



Upcoming due date for Vehicle Home Storage Permit Report: June 30, 2009

COPIES OF PERMITS MUST BE INCLUDED WITH THIS YEAR'S REPORT

May 27, 2009

Dear Agency Director:

I am writing to bring to your attention an upcoming deadline for all State agencies regarding **Vehicle Home Storage Permits (Std. 377)**. The Department of General Services' (DGS) Office of Fleet and Asset Management (OFAM) requires all State agencies who issue Vehicle Home Storage Permits to submit a summary report to OFAM **by June 30th** of each year.

While there is no specific format or form to fill out for this summary report, we do require inclusion of the following information in your report:

- the total number of Home Storage Permits issued since July 1, 2008;
- the name, telephone number, and email address of the best point of contact at your agency.

For those agencies who participate in the program, we are also requesting this year that you submit copies of all current Home Storage Permits on file with your agency, as permissible under California Code of Regulations, Title 2 - Department of Personnel Administration Section 599.808(d). We are collecting this data for statistical purposes only to evaluate the effectiveness of the program.

If your Agency does not participate in the Vehicle Home Storage program, we ask that you please confirm this in writing by sending a letter to OFAM (Attn: Sam Guardado) at the address listed above. Also, for your convenience we will be sending a letter to all agencies in the next few weeks that details the policies and use regulations for state-owned vehicles, home storage permits, and the tax consequences that may be triggered by such use.

Thank you in advance for your cooperation in submitting the required Vehicle Home Storage Permit copies and summary report to OFAM by June 30th. Please submit these items to Carol Shellenberger at the address listed above. If you have any questions or comments, or would like more information about Vehicle Home Storage, please feel free to contact Carol at carol.shellenberger@dgs.ca.gov or (916) 928-5831.

Sincerely,



Kathy Hicks, Chief
Office of Fleet and Asset Management

Enclosure

Std. 377: <http://www.documents.dgs.ca.gov/osp/pdf/std377.pdf>)