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Fleet Management Procedures

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PO-701

Document Category

Procedures

Related Policy

Fleet Management

Content

Procedures regarding USPS Fleet Management including vehicle acquisition, assignment, operations, maintenance, and disposal; Vehicle Maintenance Facility operations and safety; and USPS Fleet Management operational roles and responsibilities.

Owner

Senior Director, Fleet Management

Executive Leadership Team (ELT) Sponsor

Chief Logistics and Infrastructure Officer

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Summary of Major Changes

These procedures and their supporting policy supersede the October 2008 revision of the March 1991 edition of Handbook PO-701, *Fleet Management*.

Availability

Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at <http://blue.usps.gov>. Copies are available to the public via the Postal Bulletin.

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1 Purpose

The purpose of this document is to provide detailed instructions for managing the United States Postal Service (USPS) vehicle fleet. These procedures are intended to improve decision-making, consistency, vehicle operation safety, efficiency, and regulatory compliance. The objective of this document is to aid the organization in maintaining a well-managed, reliable, cost-effective fleet that meets organizational goals and improves customer satisfaction.

Fleet management is crucial to vehicle operations and encompasses a wide range of activities related to vehicle operations, safety, efficiency, and compliance.

- Safety: Fleet Management prioritizes safety by setting and ensuring compliance with safety standards, accident investigation, and local law.
- Efficiency: The efficient use of USPS-owned and leased vehicles is essential to ensure the timely delivery of mail between facilities or within the delivery area (i.e., firm pick-up and delivery, plant loads, and collections). The Manager, Vehicle Maintenance Facility (MVMF) or designee works closely with delivery and mail processing supervisors to optimize the use of all vehicles and ensure efficient operations.
- Compliance: Fleet Management ensures compliance with labor relations, tort claims, accident investigations, and local adjudication standards.

2 Scope

This document provides instructions for the effective and efficient management of the vehicle fleet. Postal Service vehicles include USPS-owned, leased, and rural route vehicles, as well as supplier-operated vehicles. These instructions cover the entire life cycle of a vehicle from acquisition to disposal and aim to ensure compliance with all relevant laws and regulations, as well as to promote safety, sustainability, and cost-effectiveness. This document addresses various aspects of Fleet Management, including, but not limited to:

- Fleet Safety Procedures
- Technology
- Data Collection and Reporting
- Vehicle Acquisition
- Fleet Identification
- Maintenance Management
- Stockroom Management
- Warranty Claims and Defect Reports
- Surplus Vehicles
- Vehicle Disposal

3 Fleet Safety Procedures

3.1 Vehicle Inspection and Tools

Vehicle inspection is a vital process that ensures the safety, reliability, and performance of vehicles. Thorough inspections utilize a range of specialized tools.

3.1.1 Safety Standards and Practices

3.1.1.1 Ventilation

To ensure proper ventilation, vehicle operators and maintenance staff must:

- Utilize installed exhaust ventilation systems to the fullest extent possible.
- Ensure that engines are shut off when vehicles are in standby areas or inside buildings.

3.1.1.2 Housekeeping

All employees are responsible for keeping their work areas and common work areas clean, organized, and free of hazards. Contact the local installation head for guidance and available cleaning solutions. Refer to Handbook EL-814, *Postal Employee's Guide to Safety*, for further information on housekeeping and sanitation.

Housekeeping considerations for flammable materials:

- Do not use Class 1 flammable liquids (flashpoint below 100 °F) such as gasoline, benzol, or acetone for cleaning purposes.
- Do not dispose of contaminated gasoline, flammable liquids, or engine oil in any sewer or other public drainage system.
- Dispose of oily rags or other flammable waste subject to spontaneous combustion in dedicated closed metal containers.

The Vehicle Maintenance Facility (VMF) must keep on file a record of the latest approved disposal methods.

3.1.1.3 Lifts and Hoists

All lift operators or users must inspect lifts in accordance with the most recent edition of the American National Standards Institute/Automotive Lift Institute *Safety Requirements for Operation, Inspection and Maintenance* (ANSI/ALI ALOIM). Before working on vehicles raised on hydraulic lifts that are not equipped with automatic safety devices, lift operators must ensure suspended vehicles are supported by jack stands or other approved means of support.

Any new hydraulic lift must be equipped with an automatic mechanical stopping device to hold the lift at multiple extended positions. Lifts that are not currently equipped with this stopping capability must have jack stands or other approved devices placed under the lift post frame at all levels of use. Lift operators must not leave vehicles on the lift or leave the hoist in a raised position after the repair work is completed.

While the repair work is incomplete, lift operators must not leave vehicles on lifts or hoists overnight without lowering them onto approved jack stands or other approved supporting devices. The MVMF or designee periodically inspects mechanical stopping devices, jack stands, and other approved supporting devices to ensure enforcement of safe work practices.

3.1.1.4 Handling of Asbestos-Containing Material

USPS complies with the Occupational Safety and Health Administration's (OSHA) general industry standard for asbestos and asbestos-containing material (ACM) outlined in 29 Code of Federal Regulations (CFR) 1910.1001. *OSHA Requirements for Work Practices and Engineering Controls for Automotive Brake and Clutch Inspection, Disassembly, Repair and Assembly*, detailed in 29 CFR 1910.1001 Appendix F, serves as the authoritative source for brake and clutch work in VMFs.

USPS employees will not perform work that exceeds the OSHA permissible exposure limit (PEL) under any circumstances. Therefore, a full OSHA written compliance program is not required.

If a facility has documented in writing (e.g., in an inventory) that no ACM is present, then no further action is required.

3.1.1.5 Tires

The MVMF or designee ensures that current charts and rim manuals for each type of rim being serviced are available in the service area. The MVMF or designee must post a copy of Poster 49, *Tire Pressure Chart*, in all areas where tires are inflated.

In keeping with OSHA 1910.177 (29 CFR 1910.177), tires must be inflated in a safety cage or from behind a barrier unless the rim wheel is bolted onto a vehicle during inflation.

A technician, tire repairer, or garage assistant:

1. Inspects the tire safety cage prior to each use and after any explosive separation of wheel components, and checks for the following:
 - a. All rims and tires are inflated within the safety cage.
 - b. Tires meet tread depth minimums: 4/32 for steer tires and 2/32 for drive tires.
2. Immediately removes from service and notifies supervisor of any devices exhibiting defects such as:
 - a. Cracks at the welds
 - b. Cracked or broken components
 - c. Bent or sprung components caused by mishandling or abuse, wheel separations, or pitting of components due to excessive corrosion

Note: Do not return damaged devices to service until they are inspected and repaired by the manufacturer or a registered professional engineer to meet strength requirements.

3. Uses a clip-on chuck with sufficient hose to allow employees to stand clear of the tire's trajectory during inflation.
4. Inflates the tire only to the minimum pressure necessary to force the tire bead onto the rim ledge when automatic inflators are used to seat beads.
5. Removes any bead expanders before the valve core is installed and as soon as the tire slips onto the bead seat.
6. Performs final inflation with the tire and wheel secured in a safety cage.

3.2 Emergency Warning Devices and Fire Extinguishers

Fleet Management requires Federal Motor Carrier Safety Administration (FMCSA) requirements to be followed for vehicles weighing more than 1 ton. Vehicle maintenance vehicles and all service vehicles must have appropriate safety equipment.

Fire extinguishers must be installed on motor vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or more, USPS-owned motor vehicles regularly scheduled for use as wreckers, VMF service vehicles, and plant and equipment vehicles. In addition, these vehicles must carry emergency warning device kits. Fire extinguishers and emergency warning device kits must be inspected during each Preventative Maintenance Inspection (PMI) and replaced, if necessary.

3.2.1 Fire Extinguishers

Fire extinguishers installed on vehicles must be approved by Underwriters Laboratory or Factory Mutual, hand-portable, multi-purpose, and dry chemical, with a minimum capacity of 10 pounds.

Proper brackets must be installed and used to secure extinguishers in a location that is easily accessible to the vehicle operator at all times.

3.2.2 Four-Way Emergency Flashers

Vehicle operators may use vehicle four-way emergency flashers only in the following circumstances:

- When the vehicle presents a hazard to other motorists.
- To indicate a slow rate of travel, except where it is prohibited by local ordinance.
- In an emergency or vehicle recovery situation.

The vehicle operator must activate flashers when the vehicle is:

- Double-parked or improperly parked due to emergency situations, such as mechanical failure or road obstruction
- Disabled and exposed to moving traffic
- Being towed
- Parked or stopped on a curve or in an area where other drivers' visibility is obscured

3.3 Vehicle Operator Training and Responsibility

3.3.1 Care and Handling of Vehicles

All USPS vehicle operators are responsible for the proper care and handling of USPS-owned or leased vehicles that they operate.

No employee shall operate a USPS-owned, leased, or privately owned vehicle (POV) on official business without a valid license in their possession.

All vehicle operators, regardless of their craft, must perform a vehicle safety check as outlined in Notice 76, *Expanded Vehicle Safety Check*, and Label 70, *Safety Check and Vehicle Dimensions*, on any USPS-owned or leased vehicle prior to operating it. Carriers who lease their private vehicles to USPS are not required, but are encouraged, to perform the safety check on those vehicles to ensure a safe, operational vehicle.

Exhibit 3.3.1a, Notice 76

UNITED STATES POSTAL SERVICE®

Expanded Vehicle Safety Check

1. Inspect under vehicle for fluid leaks.
2. Inspect front tires for uneven wear and under-inflation.
3. Check that hood can be latched securely.
4. Check front for body damage.
5. Check left side for body damage.
6. Check left door lock (check for complete accident report kit if stowed on inside left of vehicle).
7. Check for rear-end leaks.
8. Inspect rear tires for uneven wear or under-inflation.
9. Check rear for body damage.
10. Check rear door lock.
11. Check right side for body damage.
12. Check right-side door lock(s).
13. Open door and move into driving position.
14. Check for complete accident report kit.
15. Start engine.
16. With assistance, adjust pot-lid mirrors and rear-view mirrors.
17. With assistance, check headlights, taillights, brake lights, flashers, and directional signals (front and rear).
18. Adjust center rear-view mirror.
19. Check operation of windshield wipers and washer.
20. Check operation of horn.
21. Inspect gauges for proper operation.
22. Check foot brake.
23. Check emergency brake.
24. Check seat belt and fasten.

Note: This checklist has been designed to take the driver in a logical sequence around a RHD vehicle with a minimum of lost motion. For LHD vehicles, move from the front to the right side rather than to the left side. For Items 16 and 17, if no assistance is readily available, handle personally.

See Additional Instructions on the Reverse

Notice 76, July 2003

UNITED STATES POSTAL SERVICE®

Instructions

Check the items shown on the other side of this form on the initial use of each vehicle each day.

Report deficiencies, body damage, or inoperable items to your supervisor using Form 4565, *Vehicle Repair Tag*, so the conditions can be corrected or another vehicle can be provided.

If there are no vehicle deficiencies, proceed to your first assignment.

Notice 76 (Reverse), July 2003

Exhibit 3.3.1b, Label 70

DIRECTIONS: Peel label from backing. Use peel off numbers below to insert vehicle height data. Apply to clean dry surface. Rub down smoothly.

SAFETY CHECK BEFORE OPERATING VEHICLE
 Before operating this vehicle, report any deficiencies to your supervisor on Form 4565, Vehicle Repair Tag.

Check hood latches.
 Check all tires.
 Check for body and fender damage.
 Check under vehicle for oil, grease, or water leaks.
 Check oil gauge, gas gauge, ammeter, and air brake pressure gauge, if so equipped.
 Check rear view mirrors and adjust.
 Check pot lid mirror and adjust.
 Check windshield wiper and horn.
 Check steering for excessive play.
 Check service and parking brakes.
 Check all lights including signal devices.
 Check accident report kit.
 Check safety belts. Fasten before driving.

**ALWAYS LOOK
BEFORE BACKING**

DRIVE SAFELY

Label 70, Sept. 1988

Vehicle Height _____ ft. _____ in.

Check Your Driving Habits

0 1 2 3 4 5 6 7 8 9 10 11

0 1 2 3 4 5 6 7 8 9 10 11

3.3.1.1 Electric Vehicles

Electric Vehicle (EV) operators are responsible for ensuring that the EV has sufficient charge to meet daily needs. When returning an EV to either the VMF or the home unit, vehicle operators place the vehicle on a charger, ensuring that charging has begun and is functioning as expected.

If an EV has insufficient charge to return to a USPS facility with a compatible charger, the EV operator may charge it using commercial charging networks. EV operators should only charge the vehicle enough to provide the range necessary to return it to the nearest VMF or USPS facility with a charger. They must use the Voyager card to pay for charging in the same manner as payment for gasoline/diesel fuel.

If a vehicle charger or contact point appears frayed, nicked, or damaged, EV operators must not use the charger. EV operators must immediately report any damaged charging equipment to the installation head and mark the charger as out of service.

3.3.1.2 Repair Tag

Local management must establish a standard procedure for vehicle operators to follow when their vehicle or trailer breaks down on the route. To the fullest extent possible, the vehicle operator should pinpoint the problem to help management determine whether a replacement vehicle is needed or if the problem can be repaired on-site.

Important: Once a vehicle operator calls in a vehicle deficiency that poses a safety concern or where continued operation would cause further damage, the vehicle operator must not drive the vehicle.

Vehicle operators should provide as much descriptive information as possible to assist vehicle maintenance personnel in making proper and necessary repairs.

Vehicle operators must report repair requests in the Retail and Delivery Application Reports (RADAR) tool as soon as possible. They must not delay reports of necessary repairs until the following morning.

When vehicle operators consistently experience road failures or mechanical difficulties, their supervisors must investigate to determine whether failures are due to vehicle defects, improper maintenance, or lack of proper vehicle operability, and notify the VMF of their findings.

3.3.2 VMF Reporting of Vehicle Defects or Deficiencies

VMF personnel report vehicle manufacturer defects and deficiencies to notify Headquarters (HQ) Fleet Management that there is a systemic defect with a specific vehicle type.

VMF employees use PS Form 4528, *Vehicle Defect or Deficiency Report*, to report all defects and deficiencies in new or used vehicles. This form is to be used whenever premature failure of a part, component, or assembly requires replacement prior to normal life expectancy. VMF employees must immediately report vehicle defects or to their manager or supervisor. VMF managers and supervisors must immediately report urgent defects to HQ Fleet Management through PS Form 4528 and include the following information:

- Postal Service Vehicle Number
- Date that the defect/failure was observed
- Type of defect/failure, including a concise statement describing any failure resulting from the defect
- Any accident or injury that occurred due to the defect/failure
- Current mileage
- Present location of the vehicle

Vehicles that exhibit a defect that poses a safety concern must be immediately removed from service.

3.3.3 Driving Practices

USPS vehicle operators, including carriers with drive-out agreements, must obey all posted speed limits.

Traffic violations are the vehicle operator's responsibility. USPS vehicles have no special right-of-way privileges over private vehicles.

Whenever a vehicle operator leaves the vehicle, they must park the vehicle. Only VMF employees may exit a running vehicle, and only when the drive wheels have been chocked, or the drive wheels are not in contact with the ground.

When parking, vehicle operators must place vehicles with automatic transmissions into the park position (vehicles with manual transmissions must be placed in gear), turn off the ignition, and remove the key. The parking brake must be engaged, and the front wheels turned toward the curb if parked on a flat surface or when the vehicle is facing downhill. If the vehicle is parked facing uphill, the vehicle operator must turn the front wheels away from the curb.

The vehicle operator must lock the vehicle if exiting the vehicle.

Smoking or vaping is not permitted in USPS-owned or leased vehicles.

3.3.3.1 Security of Mail in Vehicles

Vehicle operators must secure the mail at all times. They must keep the rear vehicle door locked, except when loading or unloading the vehicle. For vehicles with separate driver and

cargo compartments, vehicle operators must only keep working mail in the driver's compartment while performing delivery and collection duties. Vehicle operators are to keep bulkhead doors (if any) in the open position during transport of authorized passengers in auxiliary seating, to enable operator use of cargo area windows (if any), or to aid airflow. However, vehicle operators must consider the nature of mail or equipment being transported and use good judgment in deciding when an open internal door is suitable and will not interfere with the safety of vehicle operations. Vehicle operators must keep bulkhead doors closed and locked when the vehicle is parked. They must not leave mail in an unlocked vehicle.

To prevent delay or loss of mail, the vehicle operator must ensure mail is not concealed and has not slipped into crevices by checking the vehicle carefully before completing the assignment. Vehicle Post Office (VPO) supervisors must inspect all USPS-owned or leased vehicles daily (including vehicles leased by employees or used in drive-out agreements) to prevent loss of mail or delay in delivery.

Vehicle operators must carefully inspect leased vehicles, in particular for mail or USPS property prior to their return to the lessor at the conclusion of the lease.

3.3.4 Training Newly Assigned Vehicle Operators

Rules and regulations governing the policy and procedures for vehicle operator training can be found in Handbook EL-804, *Safe Driver Program*. To promote the operational efficiency of newly assigned vehicle operators, managers adhere to the procedures in the sections that follow.

3.3.4.1 Craft Orientation

All operators must receive initial vehicle operator training, which includes:

- Vehicle operator training orientation
- Familiarization with vehicles the operator is expected to operate
- Controlled driving instruction using vehicles the operator is expected to operate
- Written and driving end-of-training tests

Vehicle operator training must be documented on PS Form 2548, *Individual Training Record*.

3.3.4.2 Specialized Vehicles and Equipment

Supervisors or designated instructors at the using facility must carry out specialized equipment training, including the operation of tow trucks, wreckers, and vehicles equipped with hoists or lifts. All specialized vehicle and equipment training must be documented on PS Form 2548.

3.3.4.3 Improvement and Refresher Vehicle Operator Training

Managers must schedule an employee for vehicle operator improvement training whenever the employee shows a significant number of driving deficiencies or a serious violation(s) of safe driving practices, or as determined by local policy. All training is to be coordinated with the Safety Department.

Employees previously qualified on a particular type of vehicle who have not operated that type of vehicle for a period of 1 year or more must receive vehicle familiarization, orientation, and refresher vehicle operator training prior to operating that specific type of vehicle.

3.3.4.4 Safety Talks

At least once per year, one of the weekly safety talks at each facility must address the problems associated with the experiences of new vehicle operators. When possible, a craft employee should make the presentation to promote employee awareness and first-hand experience.

3.3.4.5 Onboarding Newly Assigned Vehicle Operators

Delivery and vehicle services managers should make every effort to ensure that newly assigned employees are familiar with their routes prior to actual delivery on a route without assistance. Installation heads or their designees must ensure that vehicle operators are properly licensed to operate the assigned vehicles and certified to do so as evidenced by PS Form 2548.

3.4 Reporting Observations and Accidents

3.4.1 Street Observation

Installation heads or supervisors must periodically observe vehicle operators' driving performance to ensure safe vehicle operation, on the schedule identified on the applicable version of PS Form 4584, *Observation of Driving Practices*.

3.4.1.1 Actions to Take Regarding Observations

Installation heads or supervisors must pay immediate attention to any deficiencies identified during the observation. If practical, they may advise operators at the scene or immediately thereafter. Installation heads or supervisors should present discussions with vehicle operators in a positive tone and include the benefits gained from improving driving practices. If the vehicle operator commits no violations during an observation, the installation head or supervisor should commend the vehicle operator immediately at the scene and annotate that action on PS Form 4584.

3.4.1.2 Corrective Action for Violations

For violations of safe driving practices, installation heads or supervisors must schedule improvement training and consider suspension of driving privileges. In all instances, they must make the vehicle operator aware that an observation has occurred and of any deficiencies noted during the observation. Any official action taken must be in accordance with the applicable national bargaining agreement.

3.4.2 Accidents

Accidents are occurrences of damage due to errors in judgment, vehicle operator technique, or maintenance. Blame, preventability, the amount of damage, and the cost of repair have no bearing in determining whether an accident has occurred.

Vehicle operators carry out the following instructions when any vehicle is involved in an accident, regardless of the extent of the injury or damage or of any parties' stated intent to file a claim:

1. Stop at the scene.
2. Safeguard the scene against further accidents.
3. Aid or assist any injured person.
4. Safeguard the mail.
5. Report the accident immediately in accordance with local instructions.

6. Provide other driver(s) and police with any information required by law. Do not make any statement admitting personal or government liability or criminal negligence or attempt to negotiate an agreement or settlement with anyone.
7. Obtain names, addresses, and telephone numbers of any injured persons. (Note the extent of visible or claimed injury.)
8. Obtain the names, addresses, and telephone numbers of the owners or drivers of any damaged vehicles or property. Note the extent of visible damage.
9. Obtain the names, addresses, and telephone numbers of any witnesses.
10. Mark on pavement with chalk the positions of vehicle wheels, objects, or persons involved in the accident.
11. Complete Standard Form (SF) 91, *Operator's Report of Motor Vehicle Accident*, and submit it to your immediate supervisor before going off duty on the day of the accident.
12. Notify your office in accordance with local instructions. For your protection, report all accidents in which you are involved while operating any vehicle on official business.

3.4.2.1 Accident Report Kits

Each motor vehicle, bicycle, or other vehicle owned or leased (including drive-out agreement) by USPS must carry Item 087-H, *Accident Report Kit*. The kit contains:

- a. SF 91, *Operator's Report of Motor Vehicle Accident*
- b. Pencil
- c. Chalk
- d. Local instructions

3.4.3 Motor Vehicle Accident Investigation

3.4.3.1 Reporting Vehicle Accidents and Damage

USPS employees who are involved in, observe, or are notified of a USPS-related accident involving a private party must immediately report the accident to their supervisor or, if their supervisor is unavailable, to the postmaster or installation head.

All vehicle accidents and damage must be immediately reported to an employee's supervisor, or to the local installation head if the supervisor is unavailable.

Any accidents that involve non-USPS individuals or damage private property may result in a tort claim and must be reported and investigated as described in Handbook PO-702, *Tort Accident Investigations and Claims*.

3.4.3.2 Employee's Immediate Supervisor

The employee's immediate supervisor completes the following tasks using the electronic Safety and Health Management Tool ([SHMT](#)):

1. Review SF 91, *Operator's Report of Motor Vehicle Accident*.

Note: USPS vehicle operators must complete SF 91 in its entirety at the scene of a vehicle accident, except when precluded by medical, safety, or security concerns.

2. Review PS Form 1700, *Accident Investigation Worksheet*, completed by the accident investigator.
3. Discuss the accident with the vehicle operator who was involved.
4. Report the accident in SHMT with information based on the discussion with the vehicle operator and information reported on SF 91 and PS Form 1700.

5. Review the vehicle operator's on-duty driving record, determine whether any corrective measures are appropriate, and initiate actions as warranted.
6. Within 24 hours of the accident, send copies of SF 91 and PS Form 1700 to the postmaster or installation manager or designee. Send the original SF 91 and PS Form 1700 to the Tort Claims Collection Specialist and ensure that the District Tort Claims Coordinator receives all photographs, witness statements, and/or police reports associated with the accident. Retain copies of all submitted materials.

3.4.3.3 Postmaster or Installation Head

The postmaster, installation head, or designee must ensure the accident has been recorded in the SHMT. The postmaster, installation head, or designee must report any motor vehicle accident to the VMF and Tort Claims Program Tort Claims/Collection Specialist that involve the following:

- Injury to any person
- Damage to non-USPS property
- Damage to a USPS-owned or leased vehicle or to other USPS property

The postmaster, installation head, or designee investigates all accidents as described in PO-702, *Tort Accident Investigations and Claims*, and ensures that all relevant information is transmitted to the appropriate Tort Claims/Collection Specialist.

3.4.3.4 VMF Manager (MVMF)

The MVMF or designee must inform the local installation head of the using department, the Manager of Safety, and Tort Claims of any unreported damage identified at the VMF.

When a private party damages a USPS-owned vehicle, the MVMF or designee must:

- Promptly determine and document the cost of repairs.
- Forward the documented costs of repairs to the Tort Claims/Collection Specialist.
- Identify whether a temporary or permanent replacement vehicle is necessary and assign the vehicle as necessary.

3.4.3.5 Estimating and Documenting Repairs and Replacement

The following items are standard components of supporting documentation for billing a private party or private party's insurer and should be provided to the assigned Tort Claims/Collection Specialist:

Hours of labor. For completed repairs, use actual hours of labor. Preferably, prepare a claim upon completion of a repair since documentation of actual costs will be available. For a claim based on pending repairs, use standard estimated repair times for the type of vehicle and work required.

Cost of labor. For repairs performed by the VMF, use the rate for warranty reimbursement most recently published in a Postal Service Vehicle Maintenance Bulletin. This rate includes both direct personnel and related overhead costs. For outsourced repairs, use the actual cost of labor charged to the Postal Service and include any specific additional costs incurred in the process, such as VMF employee labor or other resources used to tow the vehicle or perform other associated tasks.

Cost of parts. Use the actual cost of parts, including shipping costs (if any). If parts are taken from USPS-owned or consigned inventory, use the current cost to USPS to replace the part, rather than an average figure for all on-hand parts of the particular type.

Replacement costs. The entitlement to damages for loss of use varies from state to state. Consult the assigned Tort Claims/Collection Specialist to determine how to assist them in making a loss-of-use claim.

3.4.3.6 Reporting Damage to Leased Vehicles

The use of PS Form 4577, *Leased Vehicle Condition Report*, is mandatory for all vehicle contracts and serves to notify the postmaster or manager that the returned vehicle has been damaged. All damage to leased vehicles must be immediately reported via PS Form 4577, and the lessor must be notified of damage as stipulated in the terms of the lease.

The installation head where the vehicle lease was executed, rather than the local VMF, reports damage to the lessor, except where the damaged vehicle was leased by the VMF. Claims for damage to leased vehicles or contracted vehicles must follow the terms of the lease or contract.

4 Technology

4.1 Overview

The Integrated Fleet Management (IFM) system is a framework designed to streamline the management of the USPS fleet. The IFM comprises two critical components: the Fleet Management Information System (FMIS) and Telematics. These two components work in tandem to ensure comprehensive life cycle management of the USPS fleet from acquisition to disposal.

4.2 Fleet Management Information System

USPS utilizes FMIS to effectively manage the USPS fleet. FMIS is a central data hub that unifies functionalities, such as inventory management, vehicle maintenance, work order scheduling, and vehicle life cycle tracking to provide comprehensive oversight of fleet operations.

USPS employees access FMIS through a web-based platform to schedule and monitor the completion of maintenance, repairs, or other work orders. FMIS workflows are designed to be job-centric: labor, parts, and commercial charges are attributed to specific work orders.

To accommodate the diverse needs of USPS personnel, FMIS offers two user interfaces, Edge and M5, each designed to facilitate different aspects of Fleet Management.

- The Edge interface is developed for technicians, stockroom staff, and supervisors, and focuses on capturing labor times, part issuance, and work distribution.
- The M5 interface is suited for more administrative Fleet Management tasks, offering features such as a comprehensive parts catalog, vendor tracking, detailed reporting, advanced scheduling, recall and preventative maintenance campaigns, and repair and maintenance forecasting.

When navigating FMIS, users follow a series of procedural steps to initiate work requests, manage work orders through their life cycle, track parts and labor, oversee warranties, document repairs, and collect vehicle diagnostic data. For detailed step-by-step guides, users should consult available standard work instructions (SWI) and manuals. In order to ensure data integrity in FMIS, users must make accurate entries in FMIS and promptly correct any data entry errors.

4.3 Telematics

Vehicle telematics integrate with FMIS to enhance preventive maintenance. On-board telematics units collect and transmit vehicle usage data to FMIS, enabling automated scheduling of vehicle maintenance tasks and delivering predictive maintenance insights. This approach optimizes vehicle servicing, prevents over- and under-maintenance, allows for hands-free tracking of mileage and engine hours, and supports the creation of telematics-based work requests. When telematics are not available, follow the procedures outlined in 4.4.1 Daily Mileage and Usage Reporting.

4.4 Reporting

All employees have a responsibility to ensure data integrity in any report or official entry. Installation heads, MVMFs, and Territory managers must regularly assess reports for accuracy

and completeness. The review should include checking mathematical computations, correcting illegible entries, and entering any omitted data, such as part numbers or costs.

The following factors must be kept in mind when evaluating report indicators during report reviews:

- Accuracy of source documents.
- Report trends. When accounting period totals are used, at least two or three accounting periods must be compared before considering definite action. The reviewer will average the variances between accounting period totals to establish a trend. Year-to-date (YTD) figures are usually more indicative of problem areas than individual reports.
- Variances. The review must identify variances that are clearly explainable and justifiable due to extenuating circumstances and investigate and resolve variances that are not.

4.4.1 Daily Mileage and Usage Reporting

In instances where the vehicle operator knows that no telematics unit is installed on a vehicle, where the vehicle operator does not know if the vehicle is equipped with a telematics unit, where the vehicle is leased or rented, or where directed by HQ Fleet Management, vehicle operators must manually track vehicle usage by completing PS Form 4570, Vehicle Time Record, or by entering data into the Automated Vehicle Utilization System (AVUS). The AVUS Supervisor's Guide is available on the [AVUS website](#).

Exhibit 4.4.1, PS Form 4570 (Front and Back)

[illegible]

Part 2									
Vehicle Time Record					Make/Model Code		Vehicle Number		
(Continued)									
(Use Part 1 first)									
☐ Postal-Owned					☐ Employee-Owned				
No. Days Used			Total Days Assigned			Inoperable Days			
City, State, and ZIP + 4®						Dispatch Point			
Date	Operator and Run or Route Number	Total Daily Miles	Odometer Reading (no tenths)			Clock & Odo. Guide	Veh. Hrs. Oper.	Clock Rings	
Brought Forward From Part 1 ▶									
						E			
						B			
						E			
						B			
						E			
						B			
						E			
						B			
						E			
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						B			
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						B			
						E			
						B			
						E			
						B			
						E			
						B			
Complete Part 1, Then Begin Here ▶									
If more than one card is used, carry this total over to the next card. ▶							▲ Total Hours		
End of Period	Odometer			Reviewed and Approved By (Name)					
Beginning of Period	Odometer			Printed Name					
Miles Operated	Odometer			Standing and lunch times are not included in total.					
☐ Check if Hourly Rate Contract	Hourly Rate		Hours		=		\$		
	\$		X						
☐ Check if Daily Rate Contract	Daily Rate		Days		=		\$		
	\$		X						
☐ Check if Mileage Contract	Rate per Mile		Miles		=		\$		
	\$		X						
NET AMOUNT DUE ▶									
Contractor's Name (Vendor)					Contract No.		PP _____		
							FY _____		
Contractor's Address (Vendor) (Include Apt./Ste. No.)						Beginning Date			

When telematics or AVUS is unavailable, users should follow these steps:

1. Collect PS Form 4570
 - a. Vehicle operators begin their shift by collecting [PS Form 4570](#) from the dispatcher. For each day and time a vehicle is used, the vehicle operator must document the usage on PS Form 4570, including operator name, route number, daily miles driven, and vehicle odometer reading at the start and end of use.
2. Complete PS Form 4570
 - a. The vehicle operator calculates the total daily miles and the total number of hours the vehicle was in use, based on the beginning and ending mileage and clock rings.
 - b. USPS trailers do not require clock rings on PS Form 4570. The installation head or designee credits 1 8-hour day if the trailer is in service, in accordance with the contract agreement.
 - c. The installation head or designee ensures approved mileage is readily accessible to vehicle operators and persons responsible for reviewing the forms.
 - d. For delivery vehicles, the installation head or designee uses the Mobile Delivery Device (MDD) in lieu of PS Form 4570. If the MDD is used, the supervisor must review the entries daily and ensure that AVUS accurately reflects the vehicle's mileage.
3. Review and Address Deviations
 - a. The installation head or designee reviews and compares data on PS Form 4570 to the approved mileage.
 - b. The installation head or designee discusses any unauthorized deviations to approved mileage with the vehicle operator at the earliest practical time.
 - c. The vehicle operator explains any deviations on PS Form 4570.

4.4.2 Data Monitoring

MVMFs, installation heads, and/or their designees must regularly review various reports, confirm their accuracy, and properly submit them. The table below lists the types of reports that must be reviewed, required reviewers, review frequency, and required actions.

Data	Reviewer	Review Frequency	Actions Required
Work Orders	MVMF or designee	Daily	▪ Reviews mechanic and garage assistant recorded times. ▪ Review excessive parts and repair costs. ▪ Review the summary of internal and external labor by job reason.
Employee Work Hours	MVMF or designee	Daily	▪ Ensure all clocked employee hours are charged to work orders or indirect time. ▪ Validate employee productivity and ensure time is being recorded appropriately.

Vehicle Utilization	Installation Head or designee	Monthly	▪ Ensure all PS Forms 4570 are transmitted to VMF. ▪ Ensure proper vehicle utilization. ▪ Check for erroneous mileage.
	MVMF or designee	Monthly	▪ Ensure proper vehicle assignment and accountability to the Unit Finance Number. ▪ Identify low-mileage vehicles for potential reallocation.
Fuel Tank Inventory	Installation Head or designee of stations with underground or above-ground bulk fuel storage	Monthly	▪ Ensure purchases are entered correctly. ▪ Verify quantity on hand is correct based on amount ordered vs. amount dispensed. ▪ Review YTD usage of gasoline, diesel fuel, and oil. ▪ Report variations of 10% or greater to the MVMF for further action. ▪ Ensure issues are processed correctly and in a timely manner.
Parts Inventory	MVMF or designee	Monthly	▪ Review beginning inventory, purchases, transfers in, net received, transfers out, net rejections, inventory adjustments, and ending inventory. ▪ Ensure inventory balance is correct and not excessive. ▪ Investigate root cause of apparent discrepancies and ensure they are addressed before inventory counts are approved.
Parts Usage and Issue List	MVMF or designee	Monthly	▪ Investigate and determine root cause of repetitive repairs, defective parts, and high-usage trends to assess quality control. ▪ Report consistent failures of specific part types or unusually high levels of replacement part usage as a manufacturer defect through PS Form 4528.
Parts Reorder Report	MVMF or designee	At least monthly	▪ Review stock levels set by FMIS to determine whether the established levels are still appropriate.
Parts Backorder (Open Purchase Order)	MVMF or designee	At least weekly	▪ Determine parts that have been ordered but not received. ▪ Determine root cause of delays to arrange expedited order fulfillment, as needed.

Vehicle Maintenance Costs	MVMF or designee	Monthly	- Review total cost, in dollars, for all USPS-owned vehicles assigned to a VMF or VPO. - Calculate fleet efficiency indicators (refer to 4.4.3 Calculating Fleet Efficiency Indicators Derived from the Vehicle Maintenance Cost Report for more information).
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4.4.3 Calculating Fleet Efficiency Indicators Derived from the Vehicle Maintenance Cost Report

Indicator:	Aims to:	How to calculate:
Scheduled Maintenance Labor Ratio	Measure the financial effectiveness of in-house scheduled maintenance operations in relation to the total in-house maintenance operational costs	- Calculate the total costs associated with labor for scheduled maintenance activities. - Sum the costs of labor for all maintenance activities, including scheduled maintenance, road calls, and unscheduled repairs. - Divide (1) by (2) and multiply by 100 to get a percentage.
Scheduled Maintenance Labor and Contract Labor Ratio	Measure the financial effectiveness of scheduled maintenance operations (in-house and contracted) in relation to the total maintenance operational costs (in-house and contracted)	- Calculate the total in-house and contract costs associated with labor for scheduled maintenance activities. - Sum the costs of labor for all in-house and contract maintenance activities, including scheduled maintenance, road calls, and unscheduled repairs. - Divide (1) by (2) and multiply by 100 to get a percentage.
Ratio of Undistributed Labor to Total Direct Labor	Monitor discrepancies between workhours on work orders and timecards	- Sum the total costs associated with undistributed labor. - Sum the total direct labor costs. - Divide (1) by (2) and multiply by 100 to get a percentage.
Ratio of Total Indirect Labor to Total Direct Labor	Monitor the allocation between indirect and direct labor costs	- Sum all the costs associated with indirect labor (i.e., clerical, supervisory positions). - Sum all the costs for direct labor (i.e., mechanics, garage assistant). - Divide (1) by (2) and multiply by 100 to get a percentage.

5 Vehicle Acquisition

5.1 New Vehicles

5.1.1 Purchase of Vehicles

Headquarters has the authority to set restrictions on vehicle purchases. A completed and approved [PS Form 4515, Vehicle Request, Review, and Approval](#), is required to fulfill the current procedure for vehicle acquisition requests. HQ Fleet Management conducts all USPS vehicle purchases at the direction of USPS Leadership. Local purchases of vehicles are not permitted. This prohibition does not apply to the United States Postal Inspection Service (USPIS) or USPS Office of Inspector General (OIG).

HQ Fleet Management controls the purchase of all USPS vehicles intended for use on federal or state highways. HQ Fleet Management works with the Vehicles & Delivery/Industrial Equipment Category Management Center (CMC) to facilitate the purchase of all powered vehicles and with the Transportation Services CMC for the purchase of non-powered vehicles, such as trailers.

5.1.2 Zero-Emission Vehicles

Zero-Emission Vehicles (ZEVs) aim to reduce or eliminate the emissions of hazardous substances. ZEVs are essential in promoting sustainable transportation and mitigating the environmental impact of the transportation industry. The Vehicles CMC may return requests for acquisition of non-ZEVs for additional review or information as necessary to ensure USPS compliance with the Energy Policy Act.

5.2 Reassigning Excess Vehicles

To the fullest extent possible, installation heads or MVMFs meet local vehicle needs with local excess vehicle capacity.

When an installation head or MVMF determines that a vehicle exceeds operational needs, the MVMF reassigns the vehicle to meet valid requirements within the service area. If there are no vehicle needs in the service area, the MVMF notifies the Manager, Vehicle Operations (MVO).

The area MVO then reassigns the vehicles (except excess Postal Vehicle Service [PVS] vehicles, such as truck tractors, spotter tractors, cargo vans, or trailers) to meet valid requirements within the area. The MVO notifies HQ Fleet Management of excess vehicles that have not been reassigned.

HQ Fleet Management reallocates excess non-PVS vehicles to other areas as appropriate and coordinates with appropriate stakeholders to seek approval of any PVS vehicle reassignments.

5.2.1 Use of Available Surplus Vehicles Required

Installation heads who request vehicles to be assigned to their installation must document each vehicle request on [PS Form 4515](#). Using PS Form 4515, the MVO determines whether surplus vehicles are available within the region. If surplus vehicles are not available, the MVO contacts the Manager, Fleet Operations (MFO), who will attempt to locate suitable vehicles in other territories within the region. If no suitable vehicles are available, the MFO contacts HQ Fleet Management Operations, which may meet service needs by directing inter-regional vehicle transfers or releasing storage vehicles.

5.2.2 Office of Inspector General and Postal Inspection Service Vehicles

When the USPS OIG or USPIIS identifies surplus vehicles, they notify the local VMF. VMF personnel move the surplus OIG/USPIS vehicles to a VMF to facilitate their processing. If surplus vehicles are not needed for reassignment locally, the servicing MVMF must first notify the area MFO of their availability for possible transfer to other clusters. If the area MFO determines that there is no need for the surplus vehicles, the MVMF must dispose of them in accordance with Chapter 7.

5.3 Vehicle Transfer

Moving vehicles from one place to another, whether within a local area or over long distances, requires proper inventorying, accounting, and management of the labor costs involved.

5.3.1 Transfer of Vehicles for Operations Assignments

Vehicle transfers and reassignments that require contracting a carrier for transportation or that generate a General Bill of Lading must be charged to the receiving installation. Upon receipt of written authorization, the fleet manager at the receiving destination transfers the vehicle(s) in FMIS.

The shuttle or transfer of vehicles for maintenance purposes is a vehicle maintenance cost. The transfer of vehicles for operating assignments is an operating cost.

Assign VMF employees to make operating transfers when:

- The mechanical condition or the mileage involved warrant the assignment of a vehicle maintenance employee to ensure completion of the transfer.
- Repairs or inspections on other vehicles may be made en route.
- New vehicles are assigned to a VPO for the first time and an audit is necessary to instruct personnel at that office in the proper maintenance operation of the vehicles.

5.3.2 Transferring USPIS and OIG Vehicles

Transfer of OIG/USPIS vehicles requires written authorization from USPIS or OIG. Upon receipt of written authorization, the fleet manager at the receiving destination transfers the vehicle(s) in FMIS.

5.4 Receipt of Vehicles

5.4.1 Examination for Damage

Upon receipt, the VMF must check each vehicle completely for in-transit damage, noting any observed damage on the bill of lading before formally accepting the vehicle. The VMF must also:

- a. Check interior and exterior for damage and cleanliness, with special attention to the roof and undercarriage.
- b. Check lift gate for damage and proper operation, if so equipped.
- c. Check odometer for high mileage, as needed.
- d. Check and note if there is any evidence of cargo usage.

- e. Check and record condition of tires. Make sure that the manufacturer's supplied tires are still on the vehicle.
- f. Check all oil and fluid levels. Look for leaks.

5.4.2 Claims for In-Transit Damage

When vehicle(s) are delivered to a USPS installation in a damaged condition, the USPS receiver must:

- a. Obtain an inspection report from the delivering carrier.
- b. Note damages on the carrier bill of lading and confirm them on the carrier-provided inspection report. The consignee (USPS receiver) and the delivering carrier's representative (driver) must acknowledge the notation of damages on each document by signature.

New vehicles delivered to a VMF with significant damage will not be accepted and must be returned to the manufacturer for repair at the manufacturer's or transportation provider's expense. Examples of damage considered sufficiently significant to reject acceptance include the following:

- Vehicle will not start, is inoperable, and/or is unable to drive off the trailer (unless due to a dead 12V battery where a simple jumpstart resolves the issue)
- Vehicle fails to idle
- Visible damage to suspension/steering
- Visible damage to unibody
- Airbags deployed

The list above is not comprehensive, and HQ Fleet Management may expand or modify rejection criteria to address systemic vehicle quality issues or other circumstances that may arise during vehicle deployments.

Vehicles with significant damage (as described above) must be rejected unless otherwise directed by HQ Fleet Management. The USPS receiver notes damage on the bill of lading and contacts MVO for further instruction. VMFs receiving vehicle(s) with significant damage (as described above) report the circumstances to their immediate supervisor, to the MVO, and via email to FleetManagement@usps.gov.

In the event that repairs are made to the damaged vehicle(s) at an intermediate off-loading point or a final destination, either by the VMF or under contract, the receiving VMF is responsible for preparing and submitting all documentation, including a copy of the Work Order Cost Detail Report, to FleetManagement@usps.gov.

The vehicle supplier submits the invoice using the contractually agreed method. HQ Fleet Management then certifies the invoice and forwards to Accounting for payment. HQ Fleet Management returns the invoice to the supplier for correction or modification and resubmission if there are discrepancies in the invoice or bill of lading.

5.5 Vehicle Use, Operations, and Utilization

5.5.1 Vehicle Assignment

5.5.1.1 Vehicle Assignment to Operational Groups

Installation heads and operational managers identify vehicle needs by completing PS Form 4515 and submitting it to the functional group management for approval. Once approved, the

manager submits PS Form 4515 to HQ Fleet Management. HQ Fleet Management must verify and approve the submitted PS Form 4515 before any vehicle acquisition or reassignment.

Once HQ functional group management and HQ Fleet Management agree on the vehicle requirements for the functional group at hand, HQ Fleet Management communicates approval to the VMF. The VMF works with the local operational function to meet the approved need.

5.5.1.2 Assignment of Older Vehicles

The MVMF assigns vehicles that are nearing replacement due to age, mileage, or high maintenance cost to locations closer to the VMF or to a designated maintenance provider. When practicable, deploy older vehicles to less demanding assignments, as this minimizes overall repair cost and avoids disruption of service at offices unable to obtain prompt local maintenance service.

5.5.2 Fleet Identification

5.5.2.1 USPS Vehicle Identification Numbers

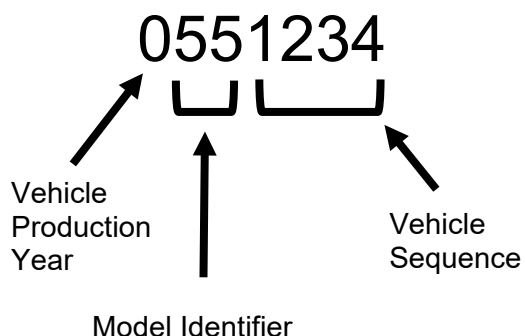
HQ Fleet Management assigns USPS identification numbers to all mail-hauling USPS-owned vehicles except bicycles and satchel carts. The supplier or VMF affixes vehicle number decals as described in Publication 500G, *Vehicles: Graphic Guidelines*, or the most current USPS vehicle branding guidelines. Motor Vehicle Accounting Section (MVAS) assigns all other vehicle numbers.

5.5.2.2 Traditional Identification Scheme

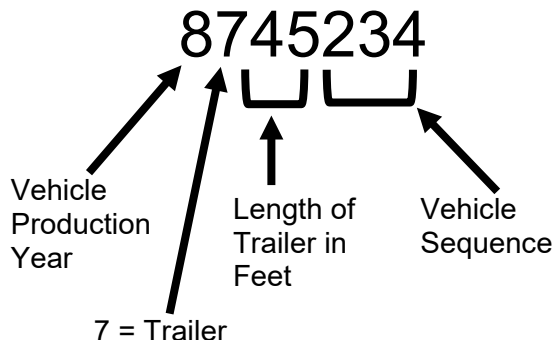
Mail-hauling vehicles that were provided an identification number prior to October 30, 2023, used the following 7-digit vehicle numbering scheme, which is utilized in various databases to identify the specific vehicle.

Exhibit 5.5.2.2, Traditional Identification Scheme

Traditional Scheme – Vehicles



Traditional Scheme – Mail-Hauling Trailers



NOTE:

- Vehicle Production Year is the last digit of the Vehicle Production Year (e.g., “0” for production year 1990, 2000, or 2010; “1” for production year 1991, 2001, or 2011)
- “0” in the last digit of a vehicle sequence indicates a vehicle with a jump seat and a spare tire.

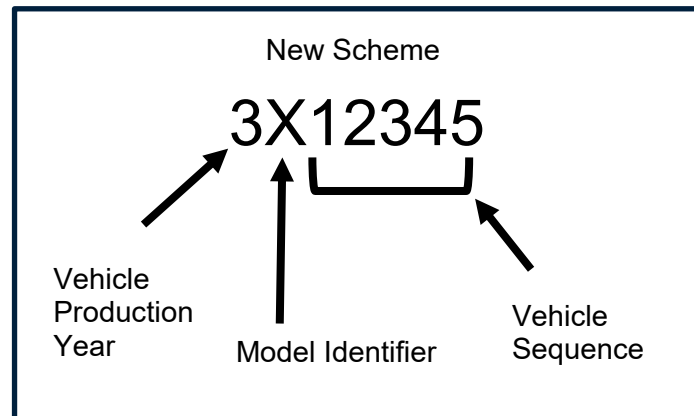
Model Identifiers:

- | | |
|-------------------------------------|-------------------------------------|
| ▪ 10 - 1/4-ton | ▪ 42 - 2-ton stake (4x4) |
| ▪ 11 - Sedan | ▪ 43 - 5-ton stake (4x2) |
| ▪ 12 - Station wagon | ▪ 44 - 2-ton stake |
| ▪ 13 - Ambulance | ▪ 45 - 5-ton dump |
| ▪ 19 - 1/4-ton pickup | ▪ 50 - 5-ton wrecker |
| ▪ 20 - 1/2-ton pickup | ▪ 51 - 10-ton wrecker |
| ▪ 21 - 1-ton pickup | ▪ 52 - 1-ton wrecker |
| ▪ 22 - 3/4-ton pickup | ▪ 53 - 6-ton wrecker |
| ▪ 23 - 2-ton pickup | ▪ 54 - 20-ton wrecker |
| ▪ 30 - 3/4-ton panel van, cargo | ▪ 55 - 40-ton wrecker |
| ▪ 31 - 3/4-ton panel van, passenger | ▪ 60 - Mobile fuel tanker |
| ▪ 32 - 1-ton panel van, cargo | ▪ 61 - Mobile self-powered P.O. |
| ▪ 33 - 1-ton panel van | ▪ 62 - Bus |
| ▪ 34 - 1/2-ton van, cargo | ▪ 63 - Tractor, non-mail hauling |
| ▪ 35 - 1/2-ton panel van, passenger | ▪ 64 - Auto transport, self-powered |
| ▪ 36 - 2-1/2-ton van, cargo | ▪ 70 - Auto transport, trailer |
| ▪ 37 - 5-ton van, cargo | ▪ 71 - Trailer, non-mail hauling |
| ▪ 40 - 1-ton stake (4x2) | ▪ 72 - Mobile vehicle repair shop |
| ▪ 41 - 1-ton stake (4x4) | |

5.5.2.3 New Scheme

For vehicles purchased after October 1, 2024, HQ Fleet Management provides a 7-digit alphanumeric Postal Service Vehicle Number (refer to exhibit below) that replaces the legacy 2-digit numeric model identifier with a single letter. The first digit of the vehicle number continues to indicate the vehicle production year.

Exhibit 5.5.2.3, New Scheme



Model Identifier: letter, no use of I or O

- A = Internal Combustion Engine (ICE) All-Wheel Drive (AWD) Next-Generation Delivery Vehicle (NGDV)
- B = Battery Electric Vehicle (BEV) Two-Wheel Drive (2WD) NGDV
- C = ICE 2WD NGDV
- D = BEV AWD NGDV
- E = Ford E-Transit

Remaining letters to be determined and available for future vehicles.

6 Maintenance Management

6.1 Fleet Management Programs

6.1.1 Model Vehicle Maintenance Facility Performance Review

The Model Vehicle Maintenance Facility Performance Review is an integral part of VMF operations. The review is a key tool used to determine the efficiency of a unit at any time and to identify areas that require corrective action. The Model Vehicle Maintenance Facility Performance Review has two levels of certification, which HQ Fleet Operations awards following successful completion of an on-site review by members of the National Review Team. The certification is valid for a period of 3 years.

6.1.2 Fleet Stratification Program

The Fleet Stratification Program is a systematic approach used to categorize and group vehicles into different categories to better understand and manage the diverse fleet composition.

Fleet stratification establishes six distinct vehicle classes:

- a. Light Delivery
- b. Mixed Delivery and Collections
- c. Cargo Vans
- d. Tractor-Spotter
- e. Non-Mail-Hauling
- f. Trailers

6.1.3 Limitation on Vehicle Repairs

Before initiating any extensive vehicle repair, including a repair for major fire or body damage, VMFs must assess the projected repair costs against the one-time repair limit using PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*. The MVO and the MFO or the MFO's designee must concur on any decision to exceed the one-time repair limit guidelines.

VMFs use PS Form 4587 to authorize the repairs that exceed the one-time repair limit listed in Appendix E: *Service Life and One-Time Repair Limit Guidelines*. The electronic version of PS Form 4587 incorporates the one-time repair limit, and HQ Fleet Management regularly maintains and updates the limits. The VMF must retain completed PS Forms 4587 in accordance with the records retention schedule.

6.2 Vehicle Warranties

6.2.1 Warranties and Modifications

USPS makes full use of the warranty provisions in vehicle purchase contracts, and those provisions are exercised by VMFs. Warranty maintenance work must be limited to the written warranty provisions. Documentation and recovery of warranted parts, materials, and labor is essential to minimizing fleet costs and to promptly identifying potentially adverse maintenance issues and trends.

Vehicle modifications, including modifications to any factory-installed equipment or accessories, may void warranty provisions and are not permitted unless explicitly approved by HQ Fleet Management.

6.2.1.1 Warranty Information

Manufacturer-specific warranty information and claim procedures for new mail-hauling vehicles are published in a USPS Vehicle Maintenance Bulletin (VMB) in conjunction with vehicle delivery. Fleet Management may issue warranty instructions through other channels, such as blue.usps.gov or memoranda. Vehicle suppliers and repair parts consignment suppliers may provide warranty procedure manuals, service bulletins, or Web-based systems containing detailed instructions for the disposition of warranty claims and the handling of defective parts.

6.2.1.2 Refusal or Delay of Warranty Service

If a warranty service provider refuses or disputes a claim, the VMF submits a written report to FleetManagement@usps.gov, copying the MVO and MFO. The report must include the following information:

- Date vehicle was placed in service
- Postal Service Vehicle Number
- Vehicle Identification Number (VIN)
- Name of authorized dealer
- Name, title, and telephone number of the individual who refused to provide service
- Nature of defects and reason for refusal (e.g., safety)
- Mileage and engine hours at the time of the failure
- Current mileage and engine hours
- Any other information relevant to the claim

6.2.1.3 Handling Delays

If all local efforts to obtain repair parts or warranty service are unsuccessful, the VMF waits 10 business days and contacts FleetManagement@usps.gov, copying the MFO and the MVO, for assistance in expediting repairs.

6.2.1.4 Adjustments and Repairs

Normal adjustments or repairs, such as tire alignment or replacement of worn brake linings, toe-in, oil filters, antifreeze, and spark plugs are not usually within the scope of warranty terms. Therefore, for these types of repair actions, a warranty claim may not be submitted unless there are unusual circumstances, and the contractor has provided a prior authorization number.

6.2.2 Options and Methods for Warranty Repair and Recovery

6.2.2.1 Repair by a Dealership or Commercial Repair Facility

A dealership or other commercial repair facility authorized by the manufacturer may perform repairs with no warranty recovery action required by the VMF, as long as this method does not create excessive additional costs or adverse operational impacts, such as shuttle costs or excessive downtime. When a manufacturer or dealer makes repairs, the VMF obtains a copy of the repair order, no-charge invoice, or other form of documentation, uploads the documents to FMIS, and, if in printed format, places them in the VMF vehicle jacket for reference.

6.2.2.2 Repair and Recovery by a VMF

Before repairing major components, such as engines and transmissions, the VMF may require authorization from the manufacturer. The VMF consults manufacturer warranty manuals and service bulletins to ensure that VMF personnel follow proper procedures. Be aware of extended warranty provisions, such as those covering emissions systems.

After completing an in-house repair, the VMF processes the claim utilizing the manufacturer's claim submission system. The VMF must be aware of time limits for individual claim submissions in addition to the manufacturer's warranty coverage period (such as 3 years/36,000 miles). The VMF must ensure timely submission of claims, regardless of their dollar amount.

Any proceeds from warranty reimbursement are remitted to Finance Number 108068.

6.2.2.3 Warranty Labor Recovery Rate

For repairs performed by the VMF, use the labor rate for warranty reimbursement most recently published in a VMB. This rate includes both direct personnel and related overhead costs.

Note: If a particular vehicle contract establishes manufacturer-specific labor claim rates, the VMB will publish this information.

6.3 Fleet Maintenance and Control

6.3.1 General Guidelines

To accomplish the vehicle maintenance program purpose and objective, VMFs adhere to the following guidelines:

- Perform maintenance, to the fullest extent possible, on a scheduled basis to provide the least interruption of regular mail transportation service.
- Provide training to vehicle personnel to ensure efficient and professional performance of all assigned duties.
- Have supervisors maintain all necessary control procedures to ensure that maintenance work is performed in a safe manner and that related costs are not excessive.
- Review quality and costs of outside contractual maintenance and take follow-up corrective actions when warranted.
- Assign the most reliable vehicles to VPOs and to outlying stations and branches to reduce overall fleet repair costs.
- Direct supply and stockroom procedures to facilitate efficient vehicle maintenance facility operations.
- Follow prescribed procurement practices to avoid costly out-of-stock parts and materials.
- Submit work requests via FMIS, prompted by various scenarios, including incidents, deferred tasks, campaigns, maintenance predictions, and vehicle inspections.
- Ensure that all data entered into FMIS or other reports is complete and accurate. Immediately correct any errors. Provide supervisory attention to ensure compliance.
- Remove from service any vehicle that has been authorized for disposal through an approved PS Form 4587.
- When a vehicle is undergoing repair or scheduled service, identify and repair any damage from normal wear and tear, top off lubricants, and inflate tires to the recommended pressure.

- Continuously apply quality control best practices in vehicle maintenance activities to maximize vehicle performance and ensure the highest level of vehicle safety and appearance.

6.3.2 Service and Repair Schedule

6.3.2.1 Scheduled Maintenance

All vehicles have scheduled maintenance programs and guidelines. HQ Fleet Management develops and implements these programs based on local conditions, national historical experience, manufacturer's recommendations, and technical research. MVMFs are responsible for ensuring that they adhere to the vehicle maintenance program, and automotive service technicians must complete and submit accurate test suite findings in FMIS.

If a vehicle is in the shop for unscheduled repair maintenance within 2 weeks prior to the scheduled maintenance date, perform the scheduled maintenance in conjunction with the repair action to preclude unnecessary shuttle and downtime. Scheduled services that are more than 2 weeks in arrears during any maintenance period are considered excessive and must be corrected.

In-shop and scheduled services should include regular small maintenance activities, such as tire inflation, lubricant top-off, and other minor repairs that are required to keep a vehicle in safe working order. Wear and tear damage that is identified during non-scheduled maintenance, but that does not affect the safe operation of a vehicle, is identified in a work request for later repair. These activities safeguard against vehicle downtime while ensuring the highest level of vehicle safety and appearance.

Lubrication

Follow original equipment manufacturer (OEM) guidelines for vehicle lubrication. Use of additives is not permitted unless the OEM recommends or HQ Fleet Management mandates additives.

Maintaining Vehicle Appearance

The clean and orderly appearance of the USPS fleet is an indicator of good maintenance management and is essential to the USPS image. Consequently, vehicles should be regularly scrutinized for paint deterioration and body damage.

VMFs equipped to perform paint and body work should generally schedule vehicle repainting to coincide with scheduled service. VMFs must schedule immediate paint and body work for damage caused by accidents, and they may contract out for VPO vehicle painting when the shuttle distance involved does not permit services to be furnished by the VMF.

All USPS-owned vehicles must be repainted on an as-needed basis, as determined by the MVMF. The polishing of vehicles to cut road film may be scheduled on an as-needed basis, but not less than once each year.

Note the following:

- A vehicle is completely repainted only when the original paint cannot be restored by normal cleaning or polishing practices.
- If polishing fails to restore luster to only one of the colors, then repainting of that color should be scheduled. Paint touch-up on an as-needed basis prevents exterior body deterioration.

- The repairs of minor body damage are accomplished during the scheduled maintenance service.

6.3.2.2 Unscheduled Maintenance

Road Calls

Upon receipt of a road call, prepare a work order in FMIS. The work order must include the Postal Service Vehicle Number, a comprehensive description of the problem reported, and the location of the vehicle. When the service call is complete, the mechanic completes the job line and submits the work order for closure. Carefully review all work orders to identify and correct any poor driving habits or carelessness.

Upon notification of a road call, the using station calls the VMF to notify them of needed service. Once the VMF receives notification from the using station or is notified of a vehicle breakdown through RADAR, the servicing VMF starts a work order by entering the job reason "R" in FMIS and creates a line for a corresponding job action.

Accident Repairs

Charge all work necessary as the result of an accident (whether reported or not) on PS Form 4543, *Vehicle Maintenance Work Order*, by individual Postal Service Vehicle Number. When accident damage is sufficient to warrant immediate repairs, charge only work pertaining to a single accident on each work order. Charge time spent by VMF personnel in towing or shuttling the vehicle to a garage to the appropriate accident Account Code (A/C) 25 or 42 on the individual accident work order. Code work orders covering accident charges to be borne by the Postal Service to A/C 25, Accident Repairs. Code charges for reimbursement to the Postal Service is to A/C 42, Maintenance and Repairs Chargeable to Others (except warranty).

6.3.3 Work Orders and Work Requests in FMIS

Work requests may be automatically generated in FMIS by PMI scheduling, telematics diagnostic flags, and other automated flags. Work requests may also be manually entered in FMIS based on RADAR reports or by employees who identify required maintenance. Supervisors at VMFs track, prioritize, and convert work requests into job lines on a work order in FMIS. FMIS generates work orders from work requests either manually or based on automated flags.

These work orders convert identified maintenance needs from work requests into actionable tasks and provide a comprehensive record of vehicle maintenance details. A job must be detailed in a work order before any work begins and before any associated charges for labor, parts, or other expenses can be documented. Prepare a work order for all vehicle maintenance actions. VMF employees must enter accurate actual repair time on any work order.

The manager or supervisor who approves the work order must ensure that all pertinent information is properly recorded on the work order, including entering and verifying actual repair time, labor charges, part charges, product charges, commercial charges, any notes, and warranty details.

6.3.3.1 Work Request Processing

Jobs that need to be completed in the future are stored in FMIS as work requests. FMIS creates work requests based on data from telematics, regardless of any other incidents or accidents. Users may create work requests based on problems they experience that are not otherwise indicated by telematics data.

6.3.3.2 Work Order

To create a work order:

1. Navigate to the USPS main work order frame in Edge or M5.
2. Enter the unit/component/department number to be worked on. Click the button to start/create the work order and follow the prompts.
3. Provide a reason for opening the work order or a department requisition for department work orders.
4. Enter the date/time of creation for the work order and update the vehicle availability status.
5. Navigate to the “Job” tab of the work order and enter the job(s) relating to that work order by selecting the job code(s) from the listing of job codes.
6. Enter a job reason(s) for each job code. Note that job reasons and visit reasons may differ.
7. Save the work order and schedule the work.

6.3.4 Inspection of Emissions Control Devices

Vehicle pollution control devices must be properly maintained. VMFs must check exhaust emissions performance at each PMI and bring within specifications.

6.3.5 Vehicle Modification Orders

VMFs complete all modifications outlined by the Vehicle Modification Order (VMO) within the specified timeframe, following modification labor estimates and parts requirements as prescribed by the VMO.

6.3.6 Recording Parts and Labor

6.3.6.1 Parts and Materials

The automotive technician is responsible for requesting parts or materials. The stockroom employee is responsible for issuing parts and materials to the work order(s). When all parts are available and correctly entered on the work order, the requesting employee verifies receipt of the parts.

6.3.6.2 Labor

All Labor Distribution Code (LDC) 32 and 33 employees (e.g., technicians, body and fender repair person) must record all work time accurately on a work order. All labor times must be electronically entered as the labor is being completed.

In rare cases when electronic entry methods are unavailable or inaccessible, the employee must manually record on the work order (PS Form 4543) the amount of time expended on each line item, their employee number, and their initials if the line item is completed. The supervisor must initial write-in times.

6.3.7 Testing New Products

Fleet Management encourages ongoing innovations and welcomes new ideas and concepts from across the Fleet Management organization. Employees should submit any ideas for improvements and innovations to their supervisor.

HQ Fleet Management, in coordination with the Vehicle Center of Excellence, determines whether to schedule pilot programs, including deciding on pilot locations, timeframes, and available budgets.

6.3.8 Shop Maintenance

MVMFs use Task Allocator and Work Requests in FMIS to plan work assignments. VMF supervisors must ensure that any work conducted at a contractor's location is entered into the vehicle's work order in FMIS.

The Current Activities page in FMIS provides management with a ready source of information about shop workload and detailed reasons for delays in completing repairs. The MVMF or designee reviews the Current Activities page and Work Management page on a daily basis, monitors them for any inconsistencies, especially unnecessary delays in completing repairs, and takes necessary corrective actions to resolve any inconsistencies.

The MVMF reviews on a daily basis any open work orders on the PS Maintenance Record Form 4513, noting any irregularities, taking necessary corrective action, and signing in the appropriate space (refer to 4.4.2 Data Monitoring).

7 Stockroom Management

7.1 Sourcing Vehicle Parts and Supplies

7.1.1 Ordering Instructions

VMFs must purchase all supplies, fluids, and other consumables on catalog through eBuyPlus unless otherwise authorized by HQ Fleet Management.

Stockroom personnel use FMIS to order supplies from National Ordering Agreement (NOA) vendors on contract. Stockroom personnel may order from local vendors if a better rate on an equivalent or better-quality part is available, or if a repair must be expedited. Current FMIS documentation and VMBs provide detailed instructions on ordering parts.

7.1.2 Cannibalization

New parts are normally readily available at discount prices, are covered under warranty, and provide better value. In rare cases, cannibalized parts can be used to return an in-shop vehicle to service. Best practice is to use cannibalized parts strictly on an as-needed basis to fill a part need in an existing work order, when the part has been discontinued by the manufacturer, or when replacement with a new part is economically prohibitive.

When cannibalizing parts, VMFs:

1. Enter parts cannibalized for stock into inventory if they have been cannibalized pursuant to a rebuild work order.
2. Enter the part number with the appropriate indicator for "used".
3. Assign value to cannibalized parts based on the labor charges required to recover the part.

7.2 Physical Arrangement

MVMFs and stockroom personnel are responsible for keeping aisles clear of obstructions.

MVMFs and stockroom personnel must conspicuously letter aisles A, B, C, etc. Starting at the top drawer or shelf, label each drawer or row of shelves in a storage unit A, B, C, etc. Number the bin units 1, 2, 3, 4, etc., consecutively; or, starting at the front of the stockroom, use odd numbers (1, 3, 5, etc.) on the left side and even numbers (2, 4, 6, etc.) on the right side of each aisle. Place each number at the top center of each bin. Attach bin labels showing the part number to each bin or drawer section.

Provide adequate racks for storing batteries and tires in standing position. Provide for rotation of stock. Where possible, place bulky items that cannot be stored in bins or racks (spring assemblies, drive and axle shafts, tail pipes, and engines and transmissions) on pallets against the wall in an orderly manner.

Wherever possible, store material in bins to prevent accident hazards. Do not store any materials on top of bins. Store parts in bins within each component group to the maximum extent possible. However, it is not necessary that groups be in numerical order. As a general rule, place the groups with the fastest moving parts adjacent to the issue window.

7.2.1 Low-Cost Bulk Items

Low-cost bulk items are items that are consumable, cost less than \$4.50 per unit, and are not specific to a vehicle. Individual items costing less than \$4.50 that are specific to a vehicle and relevant to maintaining an accurate maintenance record or audit trail are not considered low-cost bulk items. Low-cost items with part numbers specific to a vehicle are not considered low-cost bulk items and must be tracked.

7.2.2 Physical Arrangement of Low-Cost Bulk Items

7.2.2.1 Open Receptacles

Place low-cost bulk items, such as nuts and bolts, in open receptacles in the shop area for free access by mechanics. Items stored in the shop area should be issued by the storekeeper prior to being introduced to the shop area. Carry backup inventory as normal inventory.

7.2.2.2 Within Stockroom Enclosure

Account for all items within the stockroom enclosure and issue them as they are introduced to the shop area. Retain low-cost bulk items, such as tail-light bulbs and flashlight batteries, within the stockroom enclosure for control purposes.

Carry reserve or bulk stock of low-cost bulk items as normal inventory until such time as a quantity is moved to the free issue stock. Once moved to free stock, charge the entire value of the quantity moved to a department work order and show as "requisitioned".

7.2.2.3 Recording Low-Cost Bulk Items

Do not record issue of low-cost bulk items on individual vehicle work orders. Stock records for low-cost bulk items are adjusted by recording bulk issuance on department work orders for servicing VMF requisitions. This provides a record of activity without requiring individual pricing, recording, and summarizing of low-cost bulk items.

7.3 Cycle Counts

7.3.1 Interim Inventories

Perform interim inventorying monthly so that at least 1/12th of the total stock is counted each month. Perform more frequent counts for common-use items, such as tires, oil filters, spark plugs, antifreeze, tire chains, etc.

7.3.2 Stock Levels

Proper purchase and inventory controls avoid an accumulation of surplus or obsolete parts. Use the FMIS “Automatic Reorder” function to maintain stock levels.

When retiring vehicle types in accordance with the mileage/age criteria, review and reduce replacement part stock levels for that vehicle type as follows:

1. If a part is on consignment and has not yet been paid for, return the part to the vendor via the Return to Vendor process.
2. If the vendor will reimburse USPS for the parts or if there is a supplier buy-back program, return obsolete parts to the supplier from which they were purchased via the Return to Vendor process.
3. If parts are in serviceable condition, make every effort to redistribute them to other locations.
4. If parts are not needed by other locations, dispose of them by sale or other method as approved by HQ Fleet Management.
5. If parts are unserviceable or unsaleable, scrap them in accordance with Handbook AS-701, *Asset Management*.

7.3.3 New Inventory Items

Determine initial stock levels for new items based on anticipated usage. These levels will remain in effect until a sufficient history of use activates computer-generated minimum and maximum stock levels.

7.3.4 Adjusting Stock Levels

Use the stock levels set by the inventory management system to the fullest extent possible. The MVMF has the authority to approve adjustments to the minimum and maximum stock levels should such an adjustment be required by operational needs.

7.3.5 Analyzing Inventory Differences

Explain all single line-item adjustments of \$25 or more in the FMIS Variance Report. If total one-time cycle count adjustments are equal to or greater than 1.5 percent of the adjusted value, as compared to the total counted value, submit the variance report to the MVO along with justification for the variance. Escalate discrepancies of 2 percent or greater to the MFO for review and approval. Log any notification or escalation in the Notes section of the Variance Report.

7.4 Receiving

7.4.1 Recording Part Numbers

Record automotive parts in FMIS by manufacturer part number rather than by vendor part number. Consigned parts from NOA suppliers use the supplier's name as the manufacturer/qualifier.

7.4.2 Recording Additions

Create a requisition prior to ordering parts or materials. Upon approval, a requisition is converted into a purchase order. When possible, reserve special-order parts to a work order. Once received, non-stock items are received in FMIS and issued to a vehicle or department work order as soon as practicable. When receiving parts, the invoice/advance shipping notice (ASN), purchase price, and quantity must be accurately recorded in the appropriate fields. Upload a copy of the packing slip/invoice in the Part Receive screen.

Reserve a one-time purchase directly to a specific work order.

7.4.3 Determining Inventory Unit Prices

The unit price is the price shown on the work order, averaged by the inventory management system.

7.4.4 Returning Defective Unissued Parts

Immediately return defective or substandard unissued parts to the supplier, providing a clear and concise reason for rejection, and identify the failure on PS Form 4528. Require the supplier to credit or reimburse USPS immediately for parts determined to be defective. Utilize the most current electronic Return to Vendor process to document and return defective parts.

7.5 Issuing Parts

Issue all parts to an FMIS work order prior to transferring them from the stockroom. The storekeeper must record parts and other items in inventory and place them in the transfer area prior to introducing them to the shop area. Refer to the current version of SWI, *Issuing Parts to Work Order*, for current practices for issuing parts in Edge and M5.

7.5.1 Returning Issued Parts

7.5.1.1 To Stock

Only return items to stock if they are in an unused and/or "like-new" condition. Only remove unused items from a work order after returning them to the stockroom. Follow the prompts in FMIS to return parts to stock.

7.5.1.2 To Vendors

Only return items to the vendor if they are in an unused and/or "like new" condition. Only remove items from a work order after returning them to the vendor. Follow the process in FMIS to return items to the vendor.

7.6 Warranty Claims and Defect Reports

7.6.1 Replacement Parts from Stock

When using replacement parts from stock to repair a vehicle warranty item, issue the part from inventory to the correct Vehicle Maintenance Work Order using the Warranty Job Reason. Follow the manufacturer's current warranty procedures.

7.6.2 Warranty Parts for Vehicles Out of Warranty

Parts suppliers typically issue credit invoices for warrantable parts that fail on vehicles that are out of warranty. Check with the individual NOA supplier for its policy on retention and return of failed parts.

When the VMF receives parts credit invoices from NOA suppliers, they must certify the invoices and retain a copy of each invoice. Each invoice must include the NOA number, supplier's tax identification number, and VMF finance number. When the accounting service center processes the credit invoices, the recorded finance number receives a credit for line 3H, Vehicle Maintenance, in General Ledger Accounts (GLAs) 14351.042 and 84351.007. A debit is posted to GLAs 84351.008 and 23439.000.

7.7 VMF Equipment and Tools

To facilitate inventory, accountability, and replacement, maintain an accurate record of special tools kept in the tool crib or body shop costing more than \$50 which are not recorded on the capital equipment list or PS Form 4597, *Issuance of Tool Kit-Auto Mechanic*.

7.7.1 Equipment Maintenance

7.7.1.1 Establishing a Maintenance Schedule

Establish a maintenance schedule for all capital and expendable equipment that has a life expectancy of 1 year or more. Base the schedule on the manufacturer's recommended intervals. Maintenance schedules may be staggered depending on local conditions. To maintain positive control of maintenance, identify each item of equipment separately. Maintain a log of all required types of maintenance.

7.7.2 Annual Equipment Inspection

Examine all equipment annually for cleanliness, appearance, and proper operation. Evaluate whether any equipment should be retired or replaced.

Use an FMIS department requisition to record inspection and maintenance of shop equipment.

7.7.2.1 Cleaning and Repairs

Clean, paint, and repair equipment as needed. When necessary, refinish or repaint items, such as work benches, stockroom bins, swing room lockers, file cabinets, office furniture, and equipment.

7.7.2.2 Electrical Equipment

In accordance with the Electrical Workplan, follow industrial color coding for electrical or hazardous equipment. Examine electrical equipment periodically for worn insulation, damaged connections, and poor performance.

7.7.2.3 Contract Repairs

Use PS Form 7381, *Requisition for Supplies, Services, or Equipment*, to obtain repairs to shop equipment.

7.7.3 Leased Facility Repairs

Make no repairs to basic VMF equipment, furniture, or fixtures supplied by the lessor in leased facilities without ascertaining responsibility for the cost of repairs. USPS Facilities manages all interactions between VMFs and lessors. To address any needed repairs or to follow up on any communications with a lessor, consult the Facilities Customer Relations Manager.

7.8 Tool Kits — Automotive Mechanic Handtools

USPS furnishes adequate tools required for the performance of employee duties. Commingling of employee-owned tools with those issued by USPS is not permitted.

Complete tool kits may be procured locally if tools are not available through normal procurement channels. Do not change the automotive mechanic tool kit, except at the MVMF's specific direction and after the MVMF coordinates with the MVO. Make every attempt to procure tools that have the manufacturer's replacement warranties.

7.8.1 Issuing Tool Kits

Furnish a list of tools in each kit (PS Form 4597) to VMF employees, as applicable, indicating the nomenclature, size, and quantity of each tool. Each eligible employee must inventory and acknowledge receipt of tools by signing the list, which becomes a receipt. The fleet manager or designated supervisor copies the signed form, retains a copy, and returns the signed copy to the employee. If a local need exists, it is permissible to mark each tool with the employee's tool check or another number for identification.

7.8.1.1 Liability for Tool Kits

Employees are responsible for all tools assigned to their kits. Once each year, employees who were issued tools must sign the reverse side of PS Form 4597 to indicate that all the tools are on hand. Make periodic spot checks of issued tools and replace on the basis of need. Replace lost tools and make a record of such replacements.

Employees are financially responsible for tool replacement costs where loss is the result of willful or deliberate misconduct. Charge such losses to employees at the current market rate.

The MVMF must obtain and maintain current price lists for these tools. Follow existing reimbursement procedures. Replacement in kind is permitted.

7.8.1.2 Replacing or Adding to Tool Kits

Charge the cost of replacement tools to account number 52152. These are direct expense items. Annual replacement costs should not exceed 15 percent of the monetary value of all kits assigned to each VMF.

Each VMF orders individual replacement tools as necessary. Make every attempt to procure tools that have manufacturers' lifetime replacement warranties. Base reserve stock on high-mortality tool items. To the fullest extent possible, order all replacement tools through eBuyPlus. If the VMF receives unsatisfactory handtools, return them to the supplier for credit or adjustment.

When issuing replacement tools, identify and record the tool being replaced and the employee and tool kit number receiving the replacement tool. Retain a copy of the record of issuance with the employee's PS Form 4597.

7.9 Bulk Fuel Storage

7.9.1 Purchasing Bulk Fuel and Oil

The Administrative Support Manual (ASM) contains procedures for procuring bulk fuel for USPS-owned vehicles. VMF tank management tools identify the bulk fuel/oil reorder point.

VMFs order fuel through eBuyPlus, and the Defense Logistics Agency (DLA) facilitates the shipment. Upon delivery, the receiving installation must add the fuel inventory to Solution for Enterprise Asset Management (SEAM)/FMIS as appropriate.

7.9.2 Motor Fuel Pump Meters

7.9.2.1 Maintenance

It is essential that motor fuel pump meters be accurate and kept within the accepted standards (plus or minus 7 cubic inches on a 5-gallon test). Perform tests quarterly and retain a memorandum record of these tests or meter corrections.

Equip fuel dispensing pumps with automatic shut-off nozzles to prevent splashing and overfilling. Remove the trigger locks on automatic shut-off nozzles.

7.9.2.2 Test Procedures

The VMF contacts a local contractor to certify each dispensing meter. Whenever the meter seal is broken, it is mandatory that it be resealed. It is recommended that a supervisor be present to observe resealing.

7.9.3 Storing Flammable Liquids

Store all flammable liquids in tanks, approved safety containers, or closed drums. Use tanks and flammables cabinets that conform to OSHA requirements (refer to 29 CFR 1910.106). Ensure that all flammable liquids are stored in a manner that complies with applicable requirements of the Interstate Commerce Commission (ICC) as well as any applicable state and local ordinances. Permits may be required for high-volume flammable liquid storage.

Properly label all cans to indicate their contents and store them in designated areas. Do not use spark- or heat-producing devices in the vicinity of flammable liquids, vapors, or gases. Mark drums or containers of flammable material appropriately and store them in non-smoking areas.

7.9.4 Transporting Flammable Liquids

Transport a maximum of 5 gallons of gasoline on service vehicles for "out of gas" road calls. Gasoline jerricans and/or containers must not be routinely left in vehicles in anticipation of

possible need. Carry fuel in an approved safety container and secure the container in a bracket to prevent undue movement or spillage while the service vehicle is in motion.

8 Disposal of Vehicles, Parts, and Equipment

8.1 General

This chapter contains procedures for disposal of USPS-owned vehicles and vehicle-related parts and equipment.

8.1.1 Vehicles Category Management Center

The Vehicles CMC is responsible for negotiating and managing national and regional contracts with vendors and service providers for disposal-related services such as vehicle preparation, sales of vehicles via online auction, and live auction services.

8.2 Identifying Surplus Vehicles, Parts, and Equipment

8.2.1 Identification by VMF

MVMFs or their designees should continually assess whether vehicles, parts, or equipment exceed operational needs or are no longer suitable for use. If a vehicle is serviceable but exceeds local operational needs, notify the MVMF and follow the appropriate vehicle reassignment procedure in 5.2 Reassigning Excess Vehicles. Sell or transfer serviceable but unneeded parts and equipment as described in 8.7 Sales of Surplus Parts and Equipment.

If the MVMF or designee identifies a vehicle, part, or equipment as inoperable or too costly to repair, they should mark it for disposal. To dispose of parts and equipment, complete PS [Form 969, Material Recycling and Disposal](#). Two concurring witnesses must endorse this form. To dispose of vehicles, follow 8.3 Preliminary Vehicle Disposal Procedures.

Properly document all forms and approvals in FMIS, in compliance with the records management policy.

8.2.2 Asset Forfeiture Vehicles

When USPIS takes possession of vehicles as a result of law enforcement activity and does not redirect them for use in the USPIS fleet, the Chief Inspector or designee notifies HQ Fleet Management of vehicles to be released to the nearest VMF for disposal. The VMF promptly disposes of the vehicles in accordance with this chapter.

8.3 Preliminary Vehicle Disposal Procedures

The MFO provides prior approval for all vehicle disposal transactions. The MVMF or designee must complete [PS Form 4587](#) to initiate disposal proceedings; the form must be signed by the MVO. The MVMF or designee is responsible for transferring the vehicle to the owning VMF Finance Number and updating the activity code in FMIS.

8.3.1 Vehicle Disposal Authorization PS Form 4587

PS Form 4587 is required to initiate and approve all vehicle disposals. This form is also required to authorize repairs to a vehicle that exceed the one-time repair limit. This form is uploaded to FMIS, and printed copies are retained in the vehicle jacket.

Step	Action	Responsibility	Details
1	Initiate PS Form 4587	MVMF or designee	Begin the process of vehicle disposal by initiating PS Form 4587.
2	Transfer vehicle to VMF Finance Number	MVMF or designee	Transfer vehicle to VMF Finance Number within FMIS.
3	Update activity code	MVMF or designee	Update activity code to either "Prepare for Sale (PS)" or "Disposal Status (DS)" within FMIS.
4	Manually complete PS Form 4587	MVMF or designee	Manually complete PS Form 4587 to provide necessary vehicle details and reasons for disposal.
5	Sign and date the PS Form 4587	MVMF	Validate information.
6	Forward form for signature	MVMF	Forward the signed form to the MVO via email for their signature.
7	Approve and upload form	MVO	If approved, the MVO uploads the signed form into FMIS and forwards it to MFO.
8	Notify MVMF and populate information	MVO	Upon notification that the form is in FMIS, populates required vehicle information into FMIS.
9	Electronic approval	MFO	The MFO approves the form electronically, then the form is automatically forwarded to MVAS.
10	Final approval and update disposal status	MVAS	Once MVAS approves, disposal is authorized, and the disposal status is updated in FMIS.
11	Handle non-approval	MVAS	If MVAS does not approve, update the disposal status to "pending revision" and notify the originating MVMF.
12	Dispose of vehicle	MVMF	Upon receiving disposal notification, the MVMF disposes the vehicle within 30 days.

13	Complete and upload disposal verification	MVMF	Complete the disposal verification and upload the information and supporting documents in FMIS.
14	Review and approve disposal verification	MFO	The MFO reviews and approves the disposal verification, triggering the physical disposal of the vehicle.
15	Handle disposal request denial	MFO	If the disposal request is denied, enter the denial into FMIS, and send a notification to the requester.

8.3.2 Removal of Mail, Mail-Related Equipment, and Postal Service Decals, Markings, and License Plates

VMFs must ensure the removal or obfuscation of Postal Service decals or markings from vehicles prior to their disposal. Under no circumstances may USPS sell mail-hauling vehicles with such decals or markings still on the vehicles.

The MVMF or designee must ensure the following USPS vehicle identifiers are removed or obscured:

- Beltline stripes, eagle logos, Postal Service Vehicle numbers, and any other USPS markings.
- When offering a vehicle for sale, all glue residue or “ghost” markings indicating the vehicle’s connection to USPS.
 - Repaint the vehicle as necessary to effect vehicle sale.
- License plates from all vehicles.
 - MVMF records removed license plate numbers in UNICOR sorting equipment (cannot be delegated).
- State license plates.
 - MVMF handles in accordance with state requirements (cannot be delegated).
- Any telematics units or USPS equipment.
 - Delegate returns them to the MVMF.

8.3.3 Safety and Emissions Inspections

Perform safety and emissions inspections in accordance with state regulations and requirements. In general, USPS sells vehicles as-is and does not repair vehicles prior to sale except as described in 8.3.4 Cleaning, Body Work, Painting, and Repairs.

8.3.4 Cleaning, Body Work, Painting, and Repairs

Invest in paint and minor repairs only when those costs can be reasonably expected to be recovered through increased sales prices. Generally, vehicle preparation expenses (parts, materials, and labor, excluding decal removal costs) should not exceed 10 percent of the sales price of the vehicle.

For each vehicle, document all preparation expenses on a vehicle work order with the reason code “Prep for Sale” in FMIS. When the expense to provide an operable vehicle is unjustifiable, sell the vehicle as “inoperable” with reason(s) for inoperability stated on all sales literature and documents.

8.4 Vehicle Sales

8.4.1 Planning

When planning a sale, MVMF, with approval from the MFO, selects a sale method and location based on the number and type of vehicles for sale, their condition, and the local vendor, if not using a nationally contracted vendor. If selecting a local fixed-price sale, MVMF selects a location that permits appropriate security during display and safe viewing by the public, and coordinates sales activities with Postal Police and USPIS.

8.4.2 Sales Restrictions

8.4.2.1 Purpose-Built Right-Hand Drive Vehicles

Dispose of purpose-built Right-hand drive (RHD) vehicles only by scrapping. Purpose-built RHD vehicles may not be sold to the public or to USPS employees. When scrapping purpose-built RHD vehicles, the MVMF:

- a. Processes the completed and authorized PS Form 4587.
- b. Completes a Vehicle Disposal Agreement (refer to Vehicle Disposal Agreement below).
- c. Obtains the signature of the person who is destroying the vehicle.
- d. Ensures that the vehicle is destroyed and all portions of the Vehicle Disposal Agreement are adhered to.
- e. To the extent practicable, witnesses the destruction of the vehicles, and documents with photographic evidence.
- f. Ensures that a Certificate of Destruction signed by the vendor correctly identifies the destroyed vehicle(s).

The Postmaster General retains the authority to grant exceptions for the sale of purpose-built RHD vehicles.

Exhibit 8.4.2.1, Vehicle Disposal Agreement

VEHICLE DISPOSAL AGREEMENT

This Agreement is entered into effective the _____ day of _____, _____ between the United States Postal Service ("USPS") and _____, (the "Vendor") for the purpose of permanent destruction of the vehicle(s) listed on Attachment A to this Agreement which is incorporated into and made a part of this Agreement. Any reference herein to a vehicle(s) shall be to those on Attachment A.

Vendor agrees and acknowledges that it is not entitled to any fee or payment of any kind from USPS for the disposal of the vehicles(s) and that its compensation shall be whatever it may obtain from the sale of scrap metal from the vehicle(s).

- a. Vendor will not register the vehicle(s) in any state or possession of the United States nor transport the vehicle(s) to any foreign country.
- b. Vendor will not transfer the vehicle to any third party.
- c. Vendor agrees to comply with all applicable local, state, and federal laws, regulations, and ordinances pertinent to the possession and destruction of the vehicle(s).
- d. Vendor agrees to the immediate permanent destruction of the vehicle(s) but in no case more than 30 days after taking possession of them from the USPS.
- e. Vendor agrees that the term "permanent destruction" shall mean destruction of the following components and any subcomponents of them so they are damaged to the extent that the components and subcomponents cannot be rebuilt or reused except to provide raw material (e.g. scrap metal) for recycling:
 - Vehicle Identification Number
 - License Plates
 - Body Frame
- f. Vendor agrees that during performance under this Agreement, the USPS shall have the right to inspect any of Vendor's books and records pertinent to performance of the Agreement, any of its subcontractor's books and records pertinent to performance, and shall have the right to do so for a period 3 years after completion of destruction of the vehicle(s).
- g. Upon request by USPS, Vendor shall furnish documentary evidence of the permanent destruction of the vehicle(s).
- h. Vendor shall not drive the vehicle(s) except to load on a car carrier or tow device.

THE VENDOR

THE USPS

By: _____

By: _____

(signature)

(signature)

(printed name)

(printed name)

(title)

(title)

Date: _____

Date: _____

Other RHD Vehicles

The following sales restrictions apply to disposal of other (i.e., commercially available) RHD vehicles:

- If other RHD vehicles are no longer required for local, territorial, or regional service needs, HQ Fleet Management may reallocate the RHD vehicles or authorize their disposal.
- If HQ Fleet Management authorizes disposal of other RHD vehicles, offer those vehicles first to rural carriers in accordance with the Memorandum of Understanding, *Availability of USPS Surplus Vehicles*, published in [Handbook EL-902](#), *Agreement Between the United States Postal Service and the National Rural Letter Carriers' Association*.

Note: All RHD vehicle sales to rural carriers must comply with the current National Agreement.

8.4.3 Required Forms and Approvals

8.4.3.1 Vehicle Sales Request and Report

Vehicle Sales Request and Report is required to request approval to sell a vehicle, regardless of the sales method. The MVO must approve the completed PS Form 4594 prior to the VMF preparing any vehicle for sale.

When a VMF requests approval to sell a vehicle, the MVMF initiates PS Form 4594, completes the form according to the instructions printed on the form, and forwards to the MVO for their signature.

When the sale is completed, the initiating employee finalizes and signs PS Form 4594 according to the instructions printed on the form.

For an auction sale, the initiating personnel must also record the minimum acceptable bid for each vehicle in the appropriate field. Retain original completed PS Forms 4594 in a vehicle master file for 3 years. The VMF must retain PS Form 4594 in keeping with any applicable record retention policy.

8.4.3.2 Postal Vehicle Sale/Purchase Agreement

A completed [PS Form 4595](#), *Postal Vehicle Sale/Purchase Agreement*, is required to document point of sale for all vehicle sales transactions, regardless of the sales method. The MVO or MVMF or designee must countersign the form. The VMF gives the original to the purchaser and retains a copy in the VMF sales folder. The VMF must retain PS Form 4595 with the master vehicle file for 3 years after the sale of the vehicle.

8.4.3.3 Certificate to Obtain Title to a Vehicle

A completed SF 97, *The United States Government Certificate to Obtain Title to a Vehicle*, is required for all vehicle sales transactions where the buyer intends to title the vehicle. SF 97 is an accountable, pre-numbered form that is controlled by the MVMF. The MVMF requests these forms in blocks from the General Services Administration (GSA) and receives them in sequential order. VMFs must document their receipt and use the forms sequentially. VMFs must keep all completed, spoiled, voided, or cancelled forms on file for 3 years.

8.4.3.4 Processing Sales Documentation

The MVO, MVMF, or designee must:

- a. Sign the block of the SF 97 titled "Transferor's Signature (Seller)."

- b. Upon the receipt of funds from the vehicle buyer, make a copy of the SF 97. Give the original SF 97 to the purchaser and retain the copy.
- c. Upload a copy of the completed PS Form 4587, PS Form 4594, PS Form 4595, and SF 97 to the Unit Disposal frame in FMIS and retain the electronic copies in FMIS.
 - (1) San Mateo MVAS will access FMIS Unit Disposal to review and process the disposal documentation per their policies and procedures to remove the vehicle from the asset master.

8.4.4 Pricing Vehicles for Sale

For all vehicles sold at auction, including asset forfeiture vehicles released for sale by USPIS, USPS recommends a reserve price of the wholesale value less than 10 percent.

For fixed-price sales, the MVO bases the sales price for each vehicle on the following factors:

- Getting as high a price as possible without incurring undue expense in sales preparation, sales activities, or prolonged retention in inventory.
- Setting the price between the wholesale and fair-market values, using the subledger figures as a guide, and a combination of the following:
 - National Automobile Dealers Association (NADA) for wholesale values
 - Pricing guides such as Kelly Blue Book, Edmunds, NADA, or similar for fair-market values
 - Local demand and local market knowledge
 - Vehicle condition
 - Other requirements or guidelines issued by Fleet Management

8.4.5 Auction Sale Responsibilities

The MVMF ensures that the following are completed prior to listing a vehicle for auction:

- Prepare adequate data for contracted sales/disposal company to list the vehicle.
- Clean the vehicle inside and out, and perform basic service (tire pressure, fluids, etc.) as needed. Be accurate about the condition of the vehicle — note any known defects, including body damage, paint condition, interior tears in seats or carpets, and overall mechanical condition. Submit digital photos of the vehicle, including any damaged areas, if applicable.
- If the terms of the contract with the auctioneer dictate that Fleet Management must provide a reserve price (the minimum acceptable price for the vehicle), the MVMF and MVO use PS Form 4594 and the factors listed in 8.4.4 Pricing Vehicles for Sale to set a reserve price.
- Once the auction has begun, the MVMF will not adjust the reserve price of a sales vehicle.
- Designate a knowledgeable VMF point of contact to answer all reasonable inquiries from potential bidders for any offered vehicle. However, the VMF must not mail, fax, or otherwise transmit VMF or commercial vehicle repair records or other information contained in the vehicle jacket to potential bidders.
- If a transaction is not completed after the auction due to default, inability to pay, unmet reserve pricing, or other factors, the Contracting Officer's Representative and the supplier determine the best course of action to dispose of the vehicle.

Note: If a VMF is unable to utilize an online auction, reach out to HQ Fleet Management via FleetManagement@usps.gov for guidance.

8.4.6 Live Auction Sale

Professional auctioneers must conduct, and the Vehicles CMC must approve, live auction sales in accordance with the following limitations:

- The MVMF ensures the vehicle is appropriately prepared for disposal (refer to 8.3 Preliminary Vehicle Disposal Procedures). VMF removal of decals is not necessary if the auction firm is providing decal removal services.
- The MVMF sets the reserve price of the vehicle(s).
- The MVMF or designee completes the following (unless the auction firm is also providing administrative support services for the released vehicles):
 - i. An auction sales vehicle pick-up order if required by the auction firm.
 - ii. SF 97, *The United States Government Certificate of Release of a Motor Vehicle*
 - iii. PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, except for the price and the purchaser's name and address
- The MVMF or designee contacts the auction firm when vehicles are to be released for sale. The auction firm must pick up the vehicles within 3 working days after receipt of the pick-up order.
- The auction firm must sell each vehicle within 30 days of receipt.

8.4.7 Fixed-Price Sale

VMFs can use this method for local sales of non-purpose-built RHD vehicles to rural carriers in accordance with 8.4.2.2 Other RHD Vehicles.

If vehicles will be displayed on USPS premises, notify the most senior site official, the Postal Police, and USPIS. When planning a sale, consider heightened security requirements and the safety of USPS employees.

Vehicles are sold to rural carriers on a first-come, first-served basis. Have the vehicle jackets available for all sales vehicles listed.

The MVMF may reduce the sales price of a vehicle by a maximum of 10 percent below the initial sales price without approval from the MVO. The MVO may reduce the sales price of a vehicle by a maximum of 20 percent below the initial sales price without additional action. To reduce the initial sales price by more than 20 percent, the MVMF must initiate another PS Form 4594 to reflect the reduction in price.

8.4.8 Receipt and Processing of Payment and Release of Vehicle

The appropriate parties perform the following tasks to complete the receipt and processing of payment and the release of a vehicle:

- a. The MVMF or designee receives payment confirmation from third-party vendor or via Postal Money Order.
- b. The buyer/agent reviews and signs PS Form 4595 and returns it to the MVMF or designee.
- c. The MVMF or designee makes two copies of the signed PS Form 4595, gives those two copies to the buyer/agent, and keeps the original signed document.
- d. The MVMF or designee completes SF 97 as described in, Certificate to Obtain Title to a Vehicle Sec. 8.4.3.3 and releases the vehicle to the buyer/agent.

8.5 Vehicle Cannibalization/Scrap

Cannibalizing is normally the most expensive type of vehicle disposal, considering the high cost of labor and the short life of used parts not needed or never used, and USPS does not encourage this option. Before deciding to cannibalize a vehicle, consider all factors carefully, especially the loss of revenue from sales. To consider cannibalizing a vehicle, the VMF must have an immediate need for a specific component or part that cannot be economically and timely acquired through conventional supply channels. Refer to 7.1.2 Cannibalization for considerations related to cannibalized parts.

If a vehicle is being cannibalized:

1. The MVMF or designee must provide justification on PS Form 4587. All approval blocks must be completed.
2. The VMF accomplishes cannibalization within 10 days of the decision to cannibalize.
3. The MVMF or designee sends salvaged engines, transmissions, rear-ends, and rebuild assemblies to a contractor for restoration.
 - a. Other parts can be recovered, cleaned, and painted by VMF personnel.
4. The MVMF or designee disposes as scrap all residual parts and/or assemblies that are not to be salvaged.
 - a. When the remainder of a cannibalized vehicle is sold as scrap or salvage, use of SF 97 or 97-A is not permitted. If cannibalized or scrapped, the vehicle title cannot be transferred.
5. The MVMF or designee uploads the completed PS Form 4587 to FMIS and notifies San Mateo MVAS.

Note: Dispose of purpose-built RHD vehicles as scrap when they are removed from service. Crushing or shredding is the recommended means of disposal. Refer to 8.4.2.1 Purpose-Built Right-Hand Drive Vehicles for disposal procedures.

8.6 Authorized Donation

HQ Fleet Management authorizes the donation of USPS vehicles to museums for static display and to foreign postal operators for use outside of the United States. USPIS may transfer USPIS vehicles to another law enforcement agency with HQ Fleet Management approval.

8.6.1 Museums (Static Display)

The MVMF must provide a copy of the completed and authorized PS Form 4587 to the museum or organization receiving the vehicle.

For a vehicle being donated for static display, the VMF must note the following in the appropriate field of PS Form 4587:

- a. The name and address of the museum or organization to which the vehicle has been donated.
- b. The donation of the vehicle is for display purposes only and is not to be titled or used on the road.

8.6.2 Donations to Law Enforcement

The MFO and USPIS Inspector-in-Charge must authorize the transfer in writing and must provide the chargeable USPIS finance number for the donation. The MVM or MVMF administers

the transfer of these vehicles, completes SF 97, and must enter the word “DONATION” in the sales price block.

8.7 Sales of Surplus Parts and Equipment

Report surplus equipment through the [Asset Accountability Service Center](#) (AASC) Use Appendix D, Suggested Stocking Tables, to determine whether equipment is surplus to need.

VMFs may display and sell other surplus vehicle-related parts and equipment via NOA online auctions. Examples are parts, service and parts manuals, and excess rims and tires that cannot be used on vehicles remaining in the fleet. Refer to the AASC for preparation, listing, and disposal instructions.

Consult VMF Forums if there is excess equipment and make a post documenting the available parts on the “Surplus Parts and Material” board.

8.8 Lost/Stolen Vehicles

If a vehicle owned or leased by the Postal Service is lost or stolen:

1. Report the lost or stolen vehicle(s) to the servicing VMF immediately.
 - a. The installation head notifies local law enforcement, USPIS, and the MVMF.
 - b. The MVMF provides the MVO with all pertinent information, including the vehicle description, Postal Service Vehicle Number, VIN, license plate number (where applicable), and a copy of any police report.
 - c. The MVO forwards the information to the MFO and HQ Fleet Management.
2. If the MVMF determines that the lost or stolen vehicle is unrecoverable or is no longer useable:
 - a. The MVO notifies HQ Fleet Management and the MFO. HQ Fleet Management in turn notifies National Accounting at HQ of the background and determination.
 - b. HQ Fleet Management authorizes the San Mateo MVAS to remove the vehicle from the asset master. USPIS provides HQ Fleet Management with the disposition of the case and all pertinent information. HQ Fleet Management then notifies MVAS.
 - c. Upon receipt of the authorization from HQ Fleet Management, MVAS removes the vehicle from the asset master.
 - d. The MVMF confirms removal of the vehicle from the system of record.

9 Related Documents

Handbook EL-801, *Supervisor's Safety Handbook*

Management Instruction (MI) EL-810-2021-5, *Personal Protective Equipment and Respiratory Protection Programs*

Handbook EL-804, *Safe Driver Program*

Handbook EL-814, *Postal Employee's Guide to Safety*

Handbook PO-701, *Fleet Management Policy*

Handbook PO-702, *Tort Accident Investigations and Claims*

10 Appendix

Appendix A: Table of Acronyms/Abbreviations

Acronym/Abbreviation	Expansion
2WD	Two-Wheel Drive
A/C	Account Code
ACM	Asbestos-Containing Material
ALI ALOIM	Automotive Lift Institute Safety Requirements for Operation, Inspection and Maintenance
ANSI	American National Standards Institute
ASM	Administrative Support Manual
AVUS	Automated Vehicle Utilization System
AWD	All-Wheel Drive
BEV	Battery Electric Vehicle
CFR	Code of Federal Regulations
CMC	Category Management Center
DLA	Defense Logistics Agency
DOT	Department of Transportation
EAS	Executive and Administrative Schedule
ELM	Employee and Labor Relations Manual
EV	Electric Vehicle
FECA	Federal Employees Compensation Act
FFV	Flexible-Fuel Vehicle
FMCSA	Federal Motor Carrier Safety Administration
FMIS	Fleet Management Information System
GSA	General Services Administration
GVWR	Gross Vehicle Weight Rating
HQ	Headquarters
ICC	Interstate Commerce Commission
ICE	Internal Combustion Engine
IFM	Integrated Fleet Management
LDC	Labor Distribution Code
LLV	Long Life Vehicle
MDD	Mobile Delivery Device

MFO	Manager, Fleet Operations
MVAS	Motor Vehicle Accounting Section
MVMF	Manager, Vehicle Maintenance Facility
MVO	Manager, Vehicle Operations
NADA	National Automobile Dealers Association
NGDV	Next-Generation Delivery Vehicle
NOA	National Ordering Agreement
NSN	National Stock Number
OEM	Original Equipment Manufacturer
OIG	Office of Inspector General
OSHA	Occupational Safety and Health Administration
PCES	Postal Career Executive Service
PDC	Postal Data Center
PEL	Permissible Exposure Limit
PMI	Preventative Maintenance Inspection
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PVS	Postal Vehicle Service
RADAR	Retail and Delivery Application Reports
RHD	Right-hand drive
SEAM	Solution for Enterprise Asset Management
SF	Standard Form
SHMT	Safety and Health Management Tool
SWI	standard work instruction
UL	Underwriters Laboratories
USPIS	United States Postal Inspection Service
USPS	United States Postal Service
VIN	Vehicle Identification Number
VMB	Vehicle Maintenance Bulletin
VMF	Vehicle Maintenance Facility
VMO	Vehicle Modification Order
VPO	Vehicle Post Office
YTD	Year to Date

ZEV	Zero-Emission Vehicle
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Appendix B: Work Order Visit Reason Codes

This table contains a list and description of the one-digit alpha/numeric codes used to charge labor and material costs for the maintenance and repair of vehicles.

Visit Reason	Description	Definitions
1	SCHEDULED	Repairs completed at a VMF that were identified during prior work
A	ACCIDENT - POSTAL	Repairs completed due to postal at fault accident
B	ACCIDENT-CHARGEABLE	Repairs completed due to third party at fault accident
C	CAMPAIGN	Repairs completed due to VMB, VMO, or manufacturer TSB
D	PRE-DELIVERY	Pre-delivery inspection performed prior to placing the vehicle in-service
F	FIELD, SCHEDULED	Repairs completed outside of a VMF identified during prior work
M	MANUFACTURER RECALL	Repairs completed due to manufacturer recall
P	PREVENTATIVE MAINT	Preventative maintenance inspection
R	ROADCALL	Repairs completed due to vehicle breakdown while in service
T	TAG	Repairs completed due to driver-initiated complaint, excluding roadcalls
U	NATURAL CAUSES	Repairs completed due to "Acts of God"
V	VANDALISM/THEFT	Repairs completed due to vandalism or theft
W	WASHING	Vehicle wash
X	PREP FOR SALE	Work required to prepare vehicle for sale
Y	WARRANTY	Repairs completed within manufacturer warranty period
Z	WINTERIZE	Work required in preparation for winter driving

Appendix C: Job Safety Analysis

Portable Electric Hand Tools and Equipment

Ground all portable electric handtools and equipment. When available, use three-wire ground type. If this ground type is not available or cannot be obtained, use double insulated or shockproof power handtools and equipment approved by Underwriters Laboratories (UL).

Grinders

Ensure that all bench grinders, abrasive wheels, etc., with safety glass protection plates comply with OSHA 1910.215. Do not operate unless all guards are clean and in proper position. Guard abrasive grinders with a standard hood that will protect both sides of the periphery. Provide a work/tool rest. Never let the gap between the abrasive wheel and the rest exceed 1/8 inch. Tongue guards should have a gap of not more than ¼ inch. Replace stones any time the wearing patterns prevent adjusting work/tool rest to within 1/8 inch of stone. When replacing stones, exercise extreme caution by ensuring that the rpm speed of the grinder motor does not exceed the RPM limit of the stone. Check to ensure that stones are not cracked and that blotters have not been removed or damaged. Test wheel before use. Use of a dressing tool is recommended to prolong wheel life and to ensure safety standards. Immediately replace frayed wire shields. Securely anchor all stationary grinders.

Non-EV Batteries

When removing battery cases from vehicles for charging, thoroughly clean the case with an acid neutralized solution, such as baking soda. Check and clean cap vent holes. Do not change, remove, or manipulate battery terminal connections until power to the charging device is shut off. Charge batteries with all caps installed. Use battery carrying tongs and battery carts when handling batteries. Smoking or any type of open flame is prohibited in battery charging areas or during any battery servicing procedures. Adequately ventilate battery charging areas. Managers must ensure that employees who handle batteries follow the safety precautions outlined in Handbook EL-801, *Supervisor's Safety Handbook*.

Safety Glass, Windshields, and Doors

Use laminated safety glass for windshield replacement. All replacement glass and window attachments must be original equipment manufacturer or equivalent and must comply with the Motor Carrier Safety Regulations, 49 U.S.C. 111, and amendments. These regulations specifically preclude the use of any vision-reducing items, such as screens on the side window adjacent to the operator.

Approved Fire Extinguishers and Warning Devices

OSHA requirements related to fire extinguishers include:

- Employers must mount, secure, and identify fire extinguishers in an area conspicuous to employees.
- Only OSHA-approved fire extinguishers may be used.
- Employers must inspect all fire extinguishers and replace any that are defective or undercharged.

- Employer-provided fire extinguishers must be appropriately classified for the kinds of fires that could occur in each specific work environment.
- For approved types of extinguishers and warning devices, see Department of Transportation (DOT) Standard 125.

Appendix D: Suggested Stocking Tables

Service and Repair Equipment

Every VMF is required to have at least one of each item marked with an asterisk (*) in the following tables.

Note: Hone stones and brush-type hones wear and are expendable, depending on usage. Replacements are available.

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Air gun, or blow gun, level-type OSHA.		Local procurement — Dill #5114, Tru-Flate #18-232, Mechanics Choice Products #60979, or equal.	One for each mechanic.						3
	Alignment equipment, portable, front end, for aligning front axles, wheels, spindles, etc.	POD-A-390	Use latest specification. Local procurement — Wheel-O-Matic #WA 407 master set Snap-on #2054D-QA-SA set, StewartWarner (Alemite) #3064, or equal.	–	–	1	1	1	1	10
	Anvil, cast iron body, steel face and horn, 12-1/2 by 3-3/8 face, 5/6 hardy hole, 3/8 pritchel hole.		National Stock Number (NSN) 5120-00-180-2885	–	–	1	1	1	1	10
	Battery booster cables, flexible, 9-ft minimum fully insulated copper-coated steel clamps, red and black color-coded plastic grips, polarity indicators optional.		Local procurement — Fox #BC612, Essex #78-7, Associated #6159, or equal.	1	1	2	3	3	3	3
				(One additional set for each service vehicle.)						
	Battery bus bar kit, charging circuit distribution for battery chargers with separate positive and negative leads, positive lead fuse or kickout protected, wall or bench installation.		Local procurement — Associated #6069 or equal.	–	–	1	–	1-2	2	10

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Battery charger, bench-type, series connection, for use with any combination of P-volt cells up to 36 or 72 volts DC.		Local procurement — Marquette #36-107, Associated #6073, Fox #338B, or equal.	1	1	1	–	–	–	3
	Battery charger, diode rectifier, must be used to charge batteries connected to parallel bus bar.	PS-B-485	Use latest specification. Local procurement — Associated Model #6065 or equal.	–	–	–	1	1	2	3
	Battery fast charger, portable, 6- or 1 P-volt batteries with booster-start capabilities, 11 O-I 1.5 volts ac input; breaker protection, automatic alternator protector, and high and low rate control.		Local procurement — Allen #43-010, Marquette #32-135, Associated #6001, Fox #3068, or equal.	Must be justified.						
	Battery filler, cylindrical, 2-qt water container with handle and right-angle offset spout, made of acid resisting material, automatic valve.		NSN 6140-00-752-2184	1	1	2	2	3	4	3
	Battery acid neutralizer for spilled electrolyte.	OSHA 29 CFR 1910.178								
	Battery tester (hydrometer), to determine specific gravity of electrolyte in lead-acid storage batteries.		NSC 6630-00-I 71-5126	1	1	1	2	3	4	3
	Face shield, aprons, and rubber gloves for handling battery acids must be provided.	OSHA 29 CFR 1910.178, 1926.304								
	Bench-mounted holding fixture, holds and positions transmissions, rear axle differentials, and other components.		Local procurement — Owatonna #7020 or equal.	–		1	1	1	1	10
	Bench, work, metal, approximately 72 L, 28 D, 34 H, with 6 backboard no drawer (drawer available as separate item if desired).		Local procurement — Equipto #2423-6, Frick-Gallagher #9058, Angle Steel #6374,	6	8	10	15	15	15	10

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			Bernard Franklin #62, 6240, or equal.							
	Bleeder, brake, hydraulic, diaphragm type, 1-gal or more container, with valve, hose, gauge, dispensing nozzle, and appropriate adapters.		Local procurement — Ammco #7400 or equal.	1	1	2	2	3	3	3
*	Brake caliper piston pliers for disc type brakes.		Local procurement — Ammco Model #9880 or equal.	One for each eligible employee.						5
	Brake caliper hone for disc type brakes; flexible drive, three-stone, range 1-1/2" to 3-1/2" diameter bores.		Local procurement — Ammco Model #9575 or equal.	One for each eligible employee.						—
	High efficiency particulate filter vacuum cleaner specifically designed to remove dust and asbestos fibers from brake shoes and drums.	MI-EL-810-81-6								
*	Brake cylinder hone for drum type brakes, flexible drive, three-stone, range 3/4" to 1-1/2" diameter bores.		Local Procurement — Ammco Model #1650 or equal.	One for each eligible employee.						—
	(or)		(or)							
	Brake cylinder flex-home (brush type) for drum type brakes:		Local procurement	1	1	1	1	2	2	—
	7/8 diameter		Hastings #1738 or equal.							
	1-1/8 diameter		Hastings #1739 or equal.							
	1-3/8 diameter		Hastings #1740 or equal.							
	1-5/8 diameter		Hastings #1372 or equal.							
	2 diameter		Hastings #1741 or equal.							

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
*	Brake drum and disc lathe. Note: When turning 13"-28" diameter drums with dual wheels attached to the drums, heavy-duty lathe accessories may be required.		Local procurement — Ammco #40 Mobile Brake Shop or equal.					2		10
	The following brake servicing equipment, enclosed in parentheses, should be purchased if not included in on-hand (above type) Mobile Brake Shop.									
	(Brake drum micrometer, range 6 to 16-1/8.)		Local procurement — Ammco Model #8500 or equal.					2	2	5
	(Extension bar to increase range of above micrometer to 26.)		Local procurement — Ammco Model #8539 or equal.					2	2	5
	(Checking gauge for above micrometer.)		Local procurement — Ammco Model #9582 or equal.		1		1	2	2	5
*	Bushing remove and inserter set, in metal case.		NSN 5120-00-089-3660							3
	Cabinets, tool, mechanic's, metal, 4-drawer, front panel, size 29 wide, 33 high, 19 1/2 deep, lower storage compartment, with casters and caster brakes, or as needed for standard and metric handtools.		NSN 5140-00-030-6617	One for each eligible employee.						
	Cabinets, stockroom, metal, all drawers various sizes with slide-in adjusters.		Local procurement — Stanley-Vidmar or equal.	As required.						
	Can, automatic transmission fluid, graduated, flexible spout, 1-quart capacity.		Local procurement — Brookins #101-AT or equal.	1	1	1	2	2	2	3
	Can, automatic transmission fluid,		Local procurement — Brookins	1	1	1	2	2	2	3

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	graduated, flexible spout, 5-quart capacity.		#805-AT, Huffy #1355, or equal.							
	Can, oil, hand pump type, with handle, 15 bent tip spout, 1-quart capacity.		NSN 4930-00-396-I 040I	2	3	3	4	4	5	3
	Can, oil, swing type spout,									
	1-qt capacity		NSN 7240-00-634-4802	1	1	2	2	3	3	3
	2-qt capacity		NSN 7240-00-281-8516	1	1	2	2	3	3	3
	4-qt capacity		NSN 7240-00-283-6065	1	1	2	2	3	3	3
*	Can, safety, for temporary storage of gasoline spout, safety screen, and spring closure.		NSN 7420-00-240-6958	2	2	2	3	3	3	3
	Can, water, plastic, 3-gal capacity, with spout.		Local procurement — Huffy #2104, Brookins #505, or equal.	1	2	3	3	3	3	1
	Chisel, power, air-operated, general purpose; kit includes: shock absorber chisel, sheet metal cutter, tailpipe cutter panel cutter, spot weld breaker and carrying case.		Local procurement — Black & Decker #6621, Chicago Pneumatic #CP-714, or equal.	1	1	1	1	1	2	5
*	Choke checker, duplicates cold-start conditions at engine operating temperature.		Local procurement — Owatonna #7032-K, or equal.	1	1	1	1	2	2	6
*	Cleaner, high-pressure, drum type, for cleaning engines, transmission cases and under carriage of vehicles, and for washing vehicles. Operates on 11 O-volts. AC		Local procurement — Jenny MJ-BOO-C, Graco 800, L&A #813-35, or equal	1	1	1	1	1	2	5
	or		or							
	Cleaner, high-pressure, same as above, except portable.		Local procurement — L&A #813 with Handy Cart #5481,	1	1	1	1	2	5	

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			Graco #1600, or equal.							
	Cleaner, parts and units, pump agitated, tank-type, portable continuous recirculation and filtration of cleaning compound.		Local procurement — Klear-Flo Super Cleanmaster #90, or equal.	–	–	1	1	2	2	5
	Cleaner, parts and units, pump agitated tank-type, portable, continuous recirculation and filtration of cleaning compound.		Local procurement — Klear-Flo Cleanmaster #J-50, or equal.	1	1	–		–	–	5
	Cleaner, small parts, bench-type, air-activated.		Local procurement — Klear-Flo #A-15, or equal.	1	1	1		2	2	5
	Cleaner, steam. New or replacement units may not be projected for purchase unless planned interior installation location is extremely well ventilated or exterior areas are available for installation.		Local procurement — L&A #7504, or equal.	Must be justified						
	Cleaner, steam, portable, 1/3-hp motor, 110-115 volts ac, uses propane and produces steam in 45 seconds. Dispenses solution at rate of 100 gal per hour and 500 PSI nozzle pressure.		Local procurement Thunderbird #T-500 Clayton #180, or equal.		1			2	2	10
	Cleaning tool, piston ring groove.		Local procurement — Snap-on #RC-500, Ammco #8334, or equal.		1			1	2	3
	Cooling system automatic flush and refill machine, with pressure tester, reverse flushes and refills cooling system with required amount of antifreeze solution.		Local procurement — Union Carbide Corporation #P-69 or equal.		1			2	2	5
	Crane, portable, 1-ton capacity, folding type, hydraulic, hand pump,	PSC-391	Use latest specification. Local procurement	Must be justified.						

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	adjustable boom, for engine removal and replacement.		— Owatonna #1809, or equal.							
*	Creeper, mechanics, wood with padded headrest, four angular-mounted swivel casters, minimum 35 long, 14-1/2 wide.		NSN 4910-00-251-6981	One for each mechanic. Also, one for each junior mechanic, if required						
	Cutter, bolt, adjustable, angular cut (flush cutting), 1/4 cutting capacity 14 overall length.		NSN 5110-00-224-7055	1	1	1	1	2	2	3
	Cutter, bolt, adjustable, clipper cut (close cutting, 3/8 cutting capacity, 24 overall length).		NSN 5110-00-596-9156							
	Cutter, bolt, adjustable, clipper cut (close cutting, 9/16 cutting capacity, 36 overall length).		NSN 5110-00-188-2524							
	Dolly, hydraulic, for removing and replacing dual truck wheels.		Local procurement — Ajax #95765, Ken #T-203, Gwatonna #1770-A, or equal.			1	2	2	4	10
	Dolly, mechanical, for removing and replacing single wheels.		Local procurement — Sure View Incorporated #SWL072, or equal.				1	1	1	10
	Drain unit, waste oil (without drum), with caster (portable) base, telescoping funnel adjustable from approximately 39 to 62 height and an oil level gauge, fits 120 lb. drum.		Local procurement — Grace #255-034, Alemite #8580, or equal.	1	1	2	2	3	3	3
	Drill, electric, portable, 3/8 capacity 115-volt, single phase, double-insulated, variable no-load speed, 1,000 RPM, closed grip handle.		NSC 5130-00-293-3546	One for each eligible employee.						7
	Drill, electric, portable, 1/2 capacity, 115-volt, single phase, 650 RPM, combination breastplate		NSC 5130-00-293-1 849	1	1	1	1	2	2	4

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	and spade end handle, with two side handles (one removable.)									
	Drill, portable, 90-degree angle 1/4 capacity, for close quarter drilling.		NSN 5130-00-293-I 977	1	1	2	2	3	4	4
	Drill press, 15 electric, bench or floor model, 3/4 hp, single phase, 110-volt, 60 cycle, variable speed, adjustable table, both horizontal and vertical, belt guard and overload shutoff.		Local procurement-Powermatic #1150 or equal.		1	1	1	1	2	12
	Drill press, magnet@, 3/4, 115 volts, 25 to 60 cycles, precision for accurate hole drilling horizontally, vertically, or overhead, safety-grip switch in handle.		Local procurement — Black & Decker #674, Type B, or equal.	Must be justified.						12
	Dust mask.		Local procurement.							
	Respirators.	OSHA 29 CFR 1910.134	Local procurement. NIOSH, MSA, or other approved respirator selected to provide protection against contaminants being used in the work process ANSI 288.2 1980.							
	Dynamometer, chassis, vehicle operational testing purposes.		Local procurement — Clayton #CT-200 or equal.	Must be justified.						10
	Fan, pedestal, non-oscillating, with approved safety guard, 30 rigid blades, 2-speed switch, 60 cycle, 110 volts AC, pedestal adjustable for height.		NSN 4140-00-833-5068	Must be justified.						10
	Gauge, belt tension, used to measure tension on all v-belts.		Local procurement — Owatonna (Ford) #T63L-8620 A,	One for each eligible employee.						4

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			Borroughs #BT-33-73F (auto), #BT-33-74 (truck), Kent-Moore #323600, or equal.							
*	Gauge, brake drum, for pre-adjusting brake shoe clearance on large trucks before installing drums.		Local procurement — Ammco #9494, or equal.	As required where airbrake equipped vehicles are serviced.						5
	Gauge, brake shoe, adjusting, for adjusting brake shoe to drum clearance before installing drums.		Local procurement — Ammco #8650, or equal.	1	1	11		2	2	5
	Gauge, crankshaft, used to measure main bearing journals without removing shaft from block.		Local procurement — Central #260 or equal.	–	–	1	1	1	1	5
	Gauge, dial indicator, for cylinder wear measurement.		Local procurement — Starrett #452BN, Kent-Moore #38087, or equal.	–	–	11		2	2	5
*	Gauge, tire pressure, general service, heavy-duty line chuck gauge, dual-chuck foot.		NSN 491 0-00-522-3778	One for each eligible employee.						2
	Gauge, tire tread depth, graduated in 1/32 calibrations.		Local procurement — Dill #5123, Schrader #5998, Tru-Flate #47-085, or equal.	One for each eligible employee.						3
	Grinder, P-wheel, bench-type, 8 stones, and/or wire brush, 3/4-hp, 115-volt motor w/toggle switch controls, guards, lights, and shield.	OSHA 29 CFR 1910.215	NSN 3410-00-528-4822	1	1	11		2	2	5
	(Lighted eye shield attachment for installation on grinding or buffer frames of above grinder.)		Local procurement — Black & Decker #C34575, Sioux #2016, Snap-on #S-115, or equal.	If original equipment does not include item, separate attachment should be procured and installed as required.						4

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	(Face shield, for use by all employees when using above grinder.)	OSHA 29 CFR 1910.133	NSN 4202-00-542-2048	Assign at each grinder and body repair shop.						2
	(Pedestal, grinder, to make pedestal unit of above grinder.)		Local procurement — Sioux #680, Black & Decker #6305, Snap-on #VR-300B, Van Norman #K500HM, or equal.	1	1	1	1	2	2	5
	Sander/grinder, pneumatic, 7-wheel, air-operated, with required safety attachments.									
	Grinder, valve face, with stem attachment, adjustable angle, coolant tank, wheel dresser, 1/2 hp motor.		Local procurement — Sioux #2062 or equal.							5
	Grinder (kit), valve seat, including motor, driver, required grinding stones, and pilots.		Local procurement — Sioux #1725-E, Black & Decker #6337, or equal.	1	1	1	1	2	2	5
	Gun, grease, hand-operated, with flexible hose.		Local procurement — Lincoln #1013, Alemite #6243-J, or equal.	1	1	1	2	2	3	2
*	Headlamp arming kit, for alignment of headlamps.		Local procurement — Hopkins #1-1 00-03, Snap-on #B4AK, AC type H-2 (#1550503) or equal.	1	1	1	1	1	1	5
	Hoist, chain, 1/2-ton capacity, motor-operated, for installation on trolley and track, or stationary.		Local procurement — Budget #C408-6R, Coffing #JF-1032-1, or equal.	Must be justified						5
	Hoist, chain, 1-ton capacity motor-operated, with 12 A frame.		Local procurement — Coffing	Must be justified						5

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			#WR2014-3, Budget #D408-2R, or equal.							
*	Hone, engine cylinder, glaze breaker.		Local procurement — Hastings #1053, Owatonna #CF-62-62, equal.	1	1	1	1	1	2	–
	Hose, garden, rubber, 5/8 inside diameter, 50-foot length, rolled brass couplings.		NSN 4720-00-103-3920	1	1	1	2	2	2	3
	Jack, floor, hydraulic, 1-1/2 ton capacity, with wheels.		Local procurement — Walker #93632, Ajax #95632, Blackhawk SJ-2, or equal.	1	1	2	2	4	6	5
*	Jack, floor, hydraulic, 4-ton capacity, with wheels.		Local procurement Walker #93657, Ajax #95657, Blackhawk SJ-4, or equal.	–	–	1	2	3	6	5
	Jack, floor, hydraulic, air-operated, 10-ton capacity, with wheels.		Local procurement — Walker #93665, Blackhawk #SJ-9, or equal.	–	–	–	1	2	3	5
	Jack, floor, hydraulic, air-operated, valve control, 20-ton capacity, with wheels.		Local procurement — Blackhawk #PJ-21, Walker #93731, or equal.	Must be justified						5
	Jack, lift, one end, pneumatic, 2-1/2-ton capacity, portable.		Local procurement — Blackhawk #SJ-64, Ajax #95686, or equal.	1	1	1	2	3	4	10
*	Jack stand, adjustable, 15 to 24, 5-ton capacity.		Local procurement — Blackhawk #AX50, Ajax #95516, Ken-Tool, #T-I 19,	8	12	16	20	24	24	8

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			Walker #93516, or equal.							
**	Jack stand, adjustable height, 18 to 30, 10-ton capacity.		Local procurement — Ajax #95522, Watco #1 OTP, Blackhawk AX-100, or equal.	–	–	–		8	12	9
	Jack, transmission, hydraulic, high-lift on wheels, for use under hoist.		Local procurement — Wudel #711-50, Ajax #95714, Walker #93714, Blackhawk #T-2, Owatonna #1780, or equal.	–	–	1	1	1	2	9
*	Jack, transmission, hydraulic, tilt-frame, on wheels, for transmission work with vehicles on jack stands.		Local procurement — Wudel #700-50, Milwaukee #3000, Blackhawk #T-14, Owatonna #1790, or equal.	1	1	1	1	2	3	5
	Key machine, electric, 110 volt, 1/8 hp motor for cutting single-sided and double-sided keys.		Local procurement — Independent Lock (Div. of ILCO) #2584CV, or equal.	–	–	1	1	1	1	5
	Ladder, commercial safety type, for various uses around VMF, metal preferred except when performing work near electric lines and connections.		Check GSA Supply Catalog or Federal Supply Schedule for specific item.	As required						5
	Ladder safety shoes, to prevent slipping.		Check GSA Supply Catalog for specific shoes required.	As required						
*	Ladder, step, aluminum alloy, nonslip steps, bucket shelf, 8 ft. length.		NSN 5440-00-514-4487	1	1	1	2	2	2	3

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
*	Lifter, valve spring, C-frame style, 7/8 — 1-1/2 diameter.		NSN 5120-00-239-8686	—	—	1	1	2	2	5
	Lifter, valve spring, C-frame style, 7/8 — 2-3/4 diameter.		NSN 5120-00-529-2283	—	—	—		1	1	4
	Micrometer, inside, set 1-1/2 to 8 minimum.		Local procurement — Starrett #823A, Tumico #1 0-458-00, or equal.	1	1	1	1	1	1	15
	Micrometer, outside, scale graduated in ten thousandths of an inch, ranges: 0 to 1, to 2, 2 to 3, 3 to 4, 4 to 4, to 5 to 6, with ratchet stop and lock, specify standard case.		Local procurement — Starrett #T239RL, Tumico #850 Series, or equal.	1	1	1	1	1	1	15
*	Nutsert, insert fastener, with conversion kits for applicable size nutsert to be installed, provides reliable, load-bearing female threads in materials unable to support threads or in application in which ordinary nuts are impossible to use.		Local procurement — Curtis Industries #83862, or equal.	1	1	1	1	1	1	4
	Packer, wheel bearing.		Local procurement — Alemite #6709-A and 6709-B, Lincoln #842, Aro Corp. #640-072, or equal.	1	1	1	1	2	2	3
	Pan, drain, oil or water, hood baffle, carrying handles.		Local procurement — Huffy #3174, Brookins #677, or equal.	2	2	3	3	4	4	3
	Pliers, tire chain repair, removal and installation of new links, etc.		Local procurement — K-D #472 or equal.	One for each eligible employee.						3
	Press arbor, bench or side mount, approximately 3-ton capacity, including required guarding.	OSHA 29 CFR 1910.217	Local procurement — Dake Model #1 -1/2B	1	1	1	1	1	2	25

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Press, floor-type, hydraulic, 25-ton capacity, with adjustable bed, plates and gauge, including required guarding.	PS-P-484	Use latest specification. Local procurement—Blackhawk AP-25, Dake #25H, Owatonna #Y-125-A, or equal.		–	1	1	1	2	10
*	Puller, pitman arm, for removing pitman arm from steering gear.		Local procurement — Owatonna #HC 642 (medium or heavy trucks), Owatonna #643 (light trucks to 3/4 ton), Snap-on #C3-89, or equal.	1	1	1	1	2	2	3
*	Puller, steering wheel, for removing those with predrilled and tapped hubs to attach puller bolts.		Local procurement — Owatonna #915-A or equal.	1	1	1	1	2	2	3
	Puller, steering wheel, three-arm, 5-1/4 spread range, 3-1/8 reach, rubber bushings on pulling ring to protect spoke of steering wheel.		NSN 5120-00-449-3771	1	1	1		2	2	3
	Pump, barrel, hand operated, fits 1-1/2 to 2 openings, adjusts for 15–55 gal barrels or drums, 40 suction pipe, delivers 10 gal per minute.		NSN 4930-00-294-6897	As required						10
	Pump, vacuum, hand-held, checks all vacuum-operated components.		Local procurement — Owatonna #7059, or equal	1	1	1	2	2	2	5
	Racks, tire storage, single units, 2-tier (add-on unit for above).		Local procurement Frick-Gallagher #793-2, or equal	1	1	2	2	3	4	20
			Local procurement Frick-Gallagher	As needed						20

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			#793-2, or equal							
	Reamer, ridge, triple carbide cutters, self-centering, adjustable to sizes approximately 2-9/16 to 5 with chamfering guide shoe.		Local procurement — Ammco #2100, Lisle #38000, or equal	1	1	1	1	2	2	3
	Reel, air, 30-foot, heavy-duty hose, open commercial type, spring return.	PS-F-479	Use latest specification. Local procurement — Alemite #Econo-8176, Aro #614-004, Grayco #255-805, Lincoln #83410, or equal	3	4	5	10	10	15	5
	Reel, light, 30-foot, 3-wire, grease resistant rubber extension case and hook.	POD-R-186	Use latest specification. Local procurement — Alemite #330004-B, Balcrank #44782, or equal	One for each workday or work area as required.						3
*	Ring compressor, hand-operated take-up with 2 tension bands and ratchet, 2-1/8 to 5 capacity.		NSN 5120-00-250-6055	1	1	1	1	2	3	3
	Ring compressor, hand-operated take-up with two tension bands and ratchet 3-1/2 to 7 capacity, for use when piston diameter exceeds 5.		NSN 5120-00-228-8848	–	–	1	1	1	1	6
	Separator, ball joints 1 inside diameter, tapered-wedge end.		Local procurement — Snap-on #A-201 or equal.	1	1	1	1	2	2	3
*	Separator, tie rods and shock absorber links, 13/16 inside diameter, tapered wedge end.		Local procurement—Owatonna #462, Snap-on #A-200, or equal.	1	1	1	1	2	2	3

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Shelving, stockroom metal, adjustable shelves.		Local procurement—Bernard Franklin, Angle Steel, Frick-Gallagher, or equal.	As required.						20
	Sling, load-positioning, 2,000 lbs. capacity, heavy-duty chain, swivel hooks on each end, locking adjustment at any angle, for use with 1-ton crane above. Slings must be tagged, indicating the rated capacity.	OSHA 29 CFR 1910.164	Local procurement — Owatonna #1605 or equal.	Must be justified.						10
*	Soldering gun, heavy-duty, 115 volt, 60-cycle, 240–325 W, 3-conductor cord, for general soldering requirements.		NSN 3439-00-618-6623	One for each eligible employee.						3
	Soldering torch kit, propane.		NSN 3439-00-542-0531	1	1	1	1	1	1	3
	Stand, engine overhaul, 1,000–1,500 lbs., for light and heavy-duty trucks.		Local procurement — Ajax #95774, Owatonna #1725, or equal.	–	–	–	–	1	1	10
	Stand, differential and rear axle.		Local procurement — Ken-Tool #T-123, Owatonna #1725 W/1725-P or equal.	Only as required.						10
	Starting equipment gasoline powered generator, portable, for emergency starting of vehicles.		Local procurement — Marquette #34-1 08, Goodall #II - 708K (gas), or equal.	Must be justified						5
**	Tap and die set, NF and NC threads 1/4 to 1 diameter, six machine screw sizes 4–36 to 12–24, pipe size 1/8 and 1/4, fitted wood case.		Local procurement — Snap-on #TD-9902, or equal.	1	1		1	1	2	6

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Tank, Defueler/Refueler.		Model FM-3000 Tempo Products Co. or equal.							
	Thermometer, radiator, use for checking temperature at which the thermostat opens, stainless steel case.		Local procurement — Snap-on #GA1 34, Inland #2048,K-D #411 or equal.	1	1		2	2	2	3
*	Tire and tube testing tank.		Local procurement — Brookins #606, Huffy #3109 or equal.	1	1		1	2	2	10
*	Tire bead expander, for proper inflation for tubeless tires.		Local procurement — Bishman #500 or equal.	1	1		1	1	1	5
	Tire mounter and demounter, air power, for tire sizes 13 through 17.		Local procurement — Bishman #2100 or equal.	1	1	1	1	1	1	10
	Tire mounter and demounter, electric-hydraulic power, for tire sizes 15 through 24.5.		Local procurement — Bishman #931A or equal.	–	–	–	–	1	1	10
	Tire safety inflation cage, made of five 2-1/4 diameter bars of high tensile steel tubing, approximate size height 60, width 24, inside height 56-1/2, inside width 17-1/4, front to back 36.	OSHA 29 CFR1910.177	Local procurement — Branick Model SC or equal.	1	1	1	2	2	3	10
				(Required at all facilities having vehicles with two-piece rims.)						
	Tire spreader, air-operated, tire sizes 12 to 24 rims.		Local procurement — Bishman Model 426 or equal.	1	1	1	–	–	–	5
	Tire spreader, air-operated, tire sizes 12 to 24 with tire lifter.		Local procurement — Branick Model V-INV/LA.	–	–	–	1	1	1	5
	Tank, air, portable, ASME approved.									
	Torque converter and oil cooler cleaner, automatic transmission.		Local procurement — Owatonna	One unit in each transmission overhaul center. Must be justified in other VMFs.						

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			#6008a or equal.							
	Tow chain, 3/8 links, 14 feet long, with hooks.		NSN 4010-00-171-7680	One per service vehicle.						
	Tow, lift unit, electric hydraulic cylinder, 5,000 lbs. lift capacity, for mounting on rear of service trucks.		NSN 2540-00-074-2875 (Hydra-Tow or equal.)	Must be justified.						10
*	Transmission band adjustment and servicing tools, required for the type of servicing provided by the facility involved and the makes of vehicles assigned.		Local procurement — Proto, Kent-Moore, Lempco, Snap-on, or equal.	1	1	1	2	3	4	6
	Tube flaring tool kit, 1/8 through 3/4 OD.		Local procurement — Imperial Eastman #375-FS, or equal	1	1	1	2	2	2	3
	Vacuum, Brake, & Clutch Ser.	OSHA Reg. 29 CFR 191010D1 (h)	Tempo Products Co. AB 7515 or equal.	Mandatory for each VMF equipped for brake or clutch repairs.						5
	Vacuum cleaner, floor model, heavy-duty tank style, with removable bag or container, 1 hp electric motor, 115-volt, AC/DC, 60-cycles, single phase, 10-foot hose, 25-foot hose, and attachments on casters, for cleaning interior of vehicle cabs and bodies at wash rack or dispatch point.		NSN 791 00-267-1207	Must be justified.						5
	Vacuum cleaner, heavy-duty, pole or wall type, 1 hp electric motor, automatic off and on control, equipped with double switches, crush-proof accordion hose, 16 ft long for cleaning interior of vehicles at fuel islands.		Local procurement.	One at each gas pump island.						
*	Valve tool, for inserting and removing snap-in type tubeless tire valves.		Local procurement — Schrader #992 or equal.	1	1	1	1	2	2	3

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Vise, drill press, hold work on drill stand, width of jaws 3, opening 3.		Local procurement — Sioux #1553 or equal.	As required.						10
*	Vise, machinist's swivel base, rolled steel screw and handle, 4 jaw, 6 capacity.		NSN 5120-00-293-1439	2	3	4	5	10	15	10
	Vise, machinist's swivel base, rolled steel screw and handle, 6 jaw, 9 capacity.		NSN 5120-00-223-1945	1	1	1	2	3	4	10
	Welder, electric, portable, for operation on 208–220 volts, 60-cycle single or multiphase electric service. Also provide face shields, aprons, and welding gloves as necessary.	OSHA 29 CFR 1910.252	Local procurement — Forney #FS230VW or #FS295VW, Marquette #10-I 19, or equal.	1	1	1	1	1	2	10
	Welder, spot, portable, for operation on 110–115 volts. Also provide face shields, aprons, and welding gloves as necessary.	OSHA 29 CFR 1910.252	Local procurement — Marquette #14-117 with #14-109 welding gun or equal.	–	–	1	1	1	1	10
*	Welding and cutting outfit, oxygen, acetylene: including torch, various tips, cutting attachments, and two-stage regulators. Also provide face shields, aprons, and welding gloves as necessary.	OSHA 29 CFR 1910.252	Local procurement — Victor Super-Range #03840043, with VTS 250C-540 two-stage regulator for oxygen, and VTS 260A-510 two-stage regulator for acetylene.	1	1	1	2	2	3	5
	Welder, MIG, steel-aluminum, etc.	OSHA 29 CFR 1910.252								
	Plasma cutter.	OSHA 29 CFR 1910.252	Local procurement.							
	Wheel balancer, spinner type, 200 volts, 60 cycles, single phase, 3 hp.		Local procurement — Stewart Warner #7059-A or equal.	–	–	–	1	1	1	10

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Wheel balancing equipment, for balancing truck wheels, bubble-type with necessary adapters for wheel sizes.	PS-B-392	Use latest specification. Local procurement — Bushman #580, Lincoln #104571, or equal.	1	1	1	1	1	1	5
	Windshield, repair kit, to be used when repairing windshields with star or bullseye type breaks up to 3/4 diameter.		Local procurement — Novus #200 or equal.	1	1	1	1	1	1	5
	Wrench, impact, pneumatic, 3/8 straight drive, with air volume torque regulator.	OSHA 29 CFR 1910.243	NSN 5130-00-234-4879	One for each eligible employee.						4
	Wrench, impact, pneumatic, 3/4 straight drive, pistol-grip handle, trigger throttle.	OSHA 29 CFR 1910.243	NSN 5130-00-184-1427	–	–	–	–	1	1	4
	Wrench, impact, pneumatic, 1 straight drive, with air volume torque regulator, pistol-grip handle.	OSHA 29 CFR 1910.243	NSN 5130-00-184-1426	Must be justified.						4
	Wrench socket set (impact), 3/8 square drive, hexagonal (6 point) for power tools.	OSHA 29 CFR 1910.243	NSN 5130-00-203-6442-5/16 NSN 5130-00-203-6443-11/32 NSN 5130-00-203-6444-3/8 NSN 5130-00-203-6445-7/16 NSN 5130-00-203-6446-1/2	One set for each impact wrench in facility.						3
	Wrench socket set (impact), 3/4 square drive, includes 15 regular-length 6-point sockets, and one each 7 and 13 extension bars.	OSHA 29 CFR 1910.243	NSN 5130-00-357-5135	One set for each impact wrench in facility.						3
	Wrench socket set (impact), impact wrench 1 square drive, includes 16 regular-length 6-point sockets, and one each 7 and 13 extension bars.	OSHA 29 CFR 1910.243	NSN 5130-00-357-5136	One set for each impact wrench in facility.						3
	Wrench socket set (manual), 3/4 sq. drive, hd, 28-piece, sizes from 15/16		NSN 5120-00-081-2308	–	–	1	1	1	1	3

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	through 2-3/8, with one hinged handle, 17-3/4" long; one reversible ratchet handle, 17 long; one sliding T-handle; one universal joint attachment; three solid extension bar attachments, 3, 8, 16 long; and metal box.									
*	Wrench torque, 3/8 sq. drive, to measure 0 to 300 in.-lbs. torque range.		NSN 5120-00-958-6906	1	1	1	1	2	2	5
*	Wrench, torque, 1/2 sq. drive, to measure to 250 ft.-lbs. torque range.		NSN 5120-00-640-6365							
	Wrench, torque, 3/4 sq. drive to measure 0 to 600 ft.-lbs. torque range.		NSN 5120-00-221-7983	As required for servicing large vehicles.						

Test Equipment

Every VMF is required to have at least one of each item marked with an asterisk (*).

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
*	Tester, antifreeze (coolant) and battery (Prestone Vu-Chek) for (AO Duo-Chek), scale in degrees Fahrenheit, to test solution.		Local procurement — American Optical Corp. Model #7181 or equal.	One for each eligible employee.						3
	Tester, armature (growler), tests for shorts, ground, and continuity.		Local procurement — Allen #313, Sun #AT-76, or equal.	–	–	1	1	1	1	5
	Tester, battery, starter, generator, alternator, regulator.	POD-T-388	Use latest specification. Local procurement — Sun #VAT-28, Allen #21, 370, or equal.	1	1	1	2	2	3	5
	Tester, battery, starter, generator, regulator.	POD-T-388	Use latest specification. Procurement — Sun #VAT-33 or equal.	For facilities with diesel trucks in lieu of one each #VAT-28 above where more than one is authorized.						5
	Tester, diesel tach and RPM.									
	Tester, Mercury and water manometer.									
*	Tester, cylinder compression, portable.	POD-T-358	Use latest specification. Local procurement — Sun #UCT-48 or equal.			1	2	2	3	3
	Tester, distributor.	POD-T-358	Use latest specification. Local procurement — Allen #22-180, Sun #DT-504, or equal.			1	1	1	1	5
	Tester (analyzer), engine, with oscilloscope and auxiliary testing instruments which, when operated singly or in combination, permit identification of defects within the primary and secondary systems, as well as cylinder compression losses and exhaust emissions.		Local procurement — Sun, Allen, Autoscan (FMC), or comparable brand with infrared capability.			1	2	2	2	5
*	Tester, fuel pump.		Local procurement — Sun #FPT-4 or equal.	1		1	1	1	2	6
*	Tester, positive crankcase ventilation, for checking operation of the system or the valve.		Local procurement — AC #CT3 or equal.	1		1	2	2	4	3
	Tester, radiator pressure cap used to test for leaks in radiator and pressure cap setting without removing.		Local procurement — AC-PTC-3, Snap-on (or Stant) #ST-255A, with adaptors #A-450 and TA-15, or equal.	1		1	1	2	2	3
	Tester, semitrailer lighting systems, 115 volts ac, and 12 volts dc.		Local procurement — Hastings #1090, Searchlight Model #A-2, or equal.	–	–	–	1	1	1	6

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Tester, transistor regulator.		Local procurement — Sun #TRT-12 or equal.	1	1	1	1	2	8	8
	Tester, vacuum pressure, for measuring manifold vacuum and fuel pump pressure.		Local procurement — Snap-on #MT-14E or equal.	1	1	1	2	2	2	3
	Timing light, separate.		Local procurement — Sun #PTL-45, Hastings #1644, Stewart-Warner #82003 or equal.	1	1	1	2	2	2	3

Safety Equipment

Every VMF is required to have at least one of each item marked with an asterisk (*).

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Fire Fighting Equipment: For local or state requirements for garages and shops, contact the fire department or fire prevention officials in your area.			The number of vehicles and services is omitted in this category since physical layout of quarters varies among facilities. Request should be made based on actual needs.						
	Extinguishers: Type I-Dry Chemical (for Classes A & B fires): Stored-pressure type, hand portable, size 10, nominal capacity 10 lbs., U.L. Rating 30-B:C, with mounting bracket.	NFPA-10	NSN 4210-00-965-I 107	Install in shop in sufficient quantities to be available within 50 feet of any work area or indoor vehicle parking area. Also, for installation in service vehicles, wreckers, and over-the-road vehicles.						10
	Type II-Dry Chemical (for Classes A, B, and C fires): Multi-purpose, stored-pressure type, hand portable, size 10, nominal capacity 10 lbs., U.L. Rating 2A-20-B:C, with mounting bracket.	NFPA-10	NSN 4210-00-889-2491	Install near each exit or stairway entrance. One extinguisher for each 3,000 square feet of floor space or fraction thereof. Install so that travel distance between extinguishers does not exceed 50 feet.						10
	Type II-Halon (for Classes A, B, and C fires): Multi-purpose, stored-pressure type, portable, 22 lbs.	NFPA-12A		Install near computer area.						
	Type I-Carbon Dioxide (for Classes B & C fires): Horn-discharging unit with permanent shutoff valve, size 10, nominal capacity 15 lbs., U.L. Rating 10-B:C, with mounting bracket.	NFPA-10	NSN 4210-00-595-I 779	Install at least one extinguisher within 25 feet of any gasoline dispensing equipment or oil storage area. Adequately protect extinguishers installed in outside areas.						10
	Type II-Carbon Dioxide (for NFPA-10 Classes B & C fires).	NFPA-10	NSN 4210-00-595-I 781	Must be justified.						10
	Wheeled type, size 50, nominal capacity 50 lbs., U.L. Rating 20-B:C.									
	Platform, engine servicing, for use by mechanics when working on engines or other part of vehicles above normal height.	OSHA 29 CFR 1910.29	Local procurement — Bustin Industrial Products, Inc #225 (20 high by 22 wide), #226	As required.						

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
			(30 high by 30 wide), #227 (30 high by 60 wide), or equal.							
*	Scaffold, aluminum, portable. One-piece folded sections snap out (horizontally) and lock in expanded positions. Folding horizontal braces pretension the folding diagonal members for uniform rigidity. Expanded size: 6 ft. high by 4 ft. by 4 ft.	OSHA 29 CFR 1910.28	Local procurement — Up-Right Scaffolds Model 1501 or equal.	As required.						10

Body Shop Equipment

Every VMF is required to have at least one of each item marked with an asterisk (*).

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Chisel, power, air-operated, for cutting or removing metal panels and other uses. (Same as listed under Service & Repair Equipment.)	OSHA 29 CFR 1910.243	Local procurement — Black & Decker #6221, Chicago Pneumatic #CP-714, or equal.	–	–	1	1	1	2	5
	Drill press, 15 electric, bench or floor model. (Same as listed under Service & Repair Equipment.)		Local procurement — Powermatic #1150 or equal.	–	–	–	–	1	1	5
	Gun (riveter), heavy-duty, hand-operated.	OSHA 29 CFR 1910.243	NSN 5120-00-017-2849	1	1	1	1	1	2	5
	Gun (riveter), heavy-duty, power-operated.	OSHA 29 CFR 1910.243	Local procurement — United Shoe Machine Company Model #PRG-511 or equal.	–	–	–	–	1	2	5
	Hammer, automatic 1,000 blows per minute, air-operated, for large body repair shops.	OSHA 29 CFR 1910.218	Local procurement — Aerosmith #AH-15 or equal.	Must be justified.						6
	Jack, hydraulic, approximately 4-ton capacity, with repair kit, remote control, for use in pushing or pulling bent body panels, posts, frame, etc. Rated and stamped.	OSHA 29 CFR 1910.244	Local procurement — Blackhawk #AZ-10L, Snap-on #BJ-3, or equal.	–	–	1	1	2	2	5
	Jack, hydraulic, approximately 10-ton capacity, remote control, with repair kit, same as above, except heavy duty. Rated and stamped.	OSHA 29 CFR 1910.244	Local procurement — Blackhawk #FZ-1L, Snap-on #BJ-10, or equal.	–	–	–	–	1	1	5
	Jack, hydraulic, transmission, pedestal style. Rated and stamped.	OSHA 29 CFR 1910.244								
	Master tool set consists of the following items:			One set for each body and fender repairman.						
	Dolly, block		NSN 5120-00-223-8484							
	Dolly, fender		NSN 5120-00-221-1638							
	Dolly, heel		NSN 5120-00-529-5508							
	Dolly, rail		NSN 5120-00-221-1637							

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Dolly, shrinking		NSN 5120-00-223-8486							
	Hammer, bumping and finishing, 14 oz.		NSN 5120-00-203-6883							
	Hammer, dinging style, 12 oz.		NSN 5120-00-595-8343							
	Hammer, offset bumping, 12 oz.		NSN 5120-00-194-1644							
	Mallet		NSN 5120-00-293-3399							
	Pick		NSN 5120-00-024-7211							
	Pick		NSN5120-00-024-7213							
	Pick, surfacing, 1-1/2, 12 oz.		NSN 5120-00-595-8342							
	Pick, surfacing, 1-9/16, 12 oz.		NSN 5120-00-725-6981							
	Spoon		NSN5120-00-293-0842							
	Spoon		NSN 5120-00-293-1204							
	Paint Equipment: Paint Drying Equipment: In some climatic areas, help is needed to expedite paint drying. Infrared lamps, lumine type, are recommended.	NFPA-86A	Local procurement — Binks Mfg., DeVilbiss Co., or equal.	Must be justified.						5
	Paint Masking Equipment: Unit dispenses paper with tape applied on edge from a roller.		Local procurement — Industrial Tape Division, 3-M Company, or equal.	Must be justified.						5
	Full hood forced-air respirator system for paint booth.	OSHA 29 CFR 1910.134								

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Paint Mixing Equipment: The use of the motor vibrator (shaker) type of mixing equipment is recommended. Several makes are available. If equipment is installed in the paint shop, the material must be the "explosion-proof" type.		Local procurement — Red Devil, Inc., Miller Paint Equipment Inc., or equal.	Must be justified.						5
	Paint Spray Outfits: Air-operated, including spray gun equipped for internal or external mix, pressure or siphon feed, bleeder type, 1-square size, screw type cups, airline filters, pressure regulators, gauges, and controls. At facilities having high-volume refinishing requirements, pot-type material containers and multiple gun distributing system may be justified for assignment.	OSHA 29 CFR 1910.107	Local procurement — Binks #98-1063, Lincoln #MD-82 DeVilbiss, Campbell-Hausfeld, or equal.	Must be justified.						3
	Sandblaster, air-operated, with sand tank, rollers, and stand, trigger-controlled gun, high-pressure protected hose.		Local procurement — Van Norman #VNX-17A, Clemco Model SCW 1440, or equal.	Must be justified.						5
*	Sander, air-operated, orbital-action, 3 by 8 sanding pad, 6,000 orbits per minute, well adapted for feather-edging and for use in hard-to-get-at places.	OSHA 29 CFR 1910.213	Local procurement — Black & Decker #6165, National-Detroit Model #150, or equal.	1	1	1	1	2	2	6
	Sander, air-operated, random orbit, 6 diameter pad and sanding disc, up to 12,000 rpm, ideal for feather-edging and body filler.	OSHA 29 CFR 1910.213	Local procurement — Black & Decker #6173, National Detroit Model DA-Q, or equal.	–	–	1	1	2	2	6
	Sander/Grinder, electric, extra heavy-duty, 6,000 rpm, no-load speed, 7-wheel, 115-volt AC, with required safety attachments.	OSHA 29 CFR 1910.213	Local procurement — Black & Decker #6106-09 or equal.	–	1	1	1	1	1	5
	Sandblaster, air-operated, with sand tank, rollers, and stand, trigger-controlled gun, high-pressure protected hose.		Local procurement — Van Norman #VNX-17A, Clemco Model SCW 1440, or equal.	Must be justified.						5
*	Sander, air-operated, orbital-action, 3 by 8 sanding pad, 6,000 orbits per minute, well adapted for feather-edging and for use in hard-to-get-at places.	OSHA 29 CFR 1910.213	Local procurement — Black & Decker #6165, National-Detroit Model #150, or equal.	1	1	1	1	2	2	6
	Sander, air-operated, random orbit, 6 diameter pad and sanding disc, up to 12,000 rpm, ideal for feather-edging and body filler.	OSHA 29 CFR 1910.213	Local procurement — Black & Decker #6173, National Detroit Model DA-Q, or equal.	–	–	1	1	2	2	6

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Sander/Grinder, electric, extra heavy-duty, 6,000 rpm, no-load speed, 7-wheel, 115-volt ac, with required safety attachments.	OSHA 29 CFR 1910.213	Local procurement — Black & Decker #6106-09 or equal.	–	1	1	1	1	1	5
	Saw, band (upright) 14 capacity, electric motor, rating 3/4 hp, 125 volts.	OSHA 29 CFR 1910.213(i)	Local procurement — Powermatic #143 or equal.	Must be justified.						10
	Saw, hole, assortments, with arbors, for cutting round holes in metal.	OSHA 29 CFR 1910.213(e)	Local procurement — Simonds, Sioux, Miller Falls, or equal.	1	1	1	1	2	2	1
	Saw, panel cutting, portable, electric, 2-1/2 diameter blade, capacity to 5/8.	OSHA 29 CFR 1910.213(f)	Local procurement — Kett Tool Co. #KS-23-AM, Sioux #3P1460, or equal.	–	–	1	1	2	2	5
	Saw, power metal electric, band, floor type, 1/2 hp motor, 115/250 volts, blade size 8 2-1/2 long, 5/8 wide, .032 thick.	OSHA 29 CFR 1910.213	Local procurement — Wells Mfg. Corp. #600 or equal.	Must be justified.						10
	Saw, saber, electric, portable, 2 capacity, high-speed.	OSHA 29 CFR 1910.213	Local procurement — Miller Falls #SP550, Rockwell #667, or equal.	–	–	1	1	2	2	3
	Router and bits, electric, portable 1 hp.	OSHA 29 CFR 1910.213								
	Shear, portable metal cutting electric or air-driven for cutting metal under 18 gauge.		Local procurement — Miller Falls #1611, Sioux #1446, or equal.	–	–	1	1	2	2	3
	Sheet metal bending machine (Hand Box and Pan Brake), for bending and shaping mild (14 gauge) sheet metal; full set of box and pan fingers, nose bars, bending leaf angle bar, and stop gauge.		Local procurement — Chicago #BP 414-6 or equal.	Must be justified.						15
	Sheet metal cutting machine (Foot Squaring Shear), foot-powered, nominal cutting length capacity 52", for straight shearing of mild (16 gauge) sheet metal.		Local procurement — Pexto #152 or equal.	Must be justified.						15
	Welder, electric, portable. (When separate units are needed for Body Shop, order same item listed under Service and Repair Equipment.)	OSHA 29 CFR 1910.252	Local procurement — Forney #FS230VW or FS295VW, Marquette #1 O-I 19, or equal.	–	–	–	–	1	1	10

Mandatory	Description	Specification	Source	Vehicles						Life Expectancy (Year)
				Up to 75	76 to 150	151 to 250	251 to 400	401 to 650	651 or more	
	Welding and cutting outfit, oxygen, acetylene. (When separate units are needed for Body Shop, order same item listed under Service and Repair Equipment)	OSHA 29 CFR 1910.252	Local procurement — Victor Super-Range #03840043, with VTS 250C-540 two-stage regulator for oxygen, and VTS #260A-510 two-stage regulator for acetylene.	–	–	–	–	1	2	5
	Welding system, arc, includes welder wire feeder, swivel mount, gas flowmeter.		Local procurement — Hobart #RC256, with wire feeder #AGH-27, or equal.	–	–	–	–	1	1	12

Appendix E: Service Life and One-Time Repair Limit Guidelines

Vehicle Type	Life (Years)	Mileage (Thousands)		Maintenance Reinvestment Threshold as Percentage of Vehicle Contract Price According to Age in Years											
		Total	Annual	1	2	3	4	5	6	7	8	9	10	11	12
Light Delivery															
LLV, FFV*	24	120	5	50	46	43	40	37	34	31	28	26	24	22	20
1/2-ton**	8	56	7	50	45	40	35	30	25	20	15	10	5	0	0
Intermediate															
1-ton	12	120	10	50	47	44	40	37	34	30	27	24	20	17	15
1-ton gasoline	12	120	10	50	45	40	35	30	25	20	15	10	5	5	5
2-ton	12	120	10	50	47	44	40	37	34	30	27	24	20	17	15
Cargo Van															
5-, 7-, 9-, & 11-ton	8	240	30	50	47	44	40	37	33	29	24	19	12	9	5
Tractor															
Single-Axle	8	360	45	50	45	40	35	30	25	20	15	10	5	0	0
Tandem-Axle	8	360	45	50	45	40	35	30	25	20	15	10	5	0	0
Spotter	8	NA	NA	50	45	40	35	30	25	20	15	10	5	0	0
Trailer	12	NA	NA	50	47	44	40	37	33	29	24	19	12	9	5
Service Trucks															
VMF	8	72	9	50	45	40	35	30	25	20	15	10	5	0	0
Plant Maint.	8	72	9	50	45	40	35	30	25	20	15	10	5	0	0
Administrative	8	72	9	50	40	30	20	5	0	0	0	0	0	0	0

* Note: Original LLV service life expectancy was based on an aluminum body and a planned mid-life refurbishment program. Life expectancy for aluminum-bodied right-hand drive vehicles (LLVs and FFVs) is now 24 years, with ongoing maintenance of individual vehicles (including engine and transmission replacement) on an as-needed basis. For years 13–24, the threshold for maintenance reinvestment requiring completion of PS Form 4587 remains at 20 percent.

** Includes Ford Windstar, Ford Aerostar, and Chrysler van-type vehicles acquired for delivery operations.