

**TITLE: Vehicle Utilization/Trip Log Book**

**I. OBJECTIVES:**

- A. This policy letter prescribes the establishment of a vehicle utilization/trip logbook and directs the recording of vehicle use data. Recording usage data and comparing results with established standards will give insight to methods to increase utilization efficiency. The vehicle utilization/trip logbook will:
  - 1. Ensure compliance with 41CFR109.38.5102, 41CFR109-38.5103 and other laws, executive orders, regulations, policy issuances and procedures, and sound business practices;
  - 2. Provide appropriate checks and balances and reasonable assurances against fraud, waste, and abuse;
  - 3. Facilitate maintaining a high level of quality for personal property accountability through the exercise of sound business judgment.
- B. To convey NNSA performance expectations to all personal property users relative to vehicle utilization.
- C. To provide guidance for the development of local implementation procedures.

**II. APPLICABILITY:**

- A. This Policy Letter applies to all organizations and elements of NNSA having personal property authority.

**III. REQUIREMENTS:**

- A. All organizational elements within NNSA responsible for fleet utilization or oversight actions must comply with the following requirements:
  - 1. Ensure that each vehicle contains a Vehicle Usage Log and that individuals complete the log for each trip. Usage data to include type vehicle, vehicle tag number, owning organization and department, drivers name, reason for trip, date of trip, number of people in vehicle, trip start time, trip end time, odometer reading at start of trip, odometer reading at end of trip, and total miles traveled on trip will be recorded so that data can be collected uniformly across the NNSA enterprise.

2. Verify that log forms are prepared and maintained correctly by employees when assigned vehicles. Copies of logs shall be submitted to Organizational Fleet Administrators no later than 10 working days after the end of each month. Only data submitted using the required elements in paragraph III A.1. will be accepted by the Organizational Fleet Administrator.
3. Advise employees that repeated failure to submit logs in a timely manner may result in cancellation of the employee's privileges by the Organizational Fleet Administrator.
4. Ensure that copies of logs, submitted by employees, are retained in organizational element files for a period of time consistent with records retention policies.

### III. EXEMPTIONS

Personal Property Managers are responsible for documenting vehicles that are exempt from usage reporting. A Memorandum for the Record, approved and signed by the Organizational Property Management Officer (OPMO) will be kept on file containing a list of exempt vehicles. Organizations and elements requesting exemption from this policy shall submit their request in writing to the Director, Office of Acquisition and Supply Management, (NA-63) through the OPMO.

### IV. PROCEDURES

- A. Each Month, actual usage will be recorded and the percentage of use computed using appropriate formulas when miles are not the basis for usage. Any computing method other than miles shall be approved by the Contracting Officer or their designee and documented as such.
- B. The percentage of use shall be compared to the usage standards to determine if vehicles fall short, meet, or exceed the applicable standards.
- C. Copies of usage data shall be submitted as part of a justification when requesting additional vehicles.


### VI. RESPONSIBILITIES:

- A. Office of Acquisition and Supply Management (NA-63) is responsible for:
  1. Establishing policy for all personal property actions at the Headquarters level.
  2. Oversight of all property functions used by organizational elements within NNSA to ensure compliance with laws, regulations, sound business practices, and policies.
- B. The NNSA Service Center is responsible for:

1. The coordination and approval process of personal property actions performed by the Service Center.
2. The establishment of documented processes to ensure all Headquarters policies are implemented.
3. The Service Center OPMO is responsible for:
  - a. Identifying the property functional elements to be evaluated in the upcoming fiscal year, prior to the start of each fiscal year.
  - b. Notifying the Supply Management Officer (SMO) (NA-63) of all property actions requiring approvals above the Service Center.
  - c. Reviewing and approving all Headquarters selected Service Center property actions.

V. POINT OF CONTACT FOR ADMINISTRATION POLICY LETTER:  
Director, of Policy, Office of Acquisition and Supply Management  
(NA-63) 202.586.8257.

BY ORDER OF THE SENIOR PROCUREMENT EXECUTIVE:

  
Robert C. Braden  
Senior Procurement Executive  
National Nuclear Security Administration