

RD&T Leadership Council Action Item: (F.a.3.) RD&T Research Vehicles

Updated 7/19/00

Council Champion/Project Lead: Paula Ewen/Georgia Curtis

- (1) TITLE: RD&T Research Vehicles and Vehicle Credit Cards
- (2) DESCRIPTION OF INITIATIVE: This initiative is to provide RD&T guidelines for maintaining agency-owned vehicles and the vehicle credit cards.
- (3) IMPORTANT/SIGNIFICANCE OF INITIATIVE: To insure research vehicles and credit cards are being used for official use only, log sheets are required to be maintained to document vehicle usage, mileage, operator, fuel, and services purchased. Log sheets are reviewed by HRRM for compliance with RD&T Guidelines on a monthly basis.
- (4) PRODUCT/OUTPUT: RD&T Guidelines and log sheets.
- (5) CUSTOMER: RD&T employees and contract staff.
- (6) PARTNERS: RD&T Federal employees.
- (7) COSTS: No direct expenses anticipated beyond professional and administrative support staff time.
- (8) SCHEDULE:

Tasks	Month/Year:	10/99	1/00	4/00	7/00	9/00
1. Record vehicle usage on log sheet (on-going)		XXXX	XXXX	XXXX	XXXX	XXXX
2. Review log sheets (monthly)		XXXX	XXXX	XXXX	XXXX	XXXX
3. Report vehicle expenses on monthly Activity 10 to Team Leaders		XXXX	XXXX	XXXX	XXXX	XXXX
4. Report vehicle usage and expense to Leadership						XXXX