Forest Service Handbook
National Headquarters – Washington Office
Washington, DC

Forest Service Handbook 7109.19 – Fleet Equipment Management Handbook
Chapter 10 - Acquisition, Identification, and Classification

Amendment: 7109.19-2018-2

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Duration: This amendment is effective until superseded or removed.

Superseded Directive: 00 (3/88 Amend 2); 10 thru 13--5 (3/88 Amend 2); 20 thru 21.14 (3/88 Amend 2); !7109.19, 30 Contents (Amendment 7109.19-92-1, 12/30/1992); 7109.19, 30 (Amendment 7109.19-92-2, 12/30/1992); 7109.19, 31.2, Ex. 01 (Amendment 7109.19-92-3, 12/30/1992); !7109.19, 40 Contents (Amendment 7109.19-92-4, 12/30/1992); 7109.19, 40 (Amendment 7109.19-92-5, 12/30/1992); 7109.19, 44, Ex. 01 (Amendment 7109.19-92-6, 12/30/1992); 7109.19, 44, Ex. 02 (Amendment 7109.19-92-7, 12/30/1992); 50 thru 55.2 (3/88 Amend 2)

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Date approved: February 21, 2018

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

10: Revises chapter in its entirety.

11.05: Expands the Definitions section and includes substantial operational updates to include management of GSA lease vehicles in the Fleet Equipment Database (FED).

11.1: Requires use of the Total Cost of Ownership/Lifecycle Cost (TCO) Model and Vehicle Allocation Methodology (VAM).

11.12: Adds the 5-Year and annual replacement planning process in FED.

11.21: Outlines use of national standards for centralized ordering of specialized equipment.

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12.11: Provides guidance on use of the Federal Motor Vehicle Registration System (FMVRS) for the management of Government License Plates.

20: Renames chapter from “Equipment Utilization” to “Fleet Equipment Utilization” and revises chapter in its entirety.

20.05: Expands the Definitions section. Includes substantial operational updates to include an update to Forest Service minimum fleet utilization standards.

21.2: Provides an updated table identifying minimum fleet utilization standards and identifies the requirement for annual reporting.

21.3: Provides updated guidance on managing underutilized vehicles.

30: Renames chapter from “Use and Storage” to “Use, Loading, and Storage” and revises chapter in its entirety.

31.05: Expands the “Definitions” section.

31.2 through 32: Updates guidance for loading and trailer towing safety requirements.

40: Revises chapter in its entirety.

41.05: Adds new terms to the “Definitions” section.

41.2: Establishes annual inspection criteria for GSA lease vehicles and WCF FAST-reportable vehicles.

42.1: Updates guidance on routine maintenance and for use of the Fleet Credit Card.

42.2: Provides guidance on addressing official vehicle misuse reports.

42.3: Updates guidance on the Scratch and Dent policy.

42.5 through 44: Updates guidance on acquisitions requirements, and maintenance and repair oversight.

50: Renames chapter from “Equipment Disposal” to “Fleet Equipment Disposal” and revises chapter in its entirety.

50.3: Updates vehicle and equipment sales guidance.

51.1: Updates holdover vehicle management criteria.

51.2: Updates guidance on managing.

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52.1: Clarifies that Accountability Actions can now be managed in the Fleet Equipment Database (FED). The form FS-6500-61, Fleet Equipment and Aircraft Accountability and Data Record can still be used for Accountability Actions.

52.2: Updates what is required in Asset History Folders. Clarifies that these documents can be filed electronically as appropriate.

53 through 55: Updates guidance on vehicle and equipment sales activity.

55.3: Updates guidance on use of the Federal Excess Personal Property (FEPP) Program.

70: Establishes chapter, codes, and captions and sets forth direction for "Efficient Vehicle Operation."

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11 - Fleet Acquisition

11.05 - Definitions

Fleet Addition. A vehicle or piece of equipment that increases the quantity of assets within the fleet inventory.

Fleet Downgrade. A change in equipment type that results in a lower capitalized cost than an in-kind vehicle replacement. Per 41 CFR Part 102-39.65 - downgrade balances may be utilized to cover upgrade costs for similar vehicles being replaced, as defined in 41 CFR 102.39.20, on a Unit within a given fiscal year.

Fleet Upgrade. An upgrade is an improvement or quality enhancement of increased size, function or cost, of an asset compared to the asset it is replacing. Example: to replace a regular cab truck with a more expensive extended cab truck.

1. Working Capital Fund (WCF). A change in equipment type that results in a higher capitalized cost than an in-kind vehicle replacement. Upgrade balances must be paid by the benefiting project, however may be covered by available WCF funding or from downgrade costs identified from similar vehicles being replaced on a Unit within a given fiscal year if available.

2. General Services Administration (GSA). A vehicle option purchased from an Original Equipment Manufacturer (OEM) that is in addition to options identified in the AutoChoice lowest cost base model for a given standard item number (SIN). Charges for GSA Upgrades are added to monthly GSA Lease Rates.

Fleet Equipment. All agency owned (WCF owned and Project owned), rented, and leased (GSA and commercial) vehicles and equipment.

Fleet Management Information System (FMIS). A Fleet Management system maintained to capture mandatory Working Capital Fund equipment data that provides the necessary interface with the Financial Management Modernization Initiative (FMMI) System and provides data for reporting and various management purposes. The Forest Service manages its WCF owned and GSA leased fleet of vehicles and equipment in the agency sub-compartment Fleet Equipment Database (FED).

Federal Motor Vehicle Registration System (FMVRS). The FMVRS is a database which contains mandatory vehicle information, license plate numbers, and contact person(s) for all Federal Government vehicles.

GSA. The General Services Administration.

Heavy Equipment. Heavy equipment is defined as commercial motor vehicles greater than 26,000 GVWR and typically will include all construction equipment.

Holdover Vehicles and Equipment. WCF Owned fleet vehicles and equipment that are retained for up to two additional years after they have been replaced.

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Leased Equipment (Commercial or GSA). Vehicles or equipment leased for 120 or more days and are reported in the Fleet Acquisition Statistical Tool (FAST).

Rentals. Vehicles or equipment leased for less than 120 days are classified as rentals and are not reported in FAST.

Similar Vehicles/Equipment. "Similar" means an acquired and/or replaced vehicle/equipment that:

a. Is identical; or

b. Falls within a single Federal Supply Classification (FSC) Group of property (includes any and all forms of property within a single FSC Group); or

c. Are designed or constructed for the same purpose. Includes property in a functional category regardless of the FSC Group to which it is assigned, (for example, vehicles ordered from AutoChoice; Heavy Construction Equipment; Boats; ATV/UTVs; Trailers; and so forth). (FMR 102-39.20).

In Kind Replacement. Replacing something with the exact same equipment and options. This includes increased cost resulting from inflation, advances in technology, or increased materials costs.

Project. An activity funded by appropriated funds (non-WCF).

Project Equipment. Equipment that does not meet the WCF equipment criteria, and has been obtained through purchase with project funds or excess property. Payment for the operation, repairs, and maintenance of project equipment is the responsibility of the Project. (See FSM 6580 – Working Capital Fund for additional information).

RSA. Region, Station, Area, National Job Corps Center

Specialized Equipment:

a. Emergency Vehicle. An emergency vehicle, other than a law enforcement vehicle, equipped with a siren and emergency lighting (white, red, or blue flashing lights) used primarily to respond to emergency situations (for example, fires, traffic accidents, and medical emergencies).

b. Law Enforcement Vehicle. A law enforcement vehicle is a vehicle, either marked or unmarked, used for law enforcement purposes, and may or may not be equipped with a siren and emergency lighting.

c. Motor vehicles with a gross vehicle weight rating from 10,000 pounds to 26,000 pounds. This category includes vehicles with a gross vehicle weight rating (GVWR) between 10,000 to 26,000 pounds and for which a commercial driver's license is not required.

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d. Construction, industrial, and agricultural equipment. This includes motor graders, crawler tractors, wheeled tractors, wheeled loaders, tracked loaders, log skidders, fork lifts, and so forth.

e. All other specialized fleet equipment. This includes snowmobiles, trail bikes, motorcycles, all-terrain vehicles (ATVs, UTVs), motorboats, trailers, boats, recreational off-highway vehicles, and so forth.

Total Cost of Ownership/Lifecycle Cost Analysis (TCO) Model. The U. S. Department of Agriculture (USDA) TCO Model is the primary tool for determining the most cost effective option for purchasing vehicles necessary for our mission and compares all costs for WCF owned to those for identical GSA Leased vehicles. The TCO Model form is completed for all vehicles planned for replacement in the current year and is used with the Vehicle Allocation Methodology (VAM) process.

Vehicle Allocation Methodology (VAM). The Forest Service VAM is the primary tool for determining the optimal type and size of vehicles necessary for our mission as well as managing utilization of those assets. The VAM forms are completed for all vehicles identified as replacement eligible and planned for replacement in the current year, including GSA rental vehicles, and is used with the TCO Model Analysis.

Unit. One organizational level lower than RSA, such as Forest, Grassland, Job Corps Center, or Zone

Working Capital Fund (WCF). A revolving fund set up to collect appropriated funds through USE, Fixed Ownership Rate (FOR), and Monthly GSA Lease rates to allow the Forest Service to purchase, manage, and maintain owned and leased equipment to meet mission requirements.

Working Capital Fund (WCF) Equipment:

a. WCF Owned. Equipment and vehicles in the WCF where a class or category has been established, where the cost of the asset is greater than or equal to $5000 and the life expectancy is greater than two (2) years. See FSM 6580, Working Capital Fund for additional information.

b. GSA Leased. Equipment and vehicles that are leased from GSA on a long-term basis.

11.1 - Fleet Equipment Replacement Planning

Fleet equipment replacement planning includes determining replacement eligibility, priority, needs, number, sizes, and types of vehicles and equipment; determining source, ownership, or other criteria; and identifying mission requirements through Vehicle Allocation Methodology (VAM), Total Cost of Ownership/Lifecycle Cost (TCO) Model Analysis, utilization study, or other reviews. Fleet equipment must meet minimum safety requirements, fuel economy standards and greenhouse gas emissions as required in current laws, regulations, and Executive

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Orders. Fleet Program Managers shall transfer excess or underutilized vehicles and equipment to replace those eligible for replacement first, then consider purchasing new vehicles and equipment.

The Forest Service TCO Model must be used to identify the best fleet acquisition cost option to meet mission requirements of Forest Service. The VAM process must be used to identify the most efficient owned or leased vehicles to meet mission requirements of the Forest Service. VAM considers factors such as driving conditions, frequency of use, number of passengers, and amount of cargo to be towed or transported to determine the most right size, capacity, number, and type of replacement vehicles. The dual analysis process of TCO and VAM is applied to all vehicle replacements to document maximum fleet efficiency. See EM 7130-4, Forest Service Desk Guide for Fleet Management for more information.

11.11 - Standard Replacement Criteria

Title 41 CFR 102-34 provides minimum replacement criteria for specific types of government owned vehicles. Forest Service has further refined replacement criteria for Working Capital Fund (WCF) vehicles for similar vehicle and equipment classes. These are minimum requirements and replacement of some vehicles and equipment may be deferred based on vehicle condition, cumulative maintenance, repair costs, and/or available replacement funding. Minimum replacement standards (years of life) are identified in the most current WCF Class Code list. Replacement of GSA Lease vehicles will be coordinated by GSA. WCF owned vehicles and equipment may be retained for an additional 2 years after the new vehicle or equipment has been placed in service for use as holdovers at which point they must be sold without exception. GSA Lease vehicles may be retained for the remainder of a given field season with official prior approval on a case-by-case basis from GSA.
WCF replacement funds are for in-kind replacement of WCF owned vehicles and equipment only. This includes increased cost resulting from inflation, advances in technology, increased materials costs, and so forth. All fleet additions, and upgrades if not offset by downgrades of similar vehicles/equipment being replaced within a given Fiscal Year, must be documented and approved using the TCO Model analysis and VAM form as applicable. Financing of fleet additions and upgrades must be in accordance with FSM 6580, Working Capital Fund.

To minimize overall fleet costs, a list of allowable vehicle options must be maintained in the FED Replacement Plan Module, and utilized on an annual basis. All requested options must be documented and approved in the VAM. Basic options typically needed for Forest Service work (including special traction differentials, towing packages, and vinyl upholstery) are identified and allowed without further approvals. Any other options are funded if approved by the Forest Supervisor or Job Corps Director or if included in national specifications. An Allowable Options Summary must be updated annually to reflect any changes and/or new options available from the manufacturers. See EM 7130-4, Forest Service Desk Guide for Fleet Management for more information.

11.12 - Replacement Plan

Each Unit shall prepare an annual WCF Vehicle/Equipment Replacement Plan, and an update to their portion of the 5-year Fleet Equipment Replacement Plan in the Fleet Management

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Information System (FMIS/FED). Unit Fleet Program Managers shall conduct a VAM and TCO Model analysis to identify any fleet conversions to GSA Leasing that will not be considered in the annual replacement of WCF owned vehicles and equipment. Units shall submit all plans and analyses to the Region/Station/Area (RSA) Fleet Program Manager by the established due dates.

RSA Fleet Program Managers shall coordinate with the Albuquerque Service Center (ASC) WCF Accountants to identify yearly WCF vehicle and equipment replacement budgets. RSA Fleet Program Managers shall use the TCO Model analysis and the FED 5-year Replacement Plan to identify funding necessary for WCF owned replacements on each of the Units within their RSA. Unit Fleet Program Managers shall identify all vehicles and equipment that are eligible for replacement each Fiscal Year, and coordinate with the RSA Fleet Program Manager to identify the priority replacements to occur within the annual replacement budgets. The RSA Fleet Program Managers shall provide specifications and Regional requirements with the National Fleet Equipment Specialist – Purchasing, for national contracts for centralized ordering by established due dates.

Vehicles and equipment can be replaced early when it is no longer economical to continue operating it (excessive repairs, damage, poor performance, and so forth), prior to meeting minimum replacement standards. Depending on WCF funding availability in the Region, the RSA Fleet Program Managers have the flexibility to replace vehicles early with excessive mileage/utilization, mechanical issues and maintenance costs, or where there is sound justification for fleet right-sizing/typing due to mission change. The RSA Fleet Program Managers have the flexibility to fully fund the replacement of GSA Lease vehicles with WCF Owned vehicles with WCF funding, if specifically available and on a case by case basis, where TCO Model analysis identifies a cost savings and other funding is not available. Replacement funding not used by a given Unit may be assigned to other Units by the RSA Fleet Program Manager per fiscal year as appropriate.

11.2 - Fleet Equipment Purchasing

Limit equipment replacements or additions to the purchase of new, conventional, standard production models (FSM 7131.1).

11.21 - Ordering Schedule

All WCF owned light, medium, and some heavy vehicles and equipment are ordered directly through the General Services Administration (GSA) AutoChoice automated ordering system. All GSA Lease vehicle orders are processed using GSA Fleet DriveThru. Refer to the ASC WCF Policies and Procedures web page for more information.

Vehicle orders for WCF owned and GSA leased vehicles must be entered into the ordering system by the Unit Fleet Program Managers or other delegated individuals; however, only the National Fleet Program Manager, the National Fleet Equipment Specialist - Purchasing, and RSA Fleet Program Managers (or designees), may approve additional funding for orders if necessary and process the final orders.

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Vehicle orders for GSA lease vehicles must be entered into the GSA Fleet DriveThru System by the Unit or RSA Fleet Program Managers, and be approved by the National Fleet Program Manager using the Secondary Order Approval Process. The National Fleet Program Manager shall authorize final GSA lease vehicle orders through the USDA Fleet Program Manager.

Ordering GSA and WCF vehicles must be completed using the Replacement Plan (RPLAN) Module in FED. Once the orders are approved, FED will generate the Master Record. Refer to the ASC WCF Policies and Procedures web page for more information.

1. Specialized Vehicles and Equipment. National level, centralized contracts must be used to take advantage of economies of scale and scope by combining appropriate purchases for similar vehicles and equipment under one contract. The RSA Fleet Program Managers shall provide specialized vehicle and equipment order requirements to the National Fleet Equipment Specialist – Purchasing, by an established deadline each fiscal year. National contracts must be coordinated through and administered collaboratively by the National Fleet Equipment Specialist – Purchasing, and appropriate Contracting Officers.

Chassis and base vehicles for specialized vehicles and equipment modified or built by secondary manufacturers such as fire engines and apparatus or law enforcement vehicles must be ordered by the National Equipment Specialist - Purchasing. The base vehicle or chassis must be drop shipped directly to secondary manufacturing contractor's places of business, if known, to eliminate additional delivery costs. Aftermarket body, apparatus, or components added by secondary manufacturers are installed via contract action after delivery of the chassis and must be inspected and approved by the National Fleet Equipment Specialist - Purchasing, as applicable, and must meet all requirements of 49 CFR, Part 568.

Requests for an adjustment to the warranty period may be needed for vehicles that are not placed in-service for an extended period of time while components such as service bodies, fire apparatus, and law enforcement components installed through national contracts are being installed, or other equipment is being installed locally. A warranty adjustment for these vehicles must allow warranty coverage to begin at the actual in-service date, rather than on the delivery date. The National Fleet Equipment Specialist - Purchasing, RSA Fleet Program Manager, delegate or Contracting Officer's Representative (COR) for the aftermarket installation shall coordinate warranty adjustments with the original equipment manufacturer (OEM) chassis manufacturer.

2. Non-Specialized Vehicles. Light vehicles (sedans, vans, wagons, pickups, and SUVs), and medium and heavy duty trucks must be ordered directly through the GSA AutoChoice vehicle ordering program. The ordering season generally runs from the beginning of a Fiscal Year (when GSA updates the system with current Model Year (MY) contract information from participating vehicle manufacturers) until the manufacturers stop taking orders or manufacturer "cutoff dates," which generally occur in the spring. GSA Automotive provides updated vehicle availability information as annual manufacturer cutoff dates progress for the various Standard Item Numbers.

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Light vehicle orders must only include the approved standardized basic options identified on the list of allowable vehicle options which is updated annually and maintained in EM 7130-4, Forest Service Desk Guide for Fleet Management. Necessary options not identified on the allowable vehicle options list must be identified on VAM documents, and approved by a Line Officer as appropriate and paid with project funds.

3. Heavy and Specialized Equipment. Each RSA Fleet Program Manager shall coordinate with the National Fleet Equipment Specialist - Purchasing, to determine the process for ordering heavy and specialized equipment. Orders must be placed using GSA Schedules or through an open-bid contracting process. Specifications must be determined by established national standards or specific needs on a case by case basis. Use of National level contracts will maximize economies of scale and scope to obtain the best value for the Government.

11.22 - Specification Compliance

The RSAs shall coordinate with the National Fleet Equipment Specialist – Purchasing, to ensure the use of established national standards for all specialized vehicle and equipment orders as applicable. National Fire Equipment Standards must be used for all Fire equipment and apparatus and ordered on national contracts. All deviation requests from established National Fire Equipment Standards must be submitted in writing to the National Fleet Equipment Specialist – Purchasing, using established RSA and Washington Office Fire and Aviation Management procedures. Law Enforcement vehicle standards must comply with FSM 5300 (5385) specifications and requirements and must be ordered on national contracts. Installation of additional equipment or components to Fire or Law Enforcement vehicles after final delivery is prohibited.

11.3 - Acceptance of New Vehicles

11.31 - Inspection and Acceptance

The National Fleet Equipment Specialist - Purchasing, RSA Fleet Program Manager, Unit Fleet Program Manager or delegate, or a Contracting Officer's Representative (COR) shall inspect all vehicles and equipment received. Vehicle orders must include all of the specifications ordered and/or comply with all contract specifications before acceptance. Light vehicle orders must include all options per GSA Federal Standard plus additional options ordered before acceptance.

Items provided for inspection and acceptance of new vehicles and equipment include, but are not limited to the following:

1. The applicable Federal Specifications and Standards included in the vehicle or equipment order.

2. Motor Vehicle Delivery Order (MVDO) document.

3. The minimum contract specifications with supplemental specifications if applicable (for other than light vehicles).

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4. The final purchase order.

When fleet equipment meets all requirements for delivery acceptance, the Inspector shall sign and date all delivery documents and forward signed and dated originals to the RSA Fleet Program Manager or Unit Fleet Program Manager (as appropriate) for processing and placement into asset history files.

The RSA Fleet Program Manager, Unit Fleet Program Manager, or designee shall update mandatory data in the Fleet Management Information System (FMIS/FED) upon acceptance of vehicles and equipment. Refer to the ASC WCF Policies and Procedures web page for more information.

The National Fleet Equipment Specialist - Purchasing, RSA Fleet Program Manager, Unit Fleet Program Manager, or designee shall use the General Services Administration (GSA) AutoChoice vehicle ordering system to document the date of receipt of vehicles within fifteen (15) calendar days of delivery.

11.32 - Damaged or Missing Items

When equipment delivered to a Forest Service site is received in a damaged condition, is missing items, or does not meet contract specifications, no matter how insignificant, a Forest Service employee shall note the damage or shortage on the carrier's delivery ticket, delay delivery acceptance, and immediately notify the RSA or Unit Fleet Program Manager for further instruction. Vehicles and equipment that do not meet order or contract specifications must not be removed from the vendor’s place of business until the issue is addressed or the asset is reordered and delivered as specified.

In the presence of the delivering driver, inspect the vehicle for required specifications and any damage, abuse, loss or theft that may have occurred during transit. Any such findings should be accurately described on the delivery receipt the driver presents for signature. If the vehicle(s) are covered with snow, ice, or dirt as to prevent a complete inspection at the time of delivery, this is to be noted on the delivery receipt. Do not accept vehicles or equipment that do not meet order or contract specifications. The driver is required to acknowledge any notification on the delivery receipt by signature.

For dealer delivery, the dealer is responsible for arranging to have any damage repaired or missing items replaced. Inspect the vehicle or piece of equipment in the presence of dealership personnel for damage, missing options, parts, or accessories. If damage is found, or when specifications are missing, delay delivery acceptance and contact the RSA Fleet Program Manager or Unit Fleet Program Manager to determine the correct course of action before signing for or removing the vehicle or piece of equipment from the dealership location.

11.33 - Notice of Defects (Recalls)

Manufacturers are required by law to notify owners if there is a defect. Manufacturers send notifications to the mailing address as shown on the order documentation or contract. The National Fleet Safety Program Manager shall maintain information and provide guidance on

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recall activity as recalls are issued and coordinate with Local Fleet Program Managers to immediately take recall vehicles and equipment out of service until recall actions and repairs are completed.

11.4 - Initial Service

Some vehicles or equipment are not ready to be put into service when received from the manufacturer. If delivery is made to a local dealership, the equipment manufacturer or manufacturer's local dealerships, they are responsible for performing initial servicing of vehicles or equipment per contract requirements with GSA Automotive (known as the manufacturers Courtesy Delivery Program). If a dealership has not or is unwilling to provide service preparation, contact the RSA Fleet Program Manager for assistance. Following delivery of some specialized equipment, the RSA Fleet Program Manager or Unit Fleet Program Manager shall be responsible for installation of approved accessories and markings. No accessories or modifications other than those already installed on a non-specialized vehicle or piece of equipment at time of delivery, or those that are not specified in an aftermarket contract action, must be added without prior approval of the RSA Director of Engineering or designee.

When satisfied that the vehicle delivered is not damaged and has the options that were ordered, vehicle preparation can begin. All WCF owned and GSA leased vehicles must have a Fleet Credit Card, official door shields and door numbers, safety equipment (including SUV cargo safety barriers for utility vehicles), official license plates, and a vehicle log book (including required forms).

11.41 - Required Vehicle Equipment

Factory installed safety devices and equipment must not be altered, or removed. Ensure that Government owned and leased vehicles are equipped with:

1. License plates as required.

2. Log book and contents (type of log book and credit card holder optional).

3. Key ring with Vehicle I.D. tag.

4. Official Standard Markings (FSH 7109.19.12).

5. SUV Cargo Safety Barriers (7130-4 Fleet Management Desk Guide).

6. Safety belts for all passengers. Refer to 49 CFR 392.9 for exception of bus passengers.

7. Warning markers or reflectors and flashlight.

8. First aid kit. The standard first aid kit in all Government vehicles must contain two packets of the standard protective equipment (rubber gloves, face masks, eye protection, and CPR clear-mouth barrier).

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9. Chock blocks.

10. Tire chains and tighteners (if allowed by the Original Equipment Manufacturer OEM).

11. Window scraper (with snow brush if applicable).

12. Proper size fire extinguisher. If the vehicle is carrying explosives, flammables, or 16 or more passengers, these rules apply:

a. Explosives: 2 extinguishers rated 2A-10B:C or more.

b. Flammables: 1 extinguisher rated 10B:C or more.

c. 16 or more passengers: 1 extinguisher rated 5B:C or more or 2 extinguishers rated 4B: or more.

13. Two safety vests, Class 2 or Class 3, in a protective container.

WCF funds cover the cost to initially purchase log books and provide for the initial purchase and installation of all safety items listed above for WCF owned and GSA leased vehicles. Project funds must be used to replace lost, used, or expired items and replacement or recharging/hydrotesting of all fire extinguishers.

RSA Fleet Program Managers or Unit Fleet Program Managers shall approve the purchase and shall assist in identifying the size, load rating, and perform the final inspection of the installation of all WCF and project funded trailer towing equipment such as brakes and brake actuators, receivers, hitches, electrical plugs, and sockets.

The purchase, installation, and storage of snow or studded tires for WCF owned and GSA leased vehicles must be paid for utilizing project funds or in accordance with RSA Supplemental Directives. This includes the tires, studding, removal/installation and any extra tires and rims needed.

Use of studded tires is illegal for portions of the year in some States or areas. These tires cause damage to paved highway surfaces, and cause reduced braking and handling on dry roads. In situations where studded tires are illegal or cannot be used, the use of improved winter tire tread designs is encouraged. Verify local driving condition, OEM requirements, laws, and regulations before considering studded tires or tire chains.

11.5 - Modifications

The National Highway Traffic Safety Act requires the manufacturer of a vehicle, original OEM and final-stage manufacturers, to certify that it meets all safety regulations at the time of delivery.

The Forest Service should procure only equipment that will fulfill its intended use. Obtain the Regional Director of Engineering or the delegated representative's approval before making any

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alterations to the equipment other than the addition, substitution, or removal of readily attachable components (such as mirror or tire and rim assemblies), or minor finishing operations (such as striping). This is necessary to avoid violating laws or regulations governing pollution standards, safety and OSHA requirements, GVWR ratings, capacities, or certification from OEM and final-stage manufacturers.

Any modifications to factory installed vehicle suspension components or use of those that change the center of gravity of a vehicle will potentially void manufacturer warranties and potentially create safety liabilities. Operators requesting these components shall coordinate approval from the Regional Director of Engineering through their Unit and Regional Fleet Program Manager.

11.6 - Rental or Lease of Fleet Equipment

Each item of fleet equipment owned, rented, or leased by the Forest Service for periods longer than 120 days and for which a State would normally require registration by private parties must display official Government license plates, Forest Service door shields, and other required markings.

Requests for authorization to lease commercial or other agency (GSA) vehicles or equipment for periods of more than 120 days must be approved by the Regional Director of Engineering or Station/Area/Job Corps Director. Requests for authorization to rent commercial or other agency equipment for short-term needs (periods of less than 120 days) need only the Forest Supervisor or Station Fleet Program Manager approval.

This does not include fleet vehicle and equipment rental during emergencies, such as fire suppression. Incident Teams have the authority to rent commercial or other agency equipment for emergency short-term needs.

11.7 - In-Vehicle Information

Ensure that the following items are assigned to each WCF owned or leased vehicle. These items must be kept in the vehicle log-book. Sensitive items such as keys or credit cards must never be left in an unattended vehicle, even if being stored in a locked facility. A combination safe, locking file cabinet or lockbox located in the garage or a central office space where operators have access shall be used for storage of sensitive items. Items below must be assigned to each WCF owned or leased vehicle at the time it is put in-service:

1. Credit card.

2. Federal Motor Vehicle Registration System (FMVRS) U.Ss Government Vehicle Information Card and Self Insurance Form

3. Form FS-7100-2a, Equipment Identification.

4. Form FS-7100-2b, Driver's Responsibilities for Operation and Care of Vehicle.

    a. Form CA-1 (USDA), Report of Injury.

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b. Form SF-91, 91A (USDA), Investigation Report of Motor Vehicle Accident and Witness Statement.

c. Form AD-112, Report of Unserviceable, Lost or Damaged Property.

5. Form FS-7100-9, Operator's Safety and Preventive Maintenance Inspection. Use appropriate form (section 41.1) or envelope with daily use log on the back. Submit all inspection forms to RSA or Unit Fleet Equipment Manager upon completion for processing, maintenance and repairs, and audit purposes.

a. Form FS-7100-9a, Operator's Safety and Preventive Maintenance Inspection-Crawler Tractors and Loaders.

b. Form FS-7100-9b, Operator's Safety and Preventive Maintenance Inspection-Motor Graders, Wheel Tractors, and Pneumatic Tire Loaders.

c. Form FS-7100-9c, Operator's Safety and Preventive Maintenance Inspection-Trailers (Tandem, Semi, Horse, etc.).

d. Form FS-7100-9d, Safety and Preventive Maintenance Inspection-House, Laboratory, Crew, etc., Trailers.

e. Form FS-7100-9e, Safety and Preventive Maintenance Inspection Check Sheet-Fire Pumpers.

f. Form FS-7100-9f, Safety and Preventive Maintenance Inspection Check Sheet-Air Compressors, Concrete Mixers, Forklifts, Chippers, Cranes, Powered Trail Equipment.

g. Form FS-7100-9g, Safety and Preventive Maintenance Inspection of Watercraft.

6. Daily Use Log with pen/pencil.

7. Form FS-7100-2, Equipment Maintenance Record.

8. Form FS-7100-2c, What to Do in Case of a Traffic Accident.

Operators shall report all maintenance problems to the Unit Fleet Program Manager. Operators shall not put the vehicle back into regular service until deficiencies in safety items are corrected.

11.8 - Asset History Folders

Asset history folders must be maintained, regardless of ownership, on all owned and leased fleet equipment on the Unit (vehicles, trailers, ATVs, snowmobiles, motor boats, engine pumpers, forklifts, skid loaders, heavy equipment, and so forth). These documents can be filed electronically as appropriate. RSAs and Units shall ensure that each asset history folder contains the following mandatory documentation:

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1. All Fleet Equipment:

a. Inspections (monthly, annual, and special inspections) for lifetime of the asset.

b. Copies of lifetime repair and maintenance invoices and/or work orders.

c. Fuel receipts for required retention periods.

d. SF-91, Motor Vehicle Accident Report and associated documents.

e. Disposal Documents (Refer to the ASC WCF Policies and Procedures web page for more information).

f. Copies of FED-Generated Accountability and Data Records associated with this asset.

g. Equipment Identification Number, License Plate Number, Garage Location.

2. Vehicles ordered via General Services Administration (GSA) AutoChoice electronic ordering system. All of the above plus:

a. Vehicle Requisition Screen Print.

b. Certificate of Origin (scan original for electronic filing, and retain the original).

c. Motor Vehicle Delivery Order (MVDO) signed and dated. The date shown on the MVDO must match the Date Received in GSA electronic ordering system (AutoChoice) and the Fleet Equipment Database (FED).

3. Fleet Equipment ordered via contract through AQM. All items under Part 1 of this Section plus:

a. IAS Requisition (copy).

b. Purchase Order or Contract (copy) including specifications.

c. Receipt (signed and dated copy).

d. Certificate of Origin (if provided by manufacturer). Scan copy for electronic filing and retain original.

Retain Asset History Folders as required in FSH 6209.11-42 - Records Management Handbook following disposal of the equipment.

Situations where Unit Fleet Program Managers would refer to the maintenance asset history folder include, but are not limited to the following:

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1. To compare repairs needed with work previously performed to prevent fraud and to utilize warranty coverage.

2. To guard against duplicating repairs performed or payments made on the equipment recently.

3. To look for repetitive repairs and replacement of parts which have occurred during the last year's operation. Causes should be determined and action taken to eliminate repetition.

4. To determine trends in maintenance of specific types of vehicles or components that may lead to decision to replace equipment with high repair costs.

5. To evaluate the overall performance of various makes and models of equipment.

6. To provide mandatory documentation for OSHA/accident investigations and facilitated learning analyses.

7. To verify vehicle oil change intervals meet the manufacturer's standard requirements outlined in Owner's Manual. 5,000 to 7,000 miles is typically standard unless operating under extreme conditions.

8. To obtain proper documentation in response to audit sample requests.

12 - Identification

The RSA Fleet Program Manager shall assign equipment numbers to individual pieces of WCF owned and GSA leased equipment and some Project equipment as appropriate. Unit Fleet Program Managers shall coordinate with RSA Fleet Program Managers to make sure vehicle identification data in various systems of record are current and correct. Use of the license plate number as the only form of vehicle identification may create confusion in the event a license plate is changed, expired, lost, stolen, or must be replaced.

12.1 - Government License Plates

12.11 - Procurement of Government License Plates

UNICOR License Plate Options: Only authorized employees with a UNICOR identification (ID) may place orders in the system for license plates. White highway-use "A" Government license plates are available in standard (vehicle) size and small (motorcycle size) and must be entered into FMVRS.

Large and small (motorcycle) size License Plates must be used for all vehicles, trailers, and equipment operated on the highway, regardless of ownership, and must be entered into FMVRS.

Trailer (AxxxxT) plates must be used for trailers of all sizes and must be entered into FMVRS.

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Yellow non-highway Government "AG" license plates (large and small) must be used for equipment that will not be used on public roads. "AG" license plates are intended for pieces of equipment that do not require a license plate (per the State). Examples are: forklifts, golf-carts used within a compound, ATVs or snowmobiles (in States that do not require these to display a license plate).

"AG" license plates do not have an expiration date and are not required to be entered in FMVRS. Refer to FMVRS License Plate matrix in Forest Service Desk Guide EM 7130-4, Forest Service Desk Guide for Fleet Management.

UNICOR will enter all new plate order data into the FMVRS as appropriate. GSA will enter AutoChoice vehicle information data into FMVRS which must be matched to the license plate data by the Unit Fleet Equipment Manager or designee. Information for equipment not purchased through AutoChoice must be manually entered by the Unit Fleet Program Manager or designee responsible for license plates.

The Unit Fleet Program Manager or designee shall verify that the mandatory FMVRS data are also consistent with mandatory FMIS and PROP data.

When ordering plates from UNICOR, include the Bureau Code 23 in the remarks section. If the bureau code is not entered, the plate order will be placed in bureau 00 and it will be necessary to update the bureau code at the time RC (received) status is entered for the order.

12.12 - Record of Government License Plates

The RSA Fleet Program Manager, Unit Fleet Program Managers, or designee shall order license plates as necessary. Government license plates expire eight (8) years from origination date. Any license plate assignments or transfers (RSAs and Units) must be documented on Form AD-107, Report of Transfer or Other Disposition or Construction of Property. Do not remove the original license plate when transferring vehicles or equipment between Units or RSAs. All plates are accountable property. Keep an accurate record of all plates as they are received, lost, stolen, or transferred. All lost or stolen plates must be immediately reported to Law Enforcement.

Unit Fleet Program Managers, or designee, shall maintain license plate documentation, update FMVRS and Fleet Credit Card information to reflect receipt, transfer, or disposal of Government plates.

12.13 - Display of Government License Plates

1. Motor Vehicles. Mount government "A" license plates for motor vehicles securely on the front and rear of the vehicle.

2. Trailers. For trailers mount one tag securely on the rear. Order government trailer plates (AxxxxxT) for new trailers or as replacement plates. AxxxxxT plates will only be purchased as a single plate.

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3. ATVs, UTVs, Motorcycles, Snowmobiles, and related equipment. When State law requires license plates, securely mount "A" small license plates for ATVs, UTVs, motorcycles, snowmobiles, and similar vehicles only on the rear. If State law does not require the use of license plates, use a small yellow "AG" plate. Mount large license plates on both the front and rear of larger over-snow vehicles.

4. Heavy Equipment. When State law requires license plates for heavy equipment, display plates in a conspicuous place on the front and rear of the machine. If State law does not require license plates, a yellow "AG" non-highway plate must be used in place of a standard white Government "A" license plate. Yellow non-highway license plates may be used for construction or other equipment not operated on public roads, with the option to use only one plate on the rear of the vehicle or equipment.

12.14 - Removal and Disposal of Government License Plates

All license plates must be removed when equipment is disposed or, in case of rentals/leases, returned to the owner.

Unit Fleet Managers or designee shall change license plate status in FMVRS to sold. This will detach the vehicle from the plate in FMVRS. The plates must be returned to UNICOR for destruction. Follow ASC WCF Policies and Procedures and the EM 7130-4, Forest Service Desk Guide for Fleet Management to update the FMIS and asset history file.

U.S. Government license plates manufactured after September 2009 are registered in the Federal Motor Vehicle Registration System (FMVRS) and must be returned to UNICOR for destruction. License plates manufactured prior to September 2009 may also be returned. There is no charge for the return shipment of license plates to UNICOR. Once all plates have been accounted for by UNICOR, they will be destroyed. UNICOR will certify the plate destruction by signing the bottom of the Federal Motor Vehicle License Plate Return Form and returning it to the agency point of contact listed on the form. UNICOR will also log the destroyed plates in the FMVRS as "DS" (Destroyed).

12.15 - Loss or Theft of Government License Plates

The loss of a U.S. Government license plate must be reported immediately. Coordinate reporting of lost plates with the Unit or Regional Fleet Program Manager.

Excerpt from FMR 102-34.135 - What do we do about a lost or stolen license plate?

Report the loss or theft of license plates as follows:

> (a) U.S. Government license plates: Report to your local Law Enforcement Officer, local police, to GSA Fleet when a GSA Fleet leased motor vehicle is involved, and to the Federal Government Motor Vehicle Registration System (FMVRS).

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(b) District of Columbia or State license plates. Report to your local Law Enforcement Officer and either the District of Columbia Department of Transportation, or the State Department of Motor Vehicles, as appropriate.

Lost or stolen plate information must be updated in the Fleet Management Information System.

12.2 - Markings

1. Agency Owned And GSA Leased Equipment. Except as exempted by FSM 7131.6, vehicle markings as required by 41 CFR Part 102-34, Subpart C must be as follows:

a. Door Markings. Vehicle door markings must be adhesive, not magnetic, and affixed as described below and as depicted in exhibit 01.

(1) First line: FOR OFFICIAL USE ONLY. All letters must be Engineering Grade reflective (3M series 3279 or equivalent), ½ inch high, Highway Gothic D, capitalized, die cut, pre-spaced, and brown.

(2) Second line: U.S. GOVERNMENT. All letters must be Engineering Grade reflective (3M series 3279 or equivalent), 5/8 inch high, Highway Gothic D, capitalized, die cut, pre-spaced, and brown.

(3) A standard 10-inch Forest Service shield must be affixed under the window on the front door, positioned vertically to suit the door contour. The shield decal must be white flexible reflective film (3M series 680-10 or equivalent) with brown letters, tree, and shield border. All letters within the shield must be Engineering Grade reflective (3M series 3279 or equivalent), ¾ inch high, capitalized, die cut, pre-spaced, and in approved Forest Service font (Highway Gothic).

(4) Fourth line: Reflective 1½ inch equipment numbers must be stacked under the Forest Service shield on the front door, positioned vertically to suit the door contour. Numbers must be die cut, pre-spaced, and brown. Center the equipment number on the door approximately 2 inches below the shield. Where limited space does not permit placing the shield and equipment numbers in a stacked format, the Forest Service shield must have priority; place the equipment number in another location.

(5) Although some vehicles may be shared with other cooperating agencies, the Forest Service shield and identification must be the only door markings displayed on any Agency-owned or leased vehicle. An exception is allowed for standard fire engines. In lieu of replacing agency-required door markings, the official Service-First logo may be applied on the forward body compartment doors (one on each side of the vehicle) for the following classes of vehicles and equipment: 330 through 356. Use of the official Service First logo will promote consistency between the four participating agencies. The logo is located on the Service First website: http://www.fs.fed.us/servicefirst/resources-products.shtml. The specific requirements (placement, size, and so forth) for Service First logos on Forest Service vehicles can

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be found on the fire vehicle website: http://www.fs.fed.us/fire/equipment/engine-models/models.html.

b. Hazardous Materials Placarding. Vehicles transporting hazardous materials must display appropriate Department of Transportation placards in accordance with Title 49 Code of Federal Regulations (CFR) Part 172. See FSH 6709.11, chapter 60.

(1) Install form AD-185, Penalty for Unofficial Use of Government-Owned or Leased Motor Vehicle (decal), in a highly visible location inside the vehicle (31 U.S.C. 638).

(2) Display other appropriate safety instructions and warnings, for example, a safety propeller warning, no smoking decal, or seat belt use decal.

2. Leased and Rented Vehicles. Mark vehicles which are rented or leased (including GSA Leased) for periods of more than 120 days the same as agency owned equipment.

3. Removal of Markings.

a. Official Markings. Remove all official identification, other markings, and decals installed by Forest Service personnel or others, including form AD-185, when a vehicle is permanently disposed from agency service. Do not remove form AD-185 when transferring a vehicle to another government agency.

b. Unofficial Markings. Immediately upon discovery, remove all stickers and other unapproved decals from all vehicle surfaces.

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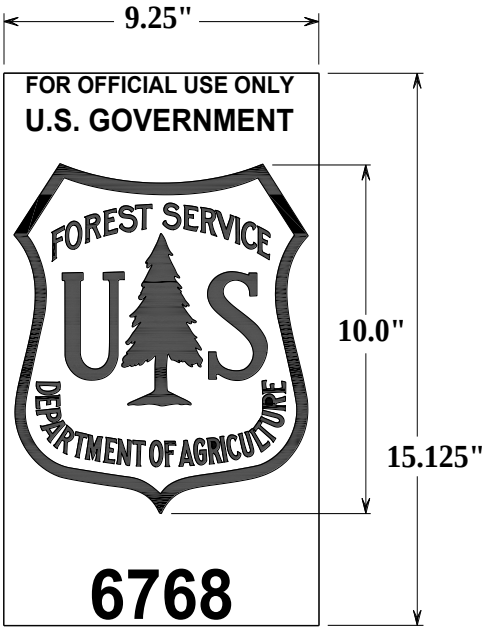
12.2 - Exhibit 01

Example Door Markings Layout



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13 - Classification of Equipment

All fleet equipment regardless of ownership (WCF, GSA, or project) must be maintained, repaired, and managed (asset and cost records) to the same standards and format as the WCF equipment. For more information refer to FSM 6583, Working Capital Fund – Fleet Equipment Service.

Refer to EM 7130-4, Forest Service Desk Guide for Fleet Management for an updated list of Equipment Class Codes for WCF owned equipment. WCF Fleet Equipment Class codes, descriptions, and lifespans shall be periodically updated by the National Fleet Program Manager or designee as appropriate with copies forwarded to the RSAs.

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