



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014



SFIM-EU-MWR-FMG

SEP 3 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Review of Nonappropriated Fund (NAF) Vehicles

1. Early this year I initiated a staff study of NAF vehicles throughout IMA-E. Preliminary results of this review indicate that we have no reliable data sources to determine the appropriate size and use of the NAF vehicle fleet. Specifically, vehicle levels reported on the fixed asset listing differed from the vehicle registration records by as many as 73 vehicles per ASG. Further, there is no standard nomenclature to identify the type and intended use of the vehicles.

2. The absence of reliable data prevents us from developing a means to determine the optimal size, composition and distribution of the NAF vehicle fleet. The opportunities for waste, fraud and abuse are self-evident. Our corrective action plan is as follows:

a. Document NAF vehicles on hand, by location and function, and capture utilization metrics. An automated table for input of this data is located at <https://apps.mwr.army.mil/portalframe/>. The table is to specify the organizational element using the vehicle and define the vehicle type as sedan, sport utility vehicle (SUV), truck, van, or bus. For vans and buses, specify capacity. For trucks, specify tonnage and type (wrecker, refrigerator, etc.). Detailed instructions for obtaining access to and use of this database are at enclosure. Request that required data for all NAF vehicles be input to this database by 15 Oct 03.

b. Information obtained in 2a above will be compiled and provided to a Process Action Team (PAT) to develop a draft table of allowance for NAF vehicles in each community. This process will include a review of Command and Control positions, which are authorized IFMS support. Following the PAT's development of the draft and subsequent coordination with ASG commanders, the table of allowance will be finalized and implemented. The PAT will be assembled and convened in the Oct 03 time frame. Additional details regarding specific tasks and team composition will be provided under separate cover.

c. On an on-going basis, reconcile the fixed asset listing with vehicle registration records and update annually. The vehicle description in these records must match the table of allowance.

3. ASG management will retain primary responsibility for correcting vehicle records and right-sizing the NAF vehicle fleet in accordance with the final table of allowance. The Management Control and Assistance Branch, IMA-E, will provide input and assistance, review the results of this initial effort and will perform annual validations as part of their management control and assistance visits.

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4. In conjunction with this review, the IMA-E, MWRD, NAF Management Control and Assistance Branch will perform return-on-investment (ROI) analyses on all NAF rental vehicle programs. These programs must be profitable with respect to initial investment; direct and indirect program costs and residual value of the vehicles.

5. The POC for this action is Beverly Bennett, DSN 370-7956; email bennettb@ima-e.army.mil.

Encl
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NAF Vehicle Review.

1 – Registration and Initial Log In. Please follow these instructions carefully.

1.1 Browse to <https://Apps.mwr.army.mil/portalframe> . Click on "Register" to bring up the Account Registration screen.

1.2 On the Account Registration screen, enter appropriate information into the following fields:

First Name: enter your first name.

Last Name: enter your last name.

User Name: enter your preferred user name (this will be used for login).

Password: enter 7 characters (both alpha & numeric)

Confirm [password]: retype password as entered above.

Email: enter your official email address.

ASG/BSB: enter the ASGs/BSBs for which you need access, i.e., 104thasg 235thbsb, with a space between each.

IGNORE REMAINING FIELDS

1.3 After entering the information above, click "Register". This will send the information entered to the MWR Helpdesk for validation, and generate an email message to you (at the email address you provided). This email message will confirm the information you entered in step 1.2, and also provide you with a verification code that you will need for the next step.

1.4 Return to <https://Apps.mwr.army.mil/portalframe> . Click on "Login". Enter the Username and Password as contained in the email message you received from the MWR Helpdesk. Click on "Log In". On the next screen, enter the "Verification Code" as contained in the email message you received in step 1.3. Click on "Log In". You are now officially logged in. Click on "NAF Vehicle Status".

2 – Menu Navigation. Various ways to navigate and select how vehicles are listed are described below. Please feel free to experiment in order to find the method that is best for you.

2.1 Menu Navigation – Organization View. By default, the first page you see will be in "Organization" view mode, with the left-hand vertical menu listing each BSB within your ASG. Clicking on one of the BSB links will refresh the page and update the menu to reflect specific installations/facilities within the BSB you selected. Clicking on an installation will allow you to drill down to specific buildings. In each case, the vehicles listed to the right of this menu will correspond to the menu selection made. You will also note the horizontal menu with a series of links immediately above the vehicle listing that shows you "where you are" with the ASG database.

2.2 Menu Navigation – Standard NAFI Codes View. You can also navigate the ASG data base by clicking on "Standard NAFI Codes", which will change the left-hand vertical menu to a listing organized by Program/Location Code. Again, vehicles listed to the right of the menu will correspond to the menu selection made.

2.3 Menu Navigation – Search String. You can search for specific vehicles by entering search criteria in the search box and clicking on "Search Assets". Valid search criteria include asset number, vehicle make, vehicle type, VIN, and license plate number. Vehicle records containing data that match your search criteria will be listed.

3 – Vehicle Data Review and Update. The NAF vehicle database is currently populated with the same information that is contained in the CAD Fixed Asset List (FAL), as of 31 May 03. Your objectives are to verify the accuracy of the FAL data, to correct inaccurate/incomplete information, and to add additional information in the blank fields provided. The changes that you make on this website will update **THIS DATABASE ONLY**, and will not be reflected on the FAL until an approved fixed asset load sheet is prepared and submitted to CAD. Detailed instructions outlining how to update the NAF vehicle database follow.

3.1 To review/update a specific vehicle, click on "Select" in the left-most column of the vehicle data table.

3.2 Review/update all fields shown below.

- Program. If the program code as displayed is incorrect, select the correct program code from the drop-down menu.
- Location. If the location code as displayed is incorrect, select the correct location code from the drop-down menu.
- Department. If the department code as displayed is incorrect, select the correct department code from the drop-down menu.
- Description. If not already shown, enter vehicle MAKE and TYPE, i.e., Mercedes Benz Tow Truck, VW Van, Opel Sedan, etc.
- Additional Info. At a minimum, this field must contain vehicle license plate number, i.e., AD NA 783. Additional information may include CPMC project line number.
- Category. Self explanatory – select either "Fleet" or "Rental Vehicle" from the drop-down menu.
- Asset Type. By default, this must remain as "Vehicle". Make no change to this field.
- Vehicle Type 1. Self explanatory – select either "Passenger" or "Cargo" from the drop-down menu.
- Vehicle Type 2. Self explanatory – Select from drop-down menu.
- Vehicle Running. Self explanatory – Select from drop-down menu.
- Make. Select the appropriate make from the drop-down menu. If the correct make is not available in the drop-down menu, select "N/A".
- Model. Type in the proper model designation for the vehicle. Examples are: Explorer, Mondeo, Passat, Grand Cherokee, Neon, etc.
- VIN. Enter the complete vehicle identification number (VIN).
- Year. Enter the year as it appears on the USAREUR vehicle registration form 190-1A.
- Asset Number. Verify this number, and correct as necessary.
- Color. Self explanatory – Select from drop-down menu.
- License Plate. Enter Plate number.
- Average number days used per week. Select from drop-down menu.

- **Current Mileage.** Enter the current odometer reading, followed by "M" for miles or "K" for kilometers.
- **Mileage Last 12 Months.** Extract this number from the vehicle utilization log. This number will be subject to validation during IMA-E MWRD staff assistance visits.
- **Acquisition Date.** Enter month, 01 (for day) and 4 digit year (MM/01/YYYY).
- **Acquisition cost.** No action is required; CAD will validate this information.
- **Insured Value.** Enter the vehicle's insured value as reflected on the FY03 RIMP exposure review. Format is XXXX.XX without dollar sign or comma.
- **Acquired From.** Select the appropriate source from the drop-down menu.
- **Primary Vehicle Use.** Enter a short description of the vehicle's main use, such as "bank run", transporting children, transporting supplies, official travel, etc.
- **Office Used By.** Type in the name of the facilities and/or activities that use the vehicle.
- **Used By (Personnel / Grade).** Type in the last name and grade of the last 4 individuals to utilize the vehicle, as shown on the vehicle utilization log. Format is Name, GS-05 or NF-2, etc. Separate multiple entries with one space.
- **Parked At.** Enter the location where the vehicle is normally parked when not in use and/or signed out. Format is Installation Name, Facility Name, Building Number. Example: Campbell Barracks, MWRD One Fund, Bldg 3736.
- **Future Plan for Vehicle.** Select the most appropriate future disposition of the vehicle within the next twelve (12) months.
- **Total Depr. Amount.** No action is required; CAD will validate this information.

3.3 **Cancel.** Click the "Cancel" button if you wish to clear/discard all changes you have made to the current vehicle.

3.4 **Save Record.** Once you have entered/updated each field, click on "Save Record" button located in lower right hand corner of the page. Scrolling to the right may be necessary to see the button, depending on your monitor resolution. If the screen does not close and return you to the vehicle table listing, you have an error on the page that requires correction. Error messages are displayed in red to the right of the incorrect field.

3.5 **F.A. Record.** Clicking the "View Original Fixed Asset Record" button will bring up a separate (new) window that will display the original, unedited vehicle information. This is for query/read only – no changes can be entered on this page.

4 – **Export to Excel.** Clicking on "Export to Excel" will export the NAF vehicle table to and Excel spreadsheet. This function is optional, and is provided as an additional management tool.