



U.S. Department of Justice

2013 Fleet Management Plan

U.S. Department of Justice

Washington, DC 20530

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Attachment 1, GSA Template for 2013 Fleet Plan

Department of Justice Fleet Management Plan

I. Introduction

The Department of Justice (DOJ) is very committed to 'greening' its fleet and is in the process of 'right-sizing' the current fleet profile to ensure that we are utilizing the most efficient and environmentally friendly vehicles practicable. The Department also has a unique mission with respect to law enforcement duties, requiring us to balance mission requirements with sustainability goals.

A tool provided by the General Services Administration (GSA) is the development of a Vehicle Allocation Methodology (VAM) which will assist agencies in identifying a baseline fleet and the development of an optimal fleet which is the smallest, most fuel efficient fleet practicable without affecting the Departments over-arching mission requirements. The VAM impacts only those domestic, light duty vehicles which have not been exempted for law enforcement purposes by the Department. The VAM will also provide the foundation to the Departments Fleet Management Plan by identifying those non-covered, baseline vehicles to be replaced by alternative fuel vehicles (AFVs) once they have been deemed as reaching the end of their useful lifecycle.

Due to the sensitivity of some of the Department's mission functions, certain light duty law enforcement vehicles have been deemed as exempt from the VAM study. This is to maintain the ability to acquire the diversity of vehicles necessary to meet specific law enforcement needs.

Although those certain light duty law enforcement vehicles will be exempt, the Department will continue to acquire AFVs in the exempted vehicle inventory to meet the goals set forth by the President, as long as those goals do not impede the successful execution of its vital criminal justice and national security missions. The Department will also continue to maintain internal records for these exempted law enforcement vehicles, equivalent to the requirements established by the memorandum.

II. Security and Privacy Statement

This document is *Sensitive but Unclassified* and should be *For Official Use Only*. Portions of this plan contain information that may be sensitive in nature and those portions may be exempt from mandatory disclosure under the Freedom of Information Act (see 5 United States Code §552, 41 Code of Federal Regulations Part 105-60). It is to be controlled, stored, handled, transmitted, distributed, and is not to be released to the public or other personnel who do not have a valid "need to know" without prior approval of the Assistant Attorney General for Administration. Distribution of the Fleet Management Plan in whole or in part is limited to those personnel who have been deemed appropriate as needed.

III. Purpose, Scope, Definitions, and Objectives

- A. PURPOSE.** This document provides planning and program guidance for implementing the Department Fleet Management Plan. The expected outcome of this plan is to achieve a motor vehicle fleet that is comprised of smaller, more efficient, less greenhouse-gas-emitting vehicles that operate primarily on alternative fuels by the year 2015.
- B. SCOPE.** This plan applies to the functions, operations, and resources necessary to ensure optimization of the Department fleet inventory. This plan applies to all DOJ Bureaus, as defined below for the purposes of this plan, which acquire, manage, use, and dispose of DOJ motor vehicles and related services. These vehicles are acquired through purchase, commercial lease, or GSA lease. DOJ fleet personnel must be familiar with fleet management policies and procedures and their respective roles in the optimization of their fleet.
- C. DEFINITIONS.** For the purposes of this plan, the following definitions shall apply:
1. **Bureau.** The Federal Bureau of Investigation (FBI), the Office of Justice Programs (OJP), the Drug Enforcement Administration (DEA), the Bureau of Prisons (BOP), the United States Marshals Service (USMS), the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and the Office of the Inspector General (OIG). The Assistant Attorney General for Administration (AAG/A) shall serve as a Bureau Head for all other components.
 2. **Motor vehicles.** Means any vehicle, self-propelled or drawn by mechanical power, designed and operated principally for use on a local, state or federal roadway.
- D. OBJECTIVES.** The Fleet Management Plan will accomplish the following objectives within its management / administration structure:
1. **Develop Methodology.** Develop a planned methodology for the replacement of domestic, light duty, conventional fuel motor vehicles as required by organizational mission standards and needs.
 2. **Cost Savings.** Develop a planned, controlled system of acquisition, disposal, and replacement of DOJ motor vehicles that is designed to maximize efficiency and produce the most sustainable fleet practicable.
 3. **Baseline Fleet.** Establish the current baseline fleet comprised of domestic, light duty vehicles currently in the possession of the Department.
 4. **Optimal Fleet.** Develop an optimal fleet consisting of the smallest, most fuel efficient vehicles practicable while maintaining continuation of operations.
 5. **Reduce.** Reduce unnecessary vehicles if possible without negatively impacting mission requirements.

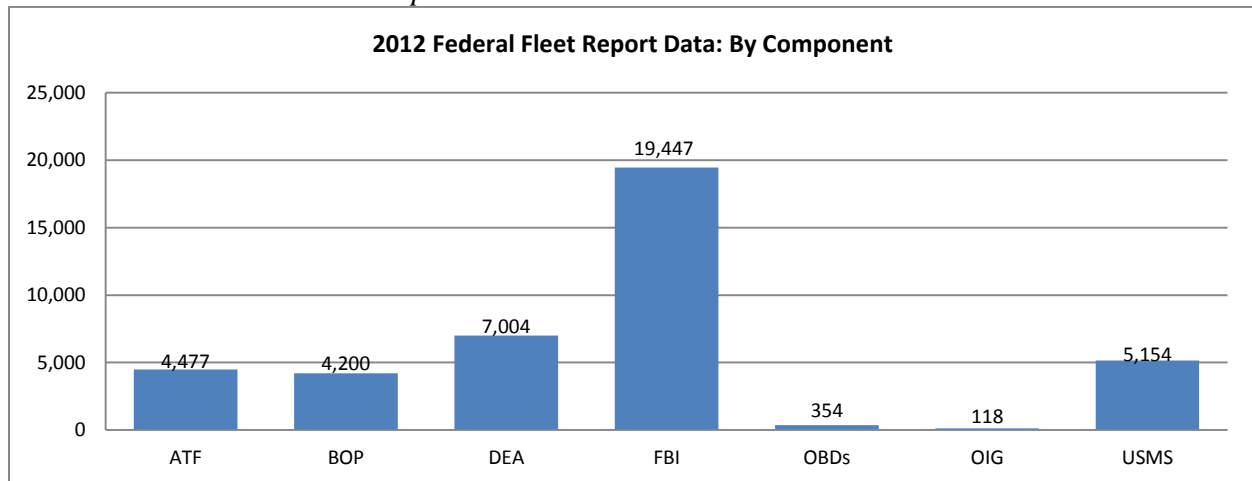
IV. 2012 Federal Fleet Analysis

The Department of Justice (DOJ) has maintained a fleet of roughly 39,000 vehicles on average between years 2008 and 2012. The fleet has grown by a total of 2,320 motor vehicles between 2008 and 2012 (38,434 to 40,754). Of the 40,754 vehicles reported in the 2012 Federal Fleet Report, 36,901 of those vehicles were classified as law enforcement (approximately 91 percent). The Federal Fleet Report is comprised of data entered into the Federal Automotive Statistical Tool (FAST) facilitated by GSA.

Table 1. 2012 Federal Fleet Report Acquisition Sourcing

Component	Commercial Lease	GSA Lease	Owned
Bureau of Alcohol, Tobacco, Firearms & Explosives	0	502	3,975
Bureau of Prisons	0	9	4,191
Drug Enforcement Administration	0	17	6,987
Federal Bureau of Investigation	0	124	19,323
Offices, Boards and Divisions	0	350	4
Office of Inspector General	118	0	0
United States Marshals Service	0	248	4,906
Grand Total	118	1,250	39,386

Chart 1. 2012 Federal Fleet Report



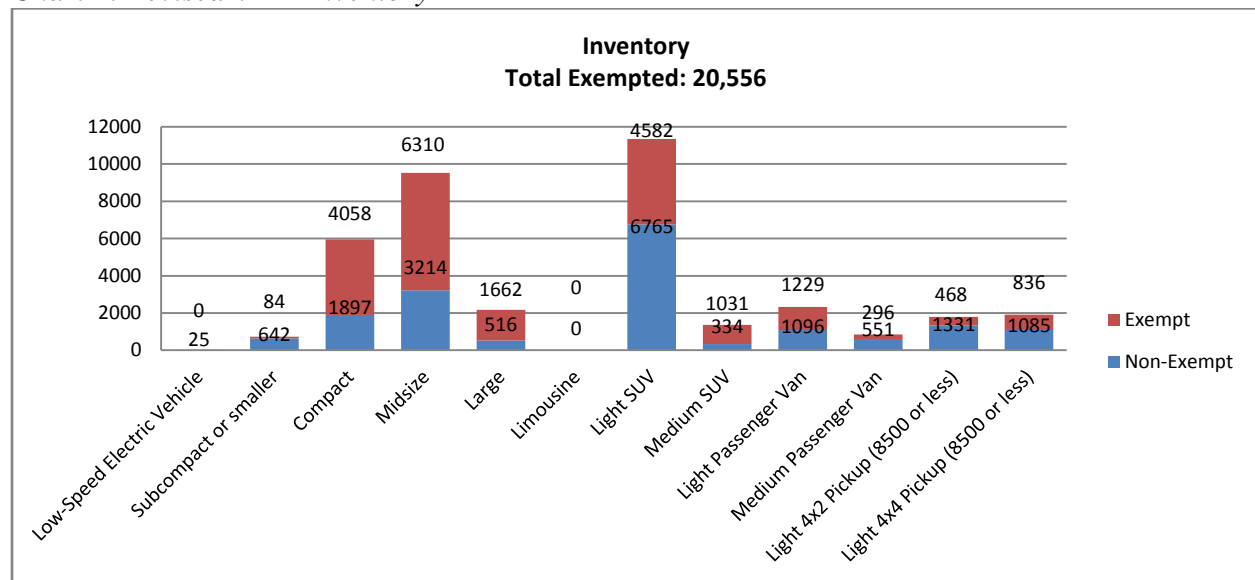
V. Vehicle Allocation Methodology Results

The Department utilized the VAM to establish an exempted vehicle population, the baseline fleet, and an optimal fleet. The VAM study has produced a total of 20,556 exempted light duty, law enforcement vehicles out of the total fleet profile of 40,754 motor vehicles.

**This total number included medium and heavy duty vehicles which have been removed from the VAM study as allowed by GSA.*

See Chart 2 for exempted and covered vehicles by category.

Chart 2. Revised VAM Inventory

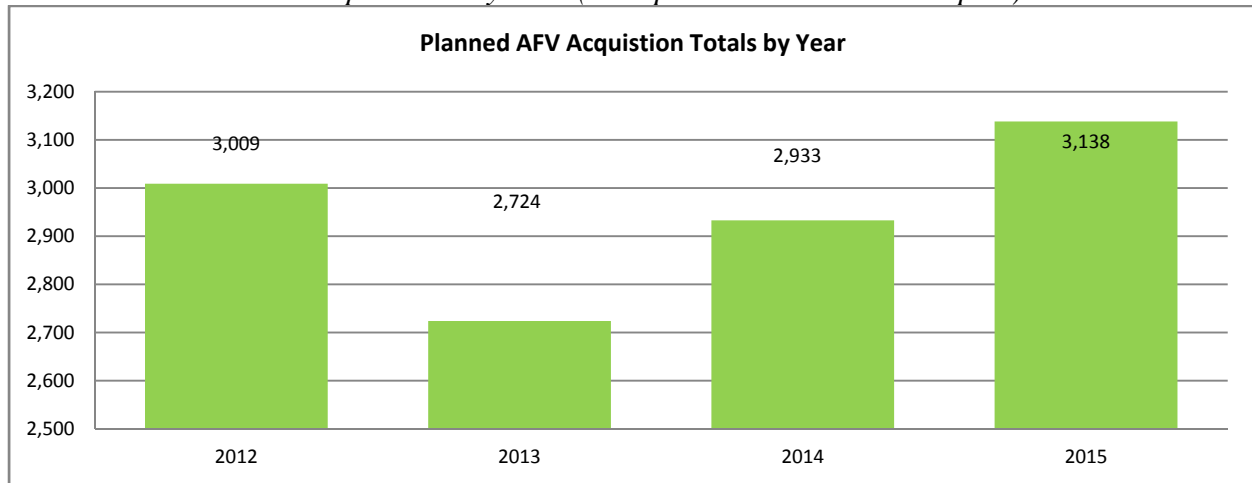


A. Projected AFV Acquisitions by Year

DOJs AFV inventory will increase on an average of approximately 2,400 vehicles per year through 2015. These AFVs will replace current light duty conventional fuel vehicles included in the Department fleet inventory.

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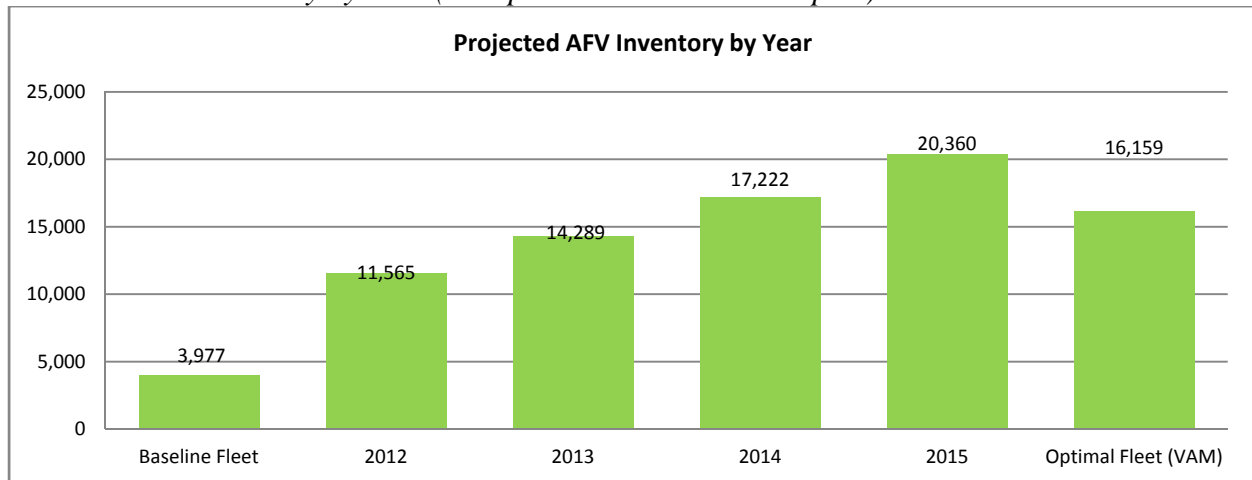
Chart 3. Planned AFV Acquisitions by Year (As reported in FAST 2012 report)



B. Projected AFV Inventory by Year

DOJs AFV inventory will increase on an average of approximately 2,400 vehicles per year through 2015.

Chart 4. AFV Inventory by Year (as reported in FAST 2012 report)

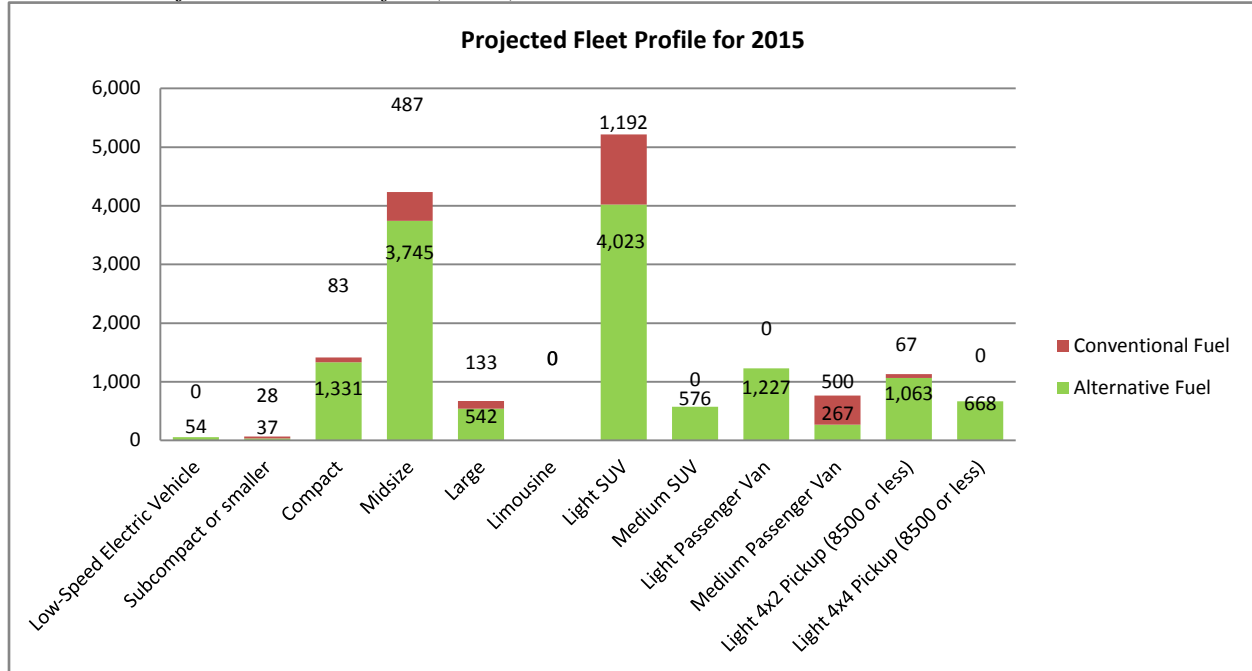


C. Projected Fleet for 2015

According to the VAM, DOJ will increase its baseline roster of AFVs from 3,977 light duty vehicles in 2011 to 13,533 in 2015. This will increase the AFV total by 9,556 vehicles over the next four years. In conjunction with the AFV acquisitions, the baseline roster of conventional fuel light duty vehicles will decrease from 15,951 in 2011 to 2,490 in 2015; a drastic reduction of 13,461 conventional fuel vehicles. See Table # for the projected AFV versus conventional fuel vehicles in 2015.

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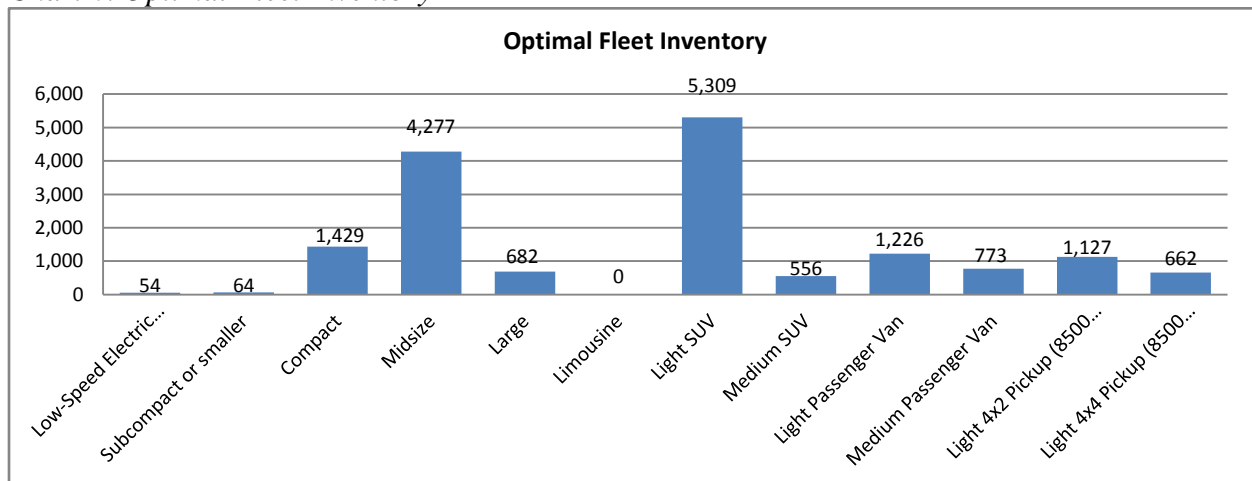
Chart 5. Projected Fleet Profile (2015)



D. Optimal Fleet

The Department's optimal fleet consists of both law enforcement vehicles not exempted from the VAM study as well as vehicles which are used in support of the law enforcement mission. All of the vehicles identified in the optimal fleet have been deemed as those which can perform their mission as an AFV without being detrimental to the overall mission of the Department. The drastic difference in AFV composition from the baseline fleet demonstrates DOJ's willingness to meet the President's mandates while still accomplishing the missions mandated.

Chart 6. Optimal Fleet Inventory



**Note: 100% of the vehicles listed in the optimal fleet will be alternative fuel.*

VI. Next Steps

The Department will continue to make great strides in the ‘greening’ of the fleet profile through 2015 and beyond.

A. Fleet Size

Due to the Departments ever-growing mission, DOJ is unable to commit to a specific reduction level. The Department will however continue to identify potential fleet reduction opportunities, where practicable.

B. Vehicle Type Composition

The Department has been working on reducing vehicles sizes without negatively impacting the mission requirements. DOJ will continue identifying and replacing larger vehicles where practicable.

C. AFV Composition

From Fiscal Years (FY) 2004 to 2012, DOJ acquired for its fleet 11,324 (2,425 in FY 2012 alone) alternative fueled vehicles (E85, hybrid, electric, natural gas) which performed a myriad of jobs in support of DOJ’s mission. This number will continue to grow as the Department evolves into a more environmentally friendly fleet. The Department will continue to acquire AFVs whenever practicable.

D. AFV Infrastructure

DOJ promotes the use of alternative fuels whenever practicable and will continue to do so. The Department is also willing to work with other agencies on promoting the growth of an alternative fueling infrastructure offering various fueling options.

E. Vehicle Sourcing

The Department currently has 118 commercially leased vehicles. The final two large sedans were replaced in fiscal year 2012 with GSA leased AFV vehicles.

F. Centralized Fleet Management System

The acquisition of a Department Fleet Management System will follow the guidelines of OMB portfolio-stat and the availability of funds. This will require further research and coordination with the DOJ Office of the Chief Information Officer to determine enterprise systems to best suit all of DOJ.

G. Shared Fleet-on-Demand Services

The Department will explore the possibility of shared fleet services where practicable.

Attachment (1)
FY2013 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
GSA TEMPLATE
(Department of Justice)

(A) Introduction that describes the agency mission, organization, and overview of the role of the fleet in serving agency missions. The mission of the Department of Justice is to enforce the law and to defend the interests of the United States according to the law. The Department must also ensure public safety against threats foreign and domestic; to provide federal leadership in preventing and controlling crime; to seek just punishment for those guilty of unlawful behavior; and to ensure fair and impartial administration of justice for all Americans. To accomplish this mission, the Department must ensure its operations are performed as efficiently as possible with the proper equipment necessary to carry out all of the duties required. The Department of Justice (DOJ) is very committed to 'greening' its fleet and is in the process of 'right-sizing' the current fleet profile to ensure that we are utilizing the most efficient and environmentally friendly vehicles practicable. The Department also has a unique mission with respect to law enforcement duties, requiring us to balance mission requirements with sustainability goals.

Due to the sensitivity of some of the Department's mission functions, certain light duty law enforcement vehicles have been deemed as exempt from the VAM study. This is to maintain the ability to acquire the diversity of vehicles necessary to meet specific law enforcement needs.

Although those certain light duty law enforcement vehicles will be exempt, the Department will continue to acquire AFVs in the exempted vehicle inventory to meet the goals set forth by the President, as long as those goals do not impede the successful execution of its vital criminal justice and national security missions. The Department will also continue to maintain internal records for these exempted law enforcement vehicles, equivalent to the requirements established by the memorandum.

(B) Criteria for justifying and assigning vehicles (including home-to-work vehicle assignments). Vehicles assignments are specific to the DOJ office and/or Bureau based on mission. Due to the fact that a large percentage of the Department's fleet is used in support of law enforcement and intelligence related missions, the amount of home-to-work vehicle assignments fluctuate based on work related requirements and related investigations. The Bureaus within the Department are making an effort to incorporate shared vehicle usage within field offices, when practicable. The Bureau Fleet Managers are familiar with the fleet management policies and procedures and their respective roles in the optimization of their fleet.

(C) Explanation for reported fleet size and cost changes or not meeting agency VAM projections. The Department's fleet size and expense are on schedule to meet the VAM projections by 2015.

(D) Description of efforts to control fleet size and cost.

Fleet size and operational costs is based on increased personnel resources and the increased cost of operating a fleet (gas and maintenance). The number of vehicles that are within DOJ is consistent and within our appropriation submission. The number of vehicles on-hand fluctuates based on new acquisitions, vehicles pending sales transactions, and vehicles being placed into official use through seizure/forfeiture proceedings.

The DOJ is very committed to 'greening' its fleet and is in the process of 'right-sizing' the current fleet profile to ensure that we are utilizing the most efficient and environmentally friendly vehicles practicable. The Department also has a unique mission with respect to law enforcement duties, requiring us to balance mission requirements with sustainability goals. In 2013, DOJ will work with GSA Office of Motor Vehicle Management to review the cost saving methodology used to estimate associated vehicle costs and update the 2014 plan accordingly. The goal of the Department is to ensure that all Fleet Managers are using accurate methodology when determining the most effective source of procurement.

(E) Explanation of how law enforcement vehicles are categorized within the agency (See FMR Bulletin B-33).

The Departments optimal fleet consists of both law enforcement vehicles not exempted from the VAM study as well as vehicles which are used in support of the law enforcement mission. All of the vehicles identified in the optimal fleet have been deemed as those which can perform their mission as an AFV without being detrimental to the overall mission of the Department.

(F) Justification for restricted vehicles.

N/A

(G) Description of vehicle replacement strategy and results.

DOJs AFV inventory will increase on an average of approximately 2,400 vehicles per year through 2015. These AFVs will replace current light duty conventional fuel vehicles included in the Department fleet inventory. The Department will continue to make great strides in the 'greening' of the fleet profile through 2015 and beyond. From Fiscal Years (FY) 2004 to 2012, DOJ acquired for its fleet 11,324 (2,425 in FY 2012 alone) alternative fueled vehicles (E85, hybrid, electric, natural gas) which performed a myriad of jobs in support of DOJ's mission. Between FY 2011 and FY 2012 the Department replaced 2,539 vehicles from the current inventory with AFVs. This practice will continue as the Department evolves into a more environmentally friendly fleet. The Department will continue to acquire AFVs whenever practicable.

(H) Description of the agency-wide Vehicle Management Information System (See FMR Bulletin B-15). The acquisition of a Department Fleet Management System will follow the guidelines of OMB portfolio-stat and the availability of funds. This will require further research and coordination with the DOJ Office of the Chief Information Officer to determine enterprise systems to best suit all of DOJ. Currently DOJ is working with GSA to review the FedFMS tool and anticipates scheduling a demo by the end of June 2013, implementation of new system anticipated for December 2014.

(I) Plans to increase the use of vehicle sharing. The Department will continue to explore the possibility of shared fleet services where practicable.

(J) Impediments to optimal fleet management. Due to the Departments ever-growing mission, DOJ is unable to commit to a specific reduction level. However, DOJ continues to identify potential fleet reduction opportunities, where practicable. This also includes working to identify and replace larger vehicles where practicable.

(K) Anomalies and possible errors. In June 2012, the Department submitted an updated VAM to GSA, and also submitted the updated information as part of the June 2012, SSPP submission. This updated VAM study, reduced the exempted vehicles from 37,665 to approximately 20,556. The GSA baseline and reporting continues to reference the original VAM submission for exempt vehicles and has not been updated to reflect the June 2012 submission by the Department.

(L) Summary and contact information.

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