

Help Us Protect the Environment

IFMS recognizes the impact that fleet operations have on the environment. Listed below are several things that you can do to assist us in our efforts to protect the environment:

- Make certain you dispose of potentially hazardous materials; i.e., empty motor oil and antifreeze containers properly.
- Notify the Fleet Management Center if you become aware of vendors that are not properly disposing of any potentially hazardous material.
- Make certain that you do not idle your vehicle for long periods of time. If stopped at a railroad crossing turn your engine off.
- When using self-service pumps, don't overfill or "top-off" your tank.
- Immediately contain and clean up any spilled fluids. If in the TMP contact local personnel to assist. If necessary contact your local DPW for further assistance.

Remember

If you have any questions concerning the operation of your IFMS vehicle, contact your agency vehicle coordinator or servicing FMC.

A GUIDE TO YOUR INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLE



January 2009

To the Operator

Welcome to the Interagency Fleet Management System (IFMS). Our goal is to satisfy your transportation needs by providing fleet management services equal to the best in the business. We are here to serve you. However, you play a very important role in our reaching this goal. Read this guide and see how you can help us maintain a quality fleet, protect our environment, and keep a lid on rising costs. You will benefit from your efforts. It's simple the lower our costs, the lower your monthly charges.

Check the owner's manual located in the glove compartment for more detailed information on the care and servicing of this vehicle.

WE ARE HERE TO SERVE YOU. CALL US AND LET US KNOW HOW WE CAN SERVE YOU BETTER.

Things You Can Do To Help Minimize Costs

- Drive defensively and safely.
- Obey all Host Nation and Military speed limits.
- Select fuel efficient routes.
- Conduct timely preventative maintenance.
(See *Maintenance and Care of Your IFMS Vehicle*.)
- Remove unnecessary heavy objects from the trunk of your vehicle.
- Avoid prolonged engine idling.
- Check the engine oil level daily.
- Maintain manufacturer recommended PSI air pressure in tires.
- Avoid tailgating.
- Use only fuel approved for the vehicle.

Remember, the money you save may be your own tax dollars!

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EURO IFMS FMC to Serve Your Transportation Needs

Fleet Management Centers (FMCs) are established to serve you and are available to quickly respond to your needs. The FMC serving this vehicle is indicated on the front cover of this guide.

Fleet Management Centers (FMCs)

EURO IFMS Fleet Management Centers manage and supply sedans, station wagons, vans, buses, and a variety of trucks to meet your transportation needs.

Vehicles are assigned on a long-term basis. Should you require an additional vehicle, contact your agency's Vehicle Coordinator or servicing FMC to arrange for one.

Your Vehicle Coordinator's request should include a POC name and telephone number, the Billed Office Address Code (BOAC), if available and details on type vehicle required and anticipated duration of the lease.

The FMCs do not provide short-term vehicle support to individuals in temporary duty status.

The FMC is staffed by trained automotive technicians. They maintain complete computerized vehicle history records to maximize the serviceable life of IFMS vehicles.

Contact your nearest MCC/AMC for repair authorizations or information on vehicle maintenance and service. For other fleet issues contact your servicing FSR. Addresses and telephone numbers for other locations Europe-wide are listed below:

Address	Phone/Fax
European Regional Office Vicenza Italy Unit 31401, Box 37 APO AE 09630	Tel.DSN:634-8731 Civ:0039-444-718731 Fax DSN: 634-7383 Civ:0039-444-717383
EURO IFMS MCC/AMC/PPC Kelley Barracks, Stuttgart UNIT 30401 APO AE 09107	Tel. DSN: 421-2402 Civ: 0049-721-729-2402 Fax DSN: 421-2066 Civ: 0049-721-729-2066

Address	Phone/FAX
EURO IFMS FMC27 Mannheim Fleet Management Center Spinelli Kaserne, Bld.1536 Unit 29901, Box 16 APO AE 09086	Tel. DSN: 384-6295 Civ: 0049-621-730-6295 Fax DSN: 384-6172 Civ: 0049-621-730-6172
EURO IFMS FMC27 Field Office Würzburg Leighton Barracks, Unit 26622 APO AE 09244	Tel. DSN: 350-6862 Civ: 0049-931-889-6862 Fax DSN: 350-6869 Civ: 0049-931-889-6869
EURO IFMS FMC27 Field Office Wiesbaden Mainz- Kastel Housing Area Unit 29623, Box 78 APO AE 09096	Tel. DSN: 334-2429 Civ: 0049-613-460-4429 Fax DSN: 334-2942 Civ: 0049-613-460-4942
EURO IFMS FMC27 Field Office Grafenwöhr Unit 28130 APO AE 09114	Tel. DSN: 475-6450 Civ: 0049-964-183-6450 Fax DSN: 475-6205 Civ: 0049-964-183-6205
EURO IFMS FMC27 Field Office Chievres Chievres Air Base Unit 21419 APO AE 09708	Tel.DSN: 361-5531 Civ: 0032-68-27-5531 Fax DSN: 361-6090 Civ: 0032-068-27-6090
EURO IFMS MCC/AMCBENELUX Chievres Air Base Unit 21419 APO AE 09708	Tel.DSN: 361-6085 Civ: 0032-68-27-6085 Fax DSN: 361-6090 Civ: 0032-068-27-6090
EURO IFMS FMC21 Livorno Fleet Management Center Unit 31301, Box 62 APO AE 09613	Tel.DSN: 633-8283 Civ: 0039-050-548283 Fax DSN: 633-8275 Civ: 0039-050-548275
EURO IFMS FMC21 Field Office Vicenza Fleet Management Center Unit 31401, Box 96 APO AE 09630	Tel.DSN: 634-6266 Civ: 0039-444-716-266 Fax DSN: 634-6142 Civ: 0039-444-716-142
EURO IFMS MCC/AMC ITALY - Livorno Unit 31301, Box 62 APO AE 09613	Tel.DSN: 633-8276 Civ: 0039-050-548-276 Fax DSN: 633-8275 Civ: 0039-050-548-275

Your Responsibilities as an Operator of an IFMS Vehicle

Dos and Don'ts

As the operator of an IFMS vehicle, you are responsible for its proper use, maintenance, and protection. Abiding by the following Dos and Don'ts will help us keep costs down and provide the service you need and deserve.

DO

- **DRIVE DEFENSIVELY AND SAFELY.** The most important safety factor in auto transportation is you, the driver.
- **FASTEN SAFETY BELTS.** FMR 102.34.260 and Host Nation laws require all drivers and passengers of IFMS vehicles to have safety belts fastened when the vehicle is in motion.
- Adjust head restraints so your head centers on the restraint.
- Use both rearview and side view mirrors and the turn signal before moving from one traffic lane to another.
- Use emergency flasher lights and warning triangle when your vehicle becomes disabled or when you stop for an emergency on the side of the highway or any other public road.
- Obey all traffic laws to include locally established command regulations and/or policies. Traffic or parking violations are the personal responsibility of the operator.

SAFEGUARD THE VEHICLE, AND KEYS AGAINST DAMAGE, THEFT, OR MISUSE.

Your agency is financially responsible for losses due to vehicle theft, pilferage, vandalism, parking lot damage, and damage beyond normal wear and tear. However, your agency will be relieved of financial responsibility if documentation (such as a police report) proves vehicle damage was the result of a negligent or willful act of a party other than the agency (or employee of that agency), or mechanical failure.

- Lock all doors and carry keys with you when leaving vehicle unattended.
- Turn in vehicle and fuel keys when returning vehicle to the TMP (if applicable).
- Store the vehicle in a secure parking facility when possible. Any storage expenses are the responsibility of the using agency.
- Report lost, damaged, or stolen fuel keys (to include the fuel key) immediately to the TMP and Fleet Center.
- Report the theft of the vehicle, vehicle contents, or license plates immediately to:
 - ✓ Military and/or local law enforcement.
 - ✓ Your servicing Fleet Service Representative.
 - ✓ Your immediate supervisor.
- Carry a valid operator's permit for the type of vehicle operated, including a military or commercial driver's license for vehicles which require one.
- **HELP US MINIMIZE COSTS.** Remember, your role as the operator is crucial in minimizing costs and your cost-conscious efforts help us provide the service you expect at the lowest monthly charges possible.
- Whenever possible, use military automated fuel dispensing systems. If necessary, use regular unleaded fuel or diesel coupons at participating vendors.
- Conduct timely preventative maintenance. (See *Maintenance and Care of Your IFMS Vehicle*.)

Do Not

- **SMOKE.** For your safety and comfort. Smoking is not permitted in an IFMS vehicle.
- Use a cell phone while driving unless the vehicle is equipped with a hands free device. If you must use the cell phone, pull off the traveled roadway.
- **Use the vehicle for private business, personal errands, etc.** Avoid creating the perception of misuse. Reported incidents of misuse often result in disciplinary actions.
- Transport members of your family, personal friends, or non-government employees in the vehicle without the specific permission from the head of your agency or his/ her designee.
- Use the vehicle for transportation to or from work, or park it at your residence without valid written authorizations from the head of your agency.

Vehicle Identification.

There are two means to identify IFMS vehicles when requesting service or making an inquiry to a Fleet Office.

US Army Tag: Older vehicles in the fleet have the old style US Army license plate. These plates say US Army and have two letters followed by four digits (i.e. CT-1234). If your vehicle is equipped with this style plate simply use this tag number.

G-Decal: On newer vehicles there will be a government decal in the front right and left door that identifies the vehicle. For example a decal would look something like this G20-0123E. The numbers might change but the decal is very similar. For vehicles equipped with this decal this is the only method to report vehicle information.

NOTE: We have a host of vehicles in the fleet that have covert tags (Italy, Belgium, the Netherlands, and sometimes Germany). At no time will these tags be used to report information or obtain service for an IFMS vehicle. Please contact your unit transportation coordinator, TMP, or servicing FSR to determine the official identification of your vehicle.

Reporting Use of Assigned Vehicle

Each month agencies are required to submit a *Monthly Mileage Report* to their respective FMC. A *Monthly Mileage Report* is sent to the customer address identified by each agency as the primary point of contact.

The odometer reading for each vehicle listed must be entered to the nearest kilometer/mile. **Do not report tenths of a Km/Mile.**

Timely receipt of the completed *Monthly Mileage Report* will ensure proper billing and preventative maintenance service scheduling. Estimated mileage is used to calculate your bill if the form is received after the close of the billing cycle. You will receive specific reporting cycle instructions from your servicing FMC.

Odometer failure. If the odometer fails, call the FMC for instructions. Estimate the number of km/miles operated during the time of odometer failure and advise the FMC.

Fueling Your IFMS Vehicle

Fuel Keys are issued to all IFMS vehicles that use unleaded fuel for the purpose of dispensing fuel at participating fuel points throughout Europe. Follow the procedure below when using the fuel key:

- Insert the fuel key.
- Enter the vehicle's current mileage (*without tenths*) into the Automated Fuel Sentry System located on the fuel point. Then press the enter key.
- The Automated Fuel Sentry System will display the fuel pump to be selected. Verify pump is correct for the vehicle to be fueled.
- Select the fuel pump to be utilized. Then press the enter key and remove the fuel key.
- Remove pump nozzle from pump and begin dispensing fuel.
- When finished, return pump nozzle to pump.

POL Coupons may be required for diesel powered IFMS vehicles and for all vehicles operating outside of military communities. POL coupons are issued by the respective agency to which the vehicle is assigned, under the agency's internal operating procedures. Please contact your respective agency vehicle coordinator to arrange for the issuance of POL coupons. Ensure you have the appropriate coupons for the vehicle operated.

Caution: Fuel keys and/or POL coupons are issued for use only with the vehicle to which they are assigned. Do not fuel other vehicles, fuel cans, generators, lawn mowers etc with your fuel key.

Your agency may be financially responsible for any unauthorized fuel purchases and the user may be subject to criminal prosecution under 18 U.S.C. 641.

Buying Miscellaneous Vehicle Supplies

Operators are authorized to obtain "over the counter" supplies for EURO IFMS vehicles from selected local vendors or AAFES service centers.

The driver must provide proof that he/she is operating a IMA EURO IFMS vehicle (vehicle dispatch, key tag, etc) The vendor invoice/control log will include the following information provided (and documented) by the vehicle operator.

- Vehicle ID Number (tag or G-decal)
- Current Odometer Reading
- Printed Drivers Name
- Driver Signature

The following are examples of authorized items which may be purchased "over the counter" for IFMS vehicles:

- Motor Oil
- Antifreeze
- Windshield Washer Fluid/De-Icer
- Wiper Blades
- Fuses
- Light Bulbs
- Brake Fluid

Other items may be authorized for purchase by IFMS as required for EURO IFMS vehicles. Items purchased outside of the above listed parameters will be considered unauthorized, and will be billed back to the customer at full cost.

Vehicle operators with questions regarding these procedures, identifying the selected facilities, and purchase limitations should contact the servicing EURO IFMS FMC to which the vehicle is assigned.

Vehicle Modification and Equipment Installation

The modification and/or the permanent installation of accessory equipment on EURO IFMS vehicles may be accomplished only when written approval (in advance) is received by EURO IFMS. For the purpose of this section, permanent installation means the actual bolting, fitting, or securing of an item to the vehicle.

Accessory equipment or other after-market items which project an inappropriate appearance, such as radar detectors, will not be used on IFMS vehicles.

Decorative items (i.e., bumper stickers and decals) will not be used on EURO IFMS vehicles unless authorized by the Director, Fleet Management Division-Europe.

Contact your servicing FMC for further information

Crossing International Borders

Specific requirements (insurance, clearance, fees, restrictions etc) for crossing international borders vary from country to country. Vehicle operators should contact their headquarters or appropriate U.S. Embassy for guidance on requirements and/or restrictions. You can also find country transit requirements at www.FCG.pentagon.mil. Using agencies are administratively and financially responsible for compliance with the requirements of the respective country they wish to traverse.

In addition, maintenance and recovery support for EURO IFMS vehicles may be limited in some countries. Contact your respective agency vehicle coordinator or servicing TMP when traveling outside the country of assignment for additional information.

Maintenance and Care of Your IFMS Vehicle

Day to Day Care

As the vehicle operator, you are responsible for checking or inspecting the following each day before driving the vehicle:

- Engine and coolant fluid levels. Add fluid if necessary.
- Fluid leaks, Check Ground for oil or other fluid spots.
- Tires. Check air pressure regularly. Tire pressure other than that recommended on tire sidewalls will reduce tire life and effect vehicle handling and fuel economy. Check tires for excessive or uneven tread wear. Contact your FMC if excessive wear is discovered.
- Exterior. Check vehicle for body damage incurred while parked and unattended. Report any damage promptly to your servicing FMC.
- Cleanliness of exterior and interior of vehicle.

RECOMMENDED OPERATOR VEHICLE INSPECTION

Prior to operation

- Check type of recovery service available for your vehicle. (See Towing / Recovery service list in glove box)
- Check vehicle for damages (Report damages immediately to your vehicle coordinator)
- Check windows for cracks and cloudiness (Clean windows and lights as needed)
- Check headlights, taillights, brake lights and turn signals.
- Check and adjust mirrors
- Check windshield wiper, windshield washer and horn
- Check tires (include spare) for cracks, bubbles or bears, proper pressure and tread
- Check for puddles under vehicle, i.e. coolant, oil, etc.
- Check oil level or the engine
- Check coolant level
- Check battery water and poles
- Check water hoses and fan belt

On vehicle with air-breaks - air valve must shut and the minimum air pressure must be gained before departure
Check if jack, wrench, warning triangle and first-aid kit are in the vehicle

With engine running

- Check transmission fluid - only vehicles with automatic transmission
- Watch for sparks, leaks (water, oil), smoke and missing ignition, engine knocks
- Check for leaks and smoke
- All deficiencies must be corrected prior to departure. (Report to vehicle coordinator)

During the operation

- Watch for brakes pulling to one side or being mushy
- Watch for play in steering
- In case of warning lights coming on - stop and check coolant, oil, battery and fan belt.
- Watch for unusual noises
- Watch for proper function of the clutch

After operation

- Check hoses
- Check fan belt
- Check battery
- Check exhaust system
- Check oil level of power steering
- Refuel vehicle. Ensure you fill up the proper Fuel! Wash vehicle and clean interior. Check oil level (wait 5 Minutes)
- Vehicles with air brakes drain air tanks

REPORT ALL DEFICIENCIES TO YOUR AGENCY VEHICLE COORDINATOR, TMP, OR SERVICING FMC

Long Term Care

Preventative maintenance is the key to driving a safe and operable vehicle that will serve you better and fulfill your transportation needs. You are in the drivers seat when it comes to making sure that your IFMS vehicle receives its recommended maintenance. *Failure to complete the manufacturer's recommended maintenance may void the warranty on your IFMS vehicle and lead to costly future repairs that your agency may be responsible for paying. Your agency could charge you, the operator, the damage caused by your negligence.*

Periodic Preventative Maintenance - The preventative maintenance record for this vehicle is monitored by computer and services are scheduled on the basis of the vehicle's age, mileage and maintenance history. Your agency will be notified on a *Preventive Maintenance Service Notice*, as to when services are required. Closely follow all instructions on the form. Have services performed at a service facility under IFMS Contract. Tune-up, chassis lubrication, oil and filter changes should be performed only as the periodic maintenance schedule requires, unless prior approval has been obtained from the servicing FMC.

Selection of a maintenance facility – Call your agency vehicle coordinator, TMP, servicing FMC, or Maintenance Control Center (MCC) to get the authorized vendor / dealer information.

Present the *Preventive Maintenance Service Notice* to the service representative at the time you bring in the vehicle for the prescribed preventative maintenance service.

Unscheduled and Emergency Repairs

If the scheduled periodic maintenance requirements are properly performed, very little unscheduled maintenance should be needed. However, should circumstances

necessitate an unscheduled or emergency repair. see specific Repair Cost Limits, Authorization/Notification Requirements, and Warranty Information and proceed accordingly. When selecting a service facility to perform necessary repairs, call your agency vehicle coordinator, servicing FMC, or MCC for assistance or give preference to those vendors as discussed under *Long Term Care*.

Repair Cost Limits

Up to \$150 (or local currency equivalent) authorization or notification is not required unless otherwise instructed by the servicing FMC. (this does not include tires, tubes, batteries, glass and repairs covered under vehicle warranty).

\$150 (or local currency equivalent) and above MCC authorization is required prior to work being performed.

- **Under Warranty** - If it appears the repair should be covered under the vehicle's existing warranty, go to the nearest authorized dealer under IFMS contract.
- **Expired Warranty** - If the vehicle warranty has expired, or if the repair appears not to be covered under existing warranty, select a service facility under IFMS contract, **except for a European vehicle which will go to an official dealer shop only.**

Caution: If authorization is not obtained prior to repair and it is later deemed unnecessary or covered under warranty, your agency may be billed for the repair cost.

Repair Time Frames

Every effort will be made to complete necessary repairs in a timely fashion. However, if your vehicle is with (or expected to be with) a vendor in excess of five business days, please contact your servicing FMC. Your FMC will coordinate with the vendor to minimize the repair time.

If you have any questions, contact your agencies vehicle coordinator or TMP for assistance

Emergency Roadside Recovery

EURO IFMS, Fleet Management Division, Europe, has an agreement with several commercial vendors to provide emergency roadside vehicle recovery/assistance throughout Germany as well as most European countries. EURO IFMS vehicle coverage can be easily identified by documents maintained in the vehicle glove compartment. If the vehicle operator cannot identify the specific coverage, please contact your agency vehicle coordinator or TMP for assistance.

Please Note

Each vehicle operator is responsible for ensuring the correct recovery service is known before operating the vehicle. Costs associated with utilizing the incorrect recovery service will be absorbed by the using agency.

On all calls to a roadside recovery service by commercial phone, or autobahn call box, the vehicle operator should be prepared with the following information:

- Your name, vehicle location, type of vehicle, and license plate number.
- Type of roadside recovery service coverage
- Advise individual this is an IFMS vehicle assigned to the U.S. military.

Note:

Occasionally (when utilizing the autobahn call box) the initial recovery service to respond does not belong to your particular recovery service provider. If this occurs, have them contact one of the Emergency Roadside Recovery Providers listed on the roadside recovery guide located in your vehicle glove compartment.

**Please try to determine whether the breakdown is warranty or non-warranty/accident related. When in doubt call a recovery service as if it is a non-warranty/accident repair.*

A few tips when calling toll free numbers for warranty issues from a regular phone:

- **FORD:** You will be required to provide the following information: your name, vehicle location, type of vehicle and Vehicle Identification Number (VIN).
- **MERCEDES:** After Dialing the number you will get a recording in the Host Nation language. Do not hang up, at the end of the message press the #1 and you will be able to talk to an English speaking operator.

Within Germany, if a vehicle is disabled on the autobahn, the vehicle operator should walk to the nearest emergency call box and request, from the German operator, vehicle assistance. The emergency call box location is transmitted to the operator's central location and the operator will be able to pinpoint the general area of the breakdown. If a breakdown occurs on a secondary highway or road, by commercial phone, the vehicle operator will contact the roadside recovery service assigned to the vehicle.

Outside Germany, contact local assistance via the emergency call boxes. Vehicle operator should also contact their respective units as soon as possible.

On a military installation, contact your agency vehicle coordinator or TMP to determine the recovery service to be utilized. It is the responsibility of the vehicle operator to ensure arrangements are made to allow the recovery service onto the installation (either by contacting the gate security or physically escorting the service vendor onto the installation). Cost associated with a vendor's inability to gain access to the installation will be absorbed by the using agency.

Vehicle operators are required to contact the servicing FMC providing the vehicle within one (1) business day and provide the following information:

- Your name, type of vehicle, and license plate
- Name and phone number of recovery service which performed service
- Name and phone number of vendor to which the vehicle was taken
- Description of vehicle problem

What to do if you have an accident.

Take the Necessary Emergency Action

Accidents happen. If you are involved in an accident, try to stay calm and take the following actions:

- **STOP**
- **TAKE STEPS TO PREVENT ANOTHER ACCIDENT.** Warn other traffic and bystanders and ask people to be careful with matches and cigarettes in the presence of spilled fuel.
- **CALL FOR POLICE AND EMERGENCY SERVICES.**
- Do not sign or make a statement as to responsibility. Make a statement to your supervisor or to the government investigator only. Be courteous. Do not engage in arguments at the accident scene.
- Get the facts and if possible, take pictures of the accident scene.
- Complete the forms in the Motor Vehicle Accident Reporting Kit.
- Notify military and local authorities as required.

You may provide your valid motor vehicle operator's license or permit information if requested by police, investigating officials, or other drivers involved in the accident. Be aware that registration, licensing, and insurance requirements differ from requirements for privately owned vehicles. Your TMP or servicing FMC will be able to assist you if you have any questions.

Get the Facts

Having all the facts is essential when reporting an accident. The best time to collect these facts is at the scene of the accident after all necessary emergency actions have been taken. At this time, witnesses are present and your memory is fresh. The following facts are crucial and will be needed when filling out the accident report described in the next section.

- Registration information on all other vehicles involved;
- Permit and insurance information from all other drivers involved;
- Names and addresses of all persons involved in the accident and the extent of injuries;
- Details on the location, time, measurements, weather, and damage;
- Names and addresses of any witnesses, whenever possible.

Motor Vehicle Accident Reporting Kit

For your convenience, a kit containing the basic required forms for reporting a vehicle accident is located inside the glove compartment of your IFMS vehicle. Report the accident using these forms to your supervisor within 24 hours and the Accident Management Center (AMC) within two working days after the accident. **Your agency is responsible for submission of all required forms if you are injured and unable to comply.**

- Form SF-91, *Motor Vehicle Accident Report* - Shall be completed at the scene by the vehicle operator involved in the accident. The completed SF 91 will be submitted to the supervisor within 24 hrs.
- Form SF-94, *Statement of Witness* – Shall be completed by person(s) who witness an accident. The completed SF 94 will be submitted to the supervisor within 24 hours.
- **YOU MUST FILE A MP REPORT WITHIN 72 HOURS OF THE ACCIDENT. THIS IS MANDATORY. THE REPORT CAN BE COMPLETED ON THE SCENE IF THE MPs RESOND IF NOT THEN YOU MUST PHYSICALLY GO TO YOUR LOCAL MP STATION TO FILE THE REPORT.**

NOTE: For US Employees Form CA-I, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay and/or Compensation, is not included in this kit, but is available from your supervisor. This form is to be filled out, if applicable, by the injured party or by someone acting on the person's behalf and submitted to their immediate supervisor within 24 hours. Other forms required by your local authorities and/or your agency are not included in this kit. It is your responsibility to know and comply with these requirements.

If you are injured

Always carry complete personal identification, including names, addresses, and telephone numbers of your supervisor and someone who should be notified in the event of a serious accident. This will permit police to provide prompt notification if necessary.

Generally, emergency first-aid treatment and hospital care are provided by local facilities supported by the community. Your Government identification and/or travel authorization may be used to establish that you are a Government employee on official business.

Prepare Form CA-I describing fully how you were injured and the nature of the injury. If you are physically unable to prepare the form, have someone acting on your behalf prepare the form for you.

Claims for damages

Refer any persons wanting to file a claim for damages or injury against the Government to your agency vehicle coordinator or agency's Legal Office. Any claim made by a non-Government person is called a third party claim.

Your agency, not IFMS, is responsible for reimbursing third-party claims or damages.

A suit for property damage, personal injury, or death resulting from your operation of a motor vehicle becomes a suit against the Government rather than against you as an individual, provided operation of the motor vehicle was within the scope of your employment.

Except for the exclusion specified in FPMR 101-39.406, pertaining to negligence, mechanical failure or normal wear and tear, the agency employing the vehicle operator is responsible for any damage to that IFMS vehicle.

In the Event of a Natural Disaster of Emergency

In the event of a natural disaster or emergency, the customer agency must safeguard IFMS vehicles if sufficient time and appropriate warnings exist. **YOUR COOPERATION IS ESSENTIAL, AND WE MUST COUNT ON YOU TO AVOID OR MINIMIZE DAMAGE.**

Take the following few simple but important steps:

- Heed all warnings received. If time allows, take appropriate action to protect your IFMS vehicle. This may include moving a vehicle to higher ground or under cover if flood or hail warnings are received.
- Safeguard keys. Remove the keys and lock all doors.

Prevent further damage. After the disaster or emergency effects have passed, take appropriate action to prevent further damage. For example, if vehicle windows are broken during a storm, take steps to avoid further water damage to the vehicle interior.

If your agency is not able to complete its mission as a result of damaged vehicles or the emergency or disaster has caused relocation of your office or vehicles to other than your assigned location, contact your servicing FMC and give them the location and status of vehicle(s) assigned to your agency.