

FDA Staff Manual Guides, Volume III - General Administration

Motor Vehicle Management

Payment for GSA Motor Pool Charges

Effective Date: 10/22/2024

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1. Purpose

This guide provides policy and procedure for payment of General Services Administration (GSA) motor pool charges for all FDA Headquarter Divisions, Regional Centers, and Field Offices that use GSA vehicles.

2. Policy

- A. There should not be any payment or collection schedules outstanding for over 60 days for motor pool charges from GSA that were sent through the Treasury Intra-Governmental Payment and Collection (IPAC) system.
- B. Annual direct obligations with sufficient funding for motor pool expenditures must be established at the beginning of the fiscal year, so that the monthly invoices can be paid. Adjustments to these obligations should be made as appropriate throughout the fiscal year.
- C. The direct obligation number/Purchase Order (PO) number must be provided to the Division of Accounting (DA) point of contact (POC) once it is created.
- D. GSA WebBills must be validated against actual vehicle usage, no later than the 8th business day. Any discrepancies must be addressed with GSA.
- E. IPACs for motor pool must be reviewed in the Accounts Payable (AP) IPAC SharePoint site for accuracy.
 1. DA will post the bill in the AP IPAC SharePoint by the 15th business day of the

month.

2. Centers/Offices have seven (7) business days to review the bill and provide PO information for posting to the Unified Financial Management System (UFMS).

- a. If there are any discrepancies, the Center/Office needs to notify their Center/Office POC within seven (7) business days.

F. For discrepancies, an email should be sent to the DA POC and copied to DACashMgmtTeam@fda.hhs.gov. Any unresolved, disputed charges that are more than 60 days old shall be reversed and charged back to GSA using the IPAC system, and a corresponding credit will be posted in UFMS for the disputed charge back.

G. In the event of discrepancies and questionable charges, the Center/Office staff should work directly with GSA to resolve minor discrepancies, obtain credits from GSA, and keep the DA POC abreast of the situation. The DA POC shall work with the Centers/Offices, as needed, to resolve any major dispute(s) with GSA within 60 days (e.g., charges for vehicles not assigned to the Center/Office).

3. References

- A. "FDA SMG 2610.14 Standards for Direct Obligations", Effective Date: October 2023. (<https://www.fda.gov/media/80795/download>)
- B. Treasury Financial Manual (TFM). Guidance Reconciling the Deposit Statement of Difference. "Agencies should identify and clear differences within two (2) months of occurrence". (<https://fiscal.treasury.gov/reports-statements/fbwt/reconciliation-procedures.html>)

4. Responsibility

A. Responsibilities of a Program Fleet Manager

1. Operate the fleet in accordance with applicable laws and regulations, and FDA directives.
2. Ensure that an adequate system of record and daily usage are established and maintained.

B. Responsibilities of a Vehicle Operator

1. Maintain the motor vehicle log and submit the log to the Program Fleet Manager. See [SMG 2173.1 Fleet Management Program](#) regarding vehicle

usage.

C. Responsibility of Centers/Offices

1. Establish annual direct obligations for their GSA motor pool and adjust obligations, as appropriate.
2. Validate the GSA WebBill for actual vehicle usage.
3. Work with GSA on any discrepancies.
4. Review the IPACs for their Billing Office Address Code (BOAC) in AP IPAC SharePoint site.
5. Provide PO information to DA to post the charges in UFMS.

E. Responsibilities of DA POC

1. Post the monthly IPAC charges from GSA.
2. Provide support to Center/Office personnel, as needed, regarding motor pool charges.
3. Reverse disputed charges, as appropriate.

5. Procedures

- A. Individual Center/Office staff create a direct obligation in UFMS for the GSA motor pool services at the beginning of a fiscal year and provide the direct obligation number/PO number to the DA POC. The direct obligation should be set up as soon as FDA receives its appropriation and funding for the fiscal year. [See Appendix A](#) – Guidelines for Setting Up Purchase Order for Motor Pool.
- B. Program Fleet Manager receives the mileage log and other vehicle expense information from the vehicle operator and enters it into the Department of Health and Human Services (DHHS) Motor Vehicle Management Information System (MVMIS).
- C. On the 8th business day of each month, Center/Office staff shall download the GSA WebBill and verify the charges to actual usage captured on reports. The bill is separated by BOAC numbers assigned by GSA. Each Center/Office will only access its portion of the GSA bill based on its BOAC. Centers/Offices will receive a notification when the IPAC has uploaded to the AP IPAC SharePoint site and is ready for review. Users have seven (7) business days to provide their review and necessary PO information for posting to UFMS.

D. The DA POC shall process and post the GSA IPAC charges.

6. Effective Date

This policy was signed by Sahra I. Torres-Rivera, Deputy Chief Financial Officer (DCFO), and is effective October 22, 2024.

7. Document History – SMG 2173.2, Payment for GSA Motor Vehicle Charges

Status (I, R, C)	Date Approved	Location of Change History	Contact	Approving Official
Initial	06/29/2012	N/A	OC/OO/ OFBA/OFM	William Collinson, Director
Revision	10/16/2024	N/A	OO/OFBA/OFM	Sahra I. Torres-Rivera, DCFO

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Appendix A – Guidelines for Setting Up Purchase Order for Motor Pool

Starting in Fiscal Year 2012, all Centers/Offices and Regional Offices with motor pool billings should set up their PO using the following guidelines:

1. Use PO modification to set up the PO; **not** iProcurement.
2. In setting up the PO in PO modification responsibility in UFMS, **SELECT** “Two (2) Way Match” and **UNCHECK** the “Accrue at Receipt” box. Use one (1) line and one (1) shipment for the PO.
3. Each GSA BOAC# should have its own corresponding PO. This improves the posting process and eliminates unnecessary errors and research time.
 - i. As ORA has moved to centralized monitoring of motor pool charges, they will consolidate all regional offices into one (1) PO, with the exception of ORA-OCI. In the event ORA de-centralizes motor pool, one (1) PO per BOAC should be established.
4. Use the following convention for creating PO number:
 - 1st to 3rd digits – 206 to signify motor pool charges
 - 4th to 5th digits – To signify fiscal year (e.g., 24 for fiscal year 2024)
 - 6th to 11th digits – GSA BOAC # (Center/Office code)
 - ORA convention – 206**FYNORAFLEET**

Example:

For CDRH, which has BOAC# 7539HU, CDRH would have one (1) PO for fiscal year 2024 for which the number would be 20612**7539HU**.

The ORA Pacific Regional Office has three (3) BOAC # 759002, 759020, and 75A002. The Pacific Regional Office would have three (3) POs. The numbers would be:

- 20612**759002**,
- 20612**759020**, and
- 20612**75A002** respectively

OR one (1) centralized PO - 20612**NORAFLEET**

5. Select and use **only one (1)** of the following object class codes in the PO:
 - 21018** – GSA Motor Pool – Passenger Vehicle-Operating expense (for a period of 30 days or less)
 - 21083** – GSA Motor Pool – Passenger Vehicle Lease (for a period greater than 30 days)
6. The vendor for the motor billing is **GSA Fleet Management 209335**.
7. Obligation amount for the POs is generally adjusted upward quarterly to reflect the new allotment or available fund for the quarter. When increasing the obligation for the Motor Pool Modification (MOD) or PO, one (1) line and one (1) shipment is the norm.

8. The 4th quarter adjustment should include the estimated September billing that will be received in October after the close of the Fiscal Year.