

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

MOTOR VEHICLE MANAGEMENT

**PROCEDURES FOR REQUESTING GOVERNMENT DISPATCH MOTOR
VEHICLES AT HEADQUARTERS**

Transmittal Number h:90-28 -- Date: 05/11/1990

1. Purpose
 2. Responsibility
 3. Policy
 4. Procedures
- Attachment A - Form PHS-497 - PDF

1. PURPOSE

This Guide provides procedures for obtaining Government dispatch motor vehicles for short-term use at Headquarters.

2. RESPONSIBILITY

A. Administrative Services Branch. The Services Unit (HFA-227) and the Metropolitan Office Services Unit (HFA-216), Administrative Services Branch, Division of Management Services, are responsible for requesting Government dispatch motor vehicles for all Headquarters personnel.

B. Operator of Vehicle. The operator of a Government dispatch motor vehicle is responsible for the proper use (see Staff Manual Guide FDA 2173.1), servicing, and protection of the vehicle.

3. POLICY

Drivers are required to have a valid State driver's license and HHS identification (e.g., building pass or credential) which must be presented before the request is approved.

4. PROCEDURES

A. Parklawn. Requests should be made on Form PHS 497 "Request and Approval for Use of Motor Vehicle" (see Attachment A) to the Services Unit (HFA-227).

B. FB-8. Requests should be made, if possible, 48 hours in advance of need, to the Metropolitan Office Services Unit (HFA-216).