

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

**Forest Service Handbook 7109.19 – Fleet Equipment Management Handbook  
Contents**

**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**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:** 00 (3/88 Amend 2); 10 thru 13--5 (3/88 Amend 2); 20 thru 21.14 (3/88 Amend 2); 7109.19, 30 Contents (Amendment 7109.19-92-1, 12/30/1992);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

## **Contents**

### **Zero Code**

#### **Chapter**

- 10     Acquisition, Identification, and Classification**
- 20     Fleet Equipment Utilization**
- 30     Use, Loading, and Storage**
- 40     Inspection, Maintenance, and Repair**
- 50     Fleet Equipment Disposal**
- 60     Qualification, Training, and Testing of Motorized Fleet Equipment Operators**
- 70     Efficient vehicle operation**