



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W-1834
Sacramento, CA 95825

www.ca.blm.gov

December 16, 2004

In Reply Refer To:
1520 (CA-944) P

EMS Transmission: 12/16/03
Instruction Memorandum No. CA 2004-009
Expires: 09/30/05

To: Field Managers, DSD Support Services, Property Managers
From: State Director
Subject: Implementation of Vehicle Justification Form

Program Area: Fleet Management

Subject: The purpose of this Instruction Memorandum is to establish the mechanism by which new and replacement Interior and GSA vehicles are requisitioned.

Policy/Action:

- A careful analysis will be conducted to determine the need to replace vehicles that are currently eligible
- An analysis will be conducted to determine if a new vehicle purchase is warranted
- Larger vehicles will be replaced by smaller, more fuel-efficient vehicles whenever possible
- New or replacement vehicles requisitioned will conform to the established office fleet plan
- Each new and replacement vehicle requisition submitted to CASO must be accompanied by the attached vehicle justification form signed by the Field Manager

Budget Impact: No budget impact anticipated to implement the utilization of the form. However, the National Business Center will now begin to assess an underutilization fee against vehicles that do not meet the established minimum annual usage criteria as reflected in the FY2004 WCF Rates.

Background: The fleet plans that were developed by the States did not position the Bureau to meet the requirements of Executive Order 13149 which mandates a 20% reduction in petroleum fuel consumption by the end of 2005. In addition, an OIG review of several BLM offices revealed concerns with the lack of management controls, lack of vehicle justifications and retention of underutilized fleet. Fleet costs continue to rise in each field office, while utilization data continue to reflect areas of improvement.

Questions regarding the implementation of this form should be directed to Dona Maxcy at 916.978.4314.

Signed
Karen Barnette
Acting State Director

Authenticated
Louise Tichy
Records Management

Attachment - Vehicle Justification Form (1 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Land Management

JUSTIFICATION AND APPROVAL OF VEHICLE

Vehicle Description

License Plate Number: _____
Vehicle Class: _____
Model Year: _____
Manufacturer: _____
Vehicle Type: _____
__ 2-Wheel Drive __ 4-Wheel Drive
__ Manual Transmission__ Automatic Transmission
__ Gasoline__ Diesel__ Other (Specify)_____

Date: _____

(Name and Title of Requesting Official)

(Signature of Requesting Official)

Justification:

Estimated annual utilization of this vehicle: _____Miles

Estimated annual cost of this vehicle: \$ _____

Field Office Approval

I certify that this vehicle is part of the field office Fleet Management Plan and that the estimated costs of this vehicle are fully justified by the mission(s) listed above. In addition, this vehicle is the smallest, most fuel-efficient and economic type of vehicle that will adequately perform the proposed mission(s).

Approved by: _____ Date _____
Field Manager

Review and Concurrence by the State/Center Fleet Manager:

Signature
Date