

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- Staying in Compliance 2009
- Vehicle Abuse
- MV-2s
- Important Reminders



Auction Information

The next two auctions will be on January 10th and a special auction on January 24th. 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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1059 Brickyard Lane
Baton Rouge LA 70804-9095
(225) 342-6849 Main
(225) 342-6853 Compliance
(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Staying in Compliance for 2009

We are happy to announce this is the fifth year of the Brickyard News. Hopefully these bi-monthly newsletters assist with every day tasks of property and fleet management. Having supporting materials and keeping in the know with all of the latest updates and changes will keep your agency in compliance.

Each year we request agencies review numerous aspects of their property and fleet information stored in the asset management system (AMS), but this year we are requesting a major clean up. In November, an email was sent notifying agencies of the new financial system set to go in affect in 2010. This system will possibly replace Protégé (AMS). To make the conversion from Protégé to SAP a pleasurable one, we are asking agencies closely review their inventory. Now would be a good time to surplus the idle items your agency is no longer using and remove them from the system. We are asking that you look for inaccurate location codes. Remove old codes from the system that are no longer being used, and be sure you do not have the same code duplicated (i.e. Claiborne Building and Claiborne Bldg). SAP only allows 50 characters for an asset description, so many of your descriptions may need to be shortened or abbreviated.

When employees are entrusted items, such as laptops, agencies use the "Person Responsible" to put the employee's name. In the SAP system, this field will need to be the entrusted employee's personnel number. Feel free to begin entering personnel numbers in this field, which will assist in conversion.

Numerous other fields will need to be updated and some converted into codes, which we will be discussing in the upcoming months. To keep updated on what is going on with this project, visit www.doa.louisiana.gov/ERP/index.htm for all of the meeting notes, PowerPoints, and minutes.



Vehicle Abuse and Complaints

From the desk of Rick Janis, State Fleet Manager:

"We would like to give the fleet managers a heads up and let you know an unprecedented number of anonymous calls have been coming in complaining about state vehicles being used personal reasons (going to or picking up lunch, dropping kids off at school or daycare, running errands, ect.). Please advise your fellow employees, state law prohibits the use of state owned property for personal use and is strictly prohibited. If you or anyone else are unsure, please review Title 34. XI for all of the fleet management rules and regulations located on LPAA's website. To report possible abuse on a state vehicle, please call 225.342.6853 or visit our website, and supply us with the plate number and day/time of incident."

As always, you may request training for your employees. This training is held by LPAA and only covers what applies to employees, and what they are responsible for. If you are interested in this training, contact Rebecca at rebecca.kleinpeter@la.gov.



Personal Assignment and/or Home Storage (MV-2)

Please be advised LPAA will not be accepting lists this year for Personal Assignment and/or Home Storage updates. We will also not accept faxed forms, originals only. With the new system scheduled to go live in 2010, a new state fleet manager, and a review of the state's fleet, only original MV-2 forms will be accepted this year.

The Request for Personal Assignment and/or Home Storage of State-Owned Vehicle form (MV-2 or DA5210) can be found on LPAA's website at <http://www.doa.louisiana.gov/lpaa/forms/form-mv2.pdf>. This form can be typed online then printed for signatures. Here are a few things you need to look for when completing your MV-2s for FY09-10.

<input type="checkbox"/> NEW			<input type="checkbox"/> UPDATE			<input type="checkbox"/> DELETE			Originating Date		
State Employee's Name (Last, First, Middle)				Job Classification				Driver's License No.			
Office/Section						VEHICLE REQUEST		Make/Model			Model Year
Serial No.					License No.		Property Tag No.				

- The New, Update, or Delete box must be checked. Be sure before you submit the form, you have made the request in AMS. If you are requesting a delete, that can be done at the agency level in AMS by changing the current ending date to the date you need it to be.
- State employee's name must be printed or typed in the format requested. Last, First, Middle. Please be sure to put the entire name.
- Job Classification needs to be clear and consistent.
- Driver's license number is required. Some agencies are using an older version of this form that requests social security numbers. Please be sure to use the form with revision date 02/08.
- Office/Section needs to be clear. For example, instead of using "Compliance" use "DOA-LPAA-Compliance."
- The vehicle information is a huge factor when LPAA reviews these forms. We check to be sure the VIN numbers match what AMS has, and the vehicle information is correct.
- Property tag number is a key element of review. We look up the vehicles in AMS by the tag number. Be sure your tag numbers read with your five digit agency number, a dash, then the six digit tag number (i.e. 24821-001223). If any of the above information is incomplete, we will mail back your original and not process it.

Here are the reasons someone can request personal assignment and/or home storage. Be sure ONE of these options are checked. If you select an option that requires more information, please use the back of the form or attach a separate page.

- A. PERSONAL ASSIGNMENT of the above vehicle to the employee named is requested for the following reason(s). (Check appropriate blocks.)
- 01. State employee is in a position which requires, in performance of assigned duties, that the employee drive in excess of the break-even mileage as established by the Commissioner of Administration. (Note: This mileage must accrue consistently throughout the year, not sporadically month to month.)
 - 02. State employee is in a position of law enforcement and has the power to arrest and uses this power in the regular performance of his/her duties.
 - 03. State employee is in a position which requires, in performance of assigned duties, regular and unscheduled use of a special use vehicle or a vehicle with special equipment installed, (Identify equipment on a separate page.)
 - 04. Employee is a statewide elected official, Governor's Executive Counsel, the Commissioner of Administration, Secretary of an executive department, President or Chancellor of a state university or college or their equivalent in the Judicial or Legislative branch of government, or vehicle is purchased and assigned to the office of a statewide elected official. _____
 - 05. Other. Please detail: _____
- B. HOME STORAGE of the above vehicle by the employee named is requested for the following reason(s). (Check appropriate blocks.)
- 01. Employee is a law enforcement officer with the power to arrest who uses this power in the regular performance of daily job duties and whose home storage of a fleet vehicle is deemed by the agency head to be in the best interest of public safety and law enforcement. (Required)
 - 02. Employee is provided with transportation to and from the workplace as a condition of employment approved at the time of employment by the Commissioner of Administration. (Permitted)
 - 03. Employee's job duties require the use of a special use vehicle or vehicle with special equipment installed outside of normal working hours and home storage of such vehicle can be documented as either cost effective to the State or necessary to protect the safety and/or health of the public. (Detail and provide documentation on a separate page.) (Required)
 - 04. Employee is a statewide elected official, Governor's Executive Counsel, the Commissioner of Administration, Secretary of an executive department, President or Chancellor of a state university or college, or their equivalent in the Judicial or Legislative Branch of government (Permitted)
 - 05. Other. Please detail: _____

Personal Assignment and Home Storage (MV-2) (con't)

Address of Employee Residence	Address of Official Domicile	Address of Nearest Dept. Facility Where Vehicle May Be Parked	ONE WAY MILEAGE BETWEEN RESIDENCE AND NEAREST DEPT. FACILITY
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The above information is only needed if requesting home storage. This information will not display in AMS.

The requested approval period can not exceed the fiscal year. Most forms will be from July 1, 2009 to June 30, 2010 unless submitted mid-year. Be sure when requesting the assignment in AMS, that the dates are the same as the actual form. Consistency is a large part of the review process.

Requested Approval Period:

through June 30, _____

State Employee Signature

Agency Transportation Coordinator Signature

Agency Head Signature

Signatures are required. The employee driving the vehicle must sign acknowledging responsibility. The agency transportation coordinator (fleet manager) must sign and enter the request in AMS. The agency head must also sign. If all three signatures are not complete, your form will be returned without being processed.

If you have questions on how to request personal assignment or home storage in AMS, please see Brickyard News 3-3, on our website. Don't forget they are due in our office by May 1st, but feel free to send them earlier if needed. Forward all hard copy originals to LPAA at 1059 Brickyard Lane, Baton Rouge 70802. As of July 1, 2009 all current assignments will be inactive.

Important Reminders

- It's a new quarter! Don't forget to balance. Make sure any transfers that should be closed have been, and any new assets are added to the system with 60 days of receipt.
- We can not sell a titled item without a title. Check your files to make sure you have titles to mobile homes, boat trailers, utility trailers, shop trailers, vehicles, etc. If you do not have one, request a duplicate.
- Focusing on fleet management, please be sure your employees are correctly completing the Daily Vehicle Log (MV-3). Drivers must put their initials, location where trip began, all points visited, where the trip ended, and the purpose of the trip. Every line on this form is mandatory, and you will need the correct information when entering into AMS.
- MV-7 forms must be submitted to the state fleet manager monthly. This form reports on personal mileage reimbursement, and can be found on LPAA's website.
- We understand your frustration with passwords and their expiration. The fastest way to get a new password is to follow the "Need Help Signing-In" feature on www.incircuit.com. Please only use one method. If you request it online or through email, do not call. If you request it multiple ways, your password will be subject to be reset multiple times.

