

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

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Auction Information

The next two auctions will be on May 10th and June 14th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

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Request for Personal Assignment/Home Storage (MV-2)

Please note that if you have not submitted Home Storage/Personal Assignment requests for the 2008-2009 fiscal year period for your agency's fleet vehicles, **the deadline is approaching**. Any approvals from fiscal year 2007-2008 will expire as of June 30, 2008. The Louisiana Administrative Code .34.XI Fleet Management Regulations states:

*"Annually, it shall be the responsibility of the agency transportation coordinator to insure that a Home Storage Agreement form (DOA form MV-2) is completed and forwarded to the state fleet manager by **May 1** and is signed and approved by the commissioner in order to continue home storage into the new fiscal year beginning July 1. Any home storage approved by the commissioner during the year **shall expire June 30** and renewal will require submission of a Home Storage Agreement (DOA form MV-2) as described above. As an alternative to submitting individual MV-2 forms for employees who are requesting renewal of personal assignment and/or home storage approval for the next fiscal year, the state fleet manager may accept a listing of those employees who are currently approved for personal assignment and/or home storage for update purposes. In order to be approved, the listing must consist of only those names of employees who have been previously approved on an individual MV-2 form, with current and correct information, and is on file with the state fleet manager and the originating agency. Any changes to the original information on the MV-2 form must be submitted on a new MV-2 form for approval at the time of the change. This list shall consist of the name of the employee, drivers license number of the employee, and vehicle identification number of the vehicle that is personally assigned and/or home stored. The list must be approved by the agency transportation coordinator and the agency head prior to submission to State Fleet Management. "*



If you have requests for home storage/personal assignments for the 2008-2009 fiscal year, that have not been sent to LPAA, please send them in as soon as possible. Contact Bobby Hill at 225.342.6855 or by email at bobby.hill@la.gov for further information.

Auctions & GovDeals

As you know, everyone is invited to attend LPAA's monthly auctions or purchase items off GovDeals. Just a note as a reminder regarding bidding on surplus property. Ethics Commission Docket No. 96-355 states that:

"It is the opinion of the Commission that state employees and members of their immediate family, who are employed by agencies whose surplus property is being sold by the auction company, are prohibited from bidding on auctioned items."

Please do not bid on items from your agency through the live auction or GovDeals. For more auction information, visit our website at the following link:
www.doa.louisiana.gov/lpaa

FAQ & How To....MV-2

Here are a few frequently asked questions about Personal Assignment/Home Storage Forms (MV-2) and how to complete them in the Asset Management System:

Question: According to the LAC 34.XI, what is considered home storage?

Home storage is the assigned off-duty storage location of a state fleet vehicle, which is used for commuting by the individual to whom authorization for home storage is given. Home storage of fleet vehicles is prohibited unless permitted and approved by the commissioner of administration via the MV-2.

Question: According to the LAC 34.XI, what is the difference between personal assignment and pool?

A personally assigned vehicle is the exclusive assignment to one particular employee for permanent use in accomplishing the duties of the employees position. A pool vehicle is any vehicle which is not personally assigned and made available to any state employee on a specific trip basis.

Question: What is the criteria which merit request for personal assignment/home storage?



- A state employee in a position which requires that employee to drive in excess of the break-even mileage
- A state employee in a position of law enforcement who has the power to arrest and uses this power in the regular performances of his/her duties.
- A state employee in a position which requires regular and unscheduled use of a special use vehicle or vehicle with special equipment installed (i.e. waste spills)
- Statewide elected officials
- Additional exceptions may be granted on an individual basis with appropriate documentation.

Question: When is a Request for Home Storage/Personal Assignment Form due to LPAA?

Annually it is the fleet managers responsibility to insure that a MV-2 is completed and forwarded to the state fleet manager (LPAA) by May 1st. This form must be signed by the driver, the agency fleet manager, and the agency head. All home storage/personal assignments expire on June 30th each year. Agency may send updates, deletes, and new requests though out the year as needed.

Question: How do I request Home Storage/Personal Assignment in AMS?

To submit the request through AMS, call up that vehicle by going to Asset > Search-Asset Number. Click the assignment tab. There you will see an option to "Make Request." When you click that, it will bring up a pop-up that is asking for driver information and date ranges. Keep in mind that assignments can not go beyond June 30th. This request will not be reviewed until LPAA receives your original MV-2.

Question: What does the status mean under the assignment tab?

Assignment Type	Status	Start Date	End Date
PERSONAL ASSIGNMENT	APPROVED - ACTIVE	07/01/2007	08/30/2008
HOME STORAGE	APPROVED - ACTIVE	07/01/2007	08/30/2008
PERSONAL ASSIGNMENT	PENDING	07/01/2008	
HOME STORAGE	PENDING	07/01/2008	
PERSONAL ASSIGNMENT	APPROVED - INACTIVE	07/01/2008	04/24/2007
HOME STORAGE	APPROVED - INACTIVE	07/01/2008	04/24/2007

There are a few different statuses when dealing with personal assignment/home storage. A **pending** status says that you have made the request in the system and are waiting approval from LPAA. **Approved-Inactive** status says that this driver was approved previously. **Approved-Active** status says this driver is currently approved for either personal assignment or home storage. A **rejected** status may appear if the MV-2 was not approved.

Question: If a driver has an approved MV-2, but will no longer be using the vehicle, what should I do?

First you should notify LPAA to inactivate the approval. This can be done by submitting a copy of the approved MV-2 to LPAA with the "Delete" box clearly checked at the top of the form. To inactivate the assignment in AMS, follow these steps:

- Call up the vehicle by going to Asset > Search-Asset Number. Click the Assignment tab.
- Under the assignment tab you will see the active approvals. Select the approval you wish to inactivate.
- This will bring up a pop-up with the entire approval information. Simply change the "End Date" to the date you wish to inactivate the approval, then click Save.
- Once you refresh your screen, you will see that the status is now "Approved-Inactive."

Keeping it Updated!

Have you read about the filter syntax you can use while searching items in AMS? AMS offers a wide variety of filter syntax that you can use to run reports on anything you need. If you can search it in the system, you can run a report on it. However, if your information is not up-to-date, then this could make your property management difficult. Here are a few things that can keep your property updated:



Serial Numbers—Although not mandatory when adding an asset to the system, serial numbers are a key element for property management. If a tag falls off an asset and you do not have serial numbers listed in the system, how are you going to know which asset that is? It could make for a very confusing inventory and a lot of unlocated property. If you already have assets added in the system, then adding the serial number is only a change request away. Using the filter syntax “NULL”, you can find which assets on your inventory do not have a serial number attached. Go to Assets > Search-Advanced. Type “NULL” in the serial number field and click Search. You will get a list of assets that need the information added. “NULL” can be used in any search field (i.e. make, model, year, floor, room).

Serial Number

License Plate Numbers— We understand that when you add a vehicle to the system, you may have a temporary plate on that vehicle. It usually takes a few weeks before the permanent plate arrives. When adding a vehicle, the license plate field is a mandatory field to complete. Most people just put “TEMP” or “XXXX” in that field until they receive the permanent plate. Which ever way you use to do it, make sure you are consistent. Have you done a search on that lately? Go to Asset > Search-Advanced > change your search type to Vehicle and search the license plate field for %TEMP% (your agency may use “xxxx” or “99999”). If you have any plates that have not been updated, just submit a change request.

License Plate

Location—The biggest part of inventory is knowing what the item is and where the item can be found. Be sure that any time an asset leaves one location for another, the location field is updated. Although not required, some agencies use an in-house form that each employee has access to. This form may include requests for location changes, or notification that a piece of property has been moved. Keeping the location up-to-date will save you a lot of time during inventory or an audit.

Having the most information you can in the system will make property management easier on you. The majority of the fields don't require a change request to update the item. You can update the lighter shaded fields at any time. With so many different fields to define the asset, the person responsible, and where an asset is physically located (i.e. building, floor, room), your inventory will be a breeze.

Description	<input type="text"/>
Make	<input type="text"/>
Model	<input type="text"/>
Model Year	<input type="text"/>
Serial Number	<input type="text"/>
Person Responsible	<input type="text"/>
ORM Building	<input type="text"/>
Floor	<input type="text"/>
Room	<input type="text"/>
Location *	<input type="text"/>

Important Reminders

- Although we have printed it in the BYN numerous times, and we inform people during training classes, we are still having an issue with agencies not putting the correct information in the remarks section of a transfer. **NO MATTER WHAT TYPE OF TRANSFER YOU CREATE, WE NEED YOUR CONTACT INFORMATION IN THE REMARKS SECTION.** If you are doing a transfer for pick-up, we need to know your contact information and the physical address that this item needs to be picked up at. Not completing the remarks section could cause delays in pick-ups.

