VHA VEHICLE LICENSE PLATE ACTION REQUESTS

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides policy and procedures for requesting Department of Veterans Affairs (VA) License Plate actions.

2. BACKGROUND

   a. This VHA Directive is based upon requirements contained in title 41 Code of Federal Regulation (CFR) §§ 102-34.110, 102-34.115, 102-34.120, 102-34.125, 102-34.135, and 102-34.140.

   b. New vehicle license plates must meet VA-approved design, and display an expiration date not to exceed 8 years from the year of issuance.

3. POLICY: It is VHA policy that all VA license plates must be ordered in accordance with existing laws, regulations, and VA policy.

4. ACTION

   a. The Director, Healthcare Engineering (10NA4). The Director, Healthcare Engineering is responsible for establishing policy for the VHA Vehicle Fleet Management Program to include license plate management.

   b. Center for Engineering and Occupational Safety and Health (CEOSH). CEOSH is responsible for managing operational aspects of license plate requests to include:

      (1) Ordering, destroying and assigning license plates to the vehicle record in Federal Motor Vehicle Registration System (FMVRS) database for VHA.

      (2) Entering motor vehicle data in FMVRS database for VHA.

      (3) Developing and maintaining on-line vehicle license plate request forms and database.

      (4) Ordering and ensuring the security of the vehicle license plates until issued.

      (5) Sending vehicle license plates to VA requesters by using facility shipping number, example: the facility’s United Parcel Service (UPS) account number.

THIS VHA DIRECTIVE EXPIRES FEBRUARY 28, 2017
(6) Sending vehicle license plates no longer in use to Federal Prison Industries (UNICOR) for destruction.

(7) Making available reports to the VA Office of Asset and Enterprise Management, Fleet Management Program (044E) on an as-needed basis.

(8) Auditing the FMVRS database and the CEOSH Comprehensive Automobile Reporting System (CARS) and License Plate databases annually to ensure data integrity.

(9) Providing these services without direct costs and transfer of funds from the requesting facility. The facility must assume the indirect cost for mailing by providing CEOSH with their facility shipping number, example: UPS account number.

(10) Processing license plate actions requested by entities that have executed a Memorandum of Understanding with VHA (as the National Cemetery Administration, the Veterans Benefits Administration) addressing these requests.

c. **Facility Director.** The facility Director, or designee, is responsible for:

   (1) Ensuring the vehicle license plate action request is addressed by using the online vehicle license plate action request form located at vaww.ceosh.med.va.gov. **NOTE:** This is an internal Web site and is not available to the public. **NOTE:** Assistance in filling out these forms can be obtained by clicking on the preceding link and accessing the online help document “Help Instructions for New VA License Plate Request” or by calling the CEOSH vehicle license plate coordinator at 314-894-6100. CEOSH manages all communication regarding VHA license plate actions with U. S. Department of Justice, UNICOR, and General Services Administration (GSA).

   (2) Ensuring the following procedures regarding requests are followed.

   (a) **New License Plate Request.** This selection results in the issuance of a new VA license plate for a vehicle that does not already exist in the CARS database. In order to request a new license plate, all required fields must be completed on the form located at http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin_LP/LP_Home.aspx. **NOTE:** This is an internal Web site and is not available to the public. The following information is required:

      1. Facility address information (Post Office Box addresses are not allowed);

      2. Person responsible information;

      3. Facility shipping number; and

(b) **Destroy a License Plate Request.** This selection allows the requester to inform CEOSH that a specific VA license plate needs to be destroyed. **NOTE:** The license plate must be sent to CEOSH for destruction. After submitting the form (located at http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin_LP/LP_Home.aspx) on the Web, print the form, and send it with the license plate to be destroyed. A label has been furnished at the end of the form to attach and send the plate to CEOSH. CEOSH will dispose of all license plates with expiration dates using UNICOR. This is an internal web site and is not available to the public.

(c) **Lost or Stolen License Plate Request.** This selection informs CEOSH of a lost or stolen license plate. The Fleet Manager at the station the vehicle is assigned and garaged is responsible to report the lost or stolen license plate. In accordance with 41 CFR 102-34.135, the loss or theft of license plates must be reported as follows:

1. **U.S. Government License Plates.** This is to be reported to the local VA security office (or equivalent), local law enforcement, to GSA Fleet when a GSA Fleet-leased motor vehicle is involved, and FMVRS.

2. **District of Columbia or State License Plates.** This is to be reported to the local security office (or equivalent) and either the District of Columbia Department of Transportation, or the State Department of Motor Vehicles, as appropriate.

(d) **Renew License Plate Request.** This selection issues a new VA license plate when the current license plate has expired or will expire soon. In order to renew a license plate, all required fields must be completed on the form located at: http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin_LP/LP_Home.aspx. **NOTE:** This is an internal Web site and is not available to the public. The following information is required:

1. Current license plate number;

2. Facility address information (Post Office Box addresses are not allowed);

3. Person responsible information;

4. Facility shipping number; and

5. Vehicle information.

5. **REFERENCES**

a. Title 41 CFR 102-34.110.

b. Title 41 CFR 102-34.115.

c. Title 41 CFR 102-34.120.
VHA DIRECTIVE 2012-009
February 15, 2012

d. Title 41 CFR 102-34.125.
e. Title 41 CFR 102-34.135.
f. Title 41 CFR 102-34.140.

6. FOLLOW-UP RESPONSIBILITY: The Director, Healthcare Engineering (10NA4) and Director, CEOSH (10NA8), are responsible for the contents of this Directive. Questions may be addressed to (314) 894-6100.


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