

**Forest Service Handbook
National Headquarters – Washington Office
Washington, DC**

**Forest Service Handbook 7109.19 – Fleet Equipment Management Handbook
Chapter 20 - Fleet Equipment Utilization**

Amendment: 7109.19-2018-2

Effective date: March 5, 2018

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 00 (3/88 Amend 2); 10 thru 13--5 (3/88 Amend 2); 20 thru 21.14 (3/88 Amend 2); 7109.19, 30 Contents (Amendment 7109.19-92-1, 12/30/1992); 7109.19,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)

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

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.

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.

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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20 - Fleet Equipment Utilization

20.05 - Definitions

Daily Utilization. Daily utilization is documented by use of electronic and hard-copy vehicle reservation systems, log books, or equivalent records as directed by U.S. Department of Agriculture DR 5400-006. Days made not available for use by other employees are considered utilization. Days out of service due to repairs or maintenance must not be considered utilization.

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

Fleet Equipment Information System (FMIS). An official system of record used to capture mandatory vehicle level data and information for WCF owned and GSA leased vehicles and equipment. Also known as the Fleet Equipment Database (FED).

Fully Utilized. Fleet equipment meeting or exceeding annual minimum utilization standards (miles, hours or days). See the table in section 21.2.

Minimum Utilization. Annual mileage requirements as determined in 41 CFR 101-39.301 and adjusted for seasonal use by a factor of 50 percent.

Minimum Daily Utilization. Minimum days of use per fiscal year.

1. 96 Days for passenger carrying vehicles- sedans, station wagons, mini-vans.
2. 72 Days for vehicles and equipment less than 12,500 GVWR.
3. 48 Days for medium and heavy duty vehicles and equipment greater than 12,500 GVWR.

Season of use. The period of time identified as “field season.” Often location-specific, the season of use determines when most fleet utilization occurs. Can be seen as a general guide to help document fleet utilization.

1. May 1 thru October 31 equals 24 weeks.
2. May 1 thru September 15 equals 18 weeks.
3. June 1 thru August 31 equals 12 weeks.

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

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

21.1 - Fleet Equipment Utilization

Ensure that all fleet equipment that the Forest Service owns or leases meets the annual minimum utilization standards established by the Agency in accordance with 41 CFR 101-39.301 Utilization Guidelines. Vehicles should be pooled in reservation systems to encourage full utilization and maximize efficiencies.

21.2 - Utilization Standards and Studies

Regions/Stations/Areas/National Job Corps (RSA) and Units shall perform a Utilization Study as part of the Vehicle Allocation Methodology (VAM) and create an annual Underutilized Fleet Equipment Action Plan for all WCF owned and GSA leased fleet equipment. Utilization studies must be based on the prior fiscal year utilization (miles/hours/days). Utilization data may be collected from the Fleet Management Information System (FMIS), electronic and hard-copy vehicle reservation systems, and/or fleet equipment log book entries.

Minimum national utilization standards have been established for all fleet equipment by size and type:

Vehicle/Equipment Type	Minimum Utilization (Annual Mileage or Hours)	Minimum Utilization (Per Season of Use)
Passenger carrying vehicles – sedans, station wagons, mini-vans	6,000 mi	96 Days
Light 4x2 trucks (< 12,500 GVWR)	5000 mi	72 Days
Light 4x4 trucks (< 12,500 GVWR)	5000 mi	72 Days
Light 4X2 carryalls, full-size passenger & cargo vans and SUV's (<12,500 GVWR)	5000 mi	72 Days
Light 4X4 carryalls, full-size passenger & cargo vans and SUV's (<12,500 GVWR)	5000 mi	72 Days
Medium trucks (12,500 to 24,000 GVWR)	3750 mi	48 Days
Heavy trucks (>24,000 GVWR) and all other heavy equipment	3750 mi or 200 hrs.	48 Days

Fleet equipment not meeting minimum utilization standards is considered underutilized and must undergo financial analysis to compare the total cost of long-term ownership or leasing with the total cost to rent/lease comparable fleet equipment from local sources on a short-term basis. See EM 7130-4, Forest Service Desk Guide for Fleet Management for financial analysis examples.

If underutilized fleet equipment is determined by financial analysis to be more expensive to own or lease on a long-term basis than to lease locally on a short-term basis, it must be declared excess unless retention is approved by the Regional Forester, Station Director, Area Director, or National Job Corps Director in the Annual Utilization Study and Underutilized Fleet Equipment Action Plan.

RSAs and Units shall retain all fleet equipment utilization documents, Annual Utilization Study and Underutilized Fleet Equipment Action Plans as required for in FSH 6209.11.

21.3 - Disposition of Fleet Equipment Not Meeting Minimum Utilization Standards

Underutilized fleet equipment must be made available to other Units or RSAs as determined by the RSA Fleet Program Manager. RSA Fleet Program Managers shall advise and coordinate transfers to the Units or other RSAs in support of best fleet management options. Underutilized fleet equipment must be used as fleet replacements or fleet additions on other Units in the RSA in lieu of new acquisitions whenever possible.