

**OFFICE OF CHIEF ADMINISTRATIVE OFFICER
LOGISTIC MANAGEMENT BRANCH CORRECTIVE ACTION PLAN
FY11 VEHICLE MANAGEMENT CONTROL REVIEW
AS OF DECEMBER 31, 2012**

INTERNAL CONTROL DEFICIENCY	CORRECTIVE ACTIONS TO BE TAKEN	RESPONSIBLE PARTY AND PHONE NUMBER	ESTIMATED COMPLETION DATE	PERCENTAGE OF COMPLETION	ACTUAL COMPLETION DATE
1. NOAA does not have a fleet management manual to provide fleet managers and users with policies and procedures that identify required documentation and controls for managing and monitoring vehicles.	1. Department of Commerce (DOC) Personal Property Management Division will issue a Department-wide fleet management manual. 2. NOAA fleet manager will issue a fleet management manual specifically for NOAA's use and in compliance with requirements set forth in the Department's manual.	Donald Still 301-713-2220 x168	3/31/12 (Revised to 3/31/13) 6/1/2012 (Revised to 4/30/13)	100% ¹ 100% ²	

¹ NOAA fleet manager posted a memorandum on 11/8/13 to provide guidance to NOAA (http://www.corporateservices.noaa.gov/facmd/logistics_management/vehicle_management/). NOAA fleet is waiting on DOC fleet management policy to be finalized to ensure consistency before completing the manual. Once DOC policy is complete, it should take an estimate 30 days for the draft NOAA fleet manual to be complete and approved.

² NOAA fleet manager posted a memorandum on 11/8/13 to provide guidance to NOAA. NOAA fleet is waiting on DOC fleet management policy to be finalized to ensure consistency before completing the manual.

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2. NOAA fleet managers do not consistently retain sufficient information to accurately evaluate Vehicle utilization for the vehicles.	1. NOAA fleet manager will reiterate the requirements that each vehicle should have a logbook and the users of vehicle should fill out the logbook on a daily basis to the vehicle point of contact in each office.	Donald Still 301-713-2220 x168	10/31/2011	100%	10/26/2011
	2. For GSA leased vehicles, NOAA fleet manager can pull sufficient information from GSA Drive-thru system to evaluate vehicle utilization. NOAA fleet manager will conduct a semi-annual review of vehicles to evaluate the vehicle utilization in March and September.		3/31/12 (Revised to 4/5/12)	100%	4/5/2011
	3. For NOAA-owned and commercial leased vehicles, NOAA will utilize the DOC's Fleet Management Information System (FMIS) ³ to retain sufficient information for fleet management. Upon implementation of FMIS, the NOAA fleet manger will conduct a semi-annual review of vehicles to evaluate the vehicle utilization.		6/30/2012 (Revised to 4/30/13)	100% ⁴	
	4. Determine number of vehicles to be reduced.		4/30/13	On-going ⁵	

³DOC will implement FMIS system with input from NOAA and other DOC bureaus.

⁴ Training was held for the FMIS system in May 2013 and the system was active for NOAA to use in July 2013.

⁵ Between then ending of FY10 and beginning of FY12, we've reduced our fleet by 65 vehicles.