Federal Fleet Management Training

U.S. Government License Plates

GSA Office of Government-wide Policy
Circle of Life for License Plates

1: Manufacture & Shipment
2: Received at Agency
3: Use (Attached to a Vehicle)
4: Excess – Returned for Destruction
5: Plates Shredded at UNICOR & Recycled

FMVRS
License Plates Have an Expiration Date (8 years)

All Plates are Registered in FMVRS & Tracked From Manufacturer Until Destroyed

License Plates Must be Returned to UNICOR for Destruction

Plates Cannot be Reassigned to Another Vehicle – Use Once and Return for Destruction

Law Enforcement Can Check Registration and Status

There is a New Plate Design
What is the Current Federal License Plate Design?

Agency Prefix
Expiration Date (8yrs)
“T” = Trailer (recommended)
Bar Code (optional)
Agency Logo or Text
Why the Changes?

National Security
What Was Federal Vehicle Registration Like Prior to FMVRS?

- Decentralized Records
- Slow Response to Inquiries
- Plates Manufactured at Several Locations
- No Record of License Plate Destruction
- No Link to NLETS
What role does the GSA Office of Government-wide Policy play?

- Provides Guidance to Executive Agencies for Managing U.S. Government License Plates
- Establishes License Plate Codes (prefixes)
You must use U.S. Government license plates on U.S. Government owned or leased motor vehicles.

U.S. Government license plates must be displayed on the front and rear of all Government motor vehicles.

Exception: Two-wheeled motor vehicles and trailers, which require rear license plates only.
What are the exemptions from displaying a U.S. Government plate?

- Exemption is by written certification by the head of your agency that identifying the motor vehicle would endanger the security of the vehicle occupants or otherwise compromise the agency mission.

- Vehicles used primarily for investigative, law enforcement, intelligence or security duties, have an exemption from displaying U.S. Government license plates when this would interfere with those duties.
What established UNICOR as the provider of license plates?

- GSA has established a Memorandum of Understanding (MOU) on behalf of all Federal agencies with UNICOR for the procurement of official U.S. Government license plates.

- Agency fleet managers can obtain U.S. Government license plates by contacting the U.S. Department of Justice, UNICOR
What Role Does UNICOR Play?

- Sets up an account for each agency purchasing plates
- Provides an ordering web page for each agency
- Produces and ships license plates
- Remakes damaged plates (must return the damaged plate)
- Transfers license plate records to FMVRS
- Shreds returned plates and provides certificate of destruction

Note: There is no charge to your agency for the return shipment of license plates to UNICOR.
What Kind of Plates are Available?

Sedan / Truck, Trailer, Motorcycle:
Can I Put U.S. Government License Plates on Equipment?

For construction, agricultural, and material handling equipment, as well as off-road vehicles (such as ATVs), use “Off Road” and Equipment Identification plates – Not U.S. Government license plates.

Note: Off Road plates are NOT registered in FMVRS. The agency must keep track of the plate assignments.
Ordering License Plates From UNICOR

- How Do I Order License Plates?
- How is license plate numbering accomplished?
- How can FMVRS license plate records be loaded into my bureau?
Go to WWW.UNICOR.GOV and click on the License Plates
Select License Plate Store

Click on License Plate Store

Federal Motor Vehicle Registration System (FMVRS)

To order license plates:
Pre-Authorization is required from your Fleet Manager.
Visit our License Plate Store.

License Plate questions should be directed to: CumberlandSupport@unicor.gov
For technical assistance with the FMVRS application, contact the GSA Fleet Technical Support Team.

Hours of Operation:
8:00 a.m. - 7:00 p.m. Eastern Time

Contact Information:
Phone (Toll Free): 1-866-472-5741
Email: csafleet@gsa.gov
Choose New or Replacement Plates

Choose New Tags if you have a new vehicle or Replacement Tags if you have a damage or expired plate. Use “Copy Your List” feature to copy a list of plate numbers from a spreadsheet, etc. Then select the plate(s) you need to buy by selecting the “Quantity” for each.
Check Out Process

Plates have been added to the cart and Freight has been included.

Click “Check Out” when complete.
Completing License Plate Order

Additional shipping addresses can be added.

Bureau code should be put in this box and it should be entered just like this: “Bureau Code: 04”

Verify everything one last time, then Complete delivery instructions and Click “Continue”
What role does GSA’s Office of Motor Vehicle Management play?

- Develops and operates the Federal Motor Vehicle Registration System
- First “DMV” for the Federal Government
- Provides instant information to law enforcement through “NLETS”
- Currently contains records for over 600,000 vehicles
- USPS vehicles are included
How do I find my license plates in the FMVRS?

A Listing of all license plate records can be found in the Reports Menu under Agency License Plate Inventory.
The reports can be customized...

- By tag status, see only tags in Shipped or Received
- Exclude GSA Leased Vehicles from results
# Sample Report Email...

![Image of Excel spreadsheet]

<table>
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<tr>
<th>Agency</th>
<th>Bureau Code</th>
<th>Office Code</th>
<th>Federal Code</th>
<th>Tag</th>
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The Vehicle Inventory Report shows all vehicles and their assigned Federal plate.

Any blanks signify “no plate assigned”.

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Filtering the vehicle inventory report gives the records for vehicles with no plate assigned.
How Do I “attach” a plate to a vehicle record?

Click on a link to access the option.

Records Menu
- Vehicle and Tag Details
- Unicor Order Maintenance
- Vehicle Identification Cards
- Mass Update Vehicle POC

Reports Menu
- Agency Vehicle Inventory
- Agency License Plate Inventory
- User Report

Security Menu
- My Account
- Account Management
- Office Management
- Office Transfer

Click here to download user guide (Microsoft Office docx format)
How Do I “attach” a plate to a vehicle record?

Vehicle Details

* Agency: 21 - Washington DC Training
* Bureau: 08 - Testing Bureau
* Office: 000 - All Offices
* VIN: 5JTAU0825BA032771
Override Vin: Yes
Tag:
Tag Expiry (mm/yyyy):
Additional Tag:
* Status: Active

* Make:
* Model:
* Year: 2011
* Color: WHITE
* Fuel Type: Gasoline Dedicated
Commercial Lease: No
Equipment Number: 28874
* FAST Reportable?: Yes
New Tag?: 

Assign Tag
How Do I “attach” a plate to a vehicle record?

A pop up will appear on screen

Enter the tag you wish to assign to the vehicle record here
How Do I “attach” a plate to a vehicle record?

Tag W100093 has been assigned to Vehicle VIN 5JTAU0825BA032771.

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<tr>
<th>Vehicle Details</th>
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**Assign Tag** | **Transfer** | **Modify**
What do I do in FMVRS when a license plate is missing?
**Immediately update license plate status in FMVRS...**

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<th>Tag</th>
<th>Exp.Dt</th>
<th>Tag 1 Status</th>
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**Agency:**
- 21 - Washington DC Training

**Bureau:**
- 11 - Adjutant General

**Office:**
- 000 - All Offices

**Status:**
- Select
- SH - Shipped to Agency
- RC - Received by Agency
- AT - Attached to Vehicle
- PD - Pending Destruction
- DA - Destroyed by Agency
- DS - Destroyed by Unicor
- MS - Missing
- RT - Returned to Unicor
- TC - Tag Changed

**Contact Details**

**Vehicle History and Comments**

**Tag History and Comments**
What Else Should I do When a Plate is Missing?

You must report the loss or theft of U.S. Government license plates immediately to your local security office (or equivalent), local police, and to GSA Fleet when a GSA Fleet leased motor vehicle is involved.
How is Law Enforcement Involved in the Recovery of Missing License Plates?

National Law Enforcement Telecommunications Service (NLETS):
FMVRS sends a message to NLETS that is relayed to Law Enforcement Officer when querying on a missing plate.

GSA Office of the Inspector General:
GSA OIG Office of Investigations can provide investigative assistance to Federal, State, Local or military law enforcement. Monitors on-line sales sites for Federal plates.

Federal Protective Service:
Monitors and scans plates near Federal buildings. Investigates stolen/missing plates.
What are My Responsibilities for the Management of U.S. Government Plates?

- Ensure that all U.S. Government license plates, (both current & old design) are registered in FMVRS

- Change the status in FMVRS upon receipt
  - “Received” if placing in storage
  - “Attached” when mounting on a vehicle
    (You have a 2 week window - then notices are sent.)

- Safeguard license plates in your possession

- Return all excess plates to UNICOR for destruction

- Change FMVRS status & report missing/stolen plates
Change the status in FMVRS immediately when a plate is missing (today...not tomorrow)

Can be changed back if the plate is found.
What’s in the Future for License Plates?

A/B license plates will be the new standard beginning October 2014

Each license plate will have its own record in FMVRS and will be barcoded
What Are “A/B” License Plates?

[Image of two license plates with the text “U.S. GOVERNMENT” and “FOR OFFICIAL USE ONLY”]
What Are “A/B” License Plates?

- A/B style U.S. Government License Plates look very much like the existing license plates in your fleet.
- The primary difference in appearance is the bar code on each plate and the letter “A” or “B” in the lower left corner next to the agency logo.
- FMVRS is being redesigned to have two records for each license plate “pair”...an “A” and a “B” plate.
- The status of each plate is tracked from the date of manufacture until returned for destruction.
- The plate number is active until BOTH plates are returned for destruction.
What Are “A/B” License Plates?

Bar Code on Each Plate Contains: Plate Number, Expiration Date, & “A” or “B”

Each Plate Has an “A” or “B” Printed On It
Experience has shown that a pair of plates very often goes in two different directions. It is impossible to track the status of both license plates using one record for a two-plate pair.
Experience has shown that a pair of plates very often goes in two different directions:

- On the vehicle
- In storage
- Lost / Stolen
- Ebay
- Destroyed
- On another vehicle
Even more reasons:

- Old Style license plates vs New Style license plates with the same plate number can also be a problem to sort out in FMVRS.

- Incorrect expiration dates manually recorded when plates leave the factory cause problems when they are returned for destruction and don’t match the FMVRS record.

- A/B license plates will solve this by using bar code scanning to create FMVRS records and to update status upon return to UNICOR for destruction.
What Do I Need To Do?

- Nothing!
- Once begun, A/B license plates will become the standard Federal license plate design
- All new plates will be issued in this design
- Bar code readers are not required at your agency
- Continue to use existing plates until they are excess
Circle of Life for License Plates

1: Manufacture & Shipment

2: Received at Agency

3: Use (Attached to a Vehicle)

4: Excess – Returned for Destruction

5: Plates Shredded at UNICOR & Recycled

FMVRS
Use of FMVRS:
Contact the FMVRS Help Desk:
866-472-6711  gsafleet@gsa.gov

License Plate Ordering:
Contact UNICOR at:
800-827-3168  CUSGDLP@central.unicor.gov

License Plate Policy:
Contact the Office of Government-wide Policy at:  Vehicle.Policy@GSA.Gov
Questions?

The End

Thank You

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