

# AGPMR ADVISORY

## ADVISORY NO. 13-02

### Title: Ordering Vehicle Tags Through UNICOR

#### 1. SUMMARY

The General Services Administration has recently advised agencies that license plate orders through UNICOR that have not been assigned to a vehicle within 30 days of receipt will be coded as “missing” in the FMVRS system. As a result, drivers could be subject to penalties if stopped by local law enforcement and the tag has been coded “missing.” To ensure the order is processed correctly, UNICOR has asked agencies to ensure the correct bureau code is in the tag order. Fleet managers who continually fail to follow this will have their access to UNICOR suspended by OPPM.

#### 2. REFERENCES

Federal Management Regulation 102-34.110-195

<http://www.gsa.gov/portal/ext/public/site/FMR/file/Part102-34.html/category/21858/#wp2023318>

GSA agency bureau codes:

[http://apps.fas.gsa.gov/Manuals/GSAXcess\\_Users\\_guide/Appendix\\_A\\_Agency\\_Bureau\\_Code.htm](http://apps.fas.gsa.gov/Manuals/GSAXcess_Users_guide/Appendix_A_Agency_Bureau_Code.htm)

#### 3. ACTIONS

When ordering license plates through UNICOR, ordering officials must ensure the bureau code for their particular agency is entered as illustrated on the attached screen shot. If the ordering official fails to enter the bureau code for his agency (bureau), then UNICOR defaults to 00 (Dept. of Agriculture) and not to the specific USDA agency. As a result, the license plate order will not be associated with the correct agency in FMVRS. It will take additional time for the agency and USDA to find the order and place it in the correct agency’s records. GSA has advised that as of February 15, 2013, any vehicle tag not associated with a vehicle within 30 days of ordering will be coded as “missing.” This could result in a driver being fined or arrested if stopped for a routine traffic violation for driving a vehicle with a “missing” license plate.

To enforce this policy, OPPM will suspend an ordering official’s UNICOR access for repeated violations.

**EXPIRATION DATE:** Effective upon issue date until canceled.



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Paul Walden, Chief, PMD

Order Information • Shipping Information • **Delivery Information** • Payment Information • Place Order

**Customer Address**

TICE PAMELA  
 DEPARTMENT OF JUSTICE  
 FEDERAL BUREAU OF PRISONS  
 FEDERAL PRISONS INDUSTRIES UNICOR  
 15T ST NW  
 WASHINGTON, DC 20534  
 202-305-3424  
 ptice@bprai.unicor.gov  
 Sales Rep: UNICOR

**Shipping Address**

TICE PAMELA  
 DEPARTMENT OF JUSTICE  
 FEDERAL BUREAU OF PRISONS  
 FEDERAL PRISONS INDUSTRIES UNICOR  
 400 15T ST NW  
 WASHINGTON, DC 20534  
 202-305-3424  
 ptice@bprai.unicor.gov

Description	Qty	P/S	First Tag	Last Tag	Price	Total
 PLATEAF05 - Air Force Standard White Plates	1	Pair	AF00505000	AF05000000	\$8.00	\$8.00
Sku: FREIGHTR Shipping Charges	1					\$10.00
Delivery: 20 days						<b>Total: \$18.00</b>

**Delivery Instructions**

Name Of Person Who Will Be At Receiving Location: \*

Phone Number: \*    ext.

E-Mail Address:

Special Shipping Instructions:

Bureau Code: 04

\* Indicates a Required Field

[Continue Shopping](#) [Continue](#)

**Your Bureau code** should be put in this box and it should be entered just like this:

**Bureau Code: 04 is just an example.**

**Please type the words Bureau Code followed by your two digit Bureau Code.**

After you have selected the plate or plates you need to purchase and click on the Checkout button. This is the first page of check out. In the Special Shipping Instructions, you need to enter you Bureau Code.

If the Bureau code is not put here it will not be uploaded to FMVRS.