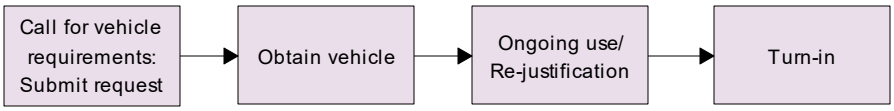
GENERAL SERVICES ADMINISTRATION (GSA)/NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA) VEHICLE PROCESS

Objectives:
- To request the issuance of a GSA/NASA fleet vehicle for regular use
- To meet the motor vehicle requirements of the following:
  - NASA Procedural Requirements (NPR) 4200.1H, NASA Equipment Management Procedural Requirements, Chapter 4
  - Kennedy NASA Procedural Requirements 6000.1, Kennedy Space Center (KSC) Transportation Support System Manual, Chapter 5
  - Kennedy Documented Procedure (KDP) -KSC-P-6000.1, Requests for Government Owned Vehicles License Plates
  - KDP-KSC-P-3716, NASA KSC Personal Property Transfer/Excess Process
  - NASA Form (NF) 1759, Vehicle Justification

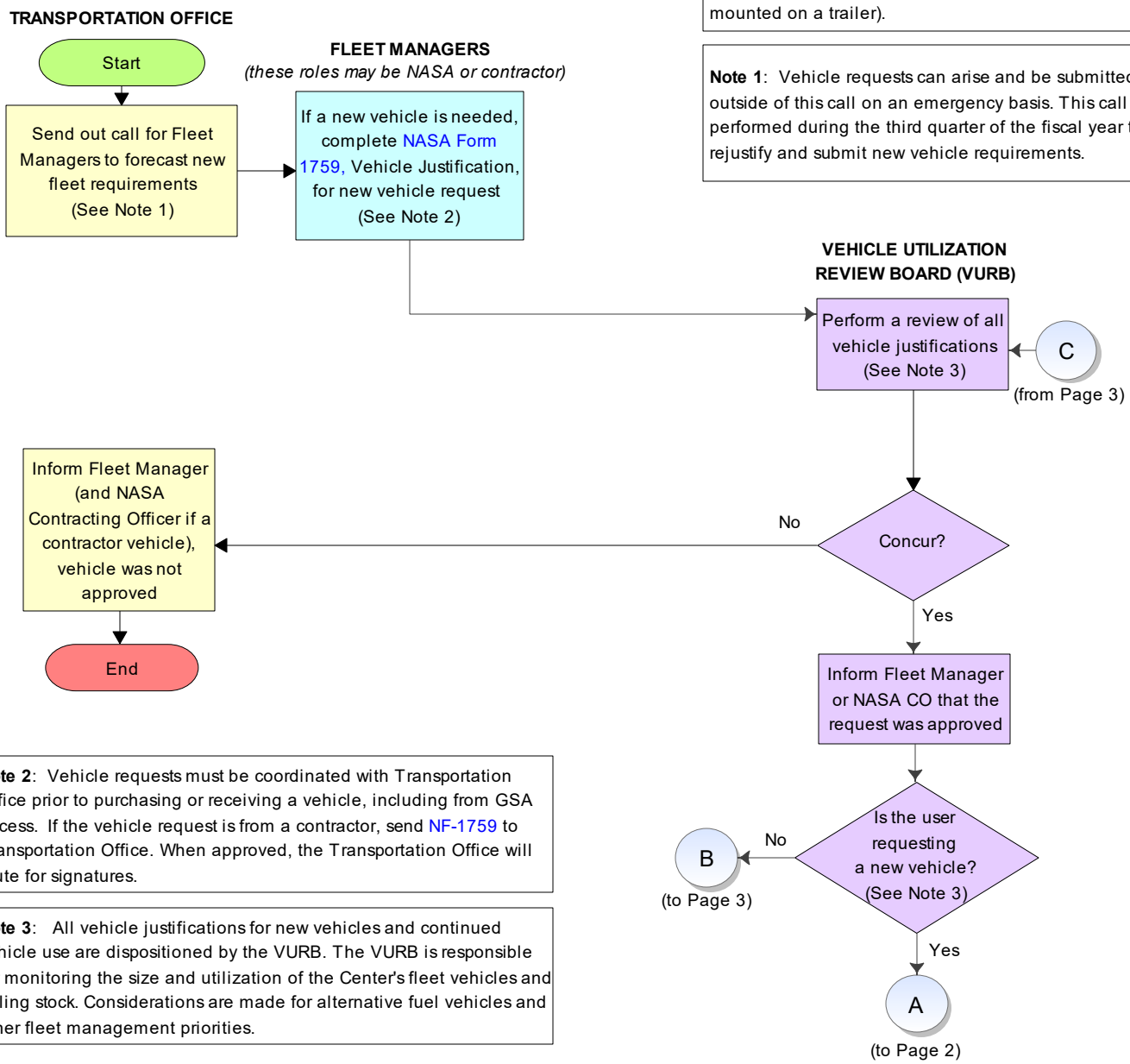
***Life cycle of a vehicle use*: (Subprocesses)**



/original signed by/
Approval: _____
Director, Spaceport Integration and Services

General Note: In this process, the use of the word vehicle includes rolling stock and other items subject to the assignment of a NASA license plate regardless of acquisition cost (i.e., a trailer or specialized equipment mounted on a trailer).

***Call for Vehicle Requirements*:**



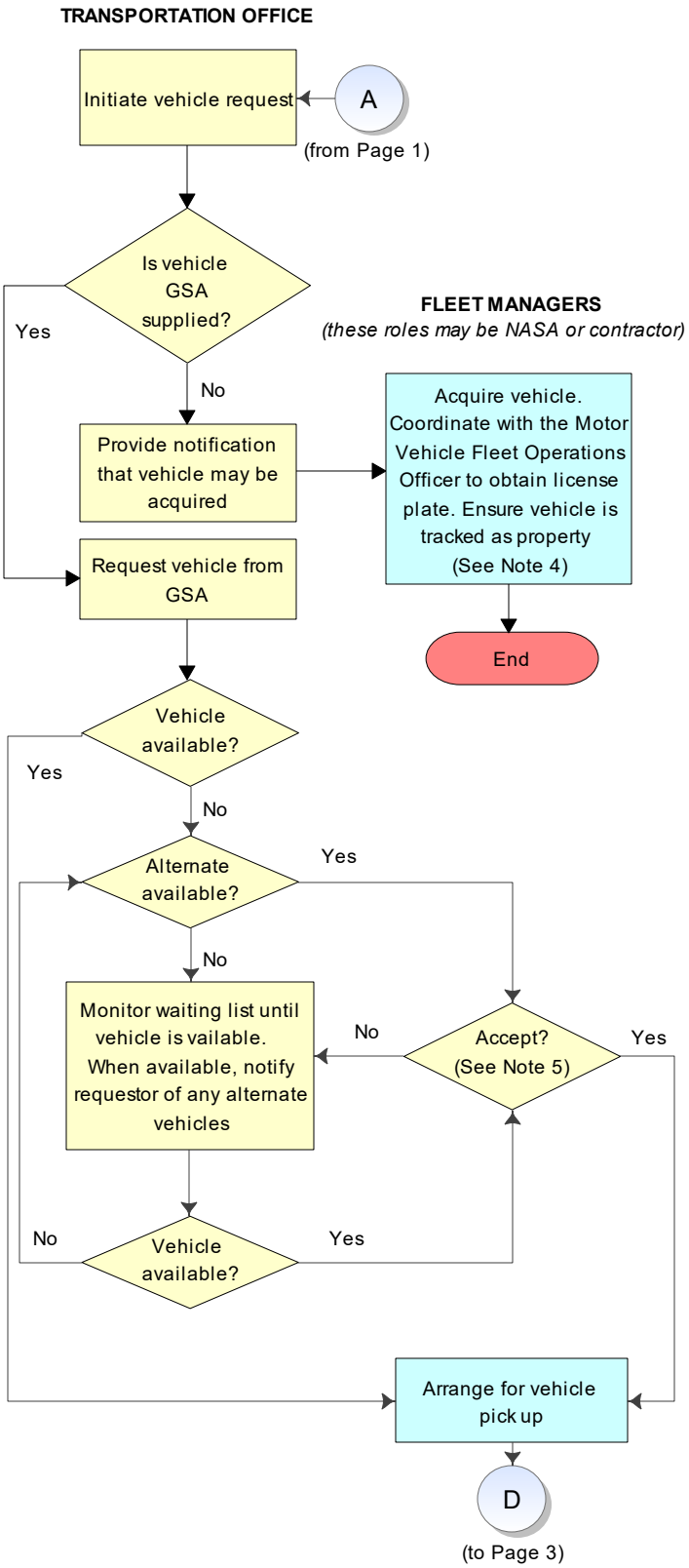
Note 1: Vehicle requests can arise and be submitted outside of this call on an emergency basis. This call is performed during the third quarter of the fiscal year to rejustify and submit new vehicle requirements.

Note 2: Vehicle requests must be coordinated with Transportation Office prior to purchasing or receiving a vehicle, including from GSA Excess. If the vehicle request is from a contractor, send NF-1759 to Transportation Office. When approved, the Transportation Office will route for signatures.

Note 3: All vehicle justifications for new vehicles and continued vehicle use are dispositioned by the VURB. The VURB is responsible for monitoring the size and utilization of the Center's fleet vehicles and rolling stock. Considerations are made for alternative fuel vehicles and other fleet management priorities.

RELEASED - Printed documents may be obsolete; validate prior to use.

Obtain Vehicle - Subprocess:

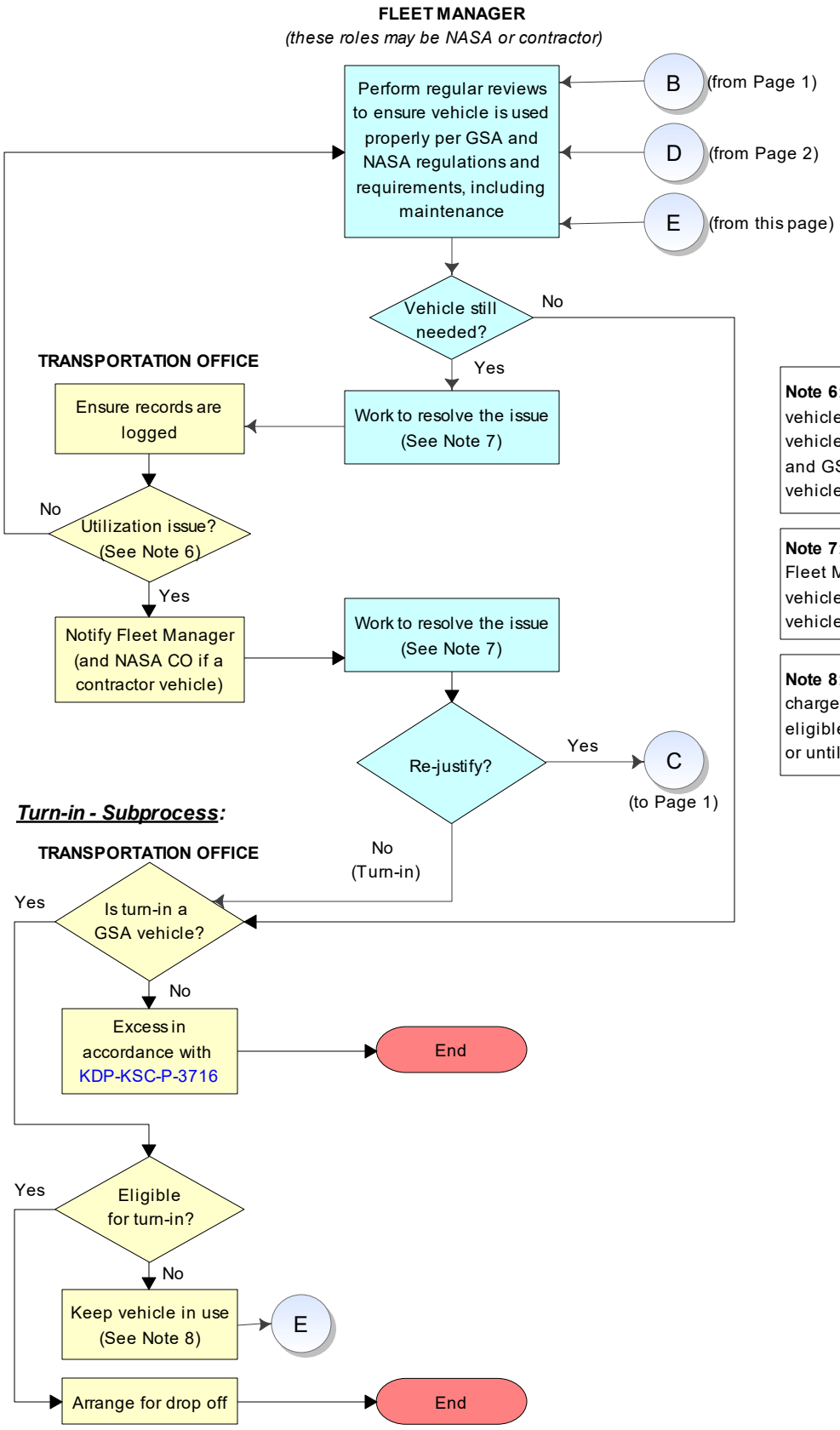


Note 4: License plates are issued according to KDP-KSC-P-6000.1. Property is received, tagged, and assigned an equipment control number in accordance with NPR 4200.2, Chapter 4.

Note 5: The Transportation Office will work with the Fleet Manager to determine the acceptability of the alternate. The alternate will not be accepted unless there is a compelling rationale and justification for non-acceptance.

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Ongoing Use/Re-justification - Subprocess:



Note 6: Vehicle data is used for maintenance notices, vehicle replacement, and to identify underutilized vehicles. Reviews are performed for NASA-owned and GSA vehicles. Any issues with contractor-use vehicles are communicated to the NASA CO.

Note 7: The Transportation Office works with the Fleet Manager (and NASA CO if a contractor-use vehicle) to resolve any issues. If necessary, the vehicle can be rejustified or turned in.

Note 8: Vehicle must be kept in the current fleet and charges will still be incurred until it becomes sales eligible, until the vehicle can be replaced internally, or until GSA can find another using agency.

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+ **Run Setup**

+ **Generators**

+ **Resources**

+ **Calendars**

+ **Initialization**

+ **Functions**

+ **Monitors**