **[18]** and completes labor-cost fields **[20]** and **[21]**. If the shop does not complete these fields, the motor-pool personnel complete them.
- b. If fuel and oil are added to the vehicle, the shop completes fields **[22]** and **[23]**. If the cost is not available to the shop, the motor pool will record that information.
- c. When the motor-pool supervisor has made sure that the work is satisfactory, he or she signs and dates in field **[24]**.

Outside Repairs

- a. If repairs are to be accomplished on the outside, the motor-pool staff includes the general information in fields **[1]** through **[15]** and fields **[25]** and **[26]**. An invoice/work order, that includes an explanation of work performed and an itemized list of parts and labor costs, should be obtained from the vendor. The motor-pool staff uses the information on the receipt to complete field **[16]** and fields **[27]** through **[29]**, and indicates in field **[30]** whether work was satisfactory.

- b. If the work was satisfactory, the motor-pool supervisor checks the appropriate box in field **[30]** and signs and dates in field **[31]**. If work was not satisfactory, the appropriate box is checked in field **[30]** and corrective action is taken immediately. The information entered in the Received section of Form DS-1777 can be used as a basis for authorizing payment to the vendor.
- c. As soon as possible after repairs are completed, the repair information is transferred to Form DS-1778, Vehicle Repair Cost Record (see 14 FAH-1 Exhibit H-818.2), and any fuel and/or oil information is transferred to Form DS-1830, Fleet Summary Report, prepared for that month.
- d. Form DS-1777 is kept in the Vehicle Use and Maintenance File (see 14 FAH-1 H-816.2-1).

14 FAH-1 EXHIBIT H-819.1 SCHEDULED VEHICLE MAINTENANCE FORMAT

(CT:PPM-1; 08-11-2004)

Scheduled Vehicle Maintenance

Scheduled Vehicle Maintenance (Schedule I)																	
Follow Schedule I if the vehicle is mainly driven under one or more of the following conditions: <ul style="list-style-type: none"> • When most trips are less than 6 kilometers (4 miles). • When most trips are less than 16 kilometers (10 miles) and outside temperatures remain below freezing. • Idling for extended periods and/or low-speed operation such as found in delivery operation. • Towing a trailer. • Operating in dusty areas, 																	
Tag No: <u>12345</u> Manufacturer: <u>General Motors</u> Division: <u>Chevrolet</u> Model: <u>Caprice</u> Year: _____																	
Item No.	To be Serviced	When to Perform	Miles in Thousands														
			3	6	9	12	15	18	21	24	27	30	33	36	39	42	
			Kilometers in Thousands														
			5	10	15	20	25	30	35	40	45	50	55	60	65	70	
1	Engine Oil & Filter Change	Every 5,000 km (3,000 mi) or 3 mo.															
2	Chassis Lubrication	Every other oil change															
3	Carburetor Choke & Hose Inspection	At 10,000 km (6,000 mi) and then every 50,000 km (30,000 mi)															
4	Carburetor or Throttle Body Mounting Bolt Torque	At 10,000 (6,000) only															
5	Engine Idle Speed Adjustment (Some Models)	At 10,000 (6,000) only															
6	Vacuum or A.I.R. Pump Drive Belt Inspection	Every 50,000 km (30,000 mi) or 24 mo.															
7	Cooling System Service	Every 50,000 km (30,000 mi) or 24 mo.															
Motor Pool Manager Initials																	
Date																	

