

Title: Helena, Lewis & Clark, and Gallatin National Forests Fleet Action Plan & Operational Control Monitoring Documentation - 2008

ISO Reference: Element 4.4.6

Person Responsible for Document: EMS Representative
Approved By: Forest Supervisors
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Date: August 19, 2008

HELENA, LEWIS & CLARK and GALLATIN NATIONAL FORESTS FLEET ACTION PLAN & OPERATIONAL CONTROL MONITORING DOCUMENTATION - 2008

**** NOTE: Items in blue italics are the direction specified in the 2008 EMS Unit Representatives Instructions and/or the Fleet Management Quick Guide, and/or the Fleet Management Implementation Plan.**

Forests: Helena, Lewis and Clark, and Gallatin National Forests, Region 1

Prepared by EMS Unit Representatives: Robin Strathy, Jim Devitt

Date: August 19, 2008

From section 8, Instructions: Implementing units (R/S/A offices, forests, etc.) will describe specific needed to implement operational controls to achieve national targets and objectives for fleet management. These tasks should be added to the unit action plan described in Objectives and Targets (section 7). Responsible individuals and timelines should be specified.

Forest Fleet Action Plan for Operational Controls

Action	Who is responsible?	Planned date for completion	Actual completion date
Train Forest Fleet Manager on fleet portion of EMS.	Regional EMS Representative	May 12, 2008	May 12, 2008
Distribute eco-driving tips to all Forest and District employees. Discuss.	EMS Representative	June 15, 2008	June 15, 2008
Provide contractors with EMS one-page summary dated 2008, which includes fleet management.	Contracting Officers	When contracts are signed	Ongoing
Train Forest Leadership Team on National Fleet Action Plan.	EMS Representative and Forest Fleet Manager	June 15, 2008	June 15, 2008

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Action	Who is responsible?	Planned date for completion	Actual completion date
Gather Forest Leadership Team input on and acceptance for Forest Fleet Action Plan.	EMS Representative	August 30, 2008	L&C – 8/19/08 Gallatin – 8/21/08 Helena -
Remind employees to car pool through posters or other appropriate means.	Forest Fleet Manager and District Rangers	Ongoing	
Post fuel rating for each vehicle in obvious place at SO and Districts.	Forest Fleet Manager	August 30, 2008	
Monitor correct use of fuel cards and discuss when problems arise.	Forest Fleet Manager	Monthly monitoring	
Turn in to unit fleet managers FS 7100-9, Drivers Safety and Preventive Maintenance Form, for all vehicles.	All vehicle drivers	Monthly	
Review completed FS 7100-9 forms, with special attention to deficiencies that could affect fuel economy.	Forest Fleet Manager	Monthly	
Encourage employee suggestions for improving fuel efficiency. Suggestions will be submitted to the Green Team and they will select one idea for an award.	EMS Representative and Green Team Leader	August 30, 2008	
Review all vehicle needs. Ensure vehicles requested for replacement are the most fuel-efficient vehicle that meets the Agency's mission. Review vehicle replacement plan for 2009 to determine compliance with Vehicle Allocation Methodology and FSH 7109.19.	Forest Fleet Manager, District Rangers, Forest Supervisor	Dec. 2008	
Discuss fleet operational control at the Management Review.	Forest Fleet Manager	Nov. 2008	

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Operational controls will also be implemented by communicating the general operational control information in the EMS Fleet Management Quick Guide ([Appendix 1](#)) with all unit employees, as well as with contractors, relevant suppliers, special-use permittees, and other individuals who are working with or on behalf of the Agency and who operate Forest Service vehicles or equipment.

Employees and contractors are provided information about the fleet operational control according to what they needed to know for their jobs. See Fleet Action Plan above.

The Unit EMS Representative is responsible for coordinating the implementation of the Fleet Management Implementation Plan with Fleet Managers and line officers. The unit line officer must identify who is responsible for tasks, and develop timelines to ensure timely application.

See Forest Fleet Action Plan above.

The unit's experience with applying operational controls should be discussed at the EMS [management review](#) (section 13) and opportunities for improvement should be identified.

See Forest Fleet Action Plan above.

A. Fleet Acquisition

- *All light duty vehicles purchased or commercially leased for use in MSAs (Metropolitan Statistical Areas), as well as 75 percent of GSA leased vehicles for use in MSAs, must be E85 flexible fuel vehicles. Reference: USDA Memorandum dated October 29, 2007.*

E85 is not available within 5 miles or a 15-minute drive of any Supervisor or District offices. However, Forests will purchase E85 capable vehicles when appropriate and available, in anticipation of E85 becoming available locally.

- *At least 75 percent of light duty vehicle acquisitions in MSAs with populations of 250,000 or more will be Alternative Fuel Vehicles, as per [Agricultural Property Management Regulation \(APMR\) 110-34.35b](#).*

Forests and Districts are not within MSAs. The Gallatin has one hybrid vehicle. The Forests will look for opportunities to purchase more in the future.

- *Line officers shall ensure all Forest Service fleet acquisitions and inventory comply with the Forest Service Vehicle Allocation Methodology when available. Agency fleet vehicles will be correctly sized and typed for accomplishing agency mission, following the Forest Service Vehicle Allocation Methodology when available. See [GSA Bulletin FMR B-9](#).*

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- *Follow direction concerning fuel efficiency found in Forest Service Manual 7130 and the Fleet Equipment Management Handbook, FSH 7109.19 when acquiring, renting, or leasing fleet vehicles.*

See Forest Fleet Action Plan above.

B. Fleet Operations and Use

- *Line officers shall establish carpooling and ride-sharing programs that reduce or eliminate separate vehicle use for employees traveling to the same locations.*
- *Line officers shall ensure that operators use the appropriate vehicle to maximize fuel efficiency without jeopardizing safety or Forest Service mission.*
- *Supervisors shall provide all employees with tips for fuel-efficient operation, including the Driver-Operator Guide (EM-7130-2, July 2005) and the handout Eco-Driving.*
- *Line Officers will ensure that reductions in fuel consumption are not met by expanding the use of privately owned vehicles (POVs). APMR 110-34-5030b states, "The use of Government-owned motor vehicles for official transportation is generally advantageous to the Government."*

See Forest Fleet Action Plan above.

C. Fleet Maintenance

- *Fleet managers and vehicle operators shall pay special attention to all factors affecting fuel efficiency when performing annual, monthly, and daily vehicle inspections, as required by Forest Service regulations. Factors include, but are not limited to: tire condition and pressure, air and fuel filter condition, cruise control operation, and exhaust system operation. Operators will note deficiencies on FS 7100-9, Drivers Safety and Preventive Maintenance Form during monthly inspections and correct as soon as possible.*

See Forest Fleet Action Plan above.

- *Line officers will ensure that all vehicles owned or leased by the Forest Service pass federally mandated emission standards in the jurisdictions in which they operate when required by State motor vehicle administrations or State environmental departments, as required by Federal Property Management Regulation 102.34.290(a).*

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There are no state requirements in Montana. All vehicles purchased meet federal requirements by law.

Signed: _____
Helena Forest Fleet Manager Date

Signed: _____
Lewis and Clark Forest Fleet Manager Date

Signed: _____
Helena Forest Supervisor Date

Signed: _____
Lewis and Clark Forest Supervisor Date

Signed: _____
Gallatin Forest Supervisor Date