

Office of Inspector General

**Audit of NARA's
Vehicle Fleet Management**

OIG Report No. 09-13

August 26, 2009

Executive Summary:

The National Archives and Records Administration (NARA) Office of the Inspector General (OIG) performed an audit of NARA's Vehicle Fleet Management. The objective of the audit was to determine if fleet vehicles are adequately utilized and fleet resources are properly controlled.

The purpose of NARA's fleet includes transporting NARA employees who are conducting official business, transporting official visitors (either government or non-government) from public transportation areas (such as airports, train stations, etc.) to NARA facilities or between NARA facilities, and transporting records. Driver services may be requested by the Archivist of the United States, the Deputy Archivist of the United States, and Assistant Archivist for Administration. For vehicles dedicated to specific units, such as NW, NR and NL, the use and request procedures are at the discretion of the individual units. Use of government vehicles is restricted to trips where public transportation is not readily available, or to carry heavy or bulky materials.

Our audit revealed opportunities exist to strengthen the effectiveness and control over management of NARA vehicles and put approximately \$40,000 of funds to better use. We found that (a) NARA vehicles are, in general, underutilized; (b) NARA has not established policies with clearly defined utilization criteria related to the mission of a vehicle to ensure that decisions to retain vehicles are based on a validated need; (c) NARA has not completed an assessment of its fleet to determine whether they have the right number and type of vehicles; (d) NARA does not have a central agency fleet manager with decision making authority over the agency's fleet management program at all levels; (e) Controls to request a vehicle and track vehicle usage were not designed to detect or prevent misuse or abuse; (f) Controls to ensure employees possess the appropriate license are not designed to detect or prevent someone with a poor driving record or suspended license from using a government vehicle; and (g) NARA's policies and procedures do not cover key components of an effective fleet management program.

Without reasonably complete and accurate information on the total miles driven and the frequency of vehicle use, fleet managers could not accurately assess vehicle utilization. While NARA had already made some strides in gathering this information more is needed. Tracking and monitoring utilization can help identify possible misuse or abuse of vehicles. Additionally, fleet management attention is needed to ensure fleets are the right size and composition.

During the conduct of the audit additional internal controls were implemented by NAF. These controls included reviewing General Services Administration (GSA) invoices¹ which has resulted in cost savings, expanding global positioning system (GPS) usage and monitoring, tracking mileage, fuel, and accident data. At AII the fleet manager is now using a vehicle management daily checklist and sign out logs for all vehicles. However, this approach has not been adopted agency-wide.

We made 12 recommendations which, when implemented by management, will assist the agency in enhancing controls over vehicle fleet management.

¹ GSA invoices include NARA-wide vehicle fleet costs related to monthly lease rates, cost per mileage rates, special equipment costs and other costs to be reimbursed to GSA due to, for example, repairs or rentals.

Background:

NARA leases vehicles from GSA at a monthly flat rate for each vehicle. The flat rate includes payment for fuel, routine maintenance and repair. Each month agencies are required to report current odometer readings of assigned vehicles. GSA Fleet uses the current odometer readings as the basis for customer billing and to calculate proper preventive maintenance intervals for the vehicles.

The various NARA locations all manage their own leases with GSA. GSA provides guidance on the employees' responsibilities and maintenance and care of vehicles. GSA addresses topics such as maintaining central records of license plates, reporting motor vehicle accidents, the size of the leased vehicles, and minimum mileage to justify vehicle leases.

According to NARA guidance, use of government vehicles at NARA is limited to official business only. Approved uses include transporting NARA employees who are conducting official business, transporting official visitors (either government or non-government) from public transportation areas (such as airports, train stations, etc.) to NARA facilities or between NARA facilities, and picking up and delivering archival loans and accessioned records. Driver services may be requested by the Archivist of the United States, the Deputy Archivist of the United States, and Assistant Archivist for Administration. For vehicles dedicated to specific units, such as NW, NR and NL, the use and request procedures are at the discretion of the individual units. Use of government vehicles is restricted to trips where public transportation is not readily available, or to carry heavy or bulky materials. To requisition a car, NARA staff must complete an NA Form 5007 and send it through appropriate channels to NARA's Facilities Management Branch (NAFM). In accordance with energy conservation procedures, and in order to reduce the cost of transportation, individuals are encouraged to take public transportation rather than use Government vehicles.

At the end of fiscal year (FY) 2008, NARA's vehicle fleet consisted of 71 vehicles at various locations with an annual cost of approximately \$372,170. The two OIG vehicles were not included in the scope of this audit. Table 1 shows the distribution of fleet vehicles by office. Table 2 shows the types of vehicles in NARA's fleet.

Table 1 NARA Vehicle Fleet by Program Office

As of 9/30/08	NA ²	NR ³	NW ⁴	NL ⁵	OIG	Total
Number of Vehicles	11	38	7	13	2	71
Percent of Total Vehicles	15%	54%	10%	18%	3%	100%
Number of Locations	2	18	1	10	1	31
Average Number of Vehicles per location	6	2	7	1	2	

² Office of Administration (NA)

³ Office of Regional Records Services (NR)

⁴ Office of Records Services – Washington (NW)

⁵ Office of Presidential Libraries (NL)

Table 2 NARA Vehicle Fleet by Vehicle Type

As of 9/30/08	Sedans and Station Wagons	Minivans	Light Duty Vans & SUV's ⁶	Medium Duty Vans and Other Vehicles	Heavy Trucks	Total
GSA Leased	14	28	10	14	5	71

During our audit, NARA's Property Management Officer (PMO) in NARA's Facilities and Personal Management Division (NAF) served as NARA's agency fleet manager and had oversight responsibility for NARA's vehicle fleet. The staffing of the Property Management Officer position changed hands during our audit.

NAF is responsible for special messenger, trucking, and transportation services in the Washington, DC, area. The Director of the Washington National Records Center (NWMW) is responsible for operating a fleet of trucks to transport records to and from local Federal agencies. For vehicles dedicated to specific units, the use and request procedures are at the discretion of the individual units.

GSA Fleet uses a commercial purchase card for fuel, maintenance and repair services. U.S. Government Fleet Services Cards are assigned specifically to each vehicle and should be used only for that vehicle identified on the card. The dollar threshold for card purchases of maintenance and repair services is \$100, without prior Maintenance Control Center (MCC) approval. GSA National MCC is responsible for authorizing required maintenance and repair services of GSA Fleet vehicles. If maintenance and repair services are needed that exceed \$100, users must obtain pre-approval from the MCC prior to charging these services on the commercial purchase card. GSA has a loss prevention team that electronically monitors purchase card transactions and will reportedly alert the agency of any misuse, such as miscellaneous expenses or fuel costs exceeding the vehicle tank capacity.

The preventive maintenance record for each vehicle is monitored electronically and service is scheduled on the basis of the vehicle's age, mileage, and maintenance history. GSA notifies NARA by mail, e-mail, fax or locally produced forms, when and what services are required. GSA MCC authorization is required prior to work being performed. If prior MCC authorization is not obtained, NARA will be billed for the repair cost.

GSA Fleet's Federal Automotive Statistical Tool (FAST) Data Center provides reports on agency vehicle inventory, acquisition and disposal expenses, vehicle cost, miles driven, and fuel consumption. This tool simplifies annual data reporting and regular monitoring of GSA Fleet vehicles.

⁶ Sports Utility Vehicle (SUV)

Objectives, Scope, and Methodology:

The objective of the audit was to determine if fleet vehicles are adequately utilized and fleet resources are properly controlled. Our audit focused on NARA fleet management activities. The audit included onsite visits to College Park, MD (AII), Washington DC (AI), Suitland, MD and the National Personnel Records Center (NPRC) in St. Louis, MO. In accordance with generally accepted government auditing standards, including the independence standard, the two assigned Office of Inspector General (OIG) vehicles were not included within the scope of this audit.

We reviewed applicable sections of the Federal Management Regulations (FMR), GSA fleet management guidance to identify criteria applicable to the management of leased vehicles, and NARA guidance pertaining to vehicle use. We interviewed vehicle users, fleet managers and the agency fleet manager and transmitted questionnaires to several field offices.

We assessed GSA data to determine if vehicles were underutilized. We compared total miles each vehicle was driven during FY 2008 with Federal minimum mileage standards. During the audit, we relied extensively on GSA data to determine vehicles on hand as of September 2008 and average miles driven in FY 2008. To assess the reliability of this data, we confirmed the accuracy of vehicle inventory information obtained from GSA's Fleet Management System and fleet manager vehicle listings using NARA vehicle assignment and utilization records and interviews with fleet managers. We tested the mileage reported by the fleet managers using vehicle logs and odometer readings and reviewed these vehicle logs for potentially inappropriate vehicle use. Based on these tests and assessments, we concluded the data were sufficiently reliable to meet the audit objectives.

We reviewed GSA data and vehicle odometers for reasonableness of mileage reported to GSA for vehicles at AI, AII and NPRC. We also determined whether license plate and vehicle identification information was consistent with GSA records. To assess physical security we tested whether vehicles at AI, AII and NPRC were locked.

Since we leased GSA vehicles, we did not evaluate preventive maintenance or fleet card transactions. GSA maintains maintenance history records on its leased vehicles, is responsible for notifying NARA when and what preventive maintenance is due and has to provide the maintenance providers approval to perform maintenance or repairs over \$100. NARA's fleet card transactions are paid by GSA. GSA has a loss prevention team monitoring fleet card use for misuse and anomalies.

Our audit was performed from September 2008 through June 2009 and was conducted in accordance with generally accepted government auditing standards. These standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Findings

Potential Exits to Save NARA Funds Due to Underutilized Vehicles

Eighty-one percent of NARA vehicles were underutilized in FY 2008, based on GSA minimum use guidelines and utilization standards. Further, NARA had not performed a NARA-wide fleet assessment as recommended by GSA in 2005. GSA's Bulletin FMR B-9, Documented Structured Vehicle Allocation Methodology for Agency Fleets, provides guidance on the development and maintenance of documented structured vehicle allocation methodologies for agency fleets to identify the optimal allocation of the agency vehicles in terms of number and configuration of those vehicles. NARA may be able return at least 10 of the 69 vehicles to GSA and still meet their transportation needs by using other vehicles on hand. Eliminating 10 vehicles (15 percent) would result in annual cost savings of approximately \$31,500 in lease costs⁷.

The following examples illustrate underutilized vehicles that may not be needed:

- Of the eight vehicles at AII, one vehicle was only used 13 times in FY 2008 and another vehicle only 31 in FY 2008 based on vehicle sign out logs.
- A region has one heavy duty truck averaging 109 miles a month and a minivan averaging 206 miles a month. Because the region needs a heavy duty truck only occasionally, the region should consider renting a heavy duty truck on an as needed basis.

The chart below assesses and analyzes NARA vehicle fleet usage and illustrates that NARA vehicles are extremely underutilized. Specifically, chart 1 shows the average annual mileage for 15 light duty and general purpose vehicles used by NA, NR and NW compared to GSA's minimum use standards. Chart 1 reveals that only seven out of these 15 vehicles are adequately used based on mileage. Chart 2 shows the average annual mileage for 23 passenger vehicles used by NA, NL and NW compared to GSA's minimum use standards. Chart 2 depicts that only two out of 23 vehicles are adequately used based on mileage. Chart 3 shows the average annual mileage for 26 passenger vehicles used by NR compared to GSA's minimum use standards. Chart 3 shows that only two out of 26 vehicles are adequately used based on mileage. Chart 4 shows the average annual mileage for 5 heavy duty vehicles compared to GSA's minimum use standards. Chart 4 reveals that only two out of 5 vehicles are adequately used based on mileage.

⁷ Average lease cost per vehicle is \$3,043.30.

Chart 1

Average Annual Mileage for Light Duty/General Purpose Vehicles
FY 2008

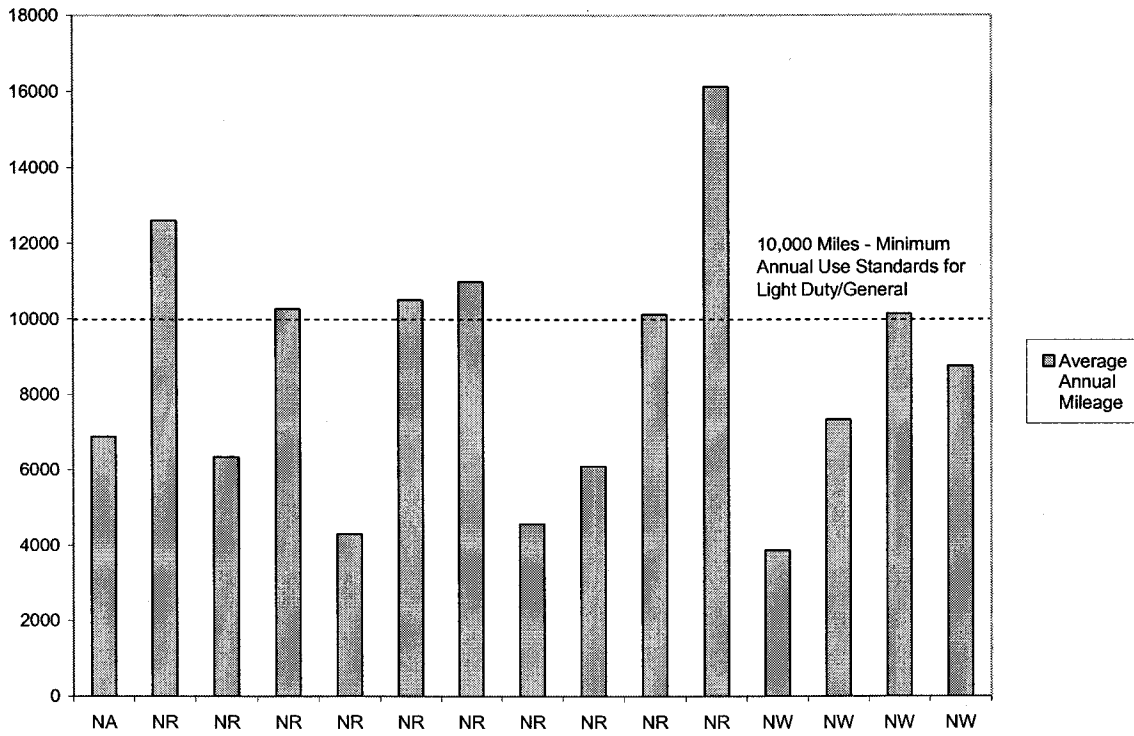


Chart 2

Average Annual Mileage for Passenger Vehicles in NA, NL and NW
FY 2008

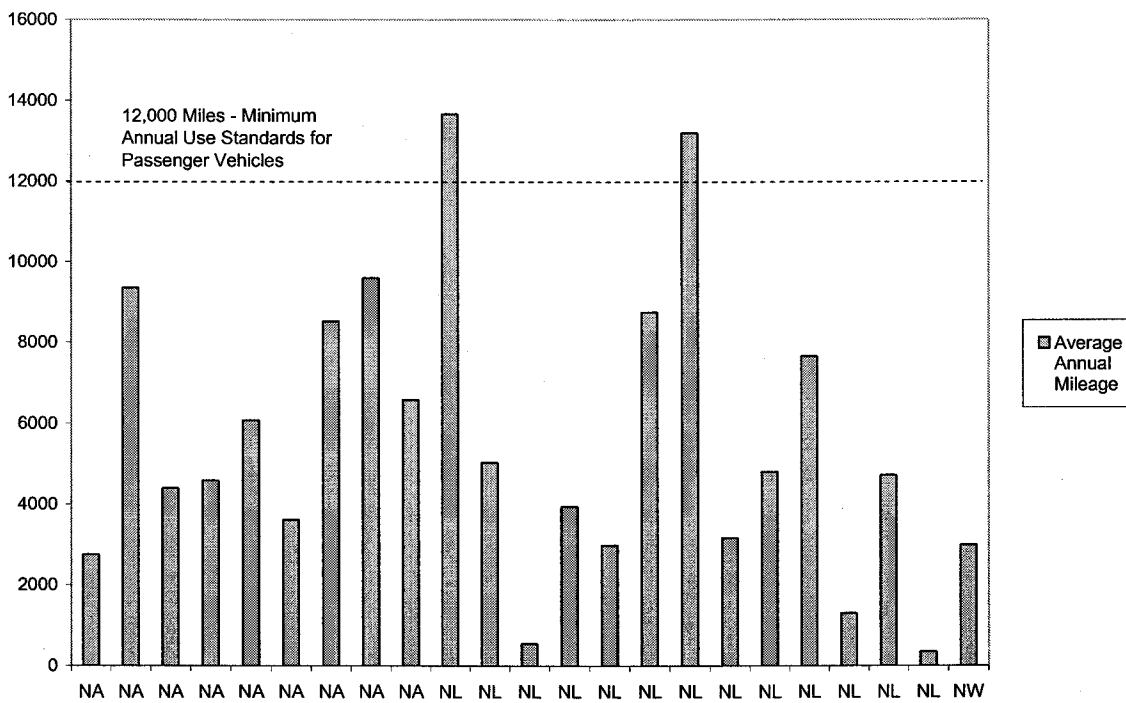


Chart 3

Average Annual Mileage for Passenger Vehicles in NR
FY 2008

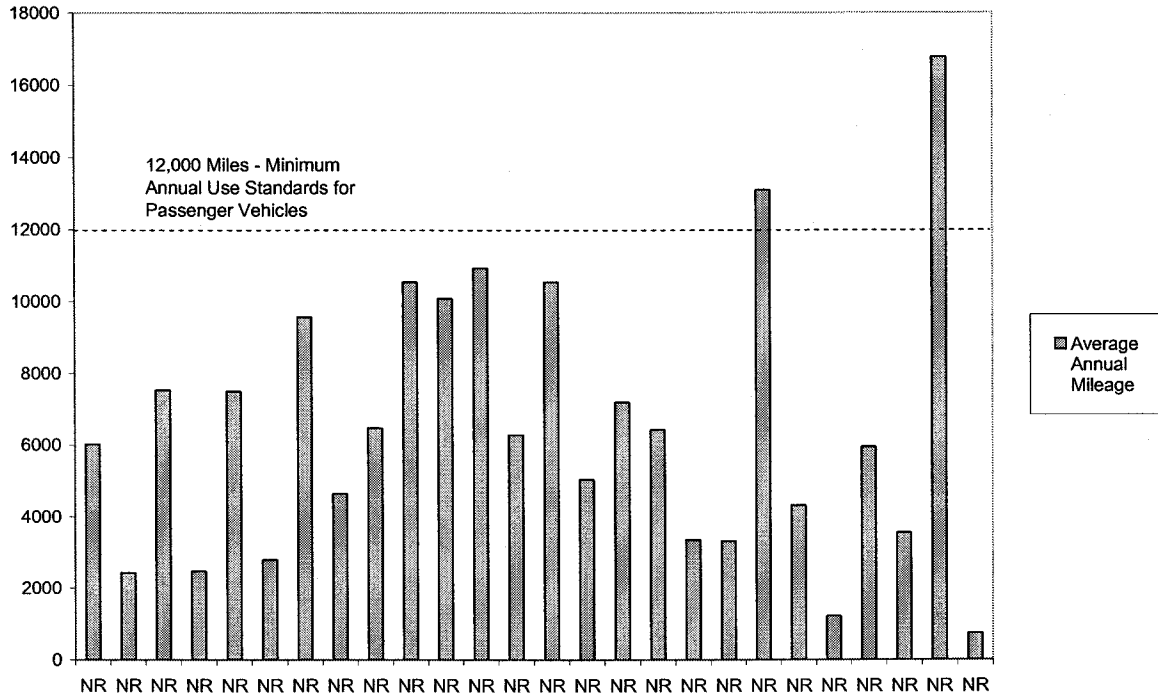
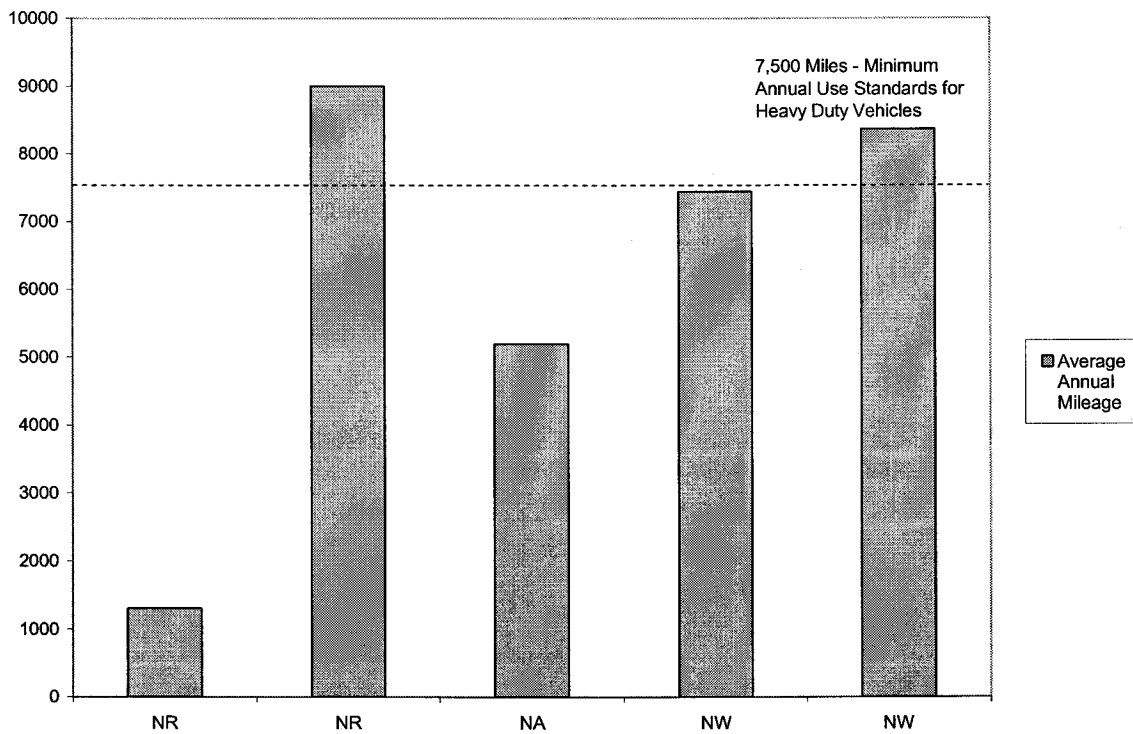


Chart 4

Average Annual Mileage for Heavy Duty Vehicles
FY 2008



During the conduct of this audit we identified that NARA has been paying approximately \$120.50 extra a month for each of the two vehicles with a law enforcement package even though the law enforcement capabilities are not needed to meet the mission of the vehicle. This condition has existed since June 2008 for one vehicle and since April 2004 for the other vehicle at an estimated cost of \$8,000. These law enforcement vehicles were not Office of Inspector General law enforcement vehicles. One vehicle is located in the Great Lakes Region, Chicago, IL, and the other at AII. The Great Lakes Region had no knowledge of their vehicle being considered a law enforcement vehicle prior to this audit and did not request a law enforcement vehicle or a sedan with special services. However, the Great Lakes Region accepted the GSA offer of a mid-size sedan with a special services rate. AII did not provide justification in requesting a mid-size, special services vehicle. During the course of the audit we informed NARA management of these unjustified extra costs and AII has since replaced its vehicle. When NARA leases vehicles from GSA, NARA agrees to GSA's Vehicle Replacement Standards which state vehicles will be considered for replacement at a minimum after three years and 36,000 miles. The ultimate decision to replace or retain any given vehicle lies with the GSA Fleet Service Representative (FSR). NAF is now reviewing all NARA requests for vehicles and reviewing the justification to ensure the size and type of vehicle is adequate to meet the needs of NARA.

Underutilization occurred because NARA has not established policies with clearly defined utilization criteria related to the mission of a vehicle to ensure decisions to retain vehicles are based on a validated need. NARA has not completed an assessment of its fleet to determine whether they have the right number and type of vehicles. During the course of our audit NARA began gathering and assessing fleet data, costs and mileage, NARA-wide to track trends and identify unusual activity.

Utilization criteria include not only number of miles traveled but may also include number of trips, number of passengers served, hours in use, and downtime. These measures support the need for a vehicle when mileage criteria are not appropriate. Clearly defined utilization criteria include an assigned value in order to measure and assess. Utilization criteria may be different for individual vehicles based on how that vehicle is used to support the mission of the agency.

GSA's Bulletin FMR B-9, Documented Structured Vehicle Allocation Methodology for Agency Fleets, provides guidance on the development and maintenance of documented structured vehicle allocation methodologies for agency fleets to identify the optimal allocation of the agency vehicles in terms of number and configuration of those vehicles.

In seeking the cause for the conditions cited in this finding section we were advised by a management official that NARA's "nationwide operations are decentralized." The Property Management Officer has little control over vehicle budgets and allocations; and while they provide suggestions on implementing new policy, they report they feel they have little power in enforcing the policy. The prior PMO provided no oversight of the motor vehicle operations.

GSA suggests that each agency have an Agency Fleet Manager with decision making authority over the agency's fleet management program at all levels. An Agency Fleet Manager has a clearly defined role in the overall management of the agency's fleet management program and is

familiar with their agency's mission. Fleet management attention is needed to ensure that fleets are the right size and composition.

As a result of all the above issues, NARA cannot ensure vehicles are the right size and composition to meet NARA's mission and be cost-efficient. Eliminating 15 percent of vehicles would result in annual cost savings of approximately \$31,500 in lease costs. NARA spent over \$8,000 in law enforcement special packages that were not needed. Savings can also be realized by changing the composition of the fleet and leasing vehicles that are less expensive and less costly to operate and maintain. GSA guidance includes many targets of opportunity which could help reduce NARA's fleet costs, for example:

- Eliminate vehicles from the fleet that are not being properly utilized or that are unnecessary to meeting your agency's mission. Consider not only the vehicle's monthly mileage, but also the time a vehicle is used.
- Increase fleet utilization through pooled use of vehicles rather than numerous vehicles assigned to individuals or single departments.
- Encourage the use of local modes of transportation such as taxis, public transit, privately owned vehicles (POV's), shuttle services, and rental vehicles.
- Downsize to vehicles that will still enable your drivers to perform their duties. The acquisition of 4 x 4 sport utility vehicles should be carefully analyzed to investigate whether or not a smaller 4 x 2 may be more appropriate.
- Justify maintaining medium and heavy vehicles that have very low utilization (time and mileage). Consider pooling these vehicles for centralized use or partner with other agencies to lease the equipment on an as needed basis.
- Use of GSA's new short-term rental program. GSA Fleet offers the Short Term Rental Program (STR) to customers needing replacements for, or additions to, their current fleet. The STR program can help accomplish agency missions by providing the right vehicles for seasonal work, special events, or surge related requirements.



Example of a Midsize Sedan

Recommendations

The Assistant Archivist for Administration should direct NAF to:

1. Work with fleet managers to clearly define utilization criteria related to the mission of each vehicle.
2. Establish procedures to perform periodic assessments of the number and type of vehicles in the NARA fleet using these criteria.
3. Right-size NARA's vehicle fleet and provide written justification for retaining any underutilized vehicles. NAF should evaluate vehicle utilization and eliminate vehicles that do not meet the minimum guidelines or alternate utilization factors; and NAF may pool vehicles to fully utilize them whenever feasible.
4. Use GSA's new Short Term Rental Program (STR) in meeting vehicle needs for accomplishing NARA's mission.
5. Appoint a central agency fleet manager with decision making authority over the agency's fleet management program at all levels. The central agency fleet manager should be responsible for establishing written policies, monitoring effectiveness of policies, collecting and analyzing fleet data and looking for opportunities to improve fleet management.

Management Response:

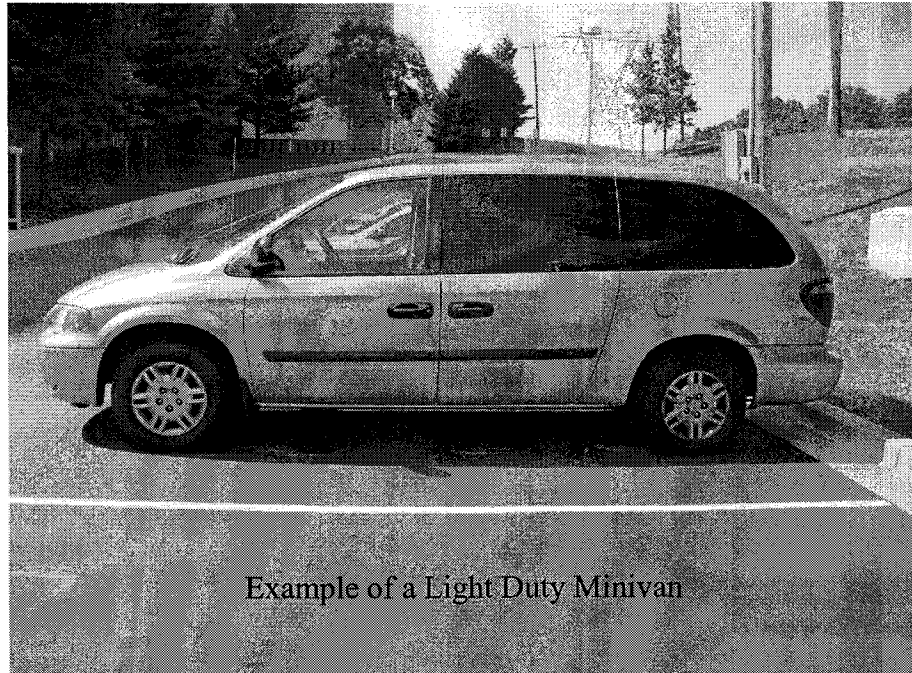
The Acting Assistant Archivist for Administration concurred with the recommendations. However on recommendation #4 management stated that "NAF will conduct an analysis of the STR on a more long term basis...and determine if it is more cost effective."

Internal Controls over Vehicle Utilization Were Lacking

NARA's policy does not establish appropriate controls over vehicle use. This occurred because the prior PMO did not provide oversight of motor vehicle operations. GSA's Guide to Federal Fleet Management states a Federal Fleet Manager should ensure that the Agency has established procedures to monitor and control the use of its vehicles at all times. Ineffective controls increase the risk of vehicle misuse and abuse. Without reasonably complete and accurate information on the total miles driven and the frequency of vehicle use, fleet managers can not accurately assess vehicle utilization.

During our review we determined controls to request a vehicle and track vehicle usage were not designed to detect or prevent misuse or abuse.

- In October 2008 a passenger vehicle (tag # ending in 1785) at AII was signed out 10 times and daily use recorded 10 times. However, the fleet manager could only provide support for 6 requests and only one had evidence of the necessary supervisor approval. No requests were documented for the other 4 times the vehicle was used.
- In FY 2008, one vehicle (tag # ending in 4938) at AII was used thirteen times based on the sign out log, however the daily use log was only filled out four times.
- There were gaps in accounting for mileage on daily use logs.
- Three vehicles at AII did not use daily use logs and did not have GPS units.
- Vehicles at AI and AII that have GPS units were not monitored by the fleet manager using the GPS monitoring tools until mid-January 2009.
- Daily use logs did not include sufficient information to accurately evaluate vehicle utilization.
- Five regional offices out of twelve did not have a method, i.e. daily use logs, to account for mileage.
- Pacific Alaska Region (NRI) – Seattle acknowledges in its FY 2008 Federal Managers' Financial Integrity Act Assurance Statement that there are no controls in place to prevent the unauthorized use or theft of GSA vehicles.



Example of a Light Duty Minivan

A management official stated that the prior PMO provided no oversight of motor vehicle operations.

GSA's Guide to Federal Fleet Management states a Federal Fleet Manager "should ensure that the Agency has established procedures to monitor and control the use of its vehicles at all times." In addition, "the Fleet Manager must maintain assignment and dispatch records to ensure necessary control and to provide for utilization review." Also, the Fleet Manager should "establish processes to monitor and measure vehicle utilization." We found that NARA has not established procedures NARA-wide to monitor and control the use of its vehicles at all times.

Ineffective controls increase the risk of vehicle misuse and abuse. Without reasonably complete and accurate information on the total miles driven and the frequency of vehicle use, fleet managers could not accurately assess vehicle utilization. Tracking and monitoring utilization can help identify possible misuse or abuse of vehicle.

Since January 2009, several additional controls were implemented. Controls included reviewing and approving GSA invoices, expanding GPS usage and monitoring, and analyzing cost, mileage, fuel, and accident data. At AII the fleet manager is now using a vehicle management daily checklist and sign out logs for all vehicles.

Recommendations

The Assistant Archivist for Administration should direct NAF to:

6. Establish procedures, NARA-wide, to ensure supervisors of persons requesting to use a NARA vehicle sign the NA Form 5007 certifying the purpose of using the vehicle is for official government use and indicates on the NA Form 5007 that the supervisor checked to ensure the employee operating the vehicles possess the appropriate license.
7. Establish procedures, NARA-wide, to monitor and control the use of its vehicles at all times (i.e., daily use logs, etc.). Assignment and dispatch records must also be maintained to ensure necessary control and to provide for utilization review.
8. Establish procedures, NARA-wide, to monitor and measure vehicle utilization criteria. For example, NAF should randomly test locations to ensure utilization criteria of vehicles are appropriate. NAF should ensure appropriate measures are included on the daily log or similar form of control to ensure appropriate monitoring and measuring of vehicle utilization.
9. Ensure vehicles with GPS units are periodically monitored for unusual activity and unsafe driving behavior. For example,
 - Monitor for (set up edits and rules):
 - activity on weekends or off-hours;
 - long parked times;
 - unsafe handling, such as speeding;
 - Identify routine stops as landmarks, narrowing activity to review for unusual activity.

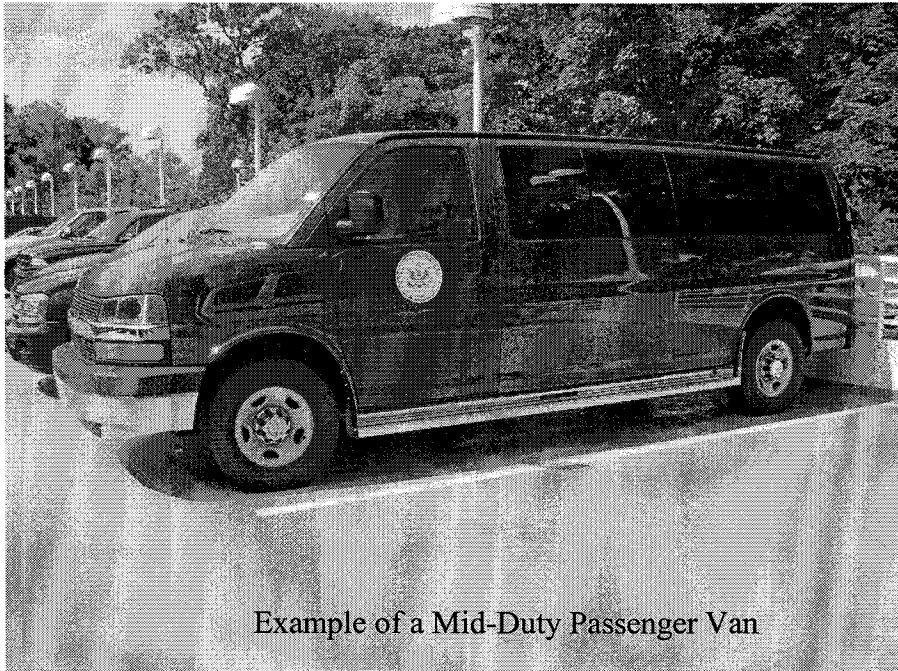
Management Response:

The Acting Assistant Archivist for Administration concurred with the recommendations.

Vehicle Safety Controls Could be Improved

NARA has not established controls to ensure periodic review of the motor vehicles records of Federal employees authorized to operate government vehicles. This occurred because there was limited oversight of motor vehicle operations resulting in NARA not addressing applicable standards promulgated in the GSA Guide to Federal Fleet Management. As a result, NARA has an increased risk of allowing unauthorized and/or unsafe drivers to use NARA vehicles.

GSA's Guide to Federal Fleet Management states, "Organizations should check the MVR of each new employee to discover whether he or she has a history of accidents, speeding tickets, or any other violations. Every-other-year follow-ups will also assist in identifying problem-prone drivers." In addition, "A vehicle operator's driving record should be checked...after an



Example of a Mid-Duty Passenger Van

accident." "After receiving proper release from the individual, Fleet Managers may use either a) the National Highway Traffic Safety Administration, National Drivers Registry; b) private companies; or c) perform driver record checks personally."

The Office of Personnel Management has established requirements governing the qualification and identification of

Government-furnished vehicle operators. These requirements may be found in 5 CFR Part 930, which states in part agencies must have procedures to identify employees who are authorized to operate Government-owned or leased motor vehicles. Such procedures must provide for adequate control of access to vehicles and periodically review the competence of Federal employees to operate such vehicles safely.

NARA does not obtain motor vehicle records of Federal employees authorized to operate government vehicles to review for a history of accidents, speeding tickets, or other violations. The purpose of checking motor vehicle records is to help reduce or prevent accidents, fatalities, and injuries by restricting use of NARA vehicles to safe drivers and drivers with the appropriate driver's license.

Recommendations

The Assistant Archivist for Administration should direct NAF to:

10. Establish procedures, NARA-wide, to check the motor vehicle records of each employee with a commercial drivers license at least every other year to discover whether the driver has a history of accidents, speeding tickets, or any other violations and take appropriate action based on 49 CFR for disqualified drivers.
11. Establish procedures, NARA-wide, to randomly check the motor vehicle records for a sample of employees whose position is a motor vehicle operator or whose duties include frequent driving of NARA vehicles to discover whether the driver has a history of accidents, speeding tickets, or any other violations and take appropriate action if poor driver records are found, such as not allowing drivers with poor driving records to use NARA vehicles.

Management Response:

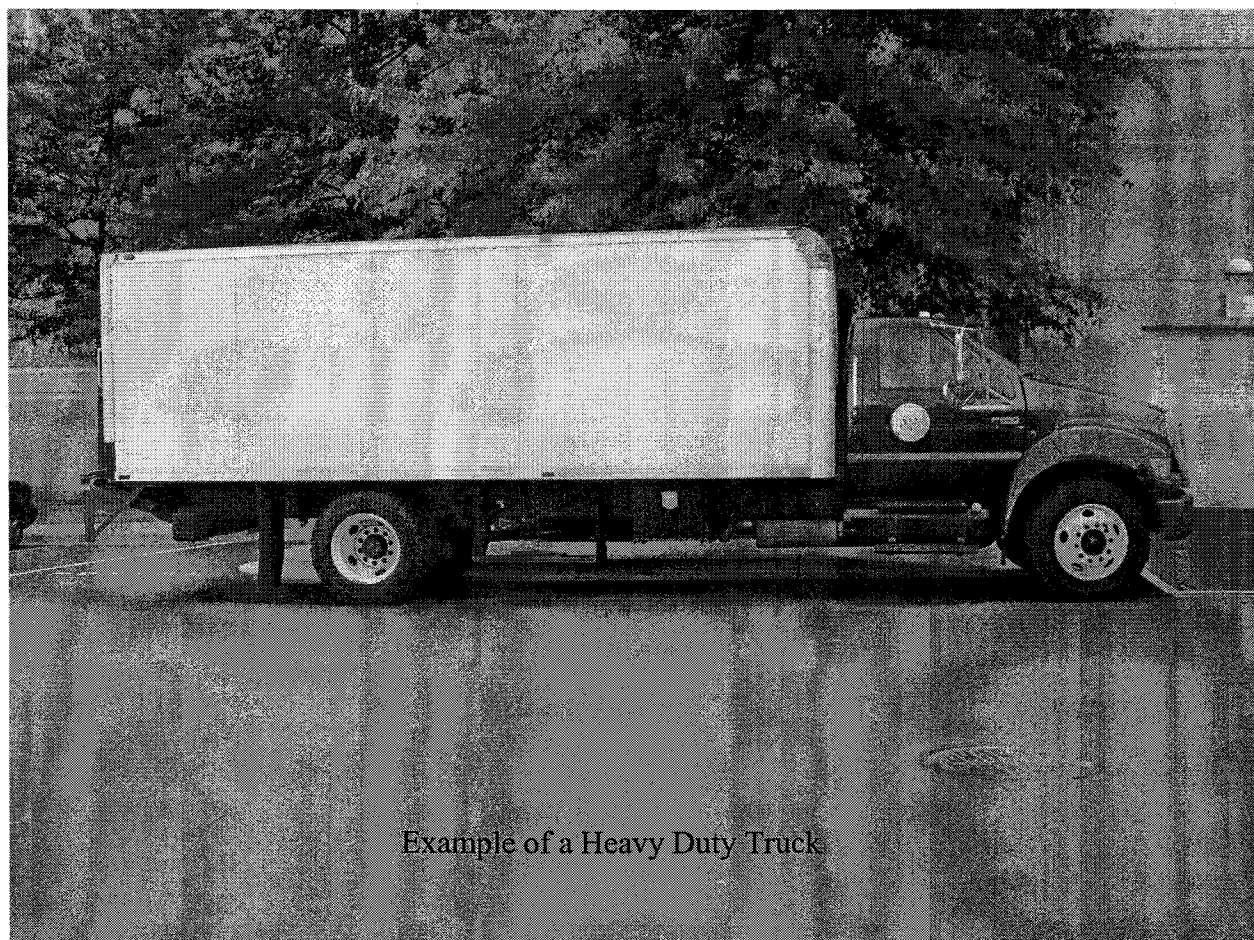
The Acting Assistant Archivist for Administration concurred with the recommendations.

However on recommendation #11 management stated that "further study is needed to make a decision on whether we have legal authority to do random checks of motor vehicle records of routine users of NARA's government vehicles. NA has asked NGC to review this issue."

Vehicle Security Controls Could be Improved

NARA vehicles were found to be improperly secured. This occurred because drivers did not always lock vehicles upon returning vehicles and no vehicle checks were routinely performed to identify this failing. GSA's Federal Management Regulations states drivers and fleet managers are responsible for locking unattended vehicles. Unlocked vehicles increase the risk of theft or damage to the vehicle.

Four out of eight vehicles were unlocked in the AII parking garage. GSA states drivers and fleet managers are responsible for locking unattended vehicles. FMR 102-34.245 provides that Government-owned, -rented, and -leased motor vehicles of an Agency should be stored so as to provide reasonable protection from pilferage or damage. GSA's Guide to Federal Fleet Management states "In the interest of economy, use open storage whenever practicable and feasible. However, the Agency's Fleet Manager should determine what is 'practicable or feasible,' based upon special requirements at respective locations. Of course, all unattended Government-owned or -leased motor vehicles should be locked, unless they are stored or parked in a closed building or enclosure."



Example of a Heavy Duty Truck

In response to our audit, NAF implemented a vehicle management daily checklist at AII. The fleet manager and his staff must verify each day that all vehicles have been returned and all vehicle doors are locked. This security issue was identified and addressed during the conduct of the audit; therefore no recommendation is forthcoming specific to AII; however similar procedures should be implemented at all NARA facilities with government vehicles

Recommendations

12. The Assistant Archivist for Administration should direct NAF to establish procedures, NARA-wide, to ensure periodic inspections of the security and storage of vehicles.

Management Response:

The Acting Assistant Archivist for Administration concurred with this recommendation.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: August 19, 2009
To: OIG
From: NA
Subject: OIG Draft Report No. 09-13, Draft Audit of NARA's Vehicle Fleet Management

Thank you for the opportunity to review and comment on this draft audit report. We appreciate the efforts of your staff and all parties associated with the audit process.

While we concur with the majority of the 12 recommendations, we also appreciate the auditor's willingness to work with the language for recommendations 6 and 9 and agree with the adjusted language as follows:

Recommendation #6 - Establish procedures, NARA-wide, to ensure supervisors of persons requesting to use a NARA vehicle sign the NA Form 5007 certifying the purpose of using the vehicle is for official government use and indicates on the NA Form 5007 that the supervisor checked to ensure the employee operating the vehicles possess the appropriate license.

Recommendation #9 - Ensure vehicles with GPS units are periodically monitored for unusual activity and unsafe driving behavior. For example,

- Monitor for (set up edits and rules):
 - activity on weekends or off-hours;
 - long parked times; and
 - unsafe handling, such as speeding.
- Identify routine stops as landmarks, narrowing activity to review for unusual activity.

We also concur with the intent of Recommendation 4:

Use GSA's new Short Term Rental Program (STR) in meeting vehicle needs for accomplishing NARA's mission.

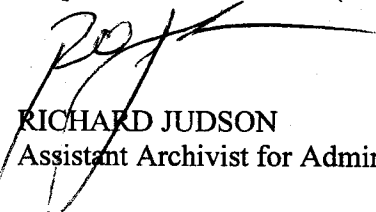
However, NAF will conduct an analysis of the STR on a more long term basis. The two times we have used the program since this audit it has proven to be quite expensive. We will compile historical data as we use the program more and determine if it is more cost effective.

Lastly, recommendation 11 states:

Establish procedures, NARA-wide, to randomly check the motor vehicle records for a sample of employees whose position is a motor vehicle operator or whose duties include frequent driving of NARA vehicles to discover whether the driver has a history of accidents, speeding tickets, or any other violations and take appropriate action if poor driver records are found, such as not allowing drivers with poor driving records to use NARA vehicles.

NA concurs with the intent of this recommendation. However, further study is needed to make a decision on whether we have legal authority to do random checks of motor vehicle records of routine users of NARA's government vehicles. NA has asked NGC to review this issue.

If you have any questions concerning these comments, please contact me via e-mail or telephone, Jennifer Noell (NAS) at 301-837-1739.



RICHARD JUDSON
Assistant Archivist for Administration

Attachment

OFFICIAL FILE: NAS
READING FILES: NA, NAF, NAS, NPOL
NAS: JNoell; 8-19-09
h:/Audits/OIG 09-13 Vehicle Fleet Management/OIG Draft Response Vehicle Fleet.doc
File Code: 1207-2