



Chapter 11: Asset and Facilities Management

Section 11.0 – ICE Motor Vehicle Fleet Management

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Introduction

The Office of Asset & Facilities Management (OAFM) has oversight of all asset management, which includes motor vehicle fleet and personal property within U.S. Immigration and Customs Enforcement (ICE), and makes the final decision regarding asset management, policies, and procedures. The ICE motor vehicle program consists of uniform policies and procedures for the acquisition, utilization, maintenance, tracking, replacement, and disposal of motor vehicles. This document establishes policies for the management and use of ICE-owned, leased, and rented motor vehicles. Detailed instruction can be found in the ICE Fleet Management Handbook.

Responsibilities

The Fleet Management Unit (FMU) under the OAFM is responsible for the development and maintenance of this document.

Chief Financial Officer (CFO)

Responsible for providing effective and efficient management of ICE resources through implementation of best business practices.

Chief, Asset and Facilities Management Officer

Responsible for maximizing the functional and financial value of all assets and facilities through cost-effective life-cycle management.

Chief, Asset Management Division (AMD)

Provides asset management oversight, which includes motor vehicle fleet and personal property within ICE, and makes the final decision regarding asset management, policies, and procedures.

Chief, Fleet Management Unit (FMU)

Collaborates with DHS and program offices to advance the ICE mission through developing an efficient fleet management program that enables/supports field operations.

Fleet Program Officers (FPO)

Coordinates and collaborates with ICE programs on all aspects of fleet management. FPOs are the direct contact for all ICE Programs to the FMU and should be engaged for any fleet management related questions and requests.

Program Offices

Programs are the liaisons to the field by relaying operational needs and making fleet acquisition decisions in support of the mission.

Headquarters Program Fleet Manager (HPFM)

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Designated in writing by each Headquarters Program Office Unit Chief, the HPFM manages his/her area of jurisdiction to ensure accurate accounting and reporting of all ICE Program fleet related activities.

Vehicle Control Officer (VCO)

Provides daily operational support to local fleet assets in accordance with ICE fleet policies. Directs all requests through the HPFM per ICE Program and fleet management policies and procedures.

Motor Vehicle Operators

Operates ICE owned and leased motor vehicle assets in accordance with all ICE fleet management policies and procedures. Vehicle operators are responsible for using vehicles for official business only and must obey all motor traffic laws of the State and local jurisdiction where they operate, except when the duties of the position require otherwise.

Policy

1. Motor Vehicle Acquisitions

ICE Programs must plan for and select motor vehicles with the class and type needed to meet mission demands and environmental goals while also considering opportunities to rationalize motor vehicle size and fleet size. This includes consideration of leasing vehicles through the General Services Administration (GSA) fleet leasing program. All ICE owned and leased vehicle acquisitions planning, operations and lifecycle, and disposition will be done in accordance with the ICE Fleet Management Handbook, the ICE Vehicle Allocation Methodology (VAM), and the ICE Component Fleet Profile.

1-1. Acquisitions and Planning

- a. Prior to increasing the fleet size by acquiring a motor vehicle from excess, commercial or GSA lease, new procurement, or acceptance via transfer or donation, ICE Programs must justify the motor vehicle and obtain approval from the Chief, Fleet Management Unit, regardless of the source of supply and/or funding. Acquisition of motor vehicles must be approved before entering into any type of agreement with another Federal agency, contractors and sub-contractors or private organizations.
- b. ICE Programs must coordinate vehicle planning, replacements, and dispositions with the FPOs so that the FMU can prepare Interagency Agreements with vendors, generate requisitions, and create obligations of funding to obtain vehicles.
- c. The FMU shall use the FMU central budget funds to purchase standard vehicles and standard law enforcement vehicles in the continental U.S.,

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U.S. territories, and U.S. commonwealths. All special purpose vehicles such as buses, armored vehicles, bucket trucks, semi tractors and international vehicles shall be purchased using funds provided by ICE Programs.

- d. ICE Programs must use GSA as the primary source of supply for

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procurement or lease of all new commercially available motor vehicles, if possible, unless non-standard vehicles are specifically required and justified.

- e. ICE Programs must select motor vehicles with the maximum fuel efficiency, minimum body size, minimum engine size, and optional equipment necessary to meet Program requirements, unless exempted.
- f. Vehicles must be procured such that they meet Federal specifications and standards for purchasing of motor vehicles, motorized equipment, accessories, and additional equipment except when an existing Federal specification does not adequately cover the essential needs of ICE. If the Federal specification does not meet the needs of ICE, the selection must be considered essential and based on the need to provide safety, efficiency, economy, and suitability for the purposes intended.

1-2. Motor Vehicle Replacement

- a. All vehicle replacements are dependent on funding availability.
- b. The final decision whether to replace a motor vehicle or not will be based on an analysis of the total lifecycle cost and not solely on the established replacement standards. Each ICE Program may choose to keep a motor vehicle longer than as required by the ICE Fleet Management Handbook if it can be operated without excessive maintenance costs or substantial reduction in resale value. Refer to the ICE Fleet Management Handbook for details on determining replacement eligibility.
 - 1) Requests for new or additional ICE owned or leased motor vehicles, changes in type or size of motor vehicles, or replacement of existing motor vehicles, must be submitted to the FMU for review and approval.
- c. GSA oversees the lifecycle management of leased vehicles. ICE Programs will be notified by GSA when a leased vehicle is due for replacement. Any leased vehicle replacements that are not like-type vehicle replacements must be approved by the Chief, FMU. Refer to the ICE Fleet Management Handbook for GSA leased vehicle procedures.
 - 1) ICE Programs must use GSA Form 1152 GSA Accountability Form to document the exchange, or new issuance of GSA leased vehicles. The Form 1152 may be a paper document received at the vehicle exchange location, or, it may be an electronic document that is emailed to the ICE point of contact for GSA for the vehicles being exchanged.

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- d. ICE will be billed by GSA for any repairs to leased vehicles with excessive damage, unreported damage, or any damage beyond normal wear-and-tear. ICE Programs can expect to be billed for any vehicle damage that is deemed excessive, or damage that was inflicted outside the scope of the vehicle's intended use.
- e. After taking ownership of a vehicle, ICE Programs have 5 business days to enter vehicle assets into the Sunflower Asset Management System (SAMS). The program office must also receive the vehicle in the GSA AutoChoice system by inserting the date the vehicle was picked up at the dealership or received at the office.

1-3. Vehicle Transfers

The transfer of ICE owned vehicles between ICE Program Offices must be pre-approved by and coordinated with FMU utilizing the DHS Form 560-3 Property Transfer Receipt. Transfer of GSA leased vehicles between ICE Program Offices also requires the notification to the responsible GSA Fleet Management Center for transfer in GSA managed fleet systems.

2. Motor Vehicle Operations/Lifecycle

2-1. Official Use of Government Vehicles

ICE Programs must ensure that motor vehicles are used only as required for official government business as authorized by the Director of ICE.

- a. Authorized Use
 - 1) ICE employees who have a valid driver's license, including a special driver's license required to operate specific classes of motor vehicles (large trucks, buses, and trailers), or whose driving privileges have not been suspended or revoked, may be authorized to operate a motor vehicle.
 - 2) ICE motor vehicles are authorized to transport employees from other federal, state, local, and foreign government agencies if transporting them is in the interest of the U.S. Government and does not interfere with official business.
 - 3) ICE motor vehicles may be used while on official government duty or on Temporary Duty Assignment (TDY). Refer to the ICE Fleet Management Handbook for TDY use of government vehicles.

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b. Unauthorized Use

- 1) ICE motor vehicle operators are prohibited from transporting non-employees, including family members of an employee, unless approved by the DHS CRSO. Exceptions for transporting non-employees in ICE motor vehicles include:
 - a) Life-threatening situations.
 - b) Imminent threat situations.
 - c) Transporting inmates, potential suspects, or informants.
 - d) Critical incidents.
 - e) Situations involving public safety.
- 2) Government contractors may not use government motor vehicles unless it is authorized in the contract in compliance with 41 C.F.R. § 102-34.215, Government Contractor Use of Motor Vehicles.
- 3) Use of a motor vehicle for Home-to-Work (HtW) transportation is prohibited, unless specifically approved by the DHS Secretary in accordance with a DHS HtW transportation directive. All employees must strictly adhere to all DHS directives regarding HtW transportation and only employees authorized under the DHS HtW directive may use motor vehicles to commute between their homes and places of work.
- 4) Employees who willfully use or authorize the use of an ICE motor vehicle for purposes other than official business are subject to suspension of at least 30 days or other disciplinary action, up to and including removal by ICE under Title 31, U.S. Code, Section 1349, 41 C.F.R. § 102-34.225, and the ICE Table of Offenses and Penalties. Even if the misuse is not willful, an employee may be subject to disciplinary action.

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2-3. Preventative Maintenance

ICE Programs must perform preventative maintenance and maintain records for each owned or leased domestic motor vehicle to minimize breakdowns, unscheduled repairs, and undue wear and tear; and is recommended for foreign motor vehicles. Procedures for preventative maintenance can be found in the ICE Fleet Management Handbook.

2-4. Fuel Management

ICE Programs must ensure requirements are met for achieving maximum fuel economy standards and reducing petroleum consumption and greenhouse gas (GHG) emissions by choosing the right-size and the right-type vehicles to meet mission needs. The ICE Fleet Management Handbook provides guidance on choosing vehicle types and sizes.

2-5. Vehicle Repairs

When repairs are estimated to be less than \$5,000 with labor estimates below \$2,500, the Fleet Card may be used for these repairs. These procedures are covered in the Fleet Card Manual in Chapter 3, Section 3.2. Part 3.2.3 of the FMPM.

When repairs will exceed \$5,000 these actions will require assistance from the Office of Acquisition (OAQ) to procure these repairs.

2-6. Upfits

ICE Programs must plan to reduce the amount of optional equipment and only upfit if the equipment is essential to perform the mission.

- a. Upfitting will only be allowed if it is essential to meet the mission requirements (i.e., the additional equipment will be vital to support law enforcement, intelligence, or undercover officials).
- b. Upfitting of a motor vehicle's audio equipment is prohibited unless proper justification is provided.
- c. Upfitting of a motor vehicle's rims or tire size is prohibited unless proper justification is provided.

2-7. License Plates and Motor Vehicle Registration

All ICE owned, or leased motor vehicles must display DHS or GSA license plates

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unless exempted under 41 C.F.R. § 102-34.175, Unlimited Exemption from Displaying Government License Plates, and 41 C.F.R. § 102-34.180, Special Exemptions from Displaying Government License Plates. All requests for waivers (ICE Form 12-305, Request for License Plate or Placard) should be submitted to the Fleet Management Unit through the HPFM. Requests for waivers may be granted per the ICE Fleet Management Handbook.

2-8. Motor Vehicle Safety and Crash Management

Federal employees in Government-owned, leased or rented motor vehicles should use all safety devices including safety belts and follow all appropriate motor vehicle manufacturer safety guidelines. Crashes involving Government-owned, leased, or rented motor vehicles impose an alarming drain on personnel, equipment, and Government funds. Continuous action should be taken to achieve maximum motor vehicle safety to conserve these critical resources for the accomplishment of vital missions.

- a. Accident and incident reporting must be completed in accordance with those procedures outlined in the ICE Fleet Management Handbook.
- b. The federal government is self-insured. The ICE notice of self-insurance shall be stored in the glove compartment of all non-undercover vehicles. The self-insurance notice can be found on the ICE intranet under Proof of Insurance for Vehicles Own by ICE.
- c. Driver liability while operating a government vehicle and the Federal Tort Claims Act procedures, can be found in the ICE Fleet Management Handbook.

3. Motor Vehicle Disposal

HPFMs should periodically evaluate program needs to identify excess motor vehicles on hand and promptly dispose of these motor vehicles. ICE owned and leased vehicles considered for disposal must meet ICE's motor vehicle replacement standards, unless the motor vehicle is no longer needed and is declared excess. The disposal of vehicles must be approved by and coordinated with the FMU. Refer to the ICE Fleet Management Handbook for disposal standards and procedures.

4. Fleet Reporting and Record Keeping

ICE Programs must provide timely and accurate reports and data. This includes reports to the Chief, Fleet Management Unit, ICE Executive Branch entities, DHS Office of the Chief Readiness Support Officer (CRSO), and to Congress.

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Records will be maintained in accordance with the General Records Schedule issued by the National Archives and Records Administration and ICE specific records retention policies.

Procedures

All ICE Programs must develop and implement procedures and internal controls to comply with this policy.

Authorities and References

PUBLIC LAW 115–38 DHS Stop Asset and Vehicle Excess Act

Energy Policy Act (EPAAct) of 1992

18 U.S.C. § 641, Public Money, Property or Records

28 U.S.C. §§ 1346 (b) & 2671-2680, Federal Tort Claims Act

31 U.S.C. § 1344, Passenger Carrier Use

31 U.S.C. § 1349(b), Adverse Personnel Actions

42 U.S.C. § 13212, Minimum Fleet Requirement

49 U.S.C. § 313, Commercial Motor Vehicle Operators

5 C.F.R. §§ 930-101-115, Motor Vehicle Operators

5 C.F.R. § 2635.704, Use of Government Property

29 C.F.R. § 1926.601(b) (14), Motor Vehicles

29 C.F.R. § 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matter

40 C.F.R. §§ 383-384, Commercial Driver’s License Standards, Requirements and Penalties

41 C.F.R. § 101-26, Procurement Sources and Programs

41 C.F.R. § 101-26.501(b)(c), Purchase of New Motor Vehicles

41 C.F.R. §§101-101.26.4902-1424, Federal Property Management Regulations

41 C.F.R. § 102-2, Federal Management Regulation System

41 C.F.R. § 102-34.85-345, Motor Vehicle Management

41 C.F.R. § 102-36, Disposition of Excess of Personal Property

41 C.F.R. § 102-37, Donation of Surplus Personal Property

41 C.F.R. § 102-38, Sale of Personal Property

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[41 C.F.R. § 102-39, Exchange/Sale](#)

[41 C.F.R. § 102-41, Disposition of Seized or Forfeited Personal Property](#)

[41 C.F.R. § 102-5, Home-to-Work Transportation](#)

[48 C.F.R. § 12, Acquisition of Commercial Items](#)

[48 C.F.R. § 13, Simplified Acquisition Procedures](#)

[48 C.F.R. § 13.301, Government-wide Commercial Purchase Card](#)

[48 C.F.R. § 201, Federal Acquisition Regulation \(FAR\) System](#)

[49 C.F.R. § 396, Inspection, Repair, and Maintenance](#)

[49 C.F.R. § 383.91, Commercial Motor Vehicle Groups](#)

[GSA FMR Bulletin B-2 Wireless Phone Use in U.S. Government Vehicles](#)

[GSA FMR Bulletin B-3 Use of Tobacco Products in U.S. Government Vehicles](#)

[GSA FMR Bulletin B-6, Proceeds from Sale of Agency-Owned Vehicles](#)

[GSA FMR Bulletin B-15, Requirements for Management Information Systems in Federal Vehicle Fleets](#)

[GSA FMR Bulletin B-19, Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet](#)

[GSA FMR Bulletin B-29, Accurately Reporting Passenger Vehicle Inventory within the Federal Automotive Statistical Tool](#)

[GSA FMR Bulletin B-30, Vehicle Allocation Methodology for Agency Fleets](#)

[GSA FMR Bulletin B-33, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets](#)

[GSA FMR Bulletin B-35, Home to Work Transportation](#)

[GSA FMR Bulletin B-38, Indirect Costs of Motor Vehicle Fleet Operations](#)

[GSA FMR Bulletin B-43, Vehicle Allocation Methodology for Agency Fleets](#)

[GSA FMR Bulletin B-48, Guidance on Exchange/Sale Financial Accounting for Personal Property](#)

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Environmental Protection Agency (EPA) Guidance for Implementing Section 141 of the Energy Independence and Security Act of 2007 (EISA): Federal Vehicle Fleets and Low Greenhouse Gas-Emitting Vehicles, Manual, EPA-420-B-10-008, February 2010

Department of Energy (DOE) Guidance for Implementing Section 701 of the Energy Policy Act (EPA) of 2005

<https://www.archives.gov/records-mgmt/grs>

United States Government Self-insurance Information

Executive Order 12375 dated August 4, 1982, "Motor Vehicles"

Executive Order (E.O.)13423 dated January 24, 2007, "Strengthening Federal Environmental, Energy, and Transportation Management"

Executive Order 12731 dated October 17, 1990, "Principles of Ethical Conduct for Federal Employees"

Executive Order 13043 dated April 18, 1997, "Increasing Seat Belt Use in the United States"

Executive Order 13513 dated October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving"

Executive Order 13834 dated May 17, 2018, "Efficient Federal Operations"

OMB 123, "Appendix B"

DHS Instructional Manual 119-06-001-01, Revision 1, Motor Vehicle Fleet Program, dated 2, February 2017

DHS MD 0510, Motor Vehicle Fleet Management

DHS MD 1020, Fleet Card Program

DHS MD 112-05, Home-to-Work Transportation Programs

DHS MD 112-05-001 Revision 1, Home-to-Work Transportation Instructions

DHS P-Card Manual, Chapter 3 Financial Management and Accounting, Section 3.2 Travel, Purchase and Fleet Cards, Part 3.2.2 Purchase Card Manual

ICE Personal Property Management Directive

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ICE Personal Property Operations Handbook (PPOH)

ICE Purchase Card Procedure Manual

ICE Travel Handbook

ICE Office of Financial Management Personal Property Impairments Standard Operating Procedures (SOP)

Glossary

The following tables contain definition of the acronyms and terms used in this policy.

Acronym	Definition
AMD	Asset Management Division
CRSO	Chief Readiness Support Officer
DHS	Department of Homeland Security
FFMS	Federal Financial Management System
FMU	Fleet Management Unit
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FPO	Fleet Program Officer
GHG	Green House Gas
GSA	General Services Administration
HtW	Home-to-Work
HPFM	Headquarters Program Fleet Manager
ICE	Immigration and Customs Enforcement
WEX	Wright Express
VCO	Vehicle Control Officer

Term	Definition
Accident	A collision involving an ICE vehicle with another Government vehicle or a third-party regardless of fault, a collision resulting in a fatality or personal injury, or a collision when there is possible litigation involving the Government, to include GSA or another Government agency, a collision involving an ICE vehicle with a stationary object resulting in personal and/or property damage.

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Acquisition	To procure, purchase, or obtain personal property in accordance with Federal Acquisition Regulations (FAR) and ICE Management Directives, including, but not limited to transfer, donation, forfeiture, manufacture, or production at Government-owned plants or other facilities.
Alternative Fuel Vehicle (AFV)	Any dedicated dual-fuel, or flexible –fuel motor vehicle designed to operate on at least one alternative fuel—e.g., E85 (ethanol), electric, methanol, compressed natural gas, propane, hydrogen, and biofuels, etc.
Approving Official	This individual (typically a supervisor) ensures that the Fleet Card is used properly and validates the monthly charges in the Bank system. The approving official also authorizes card user purchases (for official use only) and ensures that the statements are reconciled and submitted to the designated billing office in a timely manner.
Bill	A request for payment for products or services rendered.
Bus	A passenger carrying motor vehicle designed to transport more than 15 passengers, including the driver. For reporting purposes, buses fall into their own category.
Card User	DHS (Federal Government) employees to whom purchase authority has been delegated or who are warranted contracting specialists/officers and have been given a Fleet Card to purchase maintenance and services and/or pay for official expenses in compliance with applicable regulations and guidance. The card user is legally and personally accountable for the proper use of the Fleet Card.
Disposal	Any approved method used to remove an item from the property and financial records. Approved methods are: transfer to another agency or organizational element, sale, donation, abandonment, board of survey, and destruction.
Driver's License	A valid driver's license or permit that would be required for the operation of similar class of motor vehicles for other than official Government business by the state, District of Columbia, Puerto Rico, or possession in which the employee is domiciled or principally employed.
Energy Policy Act (EPAct) of 1992	A regulatory Act passed by Congress with an objective of reducing the nation's petroleum use and by mandating that 75% of light-duty motor vehicles acquisitions in covered fleets by alternative fuel vehicles (AFVs).

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Energy Policy Act (EPA) of 2005 – Section 701	All alternative fuel motor vehicles shall operate on E85 alternative fuel unless a waiver is granted by the Department of Energy.
Exchange/Sale	The sale of a motor vehicle or vehicular equipment by GSA from which proceeds are generated.
Federal Acquisition Regulation (FAR)	The primary federal regulation established to provide uniform policies and procedures for acquisition for most executive agencies.
Federal Acquisition Regulation (FAR) Subpart 51.2:	Contractor Use of GSA Fleet Vehicles: The section addresses specific policies and procedures for the use by contractors of GSA fleet motor vehicles and related services and outlines management executive’s responsibilities related to authorizing such use.
Federal Management Regulations (FMR)	The successor regulation to the Federal Property Management Regulation (FPMR). The FMR contains updated regulatory policies originally found in the FPMR. However, it does not contain FPMR material that described how to do business with the GSA.
(b)(7)(E)	A centralized registration for all agency- owned, GSA leased and commercially leased motor vehicles displaying a U.S. Government license plate; now known as GSA Fleet
Fleet Card	Card issued to a vehicle or authorized user to make and/or pay for official government purchases.
General Services Administration (GSA)	GSA provides leased motor vehicles and other services to Federal agencies.
GSA-Leased Motor Vehicle	A motor vehicle issued for leasing by the U.S. General Services Administration (GSA).
Government-leased motor vehicle	Any motor vehicle leased or rented by a government agency of the United States. Motor vehicles rented or leased from a commercial enterprise by employees on travel are not considered to be government-leased motor vehicles.

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Greenhouse Gas (GHG) Emissions	Gases in Earth’s atmosphere that prevent heat from escaping into space (See, “Scope 1, GHG Emissions”).
Headquarters Program Fleet Manager (HPFM)	A program office headquarters designated employee responsible for the management of motor vehicles and fleet related activities for their respective program office.
Home-to-Work Transportation	The use of a government motor vehicle to transport an employee who is essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties between his or her home and place of work.
ICE-Owned Motor Vehicle	A motor vehicle acquired through purchase, excess, forfeiture, or otherwise and for which ICE holds title.
Incident	When an object collides with a vehicle causing damage, i.e., rock or other object on the road strikes the vehicle; vandalism, theft, an act of nature, i.e., bird strike, fallen tree, etc.; regardless of injury or property damage, or when anything occurs that would not be classified as an accident.
Inventory	The formal listing (property record) of all personal property assigned to an organization.
Leased Vehicle	Motor vehicles acquired for 120 days or longer to fulfill customer requirements that cannot otherwise be met with rental motor vehicles.
License Plates	Official license identification installed on the front and rear of a motor vehicle (if issued by DHS or GSA), or in accordance with individual State laws (for State-issued plates).
Life-Cycle Management	The accounting of personal property is a continuous process from the time of planning and acquisition until the ultimate consumption or disposal of the property.
Maintenance	The act of cleaning, servicing, and repairing equipment to ensure that items are in operational condition.

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Motor Vehicle	Any vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or vehicles not covered by <u>Title 41, Code of Federal Regulations, Section 102-34.</u>
Motor Vehicle Operator	Any employee occupying a position officially classified as a motor vehicle operator. It does not apply to heavy equipment operators such as grader, tractor, crane or forklift operators.
Official Business	An activity performed to support the mission of ICE.
Personal Property	Property in use or controlled by ICE or any type or interest therein, except real and related property and records of the Federal Government. For management and accounting control, personal property is categorized as “expendable personal property,” “non-expendable-property,” and “controlled personal property.”
Personal Property Management	All functions necessary for the proper determination of need, source, acquisition, receipt, accountability, utilization, maintenance, rehabilitation, storage, distribution, and disposal of personal property.
Preventive Maintenance	A planned inspection accomplished at regular intervals at calendar time, miles, or hours for maintenance management.
Receipt	A document derived from the merchant/vendors payment system where goods or services were rendered and/or purchased, which must include an itemized list of what was purchased, quantity, and the amount paid for these goods and/or services.
Replacement Standard	The estimated useful life of a motor vehicle expressed in time (months or years) and/or utilization (miles).
Replacement Vehicle	A vehicle acquired to replace another vehicle which meets or exceeds the replacement criteria or becomes uneconomical to repair and retain in the fleet

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Surplus Personal Property	Any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by GSA.
Undercover Vehicles	(b)(7)(E)
Unmarked Vehicles	
Upfitting	Modifying a law enforcement motor vehicle to meet mission requirements in a manner which must not compromise the safety of the vehicle or its occupants.
Utilization	The measurement of a vehicle's usage, usually expressed in average annual miles per vehicle or engine hours.
Vehicle Allocation Methodology (VAM)	A tool for establishing and controlling fleet size and composition.
Work Order	Records detailed information about maintenance events/tasks performed on a motor vehicle.

Summary of Changes

Revision Type: Technical

Revision Date: January 6, 2022

Changes:

- Removed ICE Fleet Management Plan for ICE Component Fleet Profile [*1. Motor Vehicle Acquisitions*]
- Updated Policy subsection 1-1 Acquisition and Planning about how the FMU use the central budget fund to purchase vehicles [*1-1 Acquisition and Planning*]
- Updated bullet with clarifying language regarding after taking ownership of a vehicle [*1-2 Motor Vehicle Replacement*]
- Added clarifying language regarding how the federal government is self-insured [*2-8 Motor Vehicle Safety and Crash Management*]
- Updated the *Authorities and References* Section and the policy throughout to include references and links to applicable guidance
- Updated *Glossary* in ICE policy to include applicable acronyms, terms, and definitions used throughout the chapter
- Updated policy throughout to adhere to the ICE FMPM Style Guide