

**Forest Service Manual
National Headquarters - Washington Office
Washington, DC**

**Forest Service Manual 7100 – Engineering Operations
Chapter 7130 - Fleet Equipment Management**

Amendment: 7100-2018-1

Effective date: February 20, 2018

Duration: This amendment is effective until superseded or removed.

Approved by: Glenn P. Casamassa, Associate Deputy Chief, NFS

Date approved: February 15, 2018

Responsible Staff:

Last Change: 7100-2017-1 to FSM 7140

Superseded Document(s): 7130, Amendment 7100-2000-1, September 15, 2000

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

7130: Revises the chapter in its entirety to align with updated business processes resulting from implementation of the 2012 Fleet Management Business Process Reengineering (BPR) Study, the replacement of the mainframe Fleet Working Capital Fund (WCF) database of record with a more robust Fleet Equipment Database (FED), and implementation of improved business practices such as Vehicle Allocation Methodology (VAM), and USDA Strategic Sourcing Initiative (AgSSI) Total Cost of Ownership/Lifecycle (TCO) Model requirements.

7130.41; 7130.42; 7130.43: Adds focus on operation of vehicles and equipment, and includes coordination of official USDA Misuse Reporting

7130.5: Expands and clarifies items in the Definitions Section. Adds definition of “misuse.”

7131.04b: Clarification on use of Federal Motor Vehicle Registration System (FMVRS); TCO Model and VAM process.

7131.1: Updates equipment replacement process to align with use of the new FED.

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7132.03: Identifies supervisor responsibility to maintain operator certification and authorization documents in Employee Development Files (EDF). Requires coordination with Forest Supervisors to respond to official USDA Misuse Reports.

7132.1: Expands retention criteria for USDA Official Misuse Reports.

7134.1: Clarifies when an Operator ID Card/OF-346 is required.

7134.2: Updates Defensive and Distracted Driving training interval to 4 years. Adds supervisory responsibilities.

7135.1: Updates required reports to include Federal Automotive Statistical Tool (FAST) Reporting; TCO Model and VAM documentation.

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7130.1 - Authority

1. The Agriculture Property Management Regulations (AGPMR), Chapter 110-34, Motor Vehicle Management sets forth how the Department of Agriculture executes its delegated authority to acquire, manage, and set various standards for vehicles owned and/or operated by Departmental agencies.
2. Title 5, United States Code, Section 930 (5 CFR Chapter 930) identifies laws, regulations, and policies related to Motor Vehicle Operator ID Cards for authorization to operate motor vehicles and equipment.
3. Title 29, United States Code, section 3197, (29 U.S.C. 3197), Job Training Partnership Act, designates the Department of Labor as the authorizing agency for the acquisition of all Department of Labor-owned passenger-carrying vehicles, including sedans, station wagons, and buses used in Job Corps activities.
4. Title 40, United States Code, section 471 (40 U.S.C. 471), provides the basic Federal authority to procure, utilize, dispose of, and manage records of fleet equipment.
5. Title 41, Code of Federal Regulations, Part 102-34, (41 CFR Part 102-34) Federal Management Regulation; Motor Vehicle Management provides motor vehicle management direction for all Federal agencies.
6. Title 49 CFR Part 383 sets forth commercial driver's license standards, requirements, and penalties.
7. Title 49 CFR Parts 390-397 set forth the following: Federal Motor Carrier Safety Regulations (49 CFR 390); qualification of drivers (49 CFR Part 391); driving of motor vehicles (49 CFR Part 392); parts and accessories necessary for safe operation (49 CFR Part 393); notification and reporting of accidents (49 CFR 394); hours of service of drivers (49 CFR Part 395); inspection, repair, and maintenance (49 CFR 396); and transportation of hazardous materials, and driving and parking rules (49 CFR Part 397).

7130.2 - Objectives

To support Forest Service programs by providing efficient, safe fleet, and to ensure the economical acquisition, operation, maintenance, and disposal of that equipment.

7130.3 - Policy

All fleet equipment, regardless of ownership, must be effectively managed to meet Agency mission and resource objectives.

7130.4 - Responsibility

7130.41 - Washington Office, Director of Engineering

It is the responsibility of the Washington Office, Director of Engineering to provide for the management and operation of fleet vehicles and equipment and to:

Designate a National Fleet Equipment Program Manager and management organization to oversee, support, manage, and coordinate all fleet equipment management activities for the Agency; and to coordinate upward reporting of vehicle misuse, mandatory vehicle level data, and audit responses to the Department and other official cooperators which includes but is not limited to the following:

1. Manage all major program aspects.
2. Formulate, implement, direct, coordinate, and evaluate the vehicle and equipment policies, procedures, and program activities of the Forest Service.
3. Review, evaluate, and make recommendations concerning the adequacy, consistency, and appropriateness of field unit policies on fleet equipment management.
4. Maintain appropriate fleet records and official data systems to ensure efficient management of fleet vehicles and equipment at the National level.
5. Develop and implement National Program policies, standards, and procedures for service, preventive maintenance, repair, and replacement of fleet equipment.
6. Collect, interpret, and disseminate new information pertaining to Directives, laws, and regulations affecting fleet operations; and the development of National policy, official procedures, and guidance that affect management of fleet equipment.
7. Conduct annual monitoring trips and activity reviews to evaluate the fleet equipment management organization and operation, which include a review of fleet credit card management and transaction monitoring. Conduct periodic and comprehensive evaluations of the National fleet program to ensure that the program meets its stated goals, and identifies areas where operational efficiencies can be enhanced. Review productivity in all areas, monitor problem areas, and oversee implementation of solutions.
8. Ensure that mandatory data for all WCF owned and leased vehicles and equipment used by the Forest Service are listed and maintained in the official Fleet Management Information System (FMIS) Fleet Equipment Database (FED) system of record.
9. Participate with other Federal agencies and Department of Agriculture personnel and National teams to formulate recommended National Fleet Program Management policies, procedures, guidance, and programs.
10. Develop new or innovative procedures and policies to ensure property/equipment

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protection, security, and maintenance and to accommodate existing or anticipated program needs.

11. Ensure development of technical specifications, performance criteria, efficiencies, and service-requirements for the centralized procurement of standardized and specialized fleet equipment.

12. Review requests for waivers from identification and markings policy and coordinate approval with the Chief.

7130.42 - Regional Foresters, Station Directors, Area Director, and National Job Corps Director

It is the responsibility of the Regional Foresters, Station Directors, Area Director, and National Job Corp Director to provide for Fleet Program Management. Specifically, the Regional Foresters, Station Directors, Area Director, and the National Job Corps Director have the responsibility to designate Regional/Station/Area (RSA) Fleet Equipment Program Manager and management organization to manage and coordinate fleet equipment management responsibilities including, but not limited to equipment operation, maintenance, service, inspections, inventory, and management and accounts maintenance of all mandatory data and property records within the Region/Station/Area (RSA).

Responsibilities of the RSA Fleet Program Manager include, but are not limited to the following:

1. Establish Regional policies and procedures for fleet-related programs.
2. Analyze program requirements, vehicle/equipment use patterns, and lifecycle cost analysis and evaluation to identify and maintain the most effective and economical procurement and disposal program for fleet equipment.
3. Coordinate appropriate and timely response to USDA with the Washington Office, and the Regional Forester, Station Director, Area Director, or National Job Corps Director for official vehicle misuse reports, mandatory data and reporting, audit response inquiries, and so forth.
4. Develop and update an annual FED 5-year equipment replacement plan based on Region/Station/Area (RSA) plans, research objectives, energy management and Executive Order requirements, and available WCF.
5. Establish and ensure adherence to policies relevant to the operation, use, and care of all fleet equipment and for administering the RSA driver/operator examiner program.
6. Ensure adequate working capital for equipment replacement and management of the fleet equipment management program per FSM 6580 and FSH 6509.11f, chapter 30.
7. Provide technical assistance in the operation of USFS repair shops and inspection facilities where applicable.

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8. Maintain appropriate fleet records and official data systems to ensure efficient management of fleet vehicles and equipment at the Regional level.
9. Provide fleet-related technical and administrative advice to all Field Units.
10. Conduct periodic reviews of Field Units to evaluate the adequacy of the Fleet Program Management organization and operations including fiscal accountability of the Forest WCF, FMVRS, FED, and Fleet Credit Card programs.
11. Ensure that mandatory data for all WCF owned and leased vehicles and equipment under their administrative control are listed and maintained in the official Fleet Management Information System (FMIS) Fleet Equipment Database (FED) system of record.
12. Maintain program oversight of the fleet credit card program, Local Fleet Program Coordinator (LFPC) training (for example, AGPMR, agency policy and procedures, and electronic web access program), oversight of fleet credit card transaction monitoring, card limits, activation/deactivation of fleet credit card accounts, and conducting periodic monitoring activities.
13. Supervise the fleet program of an entire Region or combination of Regions and independently managing (plans, directs, completes) major program aspects. Monitoring program progress and advising senior management regarding the resolution of problems that will delay implementation of Program requirements.
14. Serve as a member of Regional Fire Equipment Committees, Law Enforcement Equipment Committees, and National Committees and Teams as assigned or appropriate.
15. Approve all WCF Fleet vehicle and equipment acquisitions and modifications (as delegated by the RSA Engineer) for the RSA.
16. Develop plans and procedures for managing the fleet program, such as cost studies, budget requirements, and other planning activities for both RSA and Unit level activity.
17. Explore ways to improve the financial aspects, services provided, productivity, performance of commercial vendors, and efficiency of the Region's fleet operations.
18. Review proposed vehicle and equipment modifications for technical adequacy and to assure that laws or regulations are not violated. Provide alternative solutions where necessary and make recommendations for approval by the Regional Director of Engineering and/or the Deputy Regional Forester as appropriate.
19. Develop and administer long and short-range action plans to reduce fuel consumption, mileage, and numbers of vehicles and equipment needed to meet expected or known reduction requirements. Reassign vehicles or equipment to the organization area with highest priority need, and resolves conflicting requirements based on equitable and statistically sound criteria.

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20. Develop regional plans and policies to monitor compliance with environmental requirements for fleet related activities and to reduce greenhouse gas compliance in with Executive Orders and other government wide requirements.
21. Provide interpretations of highly complex data, requirements, procedures, and regulations.
22. Assist in the formal investigation of vehicle and equipment accidents. Conduct investigations to determine causes for equipment failures or other design deficiencies to further develop standardized options specifications. In addition, track vehicle cost data from motor vehicle accidents and other incidents that result in damage to agency-owned motor vehicles and specialized equipment, such as ATVs, UTVs, Snowmobiles, Dirt Bikes, and so forth.
23. Collaborate with WCF Financial Managers to analyze the various costs of fleet vehicles and equipment and to develop WCF Fixed Ownership Rates (FOR) and USE rates for each Forest/Grassland/Unit/Zone in the RSA to maintain solvency of the WCF.
24. Conduct periodic Field reviews of Forest/Grassland/Unit/Zone Fleet Management activity to formally evaluate Unit effectiveness in meeting objectives of the fleet program within established policies and standards. See: <https://www.fs.fed.us/eng/fleet/index.htm>

7130.43 - Forest Supervisors and Assistant Directors for Research Support Services

It is the responsibility of Forest Supervisors and Assistant Directors for Research Support Services to designate a Unit Fleet Program Manager and management organization to manage and coordinate fleet equipment management responsibilities including equipment operation, maintenance, service, inspections, inventory, and management and accounts maintenance of all mandatory data and property records on the Unit.

Responsibilities of the Unit Fleet Program Manager include, but are not limited to the following:

1. Manage and account for all fleet equipment, fleet credit cards and Government identification tags under their administrative control. Monitor and manage vehicles and equipment from time of receipt, during periods of use, through disposal.
2. Coordinate appropriate and timely response to USDA with the Regional Forester, Station Director, Area Director, or National Job Corps Director for official vehicle misuse reports. Coordinate with RSA Fleet Program Manager for mandatory data, audit response inquiries, and so forth.
3. Ensure that mandatory data for all WCF owned and leased vehicles and equipment under their administrative control are listed and maintained in the official Fleet Management Information System (FMIS) Fleet Equipment Database (FED) system of record.
4. Coordinate equipment assignments in accordance with mission needs.

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5. Function as the Local Fleet Program Coordinator (LFPC) to document responsibilities for the day-to-day operations of the Fleet Credit Card Program at each Supervisor's Office or equivalent. This includes fleet credit card user training (for example, AGPMR policy and procedures), monitoring and oversight of fleet credit card transactions, review of fleet card limits, activation/deactivation of fleet credit card accounts, and maintenance of vehicle log books per DR 5400-006.
6. Provide training, testing, and certification to ensure that all drivers/operators are qualified to operate the size and type of equipment authorized, and are familiar with the responsibilities of the Fleet Credit Card. Function as a Lead Driver/Operator Examiner to document responsibilities for the Unit Driver/Operator program and ensure that all drivers and operators are qualified to operate the size and type of equipment as required by the program of work.
7. Establish efficient and effective fleet equipment maintenance and repair sources to ensure safe and economical fleet vehicles and equipment. Explore ways to improve the financial aspects, services provided, productivity, performance, and operational efficiency of local commercial vendors and vehicle and equipment operators.
8. Coordinate with the RSA Fleet Program Manager to provide WCF funds and non-WCF project funds for the management and safety of WCF owned, Project owned, and GSA leased equipment; or commercial rentals or leases as appropriate.
9. Coordinate the FED 5-Year Replacement Plan and annual equipment replacement and disposal programs with the Regional Fleet Manager.
10. Develop an annual operating budget for working capital fund fleet equipment to include data entry and oversight of the annual Work Plan.
11. Prepare detailed technical contract specifications and clauses to be included in all equipment and vehicle rentals, inspections, and maintenance and supply/service contracts, and acts as Subject Matter Expert (SME), Technical Advisor, and Contracting Officer's Representative (COR) as appropriate.
12. Process Form AD-728, Request and Authorization for Home-to-Work Transportation, per DR 5400-005, to include appropriate forwarding and/or retention of documents for quarterly upward reporting requirements.
13. Conduct periodic utilization studies of all fleet to assess equipment needs of various forest programs and for reporting purposes.
14. Develop and administer plans to reduce fuel consumption, mileage, and numbers of vehicles and equipment.
15. Develop criteria and conduct cost effectiveness analysis of various types of vehicles and equipment.

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16. Conduct vehicle and equipment sales activity for all vehicle/equipment disposals on the Unit.

17. In collaboration with the local unit safety manager, conduct investigations to determine causes for motor vehicle and specialized equipment accidents. Track vehicle cost data from motor vehicle accidents and other incidents that result in damage to agency-owned motor vehicles and specialized equipment, such as ATVs, UTVs, Snowmobiles, Dirt Bikes, and so forth.

7130.44 - District Rangers and Job Corps Center Directors

It is the responsibility of District Rangers and Job Corps Center Directors to designate a subunit Fleet Equipment Point of Contact (FPOC) to ensure support for coordination of vehicle and equipment utilization, reporting, maintenance, service, inspections, and inventory; and the maintenance of all mandatory fleet data and records on the Subunit.

The FPOC duties include but are not limited to support for the following:

1. Manage and account for all fleet equipment, credit cards, and Government license plates under their administrative control.
2. Maximize the efficient, appropriate, and economical use of all equipment.
3. Coordinate appropriate and timely response to USDA with the Forest Supervisor, Human Resources, and employee supervisors for official vehicle misuse reports. Coordinate with Unit Fleet Program Manager for reporting mandatory data, audit response inquiries, and so forth.
4. Ensure that all equipment, regardless of ownership, is properly inspected, maintained, and serviced.
5. Maintain mandatory records and data for each item of fleet equipment, monitor Fleet Credit Card transactions, and respond to audit sample requests as necessary.
6. Report excess vehicles and equipment, parts, and supplies promptly to the Unit Fleet Program Manager for possible reassignment.

7130.5 - Definitions

Abnormal Use. Using equipment in a manner for which it was not intended, or beyond the design of its operation capabilities. Also known as vehicle/equipment abuse.

Excess Equipment. A vehicle or piece of equipment no longer needed by the using unit.

Fully Qualified Personnel. Personnel certified and/or licensed in their field of expertise, holding the appropriate Job Series Title in accordance with Office of Personnel Management regulations.

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Government identification tags. Official U.S. Government license plates.

Leased Vehicles and Equipment. A vehicle or piece of equipment leased for 120 or more days.

Misuse. Willful, or publicly-perceived misconduct when operating, parking, and/or occupying a Government-owned or –leased vehicle or piece of equipment. Operating a vehicle or equipment without proper authorization. Personal use of a Government vehicle or equipment. Official US Department of Agriculture (USDA) Misuse Reports require timely Line Officer and Supervisory response to explain reported misuse, perceived or otherwise, and provide appropriate documentation of actions taken.

Modification of Vehicles and Equipment. Any vehicle or piece of equipment that has been altered from its original factory delivered configuration (49 CFR 567.3).

Operator ID Card. The Forest Service will utilize the US Government Motor Vehicle Operator's Identification Card/OF-346, which identifies the type and size of specialized fleet the holder is authorized to operate for specialized vehicles and equipment.

Passenger Carrying Vehicle. Any non-specialized vehicle designed for transporting passengers such as; sedans, station wagons, light duty trucks, rentals, leased and so forth. This includes privately owned vehicles for which an employee is reimbursed under the Federal Travel Regulation.

Privately owned vehicle or equipment. A vehicle not owned, rented or leased by the U.S. Government.

Rental Vehicles and Equipment. A vehicle or piece of equipment rented for less than 120 days.

Seized Equipment. A vehicle or piece of equipment legally taken possession of by a law enforcement agency.

Short Term. An amount of time significantly shorter than the life expectancy of a like-class vehicle or piece of equipment (for example, a 3-month rental during field season).

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 vehicle, either marked or unmarked, used primarily for law enforcement purposes, and may or may not be equipped with a siren and emergency lighting.

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- c. Motor vehicles with a gross vehicle weight rating (GVWR) from 10,000 pounds to 26,000 pounds. This category includes vehicles with a GVWR between 10,000 to 26,000 pounds and for which a commercial driver's license is not required.
- 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, utility terrain vehicles also known as recreational off-highway vehicles, motorboats, trailers, boats and barges, and so forth.

7130.6 - National Information Requirements

The current fleet management information system (FMIS) Fleet Equipment Database (FED) is an official automated data processing system of record established for the use and support of Forest Service Fleet Program Managers and to provide mandatory data for management needs and upward reporting requirements. Enter mandatory asset/vehicle level data (VLD) elements required in WCF Handbook, FSH 6509.11f, sec. 25.12, exhibit 01 for each vehicle or piece of equipment.

Information for upward reporting is also obtained from other sources such as: the fleet credit card management system, financial records, Federal Motor Vehicle Registration System (FMVRS), equipment log book records, and so forth.

7130.7 - References

1. General Services Administration. Current edition. Federal Standards for Automobiles, Light and Medium Trucks. Standard 122. Washington, DC: General Services Administration.
2. Society of Automotive Engineers. Current edition. SAE Handbook. Warrendale, PA: Society of Automotive Engineers Inc.
3. U.S. Department of Agriculture, Departmental Regulation, DR 5400-6, Use of the Fleet Charge Card and Alternative Payment Methods, latest revision
4. U.S. Department of Agriculture, Departmental Regulation, DR 5400-5, Use of Government Vehicle for Home to Work, latest revision.
5. U.S. Department of Agriculture, Forest Service. Current edition. Driver-Operator Guide. EM-7130-2. Washington, DC: U.S. Department of Agriculture, Forest Service.
6. U.S. Department of Agriculture, Forest Service, Working Capital Fund Manual, FSM 6580, latest revision.
7. U.S. Department of Agriculture, Forest Service, Working Capital Fund Handbook,

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FSH 6509.11f, latest revision.

8. U.S. Department of Agriculture, Forest Service, Health and Safety Code Handbook, FSH 6709.11, latest revision.

9. U.S. Department of Agriculture, Forest Service, Fleet Equipment Management Handbook, FSH 7109.19, latest revision.

10. U.S. Department of Agriculture, Forest Service, Federal Travel Regulation Handbook, FSH 6509.33, latest revision.

11. U.S. Department of Agriculture, Forest Service, Federal Property Management Regulations, FSH 6409.31, latest revision.

7131 - Acquisition and Identification

7131.01 - Authority

The following authorities are in addition to those set out in section 7130.1, and are applicable to this section.

7131.01a - Marking Vehicle

Federal Management Regulation; Motor Vehicle Management, 41 CFR part 102-34, Subpart C sets forth the minimum requirements for marking federally-owned vehicles.

7131.01b - Acquisition of Passenger Carrying Vehicles

Federal Management Regulation; Motor Vehicle Management, 41 CFR part 102-34.50 sets forth size limitations for acquisition of passenger carrying vehicles.

7131.01c - Additional Systems or Equipment for Motor Vehicles

FMR 102-34.50 governs the purchase of additional systems or equipment for motor vehicles, “Limit motor vehicle body size, engine size, and optional equipment to what is essential to meet Agency’s mission”.

7131.01d - Modifications of Fleet Equipment

Title 49, Code of Federal Regulations, Part 567 (49 CFR 567.4) sets forth requirements for manufacturers of motor vehicles.

7131.02 - Objective

To acquire, identify, and monitor safe vehicles and equipment that support Forest Service programs in an efficient, safe, and cost-effective manner.

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7131.03 - Policy

1. Acquire only equipment determined necessary to accomplish program needs.
2. Consider the cost benefits, energy efficiency and consumption, and emissions production in decisions to either purchase, lease or rent equipment.
3. In the decision to own, rent, or lease equipment, give primary consideration to comparative lifecycle costs, fuel efficiency, and emissions.

7131.04 - Responsibility

7131.04a - Washington Office, Director of Engineering

7131.04b - Regional Foresters, Station Directors, Area Director and National Job Corps Director

It is the responsibility of the Regional Foresters, Station Directors, Area Director, and the National Job Corps Director to:

1. Approve the purchase or replacement of all WCF owned equipment, and leased equipment being converted to WCF owned status in the Region, that are identified and prioritized on the annual replacement plan and funded by Albuquerque Service Center (ASC) Working Capital Fund (WCF) Specialists through the annual rates-setting process. Authority to approve the purchase of project equipment may be delegated to the RSA Fleet Program Manager. Authority to approve the purchase of specialized vehicles and equipment at the National level under centralized contracts may be delegated to the National Fleet Program Manager.
2. Maintain a record of mandatory data for all official Government license plates in the Region in the Federal Motor Vehicle Registration System (FMVRS).
3. Comply with and formally request any deviations from policy on identification or markings for motor vehicles in the Region.
4. Approve the acquisition or acceptance of any excess or seized equipment for the Region. This authority may not be delegated.
5. Ensure vehicle orders meet efficiency, fuel economy, and emission standards outlined in current laws, Directives, and Executive Orders (EO).
6. Ensure Field units document use of the official USDA Total Cost of Ownership/Lifecycle (TCO) Model to determine best value option for fleet acquisitions, and document use of the official Vehicle Allocation Methodology (VAM) process to determine right type and right size vehicle ordering for the Region through use of the FMIS/FED system (FSH 7109.19, Fleet Equipment Management Handbook).

7131.1 - Equipment Replacement Plan

Regions, Stations, the Area, Job Corps Centers, National Forests, and the Forest Products Laboratory shall maintain and use a minimum 5-year equipment replacement plan (FSM 7130.42) in the FMIS/FED database on an ongoing annual basis.

1. Equipment Purchase. Managers shall limit equipment replacements or additions to the purchase of new, conventional, standard production models. Procedures for purchasing Forest Service vehicles, which are in accordance with applicable federal specifications and standards, are listed in FSM 6580, Working Capital Fund, FSH 7109.19, Fleet Equipment Management Handbook, and FSH 6509.11f, WCF Accounting Operations Handbook, chapter 30, Fleet Program. Annual allowable vehicle ordering options must be provided to the RSA's per GSA contract revisions each model year.
2. Acquisition or Acceptance of Excess Fleet Equipment. Require Regional Forester, Station Director, Area Director, or National Job Corps Director approval and per FSM 7131.04b approval cannot be delegated. Managers shall limit acquisition and/or acceptance from the General Services Administration, other agencies, or military excess equipment to those items meeting the requirements of FSM 6584.5 and 6584.5. Units must document a specific need is required for one-time, short-term, or emergency-project-type programs with requirements that cannot be satisfied through financial analysis by short or long-term equipment rental or by use of other long-term Forest Service-owned equipment.
3. Passenger-Carrying Vehicles. In order to meet required minimum standards of fuel consumption and greenhouse gas (GHG) emissions, the Forest Service shall purchase only midsize or smaller sedans or station wagons, except for law enforcement vehicles (FSH 6409.31 - FMR 102-34.50).

7131.2 - Available Sources

The primary sources of equipment include:

1. WCF equipment owned by the Forest Service.
2. Project equipment owned by the Forest Service.
3. Equipment owned by the General Services Administration (GSA) or other agencies and rented/leased by the Forest Service.
4. Equipment commercially rented or leased by the Forest Service.
5. Equipment owned by the Department of Labor.
6. Privately-owned equipment.

7131.21 - General Services Administration

The General Services Administration (GSA) is the federal source for supplementing the Forest Service-owned fleet with leased vehicles. Units must use the USDA TCO/Lifecycle Model to provide an equitable cost comparison and determine the best value for fleet acquisitions. The TCO Model comparison includes the same fixed and variable costs of general administration and program management (PM) for GSA leased vehicles that are assessed to WCF owned vehicles. WCF Accounting Specialists shall provide an official process to capture equitable and comparable lifecycle data for the management of agency owned and GSA leased vehicles in the FMIS/FED database for use in the lifecycle analysis.

7131.22 - Commercial Rental or Lease

In some instances, it is to the Government's benefit to rent or lease equipment locally rather than own it or lease it from GSA. Regional Foresters, Station Directors, the Area Director, and the National Job Corps Director shall ensure careful consideration of cost benefits, energy consumption, and GHG emissions in making a final decision to own, rent, or lease vehicles and equipment (FSM 7131.04b).

7131.23 - Privately-Owned Vehicles

Employees may use privately-owned vehicles (POV) for official business, including Forest Service project work, when such use is clearly advantageous to the Government. Written agreements must document approval by the Forest Supervisor, Assistant Director for Research Support Services, or Job Corps Center Director for official use of POVs on a case by case basis. When in temporary duty status, consult FSH 6509.33.

7131.24 - Government-Owned Equipment

Equipment owned or leased by the Government and used by the Forest Service is categorized as WCF owned or leased equipment or project equipment as defined in FSM 6580, Working Capital Fund.

7131.25 - Project-Owned Equipment

Defined as equipment that does not meet the WCF equipment criteria, and has been obtained through purchase with project funds or is acquired as excess property. Payment for the operation, repairs, and maintenance of project equipment is the responsibility of Project. (See FSM 6580, Working Capital Fund for additional information). WCF Fleet Managers must not use WCF Shorthand Codes for salary when managing project-owned equipment because the WCF does not finance the management of non-WCF assets.

Projects may only purchase or acquire this equipment with written approval of the Regional Forester, Station Director, Area Director, Director of Engineering or equivalent (FSM 7130 and FSM 6586.1). Modifications of this equipment must be approved by the Regional Director of Engineering. Project equipment must be operated and maintained under the same standards as

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WCF owned/leased equipment including asset history folders. Place Project equipment into an official system of record (FED or PROP) in order to assign it a Fleet Purchase Card, otherwise all purchase transactions for it must be paid for with a Government Purchase Card (GPC). Project equipment repair, maintenance, annual safety inspections and management responsibilities are the responsibility of the benefitting Project.

7131.3 - Passenger-Carrying Vehicles

Standard passenger vehicles as defined in Federal Standard 122 are considered to be completely equipped for ordinary operation and are subject to the statutory maximum price limitations provided in the annual General Services Administration (GSA) automotive contract provisions (FSM 7130.7).

7131.4 - Approval of Altered/Final Stage Equipment

Only fully qualified personnel shall inspect and approve equipment constructed by final stage manufacturers prior to its use. Equipment alterations conducted by Forest Service personnel or by a local commercial shop must be approved by the Regional Director of Engineering, and must be inspected by qualified personnel prior to its use. The inspector shall ensure that any equipment operated on roads that are open to the public complies with Title 49, Code of Federal Regulations, Part 567 (49 CFR 567), Manufacturer Identification, and Title 49, Code of Federal Regulations, Part 571 (49 CFR 571), Motor Vehicle Safety Standards.

7131.5 - Acquisition for Trial Use

Encourage testing of new types of equipment for Forest Service use. Test units may be obtained on loan from the manufacturer for trial use; however, a written agreement must be coordinated through Acquisition Management (AQM) is necessary in each case. Regional Foresters, Station Directors, the Area Director, and the National Job Corp Director are responsible for ensuring that the Washington Office, Technology and Development Centers, and other interested Forest Service groups promptly receive complete reports on the tested equipment (FSM 7131.04b).

7131.6 - Identification and Markings

7131.61 - Official Government Identification Tags and Markings

1. Requirements. Each item of fleet equipment owned, rented, or leased by the Forest Service for periods longer than 4 months and for which a State would normally require registration by private parties must bear official Government license plates, Forest Service door shields, and other required markings. This includes GSA Lease vehicles. See the Federal Property Regulations, 102-34 .155 and FSH 6409.31 for exemptions from the requirement to display the official government tags.
2. Record. Each Region, Station, or the Area shall maintain a data record of all official government license plates issued to them (FSM 7131.04b). Mandatory data for all official government license plates are required to be entered and maintained in the

FMVRS (FMR 102-34.120).

7131.62 - Color Identification

1. The standard color for all Forest Service motor vehicles must be manufacturer's standard white. When manufacturer's standard white color is not available in a new vehicle order, Fleet Managers shall perform a cost analysis and choose another manufacturer, or specify another manufacturer's standard color as directed by the Region/Station/Area Fleet Program Manager.
2. The standard color for all law enforcement vehicles shall be manufacturer's standard white unless otherwise permitted by FSM 5380, Law Enforcement Equipment.
3. The standard color for appropriate fire equipment must be manufacturer's standard white or Forest Service Green (No. 14260 of Federal Standard No. 595) when required by the National Fire Vehicle Standardization Committee in accordance with National Fire Equipment Standards developed in collaboration with Fire and Aviation Management (FAM). The formalized national fire equipment standards are available on the Fire and Aviation Management Website: <http://www.fs.fed.us/fire/equipment/index.html> and have been approved for implementation by the Deputy Chief of the National Forest System, the Deputy Chief of State and Private Forestry, and the National Director of Fire and Aviation.
4. Vehicle paint color must not be changed through repainting of chassis or apparatus after delivery from the OEM or final stage manufacturer.
5. RSA Fleet Program Managers shall order the manufacturer's standard color for construction equipment, such as crawler tractors, wheel tractors, motor graders, and loaders.

7131.63 - Required Markings

1. Display Markings. Federal Property Management Regulations and Department of Agriculture Property Management Regulations require equipment identification markings (FSH 6409.31). Forest Service markings are specified in FSH 7109.19, sec. 12.2, Markings. The National Director of Fire and Aviation has approved implementation of standardized fire engine marking designations as identified by the National Fire Vehicle Standardization Committee.
2. Unofficial Markings. Bumper stickers or other unapproved decals must not be displayed on Forest Service-owned or leased equipment unless approved in writing by the Chief of the Forest Service. Adequate justification and documentation must be provided, including but not limited to the cost, decal purpose, benefit to the Agency, placement, and removal date. Submit the request to the Chief through the Regional Forester, Station Director, Area Director, or National Job Corps Director.

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3. Striping. Stripes must not be applied to Forest Service-owned or leased equipment, unless required on vehicles in accordance with FSM direction, code, law or regulation, except as approved by the Chief of the Forest Service. Submit requests for approval to the Chief through the Regional Forester, Station Director, Area Director, or National Job Corps Director. Adequate justification must be provided, including but not limited to the cost, purpose, and benefit to the Agency, placement, and removal date.

4. Remove Markings. Fleet Managers shall remove all official identification, other markings, and decals installed by Forest Service personnel and decal form AD-185, Penalty for Unofficial Use of Government-Owned or Leased Motor Vehicle (decal), when a vehicle is retired from Government service. Do not remove form AD-185 when a vehicle is transferred to another Government agency. Fleet Managers and driver/operators shall immediately remove any unofficial markings and/or decals identified during daily and annual safety inspections.

7131.64 - Exemptions from Identification

Vehicles used for covert investigative or law enforcement activities are exempt from the requirement to display Government identification tags, Forest Service shields, and other official markings, per FSM 5385.

7131.65 - Optional Markings

Emergency vehicles (primarily fire and law enforcement) may have additional markings. These markings must comply with direction in FSM 5385 (LE) and FSM 5160 (Fire). Marking details are found in FSH 7109.19, sec. 12, Identification.

7132 - Equipment Operation and Disposal

7132.01 - Objective

To ensure the safe, economical, and lawful use and disposal of Government-owned and -leased equipment.

7132.02 - Policy

Regional Foresters, Station Directors, the Area Director, and the National Job Corps Director, Forest Supervisors, District Rangers shall ensure official use of the proper type and size of equipment (FSM 7132.03). The loan of Forest Service fleet equipment to other agencies shall comply with Agriculture Property Management Regulations chapter 102-34.220, and FSM 6410.

7132.03 - Responsibility

It is the responsibility of Regional Foresters, Station Directors, the Area Director, and the National Job Corps Director, Forest Supervisors, District Rangers, and local Job Corps Center Directors to establish adequate controls to:

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1. Ensure the right type, right size, and proper mix of equipment for the unit. Utilization must be monitored on a regular basis.
2. Ensure employees are authorized to operate Government-owned and leased WCF and project equipment at the Units/Subunits in the Region. Employee supervisors must maintain vehicle and equipment authorization documentation in the Employee Development File (EDF) per FSH 7109.19, chapter 60.
3. Ensure that official US Department of Agriculture (USDA) reports of vehicle misuse are forwarded to Forest Supervisors and are appropriately addressed in a timely fashion. Ensure that employee supervisors gather requested information, document employee counseling discussions, and any actions taken for upward reporting.
4. Maintain an asset history folder for each piece of Government-owned and leased WCF and project equipment at the unit/subunit where the equipment is located. See FSH 7109.19, Fleet Equipment Management Handbook, for a list of items to be contained in each asset history folder.
5. Ensure use of authorized government sales centers or the official Federal Excess Property Program (FEPP) for disposal of Forest Service vehicles and equipment per exchange sale authority as appropriate.

7132.1 - Storage

Requests for authorization to store vehicles or equipment at an employee's residence must follow the requirements in USDA Department Regulation (DR) 5400-5. Authorizations requiring Secretary of Agriculture approval must be forwarded to the respective Deputy Chief for review and concurrence. Authorizations under the field work exception must not exceed a 2-year period and must be approved as follows:

1. Less than 10 days within any 6-month period must be approved by the Forest Supervisor, Assistant Director for Research, Regional Office Staff Director, or Washington Office, Staff Director.
2. Less than 90 days within any 12-month period must be approved by the Regional Forester, Station Director, Area Director, National Job Corps Director, or respective Deputy Chief.
3. Requests for periods exceeding 90 days must be forwarded to the respective Deputy Chief.

All requests must include a completed form AD-728 and a written explanation of the circumstances and justification for the request. Approved AD-728 forms must be retained for quarterly reporting, response to official USDA vehicle misuse use inquiries, and audit purposes by USDA, the employee supervisor and RSA Fleet Manager as appropriate.

7132.2 - Utilization Standards

Minimum annual utilization standards (by size and type of vehicle) are established in the Vehicle Allocation Methodology (VAM) process. Documentation of daily utilization must be provided for vehicles not meeting the minimum annual mileage or hours use requirements. Daily utilization is documented through use of log books as directed in DR 5400-006. Vehicles not meeting annual mileage or hours but meeting the minimum daily utilization are considered fully utilized. Vehicles not meeting either must be considered under-utilized. Justification to retain under-utilized vehicles must be signed by Forest Supervisors as part of the VAM process. Current utilization data will be maintained in the FED database. See FSH 7109.19, chapter 20, Fleet Equipment Utilization, for utilization details. Keep utilization records in accordance with FSH 6209.11, section 41.

7132.3 - Disposal of Fleet Equipment

7132.31 - Replaced Fleet Equipment

Replaced fleet equipment must be disposed of in accordance with current directives, FMR 102-34, Subpart H. Replaced fleet equipment may be used as holdovers for up to 2 fiscal years in place of commercial rentals or leases. Replaced fleet equipment must not be retained in holdover status for more than 2 fiscal years from the end of the Fiscal Year the replacement asset is placed into active service; and must be charged a minimum of four months Fixed Ownership Rates (FOR) per Fiscal Year. A full month of FOR must be charged if a holdover vehicle is used during the month.

7133 - Inspection, Maintenance, and Repair

7133.01 - Objective

To provide for safe, efficient, and cost effective maintenance of Forest Service equipment, regardless of ownership, in accordance with the manufacturer's specifications and operating conditions.

7133.02 - Policy

A preventive maintenance program that meets standards prescribed by the manufacturer's service instructions, unless specific operating conditions dictate stricter service guidelines, must be provided for all fleet equipment regardless of ownership. Local maintenance and repair services must be used whenever it is in the best interest of the Government.

All owned and leased fleet equipment, regardless of ownership, must receive (1) a monthly inspection by the driver/operator and (2) one annual mechanical/safety inspection by a fully qualified mechanic.

7133.03 - Responsibility

7133.03a - Regional Foresters, Station Directors, Area Director and National Job Corps Director

It is the responsibility of the Regional Foresters, Station Directors, the Area Director, and the National Job Corps Director to establish controls for adequate supervision of repair diagnosis, decisions, and purchase procedures; approve major repairs occurring near the end of lifespan if cost effective; and ensure that only fully qualified personnel inspect and perform equipment repairs.

7133.03b - Forest Supervisors, District Rangers, and Project Leaders

It is the responsibility of the Forest Supervisors, District Rangers, and Project Leaders to:

Identify and ensure micro-purchasing limits for repair of fleet equipment are not exceeded without prior approval from the Unit Fleet Equipment Program Manager and Budget Officer as appropriate.

7133.1 - Maintenance and Repair

The Working Capital Fund must pay for maintenance and repair of WCF owned fleet equipment due to normal use. Recover abnormal use maintenance and repair costs, and agency incurred costs (AIC's) for GSA lease vehicles, from appropriated funds or third parties as appropriate. The FED database will provide maintenance and repair costs associated with all owned and leased vehicles and equipment.

7133.2 - Inspection of Rented and Leased Vehicles

A fully qualified mechanic or an individual fully qualified to operate the vehicle or piece of equipment shall conduct a mechanical inspection of all rentals/leases before being placed into operation and again immediately before its disposal. The intent of these inspections is to document the mechanical reliability and safe condition of the equipment. Charge the benefiting appropriation (project job code) for the cost of these inspections, if any. Vehicles rented while in travel status are governed by FSH 6509.33.

7133.3 - Rebuilding and Recapitalization of Equipment

Obtain approval from the Regional Forester, Station Director, Area Director, or National Job Corps Director before rebuilding or recapitalizing equipment in lieu of purchasing new (FSM 7133.04a).

7134 - Qualification and Training

7134.01 - Objective

To ensure proper driver/operator authorizations for safe, appropriate, productive, and energy efficient operation of fleet equipment.

7134.02 - Policy

1. Drivers shall operate all Forest Service owned and leased equipment and vehicles within the Original Equipment Manufacturers'(OEM) design standards.
2. Forest Service shall avoid duplication of State Drivers Licensing programs for the operation of Passenger Car Vehicles on roads open to the public.
3. Vehicles shall be pooled to encourage full utilization and maximize efficiencies.
4. Use benefiting project funds to pay costs associated with the following:
 - a. Agency training to certify operation of specialized equipment where appropriate.
 - b. Programs and activities to promote safe driving and equipment use, such as Defensive and Distracted Driving.
 - c. Training, testing, and physical examinations for commercial driver's license program requirements as applicable.

7134.1 - Qualification

In order to operate a Passenger Car Vehicle on roads open to the public, Forest Service employees must possess a valid State Driver's License and a U.S. Department of Agriculture (USDA) issued Government identification card (LincPass). This applies to Government-owned, - leased, and/or -rented vehicles as well as privately owned vehicles for which an employee is reimbursed under the Federal Travel Regulation. A separate Operator ID Card is not required.

For the operation of specialized vehicles or equipment, or passenger car vehicles in hazardous conditions (non-public roads), Forest Service employees must possess a valid State Driver's License, a USDA-issued Government identification card (LincPass), and an Operator ID Card indicating the type and size of vehicle and/or equipment, and road conditions in which they are qualified to operate. The Operator ID Card shall be signed by the employee's supervisor and must be in the driver/operator's possession along with a valid State Driver's License and a USDA issued Government Identification Card. Operators in training status may be issued a temporary Operator ID Card by the employee's supervisor, until fully certified. (Operators of specialized fleet equipment that do not specifically require a State Driver's License to operate may be authorized to operate this type of Government-owned or leased equipment based on documentation maintained in the Employee Development File (EDF), and summarized on their Operator ID Card).

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Operators employed by other agencies, who are required in writing to operate Forest Service vehicles as part of official duty, shall follow driver/operator regulations specific to their employing agency (refer to FSH 7109.19, sections 61.22 and 61.23). Private Owned Vehicles (POV) or rented vehicles, for which an employee is reimbursed under the Federal Travel Regulations, are exempt from this requirement. Follow guidance summarized in FSH 7109.19, chapter 60 for direction on Administrative Determined (AD), cooperator, and volunteer drivers.

Supervisors are responsible for maintaining documentation within an employee's Development Folder (EDF), to include but not be limited to: validation of a State-issued Driver's License and a Government-issued identification card, and where applicable, the Operator ID Card. See FSH 7109.19, chapter 60 and the Driver Operator Manual for specifics. Vehicles rented while in travel status are governed by FSH 6509.33.

7134.2 - Training

1. Driver/Operators. Local Fleet Managers, subunit FPOCs, and employee supervisors shall ensure all government vehicle/equipment operators are informed of their responsibilities that include; defensive and distracted driving, official vehicle use policies, proper use of the fleet credit card, mileage/use reporting, obtaining maintenance and repairs, retaining receipts and invoices, correcting deficiencies, driving to conserve energy, pooling vehicles, performing preventive maintenance checks, and safe vehicle/equipment operation.
2. Any driver operating a vehicle in an official capacity must be in compliance with training requirements as outlined in FSH 7109.19 with mandatory refresher training required every 4 years.
3. Supervisors. Supervisors are responsible for maintaining documentation in the employee's development folder (EDF) to include but not be limited to: validation of a State issued driver's license, Government issued identification card, and where applicable, a copy of the Operator ID Card.
4. Fleet Equipment Management Personnel. Using Units shall provide training to develop and maintain a staff of professional Fleet Program Management personnel, inspectors, and shop personnel as applicable, who are responsible for performing and/or overseeing the following:
 - a. Equipment inspection and servicing procedures.
 - b. Shop production standards, if applicable.
 - c. Monitoring transactions, cost records, and producing financial reports.
 - d. Administration of operator training, testing, certification, and qualification as appropriate. Supervisors and Line Officers shall authorize employees to operate vehicles and equipment based on documented certification and qualifications.

7135 - Reports

7135.01 - Authority

The Federal Property Regulations; Motor Vehicle Management, 102-34, Subpart J, requires that each agency provide vehicle level data (VLD) into the Federal Automotive Statistical Tool (FAST), each year. Annual reporting in FAST is provided by Washington Office Fleet Management and is reviewed by the Department of Agriculture before it is released to the General Services Administration (GSA).

7135.02 - Objective

To provide mandatory, accurate, and timely data for required reports through the use of automated data processing and an official database of record.

7135.03 - Responsibility

The Regional Foresters, Station Directors, the Area Director, and the National Job Corps Director shall ensure that required fleet data for the annual motor vehicle reports are supplied in accordance with Washington Office direction and Reply Due letters as appropriate.

When a Station, Area, or Job Corps Center has incorporated its Working Capital Fund fleet equipment with that of a Region, the Region shall report the required data for the Station, Area, or Job Corps Center.

7135.1 - Required Reports

1. Agency inventory, fuel consumption, and expenditures for fleet equipment and management are entered into the FAST system each fall for the previous Fiscal Year.
2. Agency TCO Model and VAM Submissions and projected out-year acquisition and disposal data is entered into FAST.
3. Requests for waivers from purchasing alternative fuel are entered into Section 701 in FAST each year for the following Fiscal Year.
4. Annual utilization analysis performed by Units and Regions for the previous Fiscal Year.
5. Annual bulk fuel purchase reports for the previous Fiscal Year.
6. Annual number of accidents per miles traveled for the previous Fiscal Year.
7. Periodic and Annual Fleet Card Transaction Monitoring Reports as required.
8. Quarterly Home to Work Authorizations Summary Report.

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9. OMB A-11 Budget Data.
10. Fleet Management Plan Budget Narrative.