

TEMC

SHOP TALK

*A Transportation Newsletter Presented by The Transportation Equipment Management Center,
Atlantic Division, Naval Facilities Engineering Command*

Phone (757) 322-4000 or DSN 262-4000

Fax (757) 322-4020 or DSN 262-4020

Fall 1999

Managing Alternative Fuel Vehicles - 101

(David Bailey)

The Navy has experimented with alternative fuel vehicles (AFVs) in its fleet for more than twenty years. However, in recent years AFVs have become more commonplace and may one day comprise a majority of our vehicles. This holds true not only for the Navy, but for all federal fleet operators.

The introduction of AFVs into federal fleets is mandated by the Energy Policy Act of 1992 (EPACT), the Clean Air Act of 1990 (CAA90), and Executive Order (EO) 13031. In short, these mandates are focused on reducing our dependence on foreign oil and reducing the amount of harmful contaminants being emitted into the atmosphere. The use of domestically produced and renewable fuels will help achieve the goals of clean air and energy security.

As a federal fleet operator, the Navy must ensure that 75% of its vehicle acquisitions each year are AFVs. The CAA90 and EPACT imposed these acquisition requirements on all federal fleets. Executive Order (EO) 13031 reinforces the AFV acquisition mandates. It requires federal fleets to adopt aggressive AFV programs and demonstrate leadership in the use of AFVs. It also requires fleet managers to coordinate with other fleets

and fuel suppliers in order to secure fueling infrastructure. Federal agencies must submit annual reports to the Office of Management and Budget in order to ensure compliance.

To demonstrate its commitment to comply with these mandates, Chief of Naval Operations (CNO) has mandated that all non-tactical light-duty vehicles, not specifically exempted, acquired by the Navy shall be capable of being powered by an alternative fuel, unless CNO (N4) specifically waives the requirement. This policy applies to all vehicle procurement activities, including Navy Working Capital Fund (NWCF) activities. CNO's policy is set forth in CNO memo N462C2/317-99 of 28 April 99.

CNO has given waiver authority to the TEMCs for lack of requisite infrastructure and non-availability of vehicle type and size. This waiver authority is very limited in its application and will be cautiously granted in specific situations.

For example, lack of infrastructure will not be considered in situations when bi-fuel vehicles, or vehicles capable of being operated on gasoline or an alternative fuel, are available. Further, AFV refueling sites located within a reasonable commuting distance from an activity will be considered requisite infrastructure. To locate alternative refueling sites near you, visit the Department of Energy's Alternative Fuel Data Center Website at <http://www.afdc.doe.gov/refuel>.

Non-availability of AFVs in the type and size being acquired will require specific documentation from the acquisition source. This documentation must be provided to the appropriate TEMC before a waiver will be considered. For activities leasing light-duty vehicles from General Services Administration (GSA), it is the activity's responsibility to request AFVs from GSA in sufficient time for the proper vehicle to be ordered. Without requesting an AFV, GSA will simply replace the existing vehicle with a similar unit.

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Because the mandates of the CAA90, EPACT, and E.O. 13031 apply to all federal fleet operators, Navy transportation managers should build working relationships with their federal fleet counterparts and work together with them in developing and implementing plans to deal with the mandates within their applicable regions. By pooling their purchasing power, federal fleet managers can more easily negotiate with utility companies in establishing refueling infrastructure accessible to all concerned. Further, this type of teaming will create a forum within which ideas and experiences can be shared and potential problems solved.

As a whole, the Navy will be required to report its progress toward complying with the mandates. This means that the Navy will be required to report all light-duty acquisitions, the total number of acquisitions made as AFVs, and provide sufficient justification for those acquisitions which were not made as AFVs. Obviously, keeping good records is the only way to ensure that we can provide the information when requested (Hint! Hint!).

Yes, AFVs are still unique and the mention of them will usually conjure a wide range of comments. They are typically more expensive than conventionally-fueled vehicles and need to be considered when establishing and justifying outyear budgets. However, they will soon comprise a significant portion of our fleet and be considered as commonplace as any other vehicle we manage. For those reasons and because the AFV acquisition mandates are receiving such close attention, now is the time to become well-acquainted with the driving forces behind the AFV policies and establish your own program to manage this ever-growing area of federal fleet management.

Engine Idle Speed

(This article was prepared by Mike Malaca of the PACDIV TEMC)

If your fuel injected vehicle is experiencing stalling, hunting, or fast idle problems, one thing you may need to check is the idle speed control system. There are varying systems in different vehicles, but basically there are two common types. One type uses an idle speed control servomotor, which is driven by the computer. When the throttle is released and the rpm begins to drop, this small motor moves a portion of the throttle linkage so that the engine does not stall, sort of like depressing the gas pedal very slightly. As the engine rpm approaches idle speed, the computer measures the rpm and activates the servomotor, adjusting the engine's rpm to a speed set in the computer's memory. If this motor fails to respond to the computer, then the engine will either stall or race. If the motor responds slowly, then the engine will hunt for the correct idle speed and will alternately race and approach stalling speed.

The other type of control is the idle air control valve. This system controls engine idle speed by allowing a small amount of air to get around a closed throttle plate. Similar in operation to the first system up to where the computer activates a small motor, this system however moves a pintle-valve allowing air to get into the engine, thus increasing the idle speed. Dirt and grease causes the pintle-valve to either stick in one place or move slowly, resulting in a stalling, hunting, or fast idle.



CESE FLEET DATA INDEX

(Trish Johnson)

Fleet Managers need more, and better, methods of analyzing information and benchmarking with similar fleets. With that in mind, we've started a regular feature called the CESE Fleet Data Index. This index is compiled from a random selection of ten different fleets with information from the most recent Transportation Cost Reports (TCR). The activity names are anonymous, but the type of activity is identified for better comparison. **The intent of providing this index is to give you a tool for measuring your fleet operation with similar fleets, and to offer a snapshot of operating trends.** We hope this information is useful to you and that you can use it to make improvements to your own fleet and perhaps inspire you to take a second look at the data being submitted on your TCRs!

CESE FLEET DATA INDEX

Type of Organization	A-N Fleet Profile	Avg Util	Ops Cost Per Mile	Maint Cost Per Mile	Avg Downtime	Over Age Percent
PWC	Sedans 329; Buses 79; Station wagons 9; 4X2 2947; 4X4 179; Light Trks 256; Heavy Trks 265	4316	0.08	0.27	3%	29%
Naval Air Station	Sedans 17; Buses 22; 4X2 292; 4X4 79; Light Trks 25; Heavy Trks 25	6126	0.09	0.39	12%	31%
NSWC	Sedans 24; Buses 2; Station wagons 5; 4X2 227; Light Trks 29; Heavy Trks 23	3710	0.05	0.19	4%	59%
NSA*	Sedans 6; Buses 4; Stationwagons 1; 4X2 32; 4X4 5; Light Trks 2; Heavy Trks 2	6415	0.05	0.19	5%	47%
Naval Air Station	Sedans 14; Stationwagons 1; 4X2 95; 4X4 13; Light Trks 9.8; Heavy Trks 6.5	5614	0.07	0.09	6%	57%
PWC	Sedans 114; Buses 51; 4X2 1104; 4X4 69; Light Trks 68; Heavy Trks 143	6645	0.05	0.25	2%	36%
Naval Air Station	Sedans 23; Buses 29; Stationwagons 9; 4X2 188; 4X4 68; Light Trks 20; Heavy Trks 21	4031	0.01	0.35	12%	49%
NSWC	Sedans 4; 4X2 17; 4X4 10; Light Trks 2; Heavy Trks 3	11900	0.05	0.15	1%	46%
NSA*	Sedans 38; Buses 7; Stationwagons 10; 4x2 169; 4X4 56; Light Trks 22; Heavy Trks 14	5763	0.07	0.17	3	49%
Naval Air Station	Sedans 24; Buses 10; Stationwagons 1; 4X2 247; 4X4 4; Light Trks 18; Heavy Trks 17	4196	0.06	0.11	6%	53%
*Europe						
Source: 98 TCRs						

ANNOUNCING
THE
2000 Navy Transportation Conference
Being Held In Conjunction With
GSA's FEDFLEET 2000

WHEN: 31 July - 4 August 2000

WHERE: Omni Rosen Hotel, Orlando, FL

Spend 31 Jul - 2 Aug At The FEDFLEET 2000 Workshop & Information Fair Interacting With Other Federal, State, Local, And Private Sector Fleet Managers. Then On Thursday, 3 Aug, The 2000 Navy Transportation Conference Will Begin Offering Further Information And Interaction At The Navy Level.

**It May Seem Like A Millennium Away
But Now Is The Time To Plan & Budget
For This Upcoming Event**

**Keep a Lookout For Further Details & Registration
Information Coming Soon From Your
Transportation Equipment Management Center**

Or check out the latest details on our web site at www.efdlant.navfac.navy.mil/lantops_16/temc.htm

Training Ideas and Sources.....

2000 NAVY TRANSPORTATION & FEDFLEET CONFERENCE

(Robert Ronick)

Even though it still seems like an entire millennium off, now is the time to start thinking about and making plans to attend the 2000 Navy Transportation Conference being held in conjunction with GSA's 2nd National Federal Fleet Managers Workshop and Information Fair (FEDFLEET). This year's FEDFLEET 2000 theme is titled "Millennium Madness: A Clear Perspective" and will provide a great opportunity to enhance your fleet management skills through networking with and learning about the practices of other Federal, State, local, and private sector Fleet Managers. You'll get to hear about proven "best practices" from other fleets, discuss regulatory and legislative changes, as well as experience the latest in fleet industry technology first hand. The 2000 conference will be held in Orlando, FL at the Omni Rosen Hotel 31 July – 4 August 2000. FEDFLEET 2000 will kickoff Monday morning, 31 July and run through Wednesday, 2 August.

The Navy's portion will then proceed on Thursday, 3 August, offering further fleet management information and interaction at the Navy level. This year's Navy Conference theme is "Driving in The New Millennium." You'll be getting the latest and greatest on: the use of credit cards, O-Z support recommendations, Crane Center audits, regionalization, and much much more. The 1000 Navy Transportation Managers of the Year Awards will also be presented at that time. While the Navy's portion of the 2000 Conference will be considered "condensed" compared to previous weeklong Navy events held in the past, this year's function promises to be as interesting and informative as ever.

Further information and registration details on the 2000 Conference will be coming your way shortly. Look for future announcements in the mail or check out our website at: www.efdlant.navfac.navy.mil/lantops_16/temc.htm



People At The TEMC....

TEMC FOLKS ON THE MOVE

The TEMC is about to lose two more members who will be sorely missed. **Hal Driver** and **Robert Ronick** are embarking on very different journeys that are equally exciting. Hal is retiring and he and Terry will be heading back down the road to Pensacola, Florida to pursue other interests and are looking forward to spending more time with their grandchildren. Robert is on his way to PWC Yokosuka in Japan to work as the Code 700A. He and Susie and their two daughters are looking forward to their stay in Japan.

Many of you have worked with **Hal** while he was at the TEMC Branch Office in Pensacola and more recently at the TEMC in Norfolk. Hal has been with the Navy for over 35 years with many of those years spent at the TEMCs in Pensacola and Norfolk. His technical expertise and management support have been invaluable to our activities where the many friends and acquaintances he has met over the years have come to rely on his knowledge and support. We know that you will miss Hal (and his stories) as much as we will so give him a call at (757) 322-4008 or DSN 262-4008 or drop him an e-mail at driverha@efdlant.navfac.navy.mil to reminisce and say farewell before he retires at the end of December.

Robert joined the TEMC ten years ago as a new hire into Federal Service. He is also a valued TEMC team member and will leave a void when he moves on to Japan. Robert has decided to experience the "real world" of everyday transportation matters. He has worked as an activity rep; but most recently has been working with the claimants by addressing funding issues, equipment requirements, overage fleets, regulations and directives, etc. He was heavily involved in the Navy's implementation of converting to GSA for vehicle support. Many of you have spoken with him over the phone or during his visits and may like to bid him farewell and best wishes on his new assignment. You can call him at (757) 322-4006 or DSN 262-4006 or send him an e-mail at ronickrv@efdlant.navfac.navy.mil. He'll be departing in early December.

We at the TEMC are excited for both Hal and Robert as they go forth on their new adventures. We wish them many years of success and happiness. We'll miss you both as we go about our daily activities.

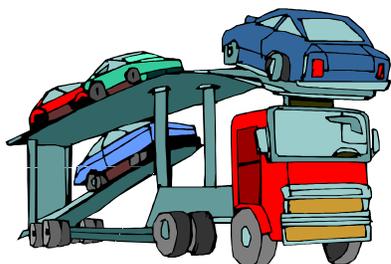
MODEL YEAR BUILDOUTS

(Betty Caldwell)

There comes a time each year when automobile manufacturers have to shut down their production lines to gear up for the next model year. Even when we are able to get some advance notification of projected buildout dates, they are not set in stone. Once the manufacturers have received orders for the maximum number of vehicles they can build before shutting down the lines, they stop accepting orders. That date could be days or weeks before the projected date originally envisioned.

We give you this background because each year we have experienced difficulties in obtaining equipment from the NAVFAC vehicle lease contracts that the LANT TEMC coordinates during the buildout period – normally May through August. Sedans with law enforcement packages are a particular problem because these are built out early in the year (even as early as December in one case).

We recommend that you determine your requirements early and get your Task Orders in to the contractors early in the model year to be sure you can get the equipment you need. Because most activities are not in a position to return equipment that is currently leased until a replacement is on board, it is almost impossible to avoid having dual payments for a period of time. If you are currently leasing equipment from one of the NAVFAC contracts, you can terminate the lease at any time (after the first year) with 30 days notice to the contractor. You will probably find that this is possible on other contracts as well. Once you know that your vehicles are scheduled for delivery, you can terminate your current leases and minimize the amount of dual payments that you may incur.



GSA CONVERSION LESSONS LEARNED

(Hal Driver)

Well, we are deep into our first year of the GSA conversion process and we've learned a few things. First and foremost is that the thing hasn't been as difficult as we thought. Of course we have only done a couple with FTEs involved so they will probably get a little more difficult as we go along. We have found the various GSA reps to be very helpful and willing to work with us to get over the inevitable bumps in the road. The activities are reacting as expected. They are not really wild about having to pay rent for vehicles they now own and didn't have to pay anything for them to begin with. But after explaining the process and giving them the alternatives, they see it as the only way they are going to continue to get decent vehicles to perform their jobs in the out years. We find that communication between GSA, TEMC, and Activity personnel is the key for smooth transition and with a steady dialogue, problems are quickly resolved to our customers' satisfaction. The only obstacles found to be difficult involved miscommunications. Lease vehicles of course are a problem we will have to deal with because they are not part of the basic agreement between Navy and GSA. We have had some success in replacing leases with good Navy owned vehicles, which gives GSA an asset to eventually replace. This method has been used on a very limited basis due to the short supply of Navy owned vehicles that are not being turned over to GSA as excess. There also has been some confusion in that the original inventory lists given to GSA do not match the actual inventories at the activities some two years later. We are addressing these issues on a case by case basis as we encounter them. All in all we feel the conversion is on schedule and progressing smoothly.

ACCIDENT AND ABUSE CHARGES

(June Heninger)

The information in this article has been taken from the Federal Property Management regulations.

Who is responsible and how is damage determined for GSA vehicles?

GSA is required by law to recover all costs in the operation of the Interagency Fleet Management System (IFMS). It is GSA's policy to bill agencies directly for the cost of repairs to assigned vehicles which have not been properly maintained or cared for. Agencies will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued GSA IFMS vehicles. Neglect is characterized as failure to maintain a vehicle in a safe and operable condition and non-compliance with GSA IFMS maintenance standards. Abuse is characterized as failure to exercise reasonable care of a vehicle or operating a vehicle in a manner not consistent with the purpose for which the vehicle was built. GSA will bill agencies for the total cost of damage due to accident, incident, or vandalism where there is no identifiable third party, and for vehicle damage resulting from off-road operation.

A handling fee will be charged when GSA IFMS vehicles are turned in to the FMC needing maintenance or repairs which should have been accomplished while the vehicle was assigned.

GSA will apply the following guidelines to determine appropriate appearance standards for vehicles and to assist in making a determination, on a case-by-case basis, of what will be charged back to the using agency. Consideration will be given to the age, mileage, overall condition of the vehicle, the cost of repairs, the impact on vehicle value by making the repairs, and the future use of the vehicle. This list is not intended to be all inclusive.

Body: Scratches, dents, chips, or rusted areas resulting from body damage, will be evaluated and billed based on location, severity, and visual impact. All costs relating to the removal of using agency decals or distinctive markings and the repair of holes or modifications made to the exterior of the vehicle will be billed back to the customer agency.

Glass: Agencies will be billed for all glass damage resulting from accidents, vandalism, abuse, and negligence. Glass damage resulting from normal operation (i.e., stone chips, stress cracks, or "bull's-eyes") will not be billed.

Interior: Any interior component that is dam-

aged through operator abuse or neglect, torn, permanently stained, or burned, may be billed back to the using agency. Exceptions may be made in cases where excessive wear is the result of high usage of the vehicle.

Mechanical: Any mechanical component that requires replacement or repair as a result of operator abuse, neglect, or improper modification, will be billed back to the using agency. Tires will be treated as mechanical components.

GSA will charge the using agency all costs resulting from damage attributable to vandalism or "acts of nature," that occurs during the period that the vehicle is assigned or issued to that agency or an employee of that agency unless the damage was the result of a negligent or willful act of an identifiable third party, proven mechanical failure of the vehicle, or normal wear. Damage caused by "acts of nature" is billed to the using agency if the Fleet Manager determines that the using agency did not take reasonable measures to safeguard the GSA IFMS vehicle.

Accident costs chargeable to the agency employing the driver include costs for removing and repairing the vehicle, or in the case of total loss, replacing the vehicle, including travel and other costs attributable to the accident.

The using agency will be financially responsible for all damages to any GSA vehicle when used for the pursuit and/or apprehension of known or suspected violators of the law. GSA will not attempt to recover dollars from any third party when the loss is incurred during this type of nonstandard use.



USE OF GSA VEHICLES

(James R. Allen)

GSA Vehicles - are the rules different from using Navy-owned vehicles?

The important issue to remember is that for all vehicles used in the performance of our mission whether Navy-owned or GSA-rented, the rules and guidelines to operate these vehicles **are the same**. The responsibility of providing official use and local guidance concerning the use of GSA vehicles still belongs to the activity holding the inventory objective for the GSA vehicles assigned. All personnel using GSA vehicles shall comply with Navy policy on the requirements of official use, permissible operating distance, use of seat belts, and the no smoking requirement or use of tobacco products. The guidance in the NAVFAC P-300 and DoD 4500.36R apply regardless of the source of your vehicle.

The responsibility for the safe and reliable operation of GSA vehicles belongs to the activity and the personnel operating the vehicles. The activity shall provide guidance on the daily use of vehicles such as, ensuring the vehicle operator has a current valid vehicle operators license, operator preventive maintenance information, safe operation and the use of dispatch trip tickets for all off station vehicle use and transportation C pool vehicle dispatching. The users of GSA vehicles are required to perform a daily inspection to ensure the vehicle is safe and ready for operation. This will consist of checking engine oil and coolant fluid levels, condition of tires, condition and adjustment of rear view and side mirrors, seat belt operation, inspecting exterior for damage and ensuring brakes are working properly before moving the vehicle. Some activities will have more in-depth daily inspections. All discrepancies shall be reported to the transportation coordinator so the necessary repairs can be made.

The terms "abuse" and "misuse" will be a significant financial learning experience concerning GSA vehicles. Activities that have users of GSA vehicles that are careless and do not keep this equipment in good condition will cause additional charges to the activity; normally, this charge will occur when the vehicle is replaced by GSA. In some cases reimbursement by the user will cover these additional charges but remember this, GSA holds the activity responsible for vehicles assigned to them. The point is abuse and misuse of any vehicle is an additional cost that the Navy must absorb to meet its financial obligations with GSA. Take good care of the GSA vehicles assigned to your activity. *(See page 7 for more information regarding abuse charges.)*



WEB SITES OF INTEREST.....

LANTDIV TEMC WEB PAGE

(Betty Caldwell)

Come and see the new and improved TEMC web page. We have been working hard to get all of the vital information concerning the Navy fleet on line. On the TEMC home page, you'll find several topics to choose from to keep you up to date with the latest information concerning management of your fleet. Some of the topics we currently have to choose from are Publications, Regulations, Links to other sites, Forms, Lease Contracts, Alternative Fuels, GSA (including the Federal Standards and rental rates) as well as several others that we think you will find useful. Once you have had a chance to review our site, please let us know if you have any other items that you feel we should include and we'll get to work on your suggestions. We want to keep this site as current as we possibly can and your input is important to us. If we fail to do that, we want to hear about that also. For your convenience, we have included an e-mail link to our TEMC Director, Lisa Bernier (temc@efdlant.navfac.navy.mil). The LANTDIV TEMC web page can be found at www.efdlant.navfac.navy.mil/lantops_16/temc.htm. Please visit us often.



ACCIDENT CORNER

(Al Lundy)

How is your Accident Prevention Program? Have you taken the necessary steps to ensure personnel are properly trained and licensed to operate assigned equipment? In the past several months, we have received various reports highlighting accidents that have occurred at our installations. A couple of these reports are reflected below. Please use this information as a tool to fully enhance your activity's Vehicle Safety Program.

MAN CRUSHED BETWEEN HOUSE TRAILER AND FORKLIFT.

A forklift operator was towing a house trailer, got stuck in the sand and another operator brought a front-end loader to help by pushing the trailer from behind. When the trailer was pushed from the rear a man was at the front of the trailer between the forklift and trailer and was crushed. The loader operator was not properly licensed for the equipment and he did not ensure everything was clear before beginning to push on the trailer, not to mention the inadvisability of using a loader for this type operation. Enough said!

MAN CRUSHED BY SEWER CLEANER TRUCK.

A sewer cleaner truck was backing up to the next storm drain when an electrical cable along the side of the truck became dislodged from its carrier and fell to the ground. A man working with the sewer truck ran from the front to the rear of the truck to retrieve the cable, became entangled in the cable and was drawn beneath the truck, where he was crushed. The truck was not procured through the Navy's normal procurement process, but rather lease-purchased by the activity. The truck did not have the required backup alarm system and the electrical cable was improperly installed. Backup alarms are required for all our vehicles. So in this case, we need to make sure that all equipment, including short-term or long-term rentals, are equipped with the proper safety devices.

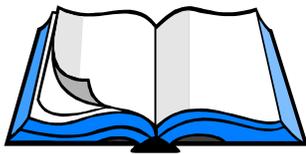




Navy Railroad Operating Handbook (Al Lundy)

The June 1999 edition of the P-301, Navy Railway Operating Handbook has been published and distributed to activities responsible for operating and handling railroad equipment. We highly encourage everyone to review the entire handbook, as there are major changes that will affect how the railroad program shall be managed. Pertinent information has been added and non-essential data has been deleted. As noted in the "Forward" section of the book, mandatory requirements are denoted by the word "shall." For your convenience, we have added a change synopsis at the beginning of the book, highlighting the major changes that have been made.

Prior to the final printing of this manual, the Federal Railroad Administration issued a Notice of Safety Advisory. It addressed safety practices related to lifting or jacking of railroad equipment in order to remove trucks or repair components on a piece of railroad equipment which require individuals to work beneath railroad equipment while the equipment is raised. Among other things, it addresses site preparation for lifting, angularity, safety supports, periodic inspections and safety supervision. A number of these issues are addressed in the P-301 manual. For specific details, you should obtain a copy of Safety Advisory Notice 99-1. If you are unable to locate a copy, contact Al Lundy at the TEMC. We will be glad to provide a copy of the Notice. Also, should you have questions or comments regarding the revised manual, contact Al Lundy at the TEMC or Mr. Sidney Andrews, at the Naval Ordnance Center, Indian Head, Maryland, DSN 354-6081, ext 123.



LOCAL FEDFLEET CHAPTERS

(Reprint from GSA publication *Vehicle Views of Oct 99*)

At the June 23, 1999, quarterly FEDFLEET meeting, the membership approved the expansion of the FEDFLEET concept to local chapters nationwide. Last fall, a test local chapter was established in the Oakland, San Francisco Bay area to determine if the basic principles of FEDFLEET would work on a local basis. That test chapter, the Golden Gate Chapter, proved that agencies were both willing and eager to establish a forum for local fleet managers to meet on a scheduled basis.

Representatives of the Golden Gate Chapter presented their experiences at the national Inter-agency Motor Equipment Advisory Committee (IMEAC) Conference in Corpus Christi, Texas in March of this year. Based upon the presentations there, several agencies have expressed an interest in establishing their own local chapters. With the approval of the FEDFLEET membership, additional local chapters will now be established based upon the demands of local fleet managers.

Immediate plans are to expand the concept to the Pacific Northwest (the Puget Sound area) and to a location on the East Coast. Agency involvement is a key to the success of this effort. As local fleet managers express an interest in establishing their own chapter, representatives from an existing chapter will provide the initial assistance to them in helping set up the local chapter.

If you are interested in learning more about a local chapter, please contact Nate Reed at (510) 637-4640 or Patrick McConnell at (202) 501-2862. (Or you can contact Allen Lundy at the TEMC at (757) 322-4016 or DSN 262-4016.)



ANALYSIS OF TCR DATA

(This article was prepared by Kathy Tagawa of the PACDIV TEMC)

All activities with 50 or more pieces of CESE equipment are required to submit a TCR. While reviewing this year's TCRs, we feel that the following information would be helpful to you in preparing your TCRs next year. Please keep this page on hand for future reference.

If you have inventory and work units (miles/hours) in a 6200 or 6400 CAC series, you should also have an entry in the corresponding 6300 or 6500 CAC series (except for trailers).

Divide the "cost of fuel" by the "gallons of fuel" to see if "cost per gallon" is reasonable.

Divide "total miles" by the "gallons of fuel" to see if "miles per gallon" is reasonable.

Divide the "total miles" by the "average inventory" to check the average miles driven per vehicle.

If you have leased vehicles (commercial or GSA), insure costs are reflected in proper cost account codes for leased vehicles (6600 series) and not included with the Navy-owned CESE (6200/6400 series).

If you lease-purchased equipment and at some time during the fiscal year exercised the purchase option, you must record the portion of the year the equipment was leased under the appropriate "lease" CAC (6600 series). The portion of the year the equipment was purchased should be recorded under the "owned" CAC (6200/6400 series). The inventory for this lease-purchased equipment should be counted under the cost account (leased or Navy-owned) that reflects the most months. This scenario also applies to Navy-owned vehicles converted to GSA.

Credits should not be recorded on the TCR.

If you have downtime recorded, there should also be maintenance labor hours/costs and material costs or costs under commercial contracts.

Also, within the past few years, the reporting format has been revised in two ways. These changes affect Navy-owned (Cost Account Codes 6200/6300) and commercially leased (Cost Account Codes 6611/6612) vehicles for Alpha Codes A through N. Request activities submit TCR data with the following breakout, if applicable:

- Activities with alternative fuel vehicles should break out appropriate alpha codes/cost account codes by types of fuel as listed in the attached sample format. If your activity does not have the capability to collect data in this format, request your Transportation Manager make a "best guess" estimate for each alpha code affected.

- In previous years, Alpha Codes J and K were reported as medium trucks and Alpha Codes M and N were reported as heavy trucks. However, the GVW parameters were revised to include Equipment Codes (EC) 0523, 0525, 0527 and 0528 (from Alpha Code K) with the heavy trucks (Alpha Codes M and N). Therefore, two separate data lines for Alpha Code K (one line for the (4) EC's listed above and one line for the remaining EC's in Alpha Code K) should be reported on your FY99 TCR.

We realize that it's not easy getting all the data in a report to come out correct, especially since it takes more than one person/department to input various information. But by checking and correcting data before year-end, your TCR should reflect information that's pretty accurate and makes sense.

If you have any questions or comments, please don't hesitate to call Trish Johnson at DSN 262-4014 or commercial (757) 322-4014.

What happens after the GSA tag goes on?

(June Heninger)

(Most of the information in this article has been taken from the Federal Property Management Regulations.)

After the joint vehicle inspection between the Navy and GSA, GSA tags are mounted on the vehicles and you will be required to reimburse GSA for vehicle support as outlined in the Inter-Service Support Agreement (ISSA).

The Transportation Equipment Management Center will continue to provide a full range of transportation support for our customers. We will coordinate frequently with GSA in an effort to ensure your vehicles are replaced in a timely manner. In accordance with the ISSA, vehicles will be replaced at a minimum rate of 20 percent per year for a five year period, provided they meet GSA replacement standards.

Vehicles on permanent assignment from a GSA Fleet Management Center (FMC) may be retained as long as a requirement exists.

Requests for additional vehicle support should be submitted to your servicing FMC in writing, after receiving authorization from the TEMC.

Contact your servicing FMC, after receiving TEMC authorization, if you want to exchange the vehicle you have for a different type of vehicle.

Requests for accessory equipment should be submitted to your servicing FMC in writing and on agency letterhead. Generally, accessory equipment will not be added to vehicles whose age or miles exceed half the replacement standard, unless the equipment is critical to the agency's mission, or the equipment can be easily transferred to a future replacement vehicle. If the equipment is imperative to the agency's mission, an agency can pay for the equipment on a lump-sum reimbursable basis.

All arrangements for modifications are handled through the FMC.

A customer agency may request to permanently relocate an IFMS vehicle from the service area of the issuing FMC to another FMC. Contact your local Fleet Manager for information.

Vehicle mileage is reported monthly. GSA uses this for accurate billing data to an agency. It also supplies information, which determines when assigned vehicles should be scheduled for preventive maintenance services, or when replacement vehicles should be planned. Mileage reporting may be done manually on a GSA form 494, Monthly Motor Use Record, or on line through GSA's Mileage Express.

Preventive maintenance is the single most important thing you can do to assist GSA in ensuring that your vehicle remains in top working condition. GSA generates a Preventive Maintenance Due notice for each vehicle and schedules it according to the GSA Fleet Management recommended intervals.

Repairs costing more than \$100.00, and all tire and battery purchases, must be pre-approved by the GSA Maintenance Control Center (MCC) before the work is started. Minor repairs costing less than \$100.00, such as replacing a worn windshield wiper, burned-out light, and repairing a flat tire, can be accomplished at any reputable repair shop or service station without obtaining advance approval from GSA.

All Body and accident repairs are to be handled exclusively by the GSA MCC (1-888-622-6344; 7:30 AM to 7:30 PM central time).

If you need after hours emergency repairs, you are authorized to charge up to \$500.00 on the U.S. Government Fleet Credit Card. If you are at a vehicle repair facility please make sure they will agree to bill the Government prior to your authorization of the repairs.

Car washes are limited to two per month. Interior cleaning or detailing costs is always your responsibility.

When GSA vehicles need tires, the MCC should be called for guidance and direction to the nearest contract tire facility.

A credit card will be issued for each GSA vehicle. Lost or stolen fuel credit cards must be reported to your GSA FMC immediately by telephone and then in writing.

Stolen license plates must be reported immediately to the GSA FMC and your local law enforcement officials. A follow-up by fax should be submitted. Stolen plates are replaced with a new tag number. The plates and a new credit card will be sent to you within 48 hours from when you fax the FMC.

Contact your servicing FMC if you need undercover or unmarked license plates.

Compliance with CNO memo N462C2/317-99 dated 28 April 99 concerning alternative fueled vehicle (AFV) acquisitions is your responsibility. You are responsible to request AFV's for GSA replacement vehicles, unless you have a waiver approval.

Communication with your TEMC rep and your GSA FMC will make the GSA conversion a smooth transaction.

If you have any questions, please give us a call.

NAVY FLEET MANAGER OF THE YEAR PERPETUAL TROPHY

(This article was prepared by the PACDIV TEMC)

The Navy Fleet Manager of the Year award was established in 1997. The intention of the award is to recognize individuals who have demonstrated individual accomplishment and excellence in the area of Navy Civil Engineering Support Equipment (CESE) fleet management. Recipients of this award have been:

<u>Year</u>	<u>Recipient</u>	<u>Type</u>
1997	Charlie Grant	Navy-wide
1998	Bobby Gill	Navy-wide
1999	Allan DelaCruz	Small fleet
1999	Eddie Ochoa	Medium fleet
1999	Becky Fraley	Large fleet



In addition to receiving their own prestigious trophy and cash award, recipients' names will be engraved and mounted on this perpetual trophy. The trophy, as pictured above, will be kept at NAVFACENGCOM for viewing.

TIPS....

MORE FULFILLING WORK

(Reprint from Personal Best of Jun 99)

For most people, work satisfaction is closely related to life satisfaction. That's because we spend a big part of our day working. Our work has a major impact on our personal identity, sense of purpose, and lifestyle.

Identify why you work. There may be several reasons – survival, personal challenge, social contact, or intellectual stimulation. Most jobs won't meet all of your needs. But for a job to be fulfilling, it must satisfy some of your basic needs. If it doesn't, it may begin to drain you rather than energize you. And remember, what you want out of a job can change over time.

Alter your job so that fulfills more of your needs. Major change may not be easy or within your control. But often you can make small changes that will enhance your satisfaction. Example: Wherever possible, shuffle the order of tasks or balance routine ones with more stimulating ones.

Decide why you can be satisfied with your job right now. Identify the advantages of your particular job (i.e., pay, location, benefits). No job is perfect and there will always be days when you feel frustrated or bored. Avoid wasting energy grumbling about minor irritants in your job if it is, in fact, meeting many of your needs.

Look for fulfillment in your personal life. Sometimes you can take the edge off your job frustration by getting some of your needs met outside the work setting. Example: If relationships at work are characterized by conflict, make sure that you build supportive friendships outside your work world. Also, volunteer work may stretch your unused skills.

UNDERSTANDING MANAGEMENT STYLES

(Reprint from "The Office Professional" of May 99)

Have you ever been with a group of managers and marveled at how different they are – their styles, preferences, likes and dislikes? And you, as an office professional, are expected to work smoothly with all of them!

To work effectively with every management style, it's important to understand what different types of bosses expect from those who work with them. Here are some of the more common management styles you will encounter:

- The "Good Old Boy/Girl" Manager – These managers are gregarious and have strong interpersonal skills. They enjoy talking with others and usually welcome a lot of drop-in visitors. The social aspect of your working relationship is important to them. This kind of boss will look to you as a confidante and it will be important for him to be able to trust you and use you as a sounding board.
- The Driven Manager – If you like a fast-paced, challenging job with never a dull moment, you'll get along well with the driven manager. She is usually ambitious, hard working, and has little patience with inefficiency or incompetence. She sets high performance standards for herself and expects a lot from everyone who works with her. You will likely have a chance to take on many exciting projects as she will lean heavily on you to help her manage her tremendous workload.
- The Hands-On Manager – This type of manager likes to roll up his sleeves and get involved in details. He may delegate less than he should and prefer to work along with you to get things done. You will have a chance to watch him in action and learn how he does things. However, as you become more skilled, you may need to tactfully persuade him that sometimes he can be less involved and delegate more responsibility to you.
- The Behind-the-Scenes Manager – You will find this type of manager to be quiet, cautious, and introverted. She is effective in her own low-key way and goes about getting her job done without fanfare. While she will give you a free hand to do your job, you may find it hard to "read" her. The key to working effectively with this type of manager is to keep the lines of communication open, even though she often works behind closed doors.

NEED YOUR HELP

The TEMC is in the process of revising the NAVFAC P-300, Management of Civil Engineering Support Equipment. We are seeking input from all users of this manual and would appreciate any comments or suggestions that you may have. You can e-mail your comments to Al Lundy at lundyal@efdlant.navfac.navy.mil. If you don't have access to e-mail, you can call him at (757) 322-4016 or DSN 262-4016 or send a fax to (757) 322-4020.

We are also continually updating our mailing and telephone lists. Please send us your correct mailing address (including a street address and building number), points of contact, telephone numbers, and if available, we would love to have your e-mail address. You can provide this information to your TEMC rep and it will be forwarded to the appropriate person.

We told you about our updated web page earlier. Since this page is meant for your use, we want to be sure that the information you need is available to you. Please let us know if there is something that you think would be helpful to you and others. Please send your comments and suggestions about our web page to our Director, Lisa Bernier, at www.efdlant.navfac.navy.mil/lantops_16/tmec.htm.

During this holiday season, we at the TEMC wish you all a very Merry Christmas and Happy New Year as we head into a new and exciting millennium. We look forward to continuing our mission to provide you with the products and services that will be most beneficial to you in managing your fleet.

Please let us hear from you on all of these issues at your earliest convenience.

