



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
LOGISTIC OPERATIONS DIVISION,
LOGISTICS MANAGEMENT BRANCH
VEHICLE MANAGEMENT OFFICE

GSA Leased Vehicle Termination Information

When turning in a GSA Leased Vehicle to the designated marshalling point, auction house, etc. it is the responsibility of the NOAA representative to ask for documentation for chain of custody and to be used to final event a GSA leased vehicle in the property asset system Sunflower (SF). The following information is needed on the documentation:

Required information:

1. Ask the authorized party receiving the property for GSA to annotate the document with the words "TURNED IN" or "TERMINATED" if they do not already appear on the document.
2. Tag Number
3. Full Vehicle Identification Number (VIN)
4. Termination Date
5. Ending Mileage
6. Printed name and signature of authorizing party receiving the vehicle.

Additional information that helps with verifying the property asset is the Vehicle Year, Make and Model and the printed name and signature of NOAA representative returning the property vehicle.

If the authorized party receiving the property for GSA declines to provide a hard copy document it is the responsibility of the NOAA representative, who is the GSA POC on file, to contact their GSA Fleet Service Representative (FSR) for a supporting email. The email will need the following information:

Required information:

1. Email from authorized party receiving the property for GSA or the FSR.
2. Within the body of the email or in the subject line the word "TERMINATED" needs to be referenced.
3. Tag Number
4. Full Vehicle Identification Number (VIN)
5. Termination Date
6. Ending Mileage

Additional information that helps with verifying the property asset is the Vehicle Year, Make and Model.

Upon receipt of an acceptable hard copy document or email it should be forwarded to the Property Custodian (PC) citing the SF barcode. It is the responsibility of the PC to verify that the information on the document matches SF.

The Property Line Office Representative (LOR) **CANNOT ACCEPT** a final event request if the required information is not provided in either the hard copy document or the electronic document (email).

The link to the GSA FSR website is: <http://www.gsa.gov/portal/content/102134>.

If you have any questions concerning this information contact your Property LOR or the Vehicle Fleet Manager, Susan Bloomer at 301.713.3530 x142 or susan.bloomer@noaa.gov.

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