



Transportation
Security
Administration

TO: (b)(6)
SPOT TSM

FROM: Raymond Stevens
Administrative Officer

CC: Office of Property Management (OPM)
Deputy Property Management Official (DPMO)

DATE: 03/19/2013

SUBJECT: Vehicle Control Officer Appointment

Appointment

Effective the date of this letter, you are hereby appointed as a Vehicle Control Officer (VCO) pursuant to TSA MD 200.53, *Motor Vehicle Fleet Management*.

Responsibilities

In your capacity as a VCO, you will be accountable for the compliance oversight related to policy and procedures concerning the use and control of TSA-owned or leased motor vehicles. Your responsibilities will include, but are not limited to:

- Monitoring vehicle operations within your delegated area of responsibility and ensuring compliance with all applicable provisions of the Fleet Program
- Maintaining liaison with your immediate supervisor and site management with regard to changing vehicle operational and reporting requirements
- Preparing, maintaining and submitting records and reports as required
- Verifying payment of invoices for vehicle expenses and documenting those costs in the vehicle file
- On at least a quarterly basis, inspecting each vehicle to ensure the operability of all required vehicle equipment (e.g., road flares, jack, spare tire, etc.), and immediately addressing any deficiencies
- Preparing status reports outlining the results of monthly and/or quarterly inspections for submission to the appropriate office official
- Providing and updating, as needed, the following information indicating you have read and understand your responsibilities under the terms set forth in this designation

Previous versions of this form are obsolete.

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Acknowledgement of Receipt

This appointment is not effective until you acknowledge receipt on the signature line below.
Your signature also serves as certification that you have read and understand the contents of TSA
MD 200.53, *Motor Vehicle Fleet Management*.

SECTION 1: APPOINTEE INFORMATION			
Appointee Name: (b)(6)		Phone: (845) 220 - (b)(6)	
Email: (b)(6)		Fax: (845) 567 - 0482	
Please select one: ☒ Replacing John Pastor as VCO; OR ☐ Replacing [Enter name of outgoing Alternate VCO] as Alternate VCO			
SECTION 2: LOCATION & VEHICLE INFORMATION			
Appointee will be held responsible for vehicles located at the following office/airports:			
No.	Office(s)/Airport Code(s)	Office(s)/Airport(s) Address	
1	SWF	1130 1st Street, New Windsor, NY 12553	
2	SWF Offsite	33 Airport Center Dr., Ste 101, New Windsor, NY 12553	
Appointee will be held responsible for the following vehicles:			
No.	Tag #	Last 8 digits of VIN #	Program Area (i.e.: FAMS, Air Cargo, etc.)
1	DHS 401252	B1112076	Screening Operations
2	DHS 400707	AKD28699	Screening Operations
3			
4			
5			
SECTION 3: ACKNOWLEDGEMENTS			
(b)(6)		(b)(6)	03 / 19 / 2013
Signature		Name (Printed)	Date
SECTION 3B: FSD or SENIOR MANAGEMENT OFFICIAL			
		Raymond Stevens	03 / 19 / 2013
Signature		Name (Printed)	Effective Date

This appointment is valid until cancelled and/or superseded by the Approving Official or his/her designee. All locations submit completed form to OPM at fleet.transportation@dhs.gov or by facsimile at (571) 227-2569. Field locations must copy the appropriate DPMO.

Previous versions of this form are obsolete.