

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6730.2H, Change 4	Date: JULY 23, 1993
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Material Transmitted:

1. MSFC Management Instruction, MMI 6730.2H, Change 4, Subject: "Vehicle Authorization, Acquisition, Justification, Operation and Control"
2. Make the following pen and ink changes:
 - a. Change Paragraph 2.f. to read: NMI 6000.5, "Transportation Management."
 - b. Change Paragraph 3.b., which reads "...approval by the Director, Administrative Operations Office." to read "...approval by the Chief, Transportation Management Division."

(ORIG S/BY)
C. D. Bean
Director
Human Resources and Administrative Support Office

Distribution:
SDL 3

Filing Instructions:

Make pen and ink changes and file this transmittal in front of the instruction.

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Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6730.2H, CH. 3	Date: December 3, 1990
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Material Transmitted:

1. Management Instruction, MMI 6730.2H, Subject: "Vehicle Authorization, Acquisition, Justification, Operation, and Control"
2. Make the following pen and ink change:
 - a. Paragraph 4, Attachment B. Delete entire paragraph.
 - b. Paragraph 5, Attachment B. Change paragraph 5 to read paragraph 4.

(Originals by)
C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 3

Filing Instructions:

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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6730.2H, CH 2	Date: March 26, 1990
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Material Transmitted:

1. Management Instruction, MMI 6730.2H, Subject: "Vehicle Authorization, Acquisition, Justification, Operation, and Control"
2. This Instruction is being revised to:

Include procedures whereby an employee may be permitted to drive a government vehicle from work to their residence under certain emergency conditions.

(orig s/by)
C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 3

Filing Instructions:

Remove Attachment B, MMI 6730.2H, and replace with the revised Attachment B, MMI 6730.2H, Change 2.

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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6730.2H, CH. 1	Date: June 16, 1989
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Material Transmitted:

1. Management Instruction, MMI 6730.2H, Subject: "Vehicle Authorization, Acquisition, Justification, Operation, and Control"
2. Make the following pen and ink changes:
 - a. Paragraph 4, Attachment B. Delete entire paragraph.
 - b. Paragraph 5, Attachment B. Change paragraph 5 to read paragraph 4.
 - c. Paragraph 7.d.(1), Attachment C, which reads "Present an approved MSFC Form 1934 (Authority to use Pool Vehicle) to pool custodian" to read "When vehicle is to be driven off-Center, present an approved MSFC 1934...."

(Orig s/by)
C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 5

Filing Instructions:

Make pen and ink changes and file this Transmittal Sheet in front of MMI 6730.2H.

ISSUANCE TRANSMITTAL
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N A S A
National Aeronautics and
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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6730.2H	Date: Feb. 18, 1988
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Material Transmitted:

1. Management Instruction, MMI 6730.2H, Subject: "Vehicle Authorization, Acquisition, Justification, Operation, and Control"
2. This Instruction is being revised to:
 - a. Include a personnel certification program for operators of equipment identified in MMI 1710.6.
 - b. Add clarification of credentials necessary for the operation of MSFC vehicles and equipment.
 - c. Make other editorial changes for clarification.

Filing Instructions:

Remove MMI 6730.2G dated April 2, 1987, and insert the attached MMI 6730.2H in its place.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01	Effective Date: FEBRUARY 18, 1988	MMI: 6730.2H
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Subject: Vehicle Authorization, Acquisition, Justification, Operation and Control

1. PURPOSE AND APPLICABILITY

To prescribe Center policies and guidelines for organizational elements which will be engaged in the subject vehicle functions.

2. REFERENCES (Only applicable parts of most recent edition apply.)

- a. MA 1150.1, "Vehicle Inventory and Utilization Board"
- b. MM 1150.1, "MSFC Committee Manual"
- c. MMI 1710.6, "MSFC Program for Personnel Certification"
- d. MMI 5101.5, "Approval and Routing of Procurement Requests"
- e. MA 6720, "Appointment of MSFC Transportation Motor Vehicle Operations Officer"
- f. NMI 6000.5, "Transportation Management"
- g. FMM 9700, "NASA Travel Regulations"

3. POLICY

- a. A formal review of MSFC general purpose vehicles, as defined in Attachment A, assigned to civil service organizations will be conducted on an annual basis by the MSFC Vehicle Inventory and Utilization Review Board (MA 1150.1) and supported by quarterly review and analyses of vehicle utilization by the MSFC Transportation Motor Vehicle Operations Officer (MA 6720). The purpose of this review is to determine the justifications and requirements for continued assignment of vehicles to operating activities on a permanent dispatch basis as well as the economic utilization of nonpermanent dispatch vehicles. Justifications for assignment of vehicles will be documented as specified herein using MSFC Form 378, (Vehicle/Equipment Inventory Justification). Factors which will be considered in determining if assignment/retention of a vehicle is justified are:
- (1) Frequency, urgency, and extent of regular continuing work functions.
 - (2) Work-shift hours of a function that occur outside the normal duty hours of the motor pool.
 - (3) Savings in manpower, energy, or materials that may accrue through use of an assigned vehicle.
 - (4) Impact on specific programs or project schedules if vehicle was not assigned.
 - (5) Characteristics of the vehicle which are peculiar to a function and which would preclude the use of vehicles from the main motor pool or subpools.

- b. Organizational and onsite contractor requirements for the procurement, assignment, and disposal of Center vehicles will be coordinated at the Directorate/Program/Project Office level with subsequent approval by the Chief, Transportation Management Division.
 - c. A Daily Dispatch Log, MSFC Form 494, will be maintained by each organization to reflect actual usage of passenger carrying and other general purpose vehicles. This daily log will provide backup information for the annual inventory/justification and will be subject to review in accordance with paragraph 3.d.
 - d. Effective implementation of this Management Instruction will be reviewed annually by the Vehicle Inventory and Utilization Review Board, and the results will be made available to the Executive Assistant to the Director.
4. DEFINITIONS (See Attachment A)
 5. GENERAL PROVISIONS (See Attachment B)
 6. RESPONSIBILITIES AND PROCEDURES
 - a. The Vehicle Inventory and Utilization Review Board is responsible for reviewing the results of the annual vehicle inventory as chartered in MM 1150.1 and in compliance with MMI 6720.1. 2

- b. Director, Administrative Operations Office is responsible for:
 - (1) Overall vehicle and equipment management procedures for the Center; and
 - (2) Establishment of motor pool, subpools, and taxi and/or bus service.
- c. MSFC Transportation Motor Vehicle Operations Officer (MA 6720) is responsible for initiating a MSFC Form 378 on each vehicle and providing to the using organizations actual usage records for passenger carrying and other general purpose vehicles.
- d. Detailed responsibilities and procedures regarding this Instruction are contained in Attachment C.

7. CANCELLATION

MMI 6730.2G, dated April 2, 1987.

Original signed by:
James R. Thompson, Jr.
Director

Attachments:

- A. Definitions.
- B. General Provisions.
- C. Responsibilities and Procedures.

Distribution:

SDL 3
CN74V/35 copies

ATTACHMENT A

DEFINITIONS

1. **Passenger-Carrying Motor Vehicles:** A motor vehicle is determined to be a passenger-carrying vehicle on the basis of its general configuration and design, regardless of its intended use (e.g., station wagon to be used for transportation of supplies or mail is still classified as a passenger-carrying vehicle). Specifically, the term includes limousines, sedans, station wagons, ambulances, and buses.
2. **General Purpose Vehicles:** These are described as pneumatic-tired, motor vehicles and trailers (normally of commercial design and transport type) used primarily for the movement of supplies, personnel and equipment in providing logistic support. Examples are pickups, carryalls, panels, and trucks.
3. **Special Purpose Vehicles:** These are described as other specially equipped or modified pneumatic-tired motor vehicles and trailers employed for purposes other than administrative use. Examples are wreckers, fuel trucks, and cryogenic and high pressure trailers.
4. **Material Handling Equipment:** These include mechanical devices used for handling equipment and supplies with greater ease and economy. Examples are forklifts, power jacks, warehouse tractors, warehouse cranes, and warehouse trailers.
5. **Construction Equipment:** This is generally mechanical equipment which is used for lifting or moving heavy equipment, construction and/or maintaining buildings, roads or grounds. Examples are bulldozers, mobile cranes, road rollers, graders, air compressors, generators, welders, ditching machines, pumps, mowers, and farm tractors.
6. **Direct Mission Support Equipment:** This is also mechanical equipment which is used in the handling, assembly, and fabrication of space vehicles. Examples are flatbed dollies, large "A" frames, cargo lift trailers, and lift-a-lofts.

ATTACHMENT B

GENERAL PROVISIONS

1. The primary means for local transportation of passengers on official business will be:
 - a. Taxi service provided by the Motor Pool operated by the Transportation Management Division, Management Operations Office. However, taxi service is not authorized for:
 - (1) Personal employee convenience, including trips to and from cafeterias, snack bars, barber shops, banks, creditunions, or other activities of a nonofficial nature.
 - (2) Trips outside the Center, except where it is determined by the MSFC Transportation Motor Vehicle Operations Officer to be in the best interest of the Government or as authorized in paragraph 5, Attachment C.
 - (3) Delivery of mail, messages, and/or packages by the taxi driver.
 - b. User/driver vehicles controlled by the motor pool or by a vehicle coordinator.
 - c. User/driver assigned vehicles.
2. Although mileage may sometimes be used as a criterion in authorizing, acquiring, or justifying vehicles, an employee will not operate a vehicle in excess of actual needs. Operation in excess of actual requirements will be viewed as misuse of government resources and fuel.

3. Government-owned, leased, or vehicles with "United States Government," "NASA," or "Official Use Only" markings will be used for official purposes only. Rental cars obtained with NASA credit cards or under GSA rental contracts may be used for nonofficial purposes provided adjustments are made in otherwise
 - * allowable travel expenses.
4. A limited number of sedans are available for dispatch on TDY trips. Government vehicles may be authorized for trips when determined to be the preferred method of travel. Provisions of FMM 9730-42, NASA Travel Regulations, regarding "official purposes" and payment for excess mileage to eating establishments, will apply. Employees may be permitted to take a government vehicle home at night before commencement of TDY travel provided the following conditions are met:
 - a. Each dispatch of a government vehicle for travel between an employee's residence and his or her official place of business coincident to temporary duty travel must be preceded by a written determination that the use of the vehicle in this manner is in the Government's interest.
 - b. The supervisor of the employee will make this determination.
 - c. A copy of the determination must be received by the Transportation Management Division, prior to such planned use and will be maintained on file and used as a basis for responding to any alleged vehicle misuse notification.

ATTACHMENT C

RESPONSIBILITIES AND PROCEDURES

1. The Vehicle Inventory and Utilization Review Board is responsible for reviewing the results of the annual vehicle inventory as chartered in MM 1150.1 and in compliance with NMI 6720.1.
2. Director, Administrative Operations Office is responsible for:
 - a. Overall vehicle and equipment management procedures for the Center.
 - b. Establishment of motor pools, subpools, and taxi and/or bus service.
 - c. Approval of vehicle authorizations and acquisitions in accordance with MMI 5101.5.
3. MSFC Transportation Motor Vehicle Operations Officer (MA 6720) is responsible for:
 - a. Initiating a MSFC Form 378 on each vehicle and providing to the using organizations actual usage records for passenger carrying and other general purpose vehicles.
 - b. Maintaining a file of approved MSFC Forms 378 and conducting quarterly reviews of vehicle utilization.
 - c. Providing recommendations and individual MSFC Forms 378 for review of selected vehicles to the MSFC Vehicle Inventory and Utilization Review Board by December 15 of each year.
4. Directors/Managers of Basic MSFC Organizational Elements are responsible for:

- a. Appointing a transportation representative (responsible officer) as necessary, to approve/disapprove MSFC Form 378 completed by organizational elements, coordinating with appropriate management personnel the activities related to vehicle procurement, justification, operation and control, and arranging with the vehicle coordinator to turn in those vehicles/equipment determined to be in excess of requirements.
 - b. Appointing vehicle coordinators for organizational elements (e.g., office/laboratory level). The vehicle coordinator will have sufficient stature in the organization to require compliance with the policies and regulations of vehicles and be cognizant of programs and functions which actually require vehicle support. A general listing of duties and responsibilities for vehicle coordinators is included in paragraph 9 of this attachment.
 - *c. Developing internal controls which encourage cost effective use and observance of applicable safety standards (to include a personnel certification program for operators of equipment identified in MMI 1710.6) for assigned vehicles/equipment, pooled vehicles, and taxi service.
 - d. Furnishing a current copy of all appointments and organizational policy directives relating to vehicles to Chief, Transportation Management Division.
5. Physician on duty at the Medical Center is responsible for:
- a. Determining transportation needs of employees who become ill while on duty, and authorizing ambulance service or other appropriate transportation.
 - b. Recording the incident and showing the circumstances surrounding the case.

6. Director, Public Affairs Office is responsible for coordinating with Transportation Management Division for special transportation services required by visitors.
 7. Employees are responsible for operating/utilizing the following means of government transportation in accordance with pertinent safety considerations and local, state, and federal laws and regulations:
 - **a Government vehicles will be operated only by employees having in their possession a valid state drivers license and appropriate NASA identification (NASA Form 31 or MSFC Form 2474).
 - b. Assigned and pooled vehicles will be used in the performance of official duties only.
- * Changed by this revision.
** Added by this revision.
- c. Use taxi service in accordance with paragraph 1, Attachment B.
 - d. Use the following procedures for pool vehicles:
 - (1) When vehicle is to be driven off-Center, present an approved MSFC Form 1934 (Authority to Use Pool Vehicle) to pool custodian, and inform the custodian of destination and purpose.
 - (2) Pick up keys when vehicle is to be used immediately.
 - (3) Return keys promptly after the trip and record time in.

8. Contracting Officer/Contracting Officer's Representative is responsible for the implementation of the applicable portion of this MMI for the contractors under his control and the duties of the responsible officer as outlined in paragraph 4.a. of this attachment with respect to the contractor's government-furnished equipment. Initial assignment of vehicles to contractors will be determined prior to the release of a Request for Proposal (RFP) for on-Center services in coordination with Transportation Management Division. New assignments and continued retention will be in accordance with mission requirements.

NOTE: Turn in of excess vehicles will be coordinated with Transportation Management Division.

9. Vehicle Coordinators are responsible for:
 - a. Providing Transportation Management Division, completed and approved MSFC Forms 378 under the following circumstances:
 - (1) Annually for all general purpose and passenger-carrying vehicles assigned to civil service organizations.
 - (2) New requirements.
 - (3) When mission changes for assigned vehicles.
 - (4) When requested by the MSFC Transportation Motor Vehicle Operations Officer (MA 6720).
 - b. Informing the appropriate transportation representative of vehicle activities, problem areas, and opportunities for more effective utilization.

- c. Coordinating official use of a motor pool vehicle for transportation of an employee between duty station and residence by calling Transportation Management Division.
- d. Administering MSFC Form 1934 for employee authorization to use pool vehicles.
- e. Submitting requirements through Director, Administrative Operations Office to Transportation Management Division for motor vehicle support required on a continuing basis by MSFC personnel at Resident Management Offices and other locations away from MSFC facilities.
- f. Requesting dispatch of vehicles for TDY trips by calling Transportation Management Division, at least two working days prior to travel date so that vehicles may be inspected by maintenance personnel before the trip. Telephonic notification will be followed up by written authorization approved by the appropriate administrative officer. This applies when an assigned vehicle is to be used for TDY as well as pooled vehicles.
- g. Controlling the use of assigned vehicles and making vehicles available for maintenance when scheduled by Transportation Management Division.
- h. Assuring that the Daily Vehicle Log, MSFC Form 494, is properly maintained, and kept on file for a period of at least 6 months, and that the current location file on all assigned vehicles/equipment is continuously updated.
- i. Arranging for on-Center movement of material beyond the capability of the laboratory/office by calling Property Management Division.

- j. Requesting special transportation services for visitors through the Public Affairs Office.
 - k. Assuring that all assigned vehicles/equipment, as defined in Attachment A, being turned in or shipped from MSFC are cleared through Transportation Management Division for:
 - (1) Removal of government license tags.
 - (2) Removal of MSFC identification numbers.
 - (3) Updating locator and Automatic Data Processing records.
 - (4) Removal from support contractor maintenance listings.
 - l. Submitting organization's requirements for the acquisition of new vehicles/equipment through appropriate channels. This also applies to requests for "excess" vehicles/equipment.
- * 10. Supervisors are responsible for ensuring employees operating MSFC vehicles/equipment have a valid state drivers license, appropriate NASA identification (NASA Form 31 or MSFC Form 2474), and, if required by MMI 1710.6, a Certification Card (MSFC Form 3327).

* Added by this revision.