



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. OC-2011-035
Expires: 09/30/2012

To: All Washington Office and Field Officials
From: Director, National Operations Center
Subject: Procuring Vehicles and Mobile Equipment

Program Area: Fleet Management.

Purpose: This Instruction Memorandum (IM) sets forth procedures for the cyclical acquisition of Working Capital Fund (WCF) vehicles and other mobile equipment. This IM further outlines the Bureau of Land Management (BLM) strategy for complying with Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance; Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management; and the Energy Policy Act of 2005.

Policy/Action: Executive Order 13514 requires that we reduce petroleum fuel consumption BLM-wide and increase Alternative Fuel (AF) consumption within the General Purpose (GP) fleet. The Department of the Interior (DOI) President's Transportation Management Scorecard requires the reduction in fleet size, a reduction in petroleum fuel consumption, the acquisition of Alternative Fueled Vehicles (AFV), the use of green automotive products, and the use of AF in the AFVs. Only those light duty General Purpose (GP) vehicles in 100 series classes will be included in this evaluation; exceptions will be law enforcement classes 109, 164, 169, and any vehicles charging 75 percent or more of their annual utilization to one of the fire suppression or pre-suppression fire codes. Even though these vehicles are largely exempt, every effort must be taken to ensure that the most efficient vehicles are used and purchased during this ordering cycle.

With the recent increases in the prices of petroleum fuels, reducing the use of this resource has become important in maximizing BLM performance in complying with the above directives. Since we only replace about 20 percent of the GP vehicles each year and meet the directives in

the above Executive Orders we will have to make some difficult decisions regarding the acquisition of replacement vehicles. The replacement of AFVs will be limited to those areas that have E85 or Compress National Gas available within the five mile or 15 minute range of the office. There will be a limited amount of funding for the incremental cost of hybrid vehicles. These vehicles save the greatest amount of fuel by using electric powering stop-and-go urban traffic situations. It is the responsibility of the state fleet manager or fleet management team to determine how the state offices can meet these goals without negatively affecting the mission/strategic goals of the BLM.

Because of the low fuel economy of pickups over 8,500 pounds Gross Vehicle Weight Rating (GVWR), these trucks will only be acquired as replacements when sufficient justification is made. Pickup trucks of less than 8,500 GVWR usually have sufficient capability to complete missions formally assigned to larger trucks. A review of current inventory shows that a sufficient inventory of 8,500 or greater GVWR pickup trucks should exist so that these can be re-distributed within states to where additional capabilities are needed. Therefore, no pickups of 8,500 GVWR or greater capacity will be ordered without sufficient justification signed by the field office manager.

Requests for vehicles with options available from only one manufacturer (sole source) required a justification for the option and benefitting activity funding.

Sufficient justification must objectively explain how the requirements meet the minimum operational needs of the government and cannot be met by any other means.

To ensure delivery of light trucks for use during the Fiscal Year (FY) 2011 field season, field offices must submit a requisition for all proposed vehicles and mobile equipment following the requisitioning instructions on the BLM Property Management website. For most vehicles and trucks, the General Service Administration (GSA) AutoChoice system is used for the acquisition process. For trucks or mobile equipment not available on AutoChoice, the Financial and Business Management System (FBMS) acquisition process must be used and GSA schedule must be reviewed for suitable replacement before open competition for bid. Please refer to Equipment Acquisitions Instructions on the Property Management website.

For AutoChoice requisition, please refer to the Basic AutoChoice Ordering Instructions at: <http://nbcweb.blm.gov/fleet/vehiclereplacement.html>. An AutoChoice requisition must be initiated by the field office through the GSA AutoChoice System by July 30, 2011, for timely FY 2011 delivery.

When selecting vehicles or equipment, offices should determine which dealerships or vendors are available for service and warranty support and select equipment which can be supported by these vendors. Every effort must be made to use only those vendors that will provide warranty service. Not all local dealers are on the GSA contract for delivery, but should still be used for maintenance support.

After the AutoChoice requisition is done, and signed by the field office manager, the signed copy is forwarded to the state level property managers (PM) who must review AutoChoice requisitions for their state for compliance with the Asset Business Plan (ABP).

The state level PM must have the AutoChoice requisition signed by the State Director or designee and submit the signed AutoChoice requisitions completed per instructions found on the BLM Property Management website along with any justifications or additional requirements to the OC-653 fleet team member supporting their state. Incomplete motor vehicles requisitions may be returned to the originating office for further action. The BLM fleet team member will review and approve, as appropriate, requisitions parked in the appropriate state users' AutoChoice garage.

For other mobile equipment, an FBMS type fund purchase and purchase requisition (PR) is required. Instructions for this are also on the Property Management website. The submitter must be sure to prepare adequate description and/or salient features for use by the acquisition staff soliciting quotes for the equipment. The National Operations Center (NOC) fleet management staff may be available for assistance in preparing and reviewing this material.

The list of vehicles and equipment eligible to be replaced along with order numbers is on the NOC Property Management website in the Fleet Section at: <http://nbcweb/blm.gov/fleet/vehiclereplacement.html>. Select 2011 Replacement Cycle from the table.

For replacing vehicles not on the replacement list, please contact the BLM fleet management team member supporting your state to determine eligibility and financial liability and to obtain an order number.

All capitalized mobile equipment should be in the ABP and the WCF for tracking utilization and fuel consumption and all PRs for such equipment should be routed as ADHOC approver to the BLM fleet management team member supporting your state. For WCF acquisitions, it is easier to start the process correctly than to have to change account assignments after acquisition.

For acquiring vehicles or equipment which increased the existing equipment inventory, a Vehicle Justification and Approval form 1520-58 must be submitted for approval to WO-854. This form and instructions are on the Property Management website.

Timeframe: This IM is effective upon receipt. To ensure delivery in time for use during the 2011 field season, requisitions must be submitted by July 30, 2011.

Budget Impact: No adverse budget impacts are anticipated. Savings to benefiting activities will result from acquiring standard configured vehicles, two-wheel drive or downsized vehicles.

Background: Each year the NOC Property Operations Section, BLM fleet manager, coordinates the replacement of the BLM-owned equipment operated by the BLM field offices. This IM coordinates this activity.

Manual/Handbook Sections Affected: Guidebook G-1525-1, Fleet Management and Requisitioning Requirements.

Coordination: This document was coordinated with the BLM-wide Fleet Strategy Team Field Committee, the NOC Property Operations Section (OC-653), the NOC Financial Programs and Investment Section (OC-612), and the Washington Office Asset Management and Engineering Policy Branch (WO-854).

Contact: For operational/policy issues, please contact Paul Koch, BLM Fleet Manager, at 303-236-9439.

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