

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

**ACTION REFERRAL**

TO <i>Johnson</i>	DATE <i>9-14-12</i>
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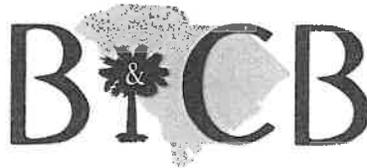
DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>10072</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>cc: Mr. Keck, Singleton Cleared 8/24/12, letter attached.</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>9-25-12</i>
	<input type="checkbox"/> FOIA DATE DUE _____
	<input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

NIKKI HALEY, CHAIR  
GOVERNOR

CURTIS M. LOFTIS, JR.  
STATE TREASURER

RICHARD ECKSTROM, CPA  
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

STATE FLEET MANAGEMENT  
Warren J. McCormack  
STATE FLEET MANAGER

(803) 737-0668  
FAX: (803) 737-1160

HUGH K. LEATHERMAN, SR.  
CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE  
CHAIRMAN, HOUSE WAYS AND MEANS  
COMMITTEE

MARCIA S. ADAMS  
EXECUTIVE DIRECTOR

September 11, 2012

Mr. Anthony E. Keck  
Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29201

Reference: State Vehicle Tag # SG92036 Log#1309792

Dear Mr. Keck:

We recently received the enclosed information concerning possible misuse of a state-owned vehicle. State Fleet Management has been directed by the South Carolina Budget and Control Board to forward all customer concerns to the appropriate agency for review of the facts regarding the incident.

Please provide our office a copy of your findings. We may forward a copy of your response to the citizen originating this action. If I may provide any further assistance or clarification on this subject, please advise.

Respectfully,

  
Warren J. McCormack  
State Fleet Manager

WJM/vr

Enclosures:

1309792

# Vehicle Incident Report Form

State Budget and Control Board • General Services Division • State Fleet Management  
1026 Sumter Street, 2<sup>nd</sup> Floor • Columbia, SC 29201-3746  
Tel 803-737-0668 • Fax 803-737-1160

The State of South Carolina requires its employees to operate State vehicles in a safe and courteous fashion, obeying all transportation laws. Citizens who observe a State vehicle being operated improperly are asked to notify State Fleet Management of such incidents.

Please notify our office by completing the form below and sending it to the address listed at the top of this page. We will forward a copy of the complaint to the appropriate agency for an investigation of the incident to determine if corrective action is required.

We at State Fleet Management sincerely appreciate your interest and concern for the proper operation of the vehicles belonging to the State, and we thank you for your time and effort.

**Date of Observation** Date: 9/5/12 Time: 1:43 AM/PM

**Vehicle Identification (if known)** License Tag No.: SG92036

Year: Newer Make: Chevy Model: impala

**Driver Identification (if known)** Name: \_\_\_\_\_

Approximate Age: 53 Sex:  M  F Description: White, with hair, Medium build

**Location of Incident (such as street, highway, intersection, direction of travel)**  
COOKOUT ON Forest Drive; 5311 Forest Dr, Columbia, SC 29206

**Brief Description of Incident (please be specific; attach additional pages as necessary)**  
Man was SMOKING in the car with the windows up. He appeared to be doing paperwork. The car appeared to be running.

Please check the box at left to receive a copy of the Agency's response to this complaint. Although signature and address are optional, we can't give you a written response without an address or a fax number.

Signature: Jack Strange Telephone: 803-528-4328

Name (please print): Jack Strange Fax: \_\_\_\_\_

Address: 110 Spring Point Dr.

City: Columbia State: SC ZIP: 29229

**SEM Use Only**

**Date of Call** Date: 9-9-12 Time: 4:29 AM/PM Telephone: 737-2095

Received by: Name: \_\_\_\_\_ Signature: Verian Roberts

Original: State Fleet Management  
Copy: Agency

SEM Vehicle Incident Report Form  
Updated November 2009

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## Vehicles



Equipment Record	Specifications	PM Details	Additional Equipment	Odometer History	Card L
Owner	STATE OWNED			Vehicle owner	
Equipment Number	0A3CH90559			Owner Agency	F16 B&C BD-ST
Tag Number	SG92036			Owner Division	
VIN #	2G1WB55K881301975			Agency Id	121440
Vehicle Status	ACTIVE			Vehicle Leased?	
Ordered Against					

Equipment Classification			
Class	SEDAN MID SIZE	Model Year	2008
Equipment Type	A3 SEDAN. MIDSIZE	Make	CHEVROLET
Body Style	03 4-DOOR	Model	0A3CH9
Use Type	G GENERAL USE	Model No	
Odometer	101402	Exterior Color	ALUMINUM/SIL
Odometer Date	06/30/2011	Pass Capacity	5

Vehicle Current Location			
SFM Location			
Agency	J02	SC DEPARTMENT OF HEALTH AND HUMAN SERVICES	Contact Phone
Division			Contact Cell
Location Code	CO40	COLUMBIA / RICHLAN	Contact Email
Assignee	CLTC/CENTRAL OFFICE		

Edit Cancel



SC BUDGET AND CONTROL BOARD  
DIVISION OF GENERAL SERVICES  
STATE FLEET MANAGEMENT OFFICE  
301 GERVAIS STREET  
COLUMBIA, SC 29201-3073

Mr. Anthony E. Keck  
Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29201



Log letter 000072

Anthony E. Keck • Director  
Nikki R. Haley • Governor

September 24, 2012

Mr. Warren McCormack, State Fleet Manager  
State Fleet Management  
1026 Sumter Street, 2<sup>nd</sup> Floor  
Columbia, S.C. 29201-3476

Re: Vehicle complaint on SG92036 - Log #1309792

Dear Mr. McCormack:

After an investigation of the reported incident, the driver of the above mention vehicle has been counseled regarding the nature of this complaint and the importance of adhering to the "no smoking" requirement in state vehicles. He stated in his own defense that he did not recall the specific incident that was being reported and assured his direct supervisor that he does not smoke in his car.

Should you need any additional information or have any questions regarding our response, please do not hesitate to contact me directly at 898-2631.

Sincerely,

  
Robert M. Cannon, Program Director  
Administrative Services

RMC: jym