



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

## National Policy Memorandum

**Assistant Secretary –Indian Affairs**  
**Deputy Assistant Secretary – Indian Affairs (Management)**  
**Office of Facilities, Property and Safety Management**

**Number: NPM-PROP-3**

**Effective: 02/17/17**

**Expires: 02/17/18**

**Title: General Services Administration (GSA) AutoChoice Vehicle Ordering Policy**

### 1. Purpose

This memorandum establishes procedures for purchasing vehicles through the GSA AutoChoice system.

### 2. Scope

This policy applies to all programs and offices under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

### 3. Policy

It is the policy of Indian Affairs (IA) to maintain internal control procedures to ensure all new vehicle purchases are properly reviewed and all open GSA AutoChoice vehicle obligations are valid.

### 4. Roles and Responsibilities

- A. Deputy Assistant Secretary-Indian Affairs (Management) (DAS-M)** provides direction to the Office of Facilities, Property and Safety Management (OFPSM).
- B. OFPSM** is responsible for the management and administration of IA facilities, property and safety management and for developing and administering this policy.

- C. **Division of Property Management (DPM)** is responsible for implementing procedures to ensure the timely review of, and reporting on, new vehicle orders.
- D. **Bureau Fleet Manager (BFM)** is responsible for reviewing the Vehicle Acquisition and Justification Form and providing the final approval for all vehicle orders through the GSA AutoChoice system.
- E. **Bureau Fleet Charge Card Coordinator (FCCC)** is responsible for reviewing vehicle charge card applications and creating accounts in JP Morgan's PaymentNet system. Once the charge card is received by the FCCC, the license plate and the charge card is sent directly to the Regional Property Office (RPO) via secured mail along with form DI-105, Receipt for Property.
- F. **Regional Property Officers (RPOs)** are responsible for reviewing and providing initial approval of all vehicle orders. RPOs must ensure justifications are thorough and that all supporting documentation is provided.
- G. **Program Office(s)** are responsible for preparing vehicle request forms and providing a detailed justification for each vehicle order. Upon order approval, program offices must submit and approve an AutoChoice Purchase Request (PR) in the Financial and Business Management System (FBMS) with an estimated delivery date greater than six (6) months as outlined by GSA, from the order submission date in AutoChoice. If the order amount changes or the delivery date is postponed, program offices are responsible for completing a post-award AutoChoice PR to update the amount or extend the delivery date on the Purchase Order (PO). Program offices must also review undelivered orders (UDO) on a routine basis in accordance with UDO policy (27 IAM 6).
- H. **Requisition and Receiving Team – Financial Systems Division (FSD)** is responsible for providing technical assistance to program offices with the AutoChoice PR.
- I. **Intra-Government Payment and Collection (IPAC) Team** is responsible for retrieving the IPAC from GSA; applying it to the appropriate PO line item; and contacting the UDO Team for updates if the line item amounts do not match.
- J. **UDO Team** is responsible for monitoring adherence to UDO policy; including monitoring the custom UDO Issues report which tracks differences of the unliquidated PO balances including AutoChoice POs between two FBMS modules. If program offices do not accurately update AutoChoice POs, the UDO Team will update the amount of AutoChoice orders after the IPAC Team has applied the IPAC to the PO.

## 5. Definitions

**AutoChoice Purchase Order** is a miscellaneous obligation automatically created in FBMS upon final PR approval. AutoChoice POs are identified in FBMS by the first two (2) characters of the PO Number (i.e., 46\*).

**AutoChoice Purchase Request** is a type of PR in FBMS, which does not interface to Prism but instead automatically creates a miscellaneous obligation upon final approval. The miscellaneous obligation is not the same as the AutoChoice Purchase Order.

**GSA AutoChoice System** is the mandatory source of supply for the purchase of new non-tactical vehicles for all Federal executive agencies. The system is managed by the General Services Administration (GSA).

**Intra-Government Payment and Collection (IPAC)** is the standard method for Federal agencies to transfer funds from one agency to another.

**Obligation** is a legal liability of the Federal government for the payment of goods and services ordered or received, or a legal duty on the part of the United States that could mature into a legal liability by virtue of actions on the part of the other party beyond the control of the United States.

**Vehicle Acquisition and Justification Form** is the form used when requesting an agency-owned, commercial-leased, or GSA-leased vehicle. If used for a replacement vehicle, the form must include information for the vehicle sold at auction. The Vehicle Acquisition and Justification Form is a standard word document.

**Undelivered Orders (UDOs)** are contracts or awards issued by the ordering activity for goods and services that have not been received and where funding has been obligated and awaiting the receipt of goods and services.

## **6. Procedures**

### **A. Pre-AutoChoice Award**

- 1) The requesting office and the RPO must consider other options to meet the requirement including: transferring a vehicle from another program, leasing a vehicle, or obtaining a used vehicle from another Federal agency via GSAXcess (<https://gsaxcess.gov/>). In addition, when requesting a new vehicle, program offices must obtain an alternative fueled vehicle, such as flex-fuel or E85, if available.
- 2) Program offices must complete and submit the Vehicle Acquisition and Justification Form (available at: <https://www.bia.gov/WhoWeAre/AS-IA/ORM/OnlineIAForms/index.htm>), with a detailed justification for need and other supplementary information, to the RPO for initial review.
- 3) Upon receipt of the Vehicle Acquisition and Justification Form and supplementary documentation (package), the RPO will review the package for completeness. Incomplete packages will be returned for correctness. The RPO will analyze the fleet vehicle inventory of the requesting office and make a determination as to whether mission needs cannot be met by the current inventory level. This analysis must be supported by one (1) year of utilization data.
  - a) If the current inventory is being underutilized, the request will be denied.

- b) If the current fleet inventory does not meet the program office's request or mission needs, the RPO will forward the package to the BFM for final approval.
- 4) The BFM will review the package, current inventory levels and utilization history, and make a final determination (i.e., final approval or rejection) for the new vehicle purchase.
  - a) If the request is denied, the BFM will notify the RPO and provide a reason for the rejection.
  - b) If the request is approved, the BFM will notify the RPO via email and the RPO will provide the approved form to the requesting office.
- 5) Upon final approval, the requesting office has 30 days to enter and approve an AutoChoice PR in FBMS. The form must be attached to the PR prior to approval in FBMS by the RPO. The estimated delivery date used on the PR must be greater than six (6) months from the date of PR entry for standard orders, and greater than one (1) year for complex orders (i.e., buses, fire trucks, and/or special orders). The obligated amount must match the quoted amount retrieved from the GSA AutoChoice system.
- 6) Once the FBMS PR is fully approved and the PO is automatically generated, RPOs must save the order in the GSA AutoChoice system, notify the BFM via email, and the BFM will finalize the order. AutoChoice orders can be entered prior to PR approval, but they must not be submitted until a valid obligation is posted in FBMS. The FBMS PO number must be added to the order in AutoChoice so that the invoice can be properly applied to the correct PO when the IPAC is received from GSA. After the order is placed, and until the vehicle has been received and paid for, program offices must monitor the quarterly UDO report and provide confirmation that the UDO report is valid, or that the order has been received and appropriate follow-up action has been initiated.

#### **B. Post-AutoChoice Award**


- 7) After the order is processed, RPOs will periodically monitor AutoChoice for any subsequent changes to the initial order to include delivery date and amount.

If the date or amount changes, RPOs must contact the requesting office. A post-award AutoChoice PR must be submitted and approved to extend the delivery date or update the amount on the AutoChoice PO.
- 8) Once the vehicle is delivered to the local dealership for pick up, the RPO will send a request for a license plate and a charge card account to the FCCC. Upon the receipt of the license plate and charge card, RPOs must return the signed DI-105 to the FCCC.
- 9) After GSA sends an invoice for the order (typically through the IPAC system), the RPO must encode the asset, equipment and other fleet records in FBMS within 30 days.

If GSA fails to send an invoice for the order after the vehicle has been received, the RPO must notify the IPAC team who will request the invoice from GSA.
- 10) The IPAC Team must retrieve the IPAC details and apply the invoice to the appropriate PO and line item based on the information entered in AutoChoice.

- a) If the amount of the IPAC does not match the amount of the line item, the IPAC Team can still process the IPAC, but they must also notify the UDO team. A member from the UDO team will update the amount of the PO to match the IPAC, as long as the receiving report indicates that the correct number of vehicles have been received.
- b) If the vehicles ordered and received do not match, then the IPAC team will reach out to the requesting office and RPO responsible for the order and ensure the invoiced amount is correct.
- c) If the invoiced vehicle number is invalid, the IPAC team will reach out to GSA for further information. Once the GSA invoice is verified, the UDO team will make the update and process the UDO Issues Report correction.

## 7. Approval

  
James N. Burckman  
Deputy Assistant Secretary – Indian Affairs (Management)

FEB 17 2017  
Date