



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office

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January 26, 2006

In Reply Refer to:
1523 (CA-944) P

EMS TRANSMISSION: 1/26/06
Instruction Memorandum No. **CA-2006-019**
Expires: 09/30/07

To: California Property Managers

From: DSD, Support Services

Subject: Fiscal Year (FY) 2006 3-Year Fleet Action Plan

DD: 03/08/06

Purpose: This Instruction Memorandum (IM) establishes the due date on which California Field Offices are to submit their FY2006 3-Year Fleet Plans.

Policy/Action: Each BLM Manager should conduct an analysis of their fleet according to the directions prescribed in the attached WOIM2006-066, concentrating on the most cost effective, energy efficient vehicles for the mission. Individual offices will input the data into the fleet database and forward a Field Manager-approved copy to the State Office on or before **March 8, 2006**, for consolidated submittal to Washington.

The database requirements remain the same as FY2005. Offices will only need to input data for newly acquired vehicles and/or data for existing vehicles which has changed, e.g., mission, replacement criteria, etc. The link to the FY2006 database will be emailed separately to each Field Office Property/Fleet Manager.

Contact: If you have any questions regarding this policy, please contact Dona Maxcy, CASO, at (916) 978-4314.

Signed by:
Rob Cervantes
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
WOIM2006-066 (2 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240
<http://www.blm.gov>

January 11, 2006

In Reply Refer To:
1525 (850) P

EMS TRANSMISSION 01/18/2006
Instruction Memorandum No. 2006-066
Expires: 09/30/2007

To: State Directors, Center Directors

From: Assistant Director, Business and Fiscal Resources

Subject: Baseline Authorizations and Fiscal Year (FY) 2006 3-Year Fleet Action Plans
DD: 3/1/2006

Purpose: This Instruction Memorandum (IM) prescribes the requirements for baseline authorizations and FY 2006 3-Year Fleet Action Plans which will describe how each State Office in the Bureau of Land Management (BLM) will manage its fleet effectively and optimize fleet utilization in order to achieve fleet reductions, vehicle petroleum fuel consumption, and vehicle-related cost reductions.

Policy/Action: Each BLM manager is requested to conduct a thorough analysis of his/her motor vehicle fleet based upon individual vehicle justifications. Fleet Managers are strongly encouraged to include energy and environmental concerns in their motor vehicle fleet analysis, so that the most energy efficient and cost effective vehicles are obtained and retained. Individual fleet information will either be entered into a data base at the State Office level or re-delegated to the Field Office level. The 2006 vehicle standards can be found at: <http://apps.fss.gsa.gov/vehiclestandards/>. Once the information has been completely entered for every vehicle in the fleet, each field office Manager will submit an approved copy of the data base to the State Office for review, concurrence, and submission to the Property, Acquisition and Headquarters Services Group, WO-850, on or before March 1, 2006.

The data base requirements for this year will be very similar to last year's requirements. Vehicles which were entered correctly last year will not have to be re-entered in 2006 unless the utilization, mission information, or projected replacement plans have significantly changed. Although each individual fleet record will not have to be re-entered, each individual record must be accessed and saved/re-submitted to be included in the fleet plan. The data base link will be sent separately to state fleet managers.

Background: The BLM is facing its third consecutive year of decreased fleet funding and increased fuel costs. Continued planning efforts are required to ensure that Bureauwide missions aren't hindered by decreased fleet funding.

The information gathered in FY 2006 Field Office Fleet Plans will be compared with the Bureauwide baseline information established in 2005, per IM 2005-168 (http://web.wo.blm.gov/wo850/am/Fleet/fleet_management_plans_files/im2005-168.DOC).

Timeframe: Each State Office should consolidate Field Office responses and submit consolidated responses in a Statewide Fleet Action Plan by March 1, 2006. Action items developed in this plan will be implemented as soon as possible.

Budget Impact: Over the past two years, the Department-wide fleet management improvement initiative has reduced fleet-related funding by \$1,882,520, in anticipation of improved fleet management. The application of this policy should have a mitigating effect on the budget reductions by decreasing the cost of owning and operating Government vehicles.

Manual/Handbook Sections Affected: The BLM Manual Section 1520, Personal Property Management, will not be affected by the implementation of this IM.

Coordination: This document was coordinated by WO-850 and the National Business Center (NBC).

Contact: If you have any questions or concerns regarding this policy, please contact Tom Jatko, BLM Fleet Manager, NBC, at 303-236-9456, or Tiya Samuels, Business Management Specialist (Property), Property and Acquisition and Headquarters Services Group (WO-850), at 202-452-7798.

Signed by:
Janine M. Velasco
Acting, Assistant Director
Business and Fiscal Resources

Authenticated by:
Robert M. Williams
Policy and Records Group, WO-560