

This message is being sent on behalf of Denise Hayes, Chief Property Management Division.

FCard-16-2009: Guidelines for the arrival of ARRA Vehicles

The United States Department of Agriculture (USDA) is scheduled to receive over 2,000 new vehicles as a result of the American Recovery and Reinvestment Act (ARRA). Some of these vehicles have already begun to arrive and some have been picked up. The Property Management Division (PMD) is sending these guidelines to assist agencies during this process.

1. New vehicles should be picked up as soon as possible after the agencies are notified that they are ready. New license plates should be placed on the new vehicles at the time of pick up.

In light of the fact that agencies are rapidly receiving these ARRA vehicles, but may not yet have new license plates to put on the vehicles, PMD is TEMPORARILY waiving the Removal of U.S. Government Tags section of the Agriculture Property Management Regulation (AGPMR) 110-34.125. *(110-34.125 Removal of U.S. Government tags: Whenever a motor vehicle is removed from Government service or transferred to another Department or Government activity outside of the USDA, the official U.S. Government tags shall be removed, destroyed and records appropriately annotated. A replacement vehicle should be issued new official U.S. Government tags.)*

USDA agencies are authorized to temporarily place the existing license plates from the old vehicle onto the new vehicle, if new tags are unavailable. Fleet managers must document the following information:

- License Plate Number
- Old Vehicle Information (Year, Make, and Model)
- New Vehicle Information (Year, Make, and Model)

Please forward this information for recordation to James Michael, National Fleet Program Manager, at James.Michael@usda.gov.

Upon receipt of the new tags, fleet managers should:

- Remove the old tags and display the new tags
 - Notify PMD that the old tags were removed
 - Update records in the Federal Motor Vehicle Registration System and the PROP system.
2. All old Agriculture license plates should be removed from the old vehicle when they are exchanged and sent to UNICOR for destruction and recycling. Please see the attached UNICOR shipping instructions. UNICOR will provide you with confirmation that the old tags were destroyed. Shipping costs are covered by UNICOR. You are only responsible for the packaging costs.
 3. Order new license plates as soon as possible and ensure that the amount of tags ordered is sufficient enough to cover all the new vehicles your agency is expected to receive. If you need

access to the UNICOR License Plate System, please send a request to your Agency Fleet Manager and he/she can request access to the system.

4. Order new fleet charge cards in Access Online (AXOL) for the new vehicles. The fleet card associated with the old vehicle may be used while you await arrival of the new fleet card. If you have to use the old license plates, continue to use the old fleet card until you get the new license plates and can order the new card.

Once you have the new fleet card, per DR 5400-006 Proper Use of the Fleet Charge Card and Alternative Payment Methods **make sure you destroy the old fleet card, terminate it in AXOL, and notate these actions in the vehicle file.** Agency Fleet Managers are expected to monitor AXOL to ensure that old fleet cards have been terminated.

PMD is in the process of developing the data standards for AXOL to ensure that all USDA data is standardized across the Department. Data standardization will make the annual reporting more efficient. These data standards are forth-coming, but PMD wanted to get a jump start by requesting that all new ARRA vehicles include additional or specific information in AXOL.

When ordering new cards in AXOL, please add the additional information into AXOL specified in the table below.

AXOL Field	AXOL Screen	Data Requirements
Identification Number	Demographics	Enter the appropriate Standard Identification Number (SIN) (See attached list.)
Optional 2	Demographics	Enter the Fuel Type (e.g., gasoline, E85, diesel,) of the vehicle
Single Purchase Limit	Authorization	Enter \$3,000
Credit Limit	Authorization	Enter \$10,000
Description	Vehicle Setup	Enter the short description associated with the SIN

5. PMD is receiving all the Certificates of Origin for the ARRA vehicles and is in the process of sorting them out by agency to be shipped out. This process also includes matching the VIN, Make, and Model in the GSA-provided spreadsheet. Once the spreadsheet is updated, PMD will send it out so that you can begin to order the new fleet charge cards since that cannot happen until you have the VIN.

If you have any questions, please contact Justin McLeod (Justin.McLeod@usda.gov), or me.

Thank you for your cooperation,

Melissa French



**U.S. Department of Justice
UNICOR Sign Factory**

Federal Prison Industries, Inc.

Federal Correctional Institution
14601 Burbridge Road, S.E.

Cumberland, MD 21502

Recycling of Obsolete Federal License Plates

All tags will be documented on the attached form. A copy of this form will be placed in each box being returned to UNICOR.

All tags will be returned to the factory via UPS, using **account number E06949**. Return tags to:

**UNICOR
14601 Burbridge Road, SE
Cumberland, MD 21502
Attn: Tag Recycling**

If you do not already have an account set up with UPS (You need an account for UPS to come pick up packages.), please call 301.784.1000, extension 4018. Our Warehouseman will ensure that UPS has the proper paperwork when they come to pick up your tags.

Upon arrival at UNICOR, the plates will be inventoried, and any discrepancies will be immediately documented, and reported to the point of contact on the return form.

Once the all of the plates have accounted for by UNICOR, they will be destroyed and the scrap will be recycled.

After the plates have been destroyed, UNICOR will certify their destruction by signing the bottom of the form and returning it to the agency point of contact listed on the form.

UNICOR will log the plates in the FMVRS as "DS" (Destroyed).

SIN – FAST Vehicle Type Reference Sheet

SIN	FAST Vehicle Type
2	LD SUV 4x2
5	LD SUV 4x4
6	LD SUV 4x4
8	Sedan/St Wgn Subcompact
8C	Sedan/St Wgn Subcompact
8D	Sedan/St Wgn Subcompact
9	Sedan/St Wgn Compact
9C	Sedan/St Wgn Compact
10	Sedan/St Wgn Midsize
10B	Sedan/St Wgn Midsize
11	Sedan/St Wgn Large
11B	Sedan/St Wgn Large
12	Sedan/St Wgn Subcompact
12A	Sedan/St Wgn Subcompact
13	Sedan/St Wgn Compact
13B	Sedan/St Wgn Compact
14	Sedan/St Wgn Midsize
14C	Sedan/St Wgn Midsize
17	Sedan/St Wgn Midsize
17A	Sedan/St Wgn Large
20	LD van 4x2
20A	LD Van 4x2
21	LD Van 4x2
22	MD Van
24	MD Van
25	LD Van 4x4
25A	LD Van 4x4
30	LD Van 4x2
30A	LD Van 4x2
31	LD Van 4x2
31A	LD Van 4x2

SIN	FAST Vehicle Type
32	MD Van
34	MD Van
35	LD Van 4x4
35A	LD Van 4x4
41	LD Pickup 4x2
41C	LD Pickup 4x2
42	LD Pickup 4x2
42C	LD Pickup 4x2
44	MD Pickup
44A	MD Pickup
44B	MD Pickup
44C	MD Pickup
44D	MD Pickup
44E	MD Pickup
46	LD Pickup 4x4
46C	LD Pickup 4x4
47	LD Pickup 4x4
47C	LD Pickup 4x4
49	MD Pickup
49A	MD Pickup
49B	MD Pickup
49C	MD Pickup
49D	MD Pickup
49E	MD Pickup
50	LD Pickup 4x2
51	LD Pickup 4x2
51C	MD Pickup
52	MD Pickup
54	MD Pickup
55	LD Pickup 4x4
56	LD Pickup 4x4
56C	MD Pickup
57	MD Pickup
59A	MD Pickup
60	LD Pickup 4x2
60C	LD Pickup 4x2
61	LD Pickup 4x2
61C	LD Pickup 4x2
61E	LD Pickup 4x2
62	LD Pickup 4x2
62C	LD Pickup 4x2
62E	LD Pickup 4x2
66	LD Pickup 4x4
66C	LD Pickup 4x4

SIN	FAST Vehicle Type
66E	LD Pickup 4x4
67	LD Pickup 4x4
67C	LD Pickup 4x4
67E	LD Pickup 4x4
68E	LD Pickup 4x4
74D	HD
74G	HD
79F	HD
79G	HD
84D	HD
89D	HD
92	MD Other
94	MD Other
94A	MD Other
94B	MD Other
98	LD SUV 4x2
99	LD SUV 4x4
100	LD SUV 4x2
100A	LD SUV 4x2
100B	LD SUV 4x2
101	LD SUV 4x2
105	LD SUV 4x4
105A	LD SUV 4x4
105B	LD SUV 4x4
106	LD SUV 4x4
110A	MD SUV
110B	MD SUV
110C	MD SUV
110D	MD SUV
122	MD Pickup
122C	MD Pickup
122E	MD Pickup
123	MD Pickup
123C	MD Pickup
123E	MD Pickup
124	MD Pickup
124B	MD Pickup
124C	MD Pickup
124D	HD
124E	MD Pickup
124F	MD Pickup
124G	HD
128	MD Pickup
128C	MD Pickup

SIN – FAST Vehicle Type Reference Sheet

SIN	FAST Vehicle Type
128E	MD Pickup
129	MD Pickup
129A	MD Pickup
129B	HD
129C	MD Pickup
129D	MD Pickup
129E	MD Pickup
129F	HD
131	MD Van
134	MD Van
134B	MD Van
134F	MD Van
144B	HD
149B	HD
154	MD Pickup
154B	MD Pickup
154H	HD
159	MD Pickup
159A	MD Pickup
159H	HD
3	LD SUV 4x2
7	LD SUV 4x4
81	LD Pickup 4x2
81C	LD Pickup 4x2
80	LD Pickup 4x2
102	MD SUV
108	MD SUV
329B	Bus
336B	Bus
346A	Bus
374A	Bus
384	Bus

SIN	FAST Vehicle Type
374B	Bus
473	HD
474	HD
571	HD
82	MD Other
83	MD Other
84	MD Other
84B	MD Other
84D	MD Other
87	MD Other
88	MD Other
89A	MD Other
89B	MD Other
89D	MD Other
82C	MD Other
83C	MD Other
84C	MD Other
83D	MD Other
87C	MD Other
88C	MD Other
89C	MD Other
88D	MD Other
84H	MD Other
89H	MD Other
84J	HD
89J	HD
141	MD Other
142	MD Other
144	MD Other
144A	MD Other
146	MD Other
147	MD Other

SIN	FAST Vehicle Type
149	MD Other
149A	MD Other
162	MD Van
73	MD Other
74	MD Other
74B	MD Other
77	MD Other
78	MD Other
79A	MD Other
79B	MD Other
73C	MD Other
73D	MD Other
73H	MD Other
74C	MD Other
74H	MD Other
77C	MD Other
78C	MD Other
78H	MD Other
79C	MD Other
79H	MD Other
73E	MD Other
73F	MD Other
74E	MD Other
74F	MD Other
77E	MD Other
78E	MD Other
79E	MD Other
79D	MD Other
20X	LD Minivan 4x2 (Passenger)
99H	LD SUV 4x4