

# National Archives and Records Administration

---

NARA 703

**DATE:** November 25, 2009

**SUBJECT:** Transportation and Messenger Services in the Washington, DC, Area

**TO:** Office Heads, Staff Directors, ISOO, NHPRC, OIG

**Purpose of this transmittal memo.** This transmits the new policy directive NARA 703, Transportation and Messenger Services in the Washington, DC, Area.

**Available forms.** This directive authorizes the following forms:  
NA Form 5007, Requisition for Equipment, Supplies, or Services  
NA Form 14014, Loan Receipt  
NA Form 7004, Vehicle Requisition

**Canceled policies.** This directive cancels:

- Chapter 10, Facilities Management, part 8, paras. 110 - 118 of the NARA Administrative Procedures Manual (ADMIN 201)
- Interim Guidance 92-142, Commercial Driver's License Requirements
- Interim Guidance 95-069, Government ID for Vehicle Operation
- Interim Guidance 98-116, Transportation Services Relocation

**Effective Date.** This directive is effective date of signature.

**Contact information.** You may direct questions about this directive to Ron Siegel (NAF) in room 2320, AII; by telephone at 301-837-1687; by fax at 301-837-3237; or by e-mail at [ron.siegel@nara.gov](mailto:ron.siegel@nara.gov).

DAVID S. FERRIERO  
Archivist of the United States

Attachment

# National Archives and Records Administration

---

NARA 703  
November 25, 2009

**SUBJECT:** Transportation and Messenger Services in the Washington, DC, Area

**TO:** Office Heads, Staff Directors, ISOO, NHPRC, OIG

## **Part 1      General**

### **703.1 What is the purpose of this directive?**

This directive provides procedures for requesting transportation services (including motor pool and shuttle) and messenger services in the Washington, DC, area.

### **703.2 What is the authority for this directive?**

- a. The Commercial Motor Vehicle Safety Act of 1986;
- b. 49 U.S.C., Chapter 313; and
- c. 49 CFR Part 383.

### **703.3 Who is responsible for providing the services covered in this directive?**

- a. **Facilities and Personal Property Management Division (NAF)** - Provides special messenger, trucking, local transportation, and hauling services in the Washington, DC, area.
- b. **Office of Records Services - Washington, DC (NW)** - Operates a passenger van primarily to transport NW passengers, records, and supplies to and from NARA and other Federal facilities in the Washington, DC, area. (Transportation of other NARA passengers may be provided on a limited basis.)
- c. **Washington National Records Center (NWMW)** - Operates a fleet of trucks and mini-vans to transport records to and from Federal agencies in the Washington, DC, area.
- d. **Presidential Materials Staff (NLMS)** - Operates a dedicated van to transport Office of Presidential Libraries (NL) records, artifacts, supplies, and other donated historical materials to and from NARA, the White House Complex, other Federal facilities, and other locations in the Washington, DC, area. (Transportation of other NARA and White House passengers may be provided on a limited basis.)

#### **703.4 How do employees request vehicle and driver services?**

- a. For NA-operated vehicles available for NARA-wide use, services are provided on a first-come-first-served basis.
  - (1) To request a vehicle from NAF, the requester must complete an NA Form 7004, Vehicle Requisition, and e-mail it to NAF at [Motorpool@nara.gov](mailto:Motorpool@nara.gov).
  - (2) To request a driver from NAF, the requester must complete an NA Form 5007, Requisition for Equipment, Supplies, or Services, and e-mail it to NAF at [Motorpool@nara.gov](mailto:Motorpool@nara.gov).
- b. NWMW trucks and mini vans are dedicated to established customer Federal agencies that have an approved reimbursable agreement with NWMW. If the trucks or mini-vans are needed to assist NARA employees or operations, contact the Director of the Records Center Operations Division (NWMWO) to arrange a reimbursable agreement.
- c. For transportation services provided by the Holdings Management Staff (NWCN), e-mail a request or send an NA Form 5007 to [nwcrew@nara.gov](mailto:nwcrew@nara.gov).
- d. For vehicles dedicated to specific units, including NW and NL/NLMS, the use and request procedures are at the discretion of the individual NW and NL units.

### **Part 2 Transportation Services**

#### **703.5 What are the restrictions on the use of Government vehicles?**

- a. Use of Government vehicles is restricted to trips where or when public transportation is not available, or to carry heavy or bulky materials.
- b. All records and artifact materials must be transported in accordance with NARA 1702, Transporting Holdings in NARA's Physical and Legal Custody.
- c. In accordance with energy conservation procedures, and in order to reduce the cost of transportation, individuals who are not transporting record or artifact materials (see NARA 1702) are encouraged to take public transportation rather than use Government vehicles.

#### **703.6 For what purposes can employees operate Government vehicles?**

Use of Government vehicles at NARA is limited to official business only. Approved uses include:

- a. Transporting NARA employees who are conducting official business.

- b. Transporting official visitors (either Government or non-Government) from public transportation areas (such as airports, train stations, etc.) to NARA facilities or between NARA facilities, or other sites necessary to conduct official business.
- c. Carrying NARA or other Government property or supplies, NARA record and artifact materials, donated historical materials, or bulky materials.
- d. Transporting records of Federal agencies to and from that agency (NWMW).

#### **703.7 Who may operate Government vehicles?**

- a. Employees who occupy a position classified as a motor vehicle operator and are regularly required to operate motor vehicles. (Exception: See subpara. d, below.)
- b. Employees whose position description requires that they regularly operate a motor vehicle or are regularly authorized to operate a motor vehicle.
- c. Employees who occasionally may be required to drive a vehicle to properly carry out their assigned duties.
- d. NWMW METRO courier team members who are authorized to routinely operate a WNRC mini van. (They are not classified as motor vehicle operators.)

#### **703.8 What documentation is required for driving Government vehicles?**

- a. While operating a Government vehicle, NARA employees must always carry a valid NARA identification and a valid state driver's license issued by the state in which they reside.
- b. In accordance with the Commercial Motor Vehicle Safety Act of 1986, drivers of the vehicles listed below must have a commercial driver's license (CDL). A CDL is a license issued by a state to an individual authorizing the individual to operate a class of commercial motor vehicles. The Act does not require drivers to obtain a separate Federal license.
  - (1) Vehicles with a gross vehicle weight of 26,001 pounds or more;
  - (2) Any such vehicles towing a vehicle not in excess of 10,000 pounds; or
  - (3) Vehicles that carry 16 or more passengers (including the driver).

#### **703.9 How do employees reserve a Government vehicle to drive themselves?**

- a. Archives I and Archives II - Government vehicles are available at Archives I and II for all NARA employees maintaining a valid state driver's license on a first-come, first-served basis. To reserve a vehicle, e-mail an NA Form 7004 to NAF at [Motorpool@nara.gov](mailto:Motorpool@nara.gov). When picking up the keys from NAF, occasional or incidental

operators must show NAF personnel their NARA identification and a valid state driver's license. (See subpara. 703.8a, above.)

b. NWCM - NWMW trucks and mini-vans are not available for general use because the fleet is normally reserved for reimbursable Federal customers. (See subpara. 703.4b, above.)

#### **703.10 Does NARA provide or pay for driver's licenses?**

No. Supervisors are responsible for ensuring that employees who operate motor vehicles possess the appropriate license - state and CDL (if required). The Comptroller General maintains that costs involved in maintaining qualifications for employment are the employee's responsibility and are not reimbursable.

#### **703.11 Who may request driver services from NAF?**

The Archivist, the Deputy Archivist, and assistant archivists may request NAF-provided drivers to transport them on official business. Other requests are handled on a case-by-case basis.

#### **703.12 Who may request a driver and vehicle requiring a CDL from NAF?**

Any unit that needs a truck to transport large quantities or bulky materials to conduct official business may request these services.

#### **703.13 Does NARA provide vehicle rentals?**

Yes. For official business in the Washington, DC, area, NAF coordinates the rental of cars, buses, vans, limousines, etc., if NARA does not have sufficient passenger space or the number of vehicles for the service requested. To request the use of such vehicles, the office head must submit an NA Form 5007 with a justification for the rental to [HQ-NARA-NAF-PMB@NARA.gov](mailto:HQ-NARA-NAF-PMB@NARA.gov).

#### **703.14 What shuttle services are available?**

NARA shuttles carry passengers, mail, and small packages from Archives I to the Office of the Federal Register (NF) and Archives II, and from Archives II to NF and Archives I. Oversized packages or large shipments are transported on special van or truck runs operated by NAF. Shuttle buses are provided for researchers and staff members with business reasons for going to other NARA facilities. Employees may not use the shuttle buses for any part of their transportation to or from work. When space is limited, NARA staff has priority over other riders. Shuttle schedules appear in the lobbies of Archives I and Archives II.

### **Part 3      Messenger Services**

#### **703.15 How are records transported?**

- a. The archival loan truck operates daily to pick up and deliver archival loans to various Government agencies and the Suitland complex. A custodial unit requesting pickup or delivery must submit an NA Form 5007 to NAF.
- b. NAF operates a truck for the transport of oversized items and large quantities of records. The truck and driver are available on a first-come-first-served basis. A custodial unit requesting the truck must submit an NA Form 5007 to NAF.
- c. Records must be transported in accordance with procedures in NARA 1702.

#### **703.16 How are Legislative Archives records transported to and from Capitol Hill?**

To request delivery of records to and from Capitol Hill, complete an NA Form 14014, Loan Receipt, and e-mail it to [MotorPool@nara.gov](mailto:MotorPool@nara.gov). The driver picks up and returns records, along with appropriate copies of NA Form 14014, to a holding area in room 8E at Archives I.

#### **703.17 For archival records released by agencies, what is the procedure for agency records pickup?**

E-mail to NAF an NA Form 5007, including a contact name, phone number, and address of the releasing agency. NAF motor pool staff makes the final arrangements for the pickup and confirms with the requesting office. For records that are in NWMW physical custody, the requesting and funding document is a reimbursable agreement between the NARA Revolving Fund and the customer agency.

#### **703.18 What is the procedure for delivery of special messenger packages?**

- a. Special messenger packages must have a Routing and Transmittal Slip (available in Word, as a template) attached, including:
  - (1) Recipient's name;
  - (2) Recipient's address (including a room number and phone number);
  - (3) Necessary information to the recipient or specific delivery instructions to the messenger; and
  - (4) Sender's name, organization code, building and room number, and phone number.
- b. At Archives I, place special messenger items in the designated drop box in the mailroom (room B-15). Items placed in this box by 11 a.m. and 1 p.m. are delivered by NAF personnel before close of business on that day.
- c. At Archives II, place special messenger items in the designated drop boxes in NAF (room 2320) or the Archivist's Office (room 4200). Items placed in these boxes by 10 a.m. and 2 p.m. are delivered by NAF personnel before close of business on that day.

- d. Call John Clark at 301-837-1577 or e-mail [motor\\_pool@nara.gov](mailto:motor_pool@nara.gov) for a special emergency pickup or delivery.

**703.19 How are records created by this directive maintained under the NARA Records Schedule?**

- a. Units requesting services maintain records under file no. 503 EXCEPT for transportation of loans and incoming newly transferred agency records (see subparas. b and c, below);
- b. Units handling the release of archival records from agencies file records under file no. 1331 (WNRC) or 1405 (custodial unit) as appropriate;
- c. Custodial units requesting transport of loans maintain records under file no. 1424;
- d. Units operating vehicles maintain records under file nos. 706-712; and
- e. Units providing transportation/messenger service requests maintain records under file no. 609-1.