



**U.S. Department of Justice**  
**2016 Fleet Management Plan**

U.S. Department of Justice

Washington, DC 20530

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## 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 Department's 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 Department's 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.

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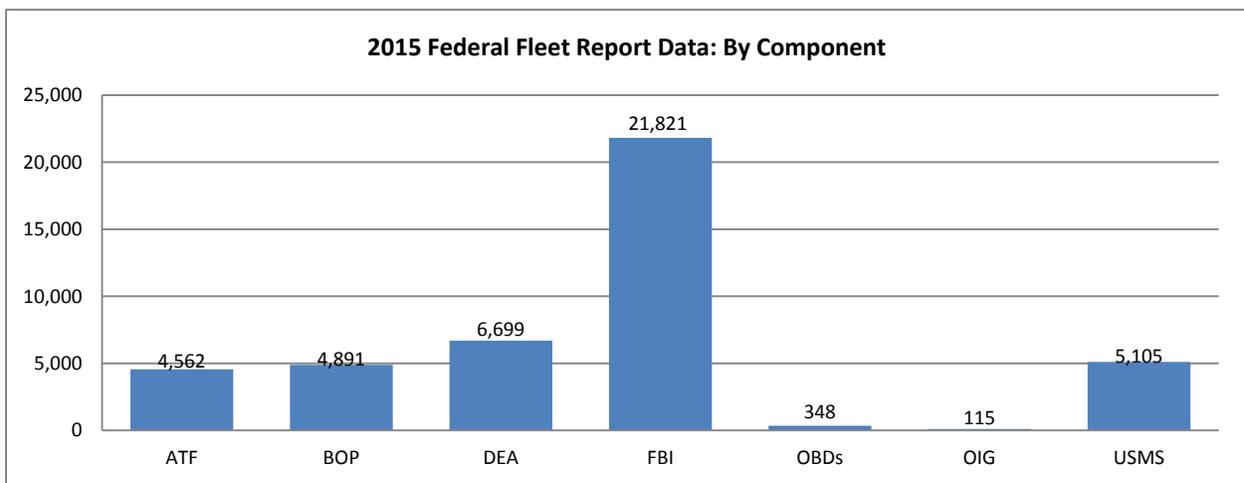
**IV. 2013 Federal Fleet Analysis**

The Department of Justice (DOJ) has maintained a fleet of roughly 39,000 vehicles on average between years 2008 and 2013. The fleet has grown by a total of 5,107 motor vehicles between 2008 and 2015 (38,434 to 43,541). The Federal Fleet Report is comprised of data entered into the Federal Automotive Statistical Tool (FAST) facilitated by GSA.

*Table 1. 2015 Federal Fleet Report Acquisition Sourcing*

Component	Commercial Lease	GSA Lease	Owned
Bureau of Alcohol, Tobacco, Firearms & Explosives	0	526	4,036
Bureau of Prisons	0	9	4,882
Drug Enforcement Administration	0	15	6,684
Federal Bureau of Investigation	0	878	20,943
Offices, Boards and Divisions	0	347	1
Office of Inspector General	0	115	0
United States Marshals Service	0	230	4,875
<b>Grand Total</b>	<b>0</b>	<b>2,120</b>	<b>41,421</b>

*Chart 1. 2015 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 43,541 motor vehicles, leaving 17,456 covered. The remaining 5,529 are heavy duty and are omitted as allowed by GSA.

See Chart 2 for exempted and covered vehicles by category.

*Chart 2. Revised VAM Inventory (Light Duty Only)*

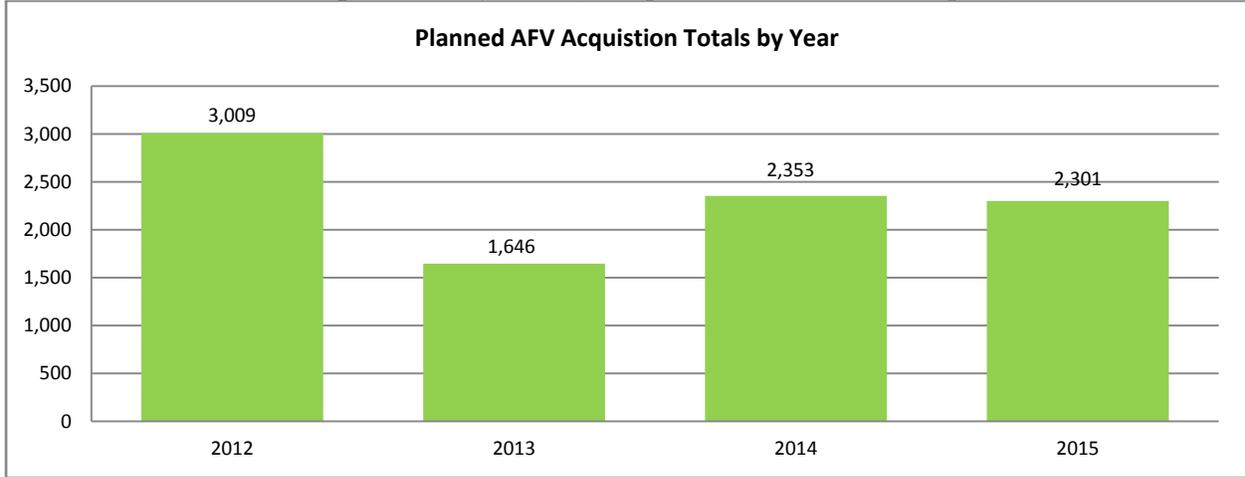
<b>VEHICLE TYPE</b>	<b>EXEMPT</b>	<b>Covered</b>	<b>TOTAL</b>
Low-Speed Electronic Vehicle	0	25	25
Subcompact or smaller	84	642	726
Compact	4,058	1,897	5,955
Midsized	6,310	3,214	9,524
Large	1,662	516	2,178
Limousine	0	0	0
Light SUV	4,582	6,765	11,347
Medium SUV	1,031	334	1,365
Light Passenger Van	1,229	1,096	2,325
Medium Passenger Van	296	551	847
Light 4X2 Pickup (8,500 or Less)	468	1,331	1,799
Light 4X4 Pickup (8,500 or Less)	836	1,085	1,921
<b>TOTAL</b>	<b>20,556</b>	<b>17,456</b>	<b>38,012</b>

**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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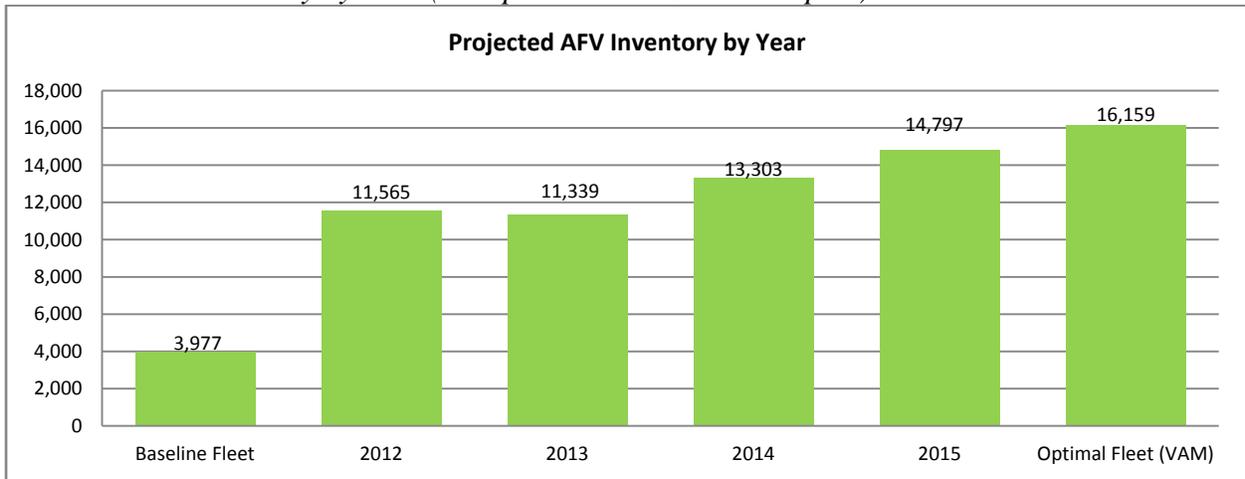
Chart 3. Planned AFV Acquisitions by Year (As reported in FAST 2015 report)



**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 2013 report)



Note: The AFV inventory for FY 2013 is less than 2012 due to BOP correcting an error where approximately 1,200 petroleum fueled vehicles were marked as AFVs in their 2012 submission.

**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, an increase of 9,556. 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 Chart 5 below for the projected AFV versus conventional fuel vehicles in 2015.

*Chart 5. Projected Fleet Profile for 2015 (Light Duty Only)*

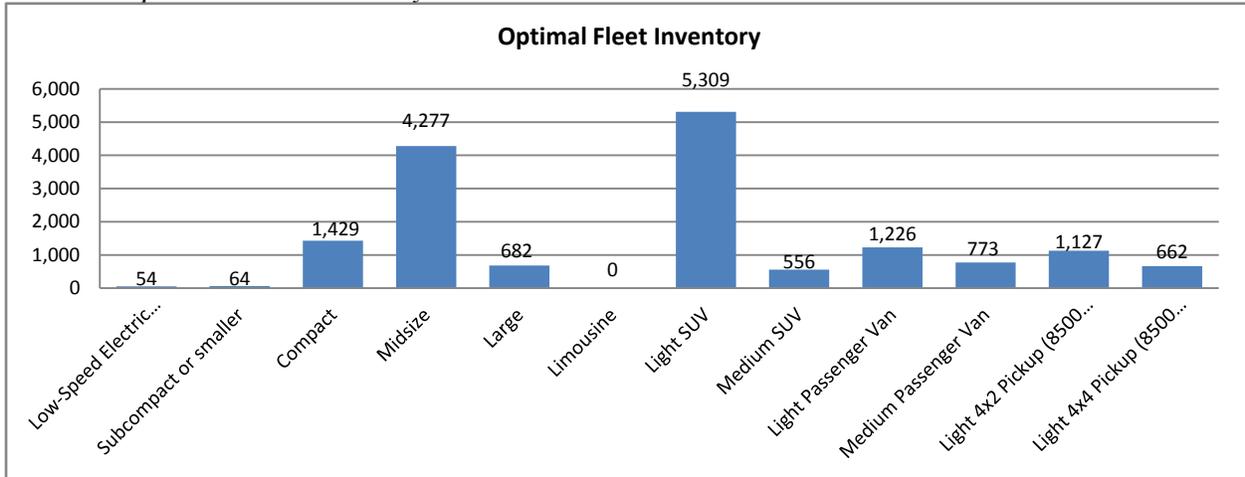
VEHICLE TYPE	CONVENTIONAL FUEL	ALTERNATIVE FUEL	TOTAL	PERCENT CONVENTIONAL
Low-Speed Electronic Vehicle	0	54	54	0%
Subcompact or smaller	28	37	65	43%
Compact	83	1,331	1,414	6%
Midsize	487	3,745	4,232	12%
Large	133	542	675	20%
Limousine	0	0	0	0%
Light SUV	1,192	4,023	5,215	23%
Medium SUV	0	576	576	0%
Light Passenger Van	0	1,227	1,227	0%
Medium Passenger Van	500	267	767	65%
Light 4X2 Pickup (8,500 or Less)	67	1,063	1,130	6%
Light 4X4 Pickup (8,500 or Less)	0	668	668	0%
<b>TOTAL</b>	<b>2,490</b>	<b>13,533</b>	<b>16,023</b>	<b>16%</b>

**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.

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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

Fleet size and operational costs are 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. It is DOJ policy that each Bureau/OBD completes an economic analysis whenever a new requirement is identified to ensure the most economical type of vehicle is acquired.

In additional DOJ uses fleet performance standards to ensure proper minimum usage standards are maintained and that vehicles are rotated when practical and economical to ensure they reach programmed life expectancy. Some of the performance standards include:

- Vehicle Allocations
- Usage standards by vehicle type (minimum mileage expected per quarter/year)
- Cost per Mile by vehicle type (annual aggregated maintenance costs divided by total miles)
- Life to date repair and maintenance costs in relation to age and mileage

The Department's unique mission with respect to law enforcement duties requires us to balance mission requirements with sustainability goals. The goal of the Department is to ensure that all Fleet Managers are using accurate methodology when determining the most effective source of procurement.

## **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**

DOJs AFV inventory has increased 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 2015, DOJ has increased its fleet by 14,105 (1,494 in FY 2015 alone) alternative fueled vehicles (E85, hybrid, electric, natural gas) which perform a myriad of jobs in support of DOJ’s mission. This includes replacing vehicles from the current inventory with AFVs.

## **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**

At the end of 2014 the Department had 108 commercially leased vehicles. By the end of 2015 DOJ converted the remaining 108 commercially leased vehicles over to GSA lease.

## **F. Centralized Fleet Management System**

In 2015 the Department selected FedFMS as our agency Fleet Management Systems (FMS). The Department is now focusing on new requirements as set forth in Executive Order 13693 (published on March 25, 2015) such as the requirement for fleet data collection through the deployment of vehicle telematics.

## **G. Shared Fleet-on-Demand Services**

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

**FY 2016 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE  
FOR  
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 (DOJ) 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 DOJ is very committed to 'greening' its fleet and works 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.

**(B) Description of vehicle acquisition/replacement strategies.**

The Department's owned fleet falls under DOJ's law enforcement Bureaus: FBI, DEA, ATF, USMS and BOP. Each Bureau is required to complete an economic analysis for each new requirement to determine the most cost effective acquisition method to meet their mission. As a result of their law enforcement mission, there are times when an owned vehicle is determined to be more practical due to the additional indirect costs that would be involved with a leased vehicle. When comparing costs, components are to compare all direct and indirect costs projections for the lifecycle of an owned vehicle to the total lease costs over an identical period. When leasing is determined to be the best option, the Department requires the use of GSA Fleet over commercial. By the end of FY 2015, DOJ converted the last of its commercial vehicles to GSA Fleet.

The Department utilizes tools such as the U.S. Department of Energy's Alternative Fuel Data Center to assist with the placement of AFVs in proximity to AFV fueling stations. In many cases, even if alternative fuel is not available within the immediate area (5 miles or 15 minutes), an AFV is still acquisitioned with a request for an EPA Act 701 waiver. This request ensures that alternative fuel can still be used when traveling outside of the immediate area to aide in the reduction of GHG as EO13693.

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As part of the economic analysis, the following questions are asked concerning each requirement:

- What is the vehicle requirements (size and type) needed for the mission it will be assigned?
- Can other methods besides purchase or lease be used to accomplish the mission (ex. short term rental)?
- If not, is there access to alternative fuel within 5 miles or 15 minutes of the vehicles garage location that would make an alternative fuel practical?

In addition to increasing the amount of AFV vehicles and reducing fleet size, the Department has been taking the additional steps to further aide in the reduction of GHG emissions by 30% as required by EO13693. This includes providing safe driver training to reduce aggressive driving habits and eliminate speeding and excessive idling. The DOJ Fleet Management Office has provided mandatory annual GSA online safe driving training requirements to all the Fleet Managers throughout the Department. The OBD/Bureaus have also been advised to use available software to optimize routes therefore decreasing mileage and use available alternative fuel locating software to locate nearby stations for refueling.

Another requirement of EO13693 requires agencies to acquire zero emission vehicles as an increasing percentage of passenger vehicle acquisitions. The Department is currently working to determine the areas where this initiative can be implemented without impacting the Departments mission. This initiative will include coordination with GSA in order to negotiate lease amendments to include the installation of metered Electric Vehicle Service Equipment at those locations.

### **(C) Description of Telematics related acquisition strategies.**

A study is currently being conducted to determine the vehicles within the DOJ Fleet where telematics is practical based on the Department's mission. For those vehicles where telematics is approved, the Department will coordinate with GSA during the acquisition process to ensure that the selected system will meet all of the associated requirements of EO13693, in addition to adhering to the Departments funding availability. Per EO13693 requirements, the Departments goal is to have a system in place by the end of FY 2017.

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

Over the last several years the Department has been able to maintain their fleet size while at the same time increase the amount of AFVs through vehicle replacement. While the Department can not commit to an optimal fleet due to its ever changing mission, every effort is made to maintain or reduce our fleet size while reducing cost and purchasing fuel efficient vehicles. When practical, the Department has been utilizing GSA's Short Term Rental program as a cost effective method when a vehicle is only required for a short period of time.

**(E) Description of Vehicle Assignments and Vehicle Sharing.**

Vehicles assignments are specific to the DOJ offices and/or Bureau based on mission. The OBDs and Bureaus within the Department are making an effort to incorporate shared vehicle usage within field offices, when practicable. This includes conducting employee surveys to access their travel behavior to determine where ridesharing and public transportation may be an alternative option. Also, once a ridesharing area is determined, working to provide parking for an appropriate vehicle near the location(s). DOJ also completed a shuttle consolidation initiative and was able to reduce the number of shuttle routes and buses. The usage of the shuttle service is constantly monitored to make adjustments when needed.

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 (HTW) vehicle assignments fluctuate based on work related requirements and related investigations. All HTW requests are reviewed by the Fleet Manager, Office of General Counsel and Office of Legal Counsel prior to submission for approval to the Agency head.

**(F) Evidence of Vehicle Allocation Methodology (VAM) Planning.**

The VAM is updated on an annual basis. The vast majority of the Department's vehicles fall under the responsibilities of the DOJ's law enforcement components: FBI, DEA, ATF, USMS and BOP. These components routinely review their fleet inventory data to determine vehicles in need of replacement and the appropriate number and type of vehicles required for their missions. The various uses for these vehicles include critical mission response, prisoner transportation, and the apprehension of dangerous fugitives.

For all other vehicles, the mileage and hours of service for each vehicle are compared to its assignment to ensure that it is not being underutilized. Studies are conducted to determine if there are other alternative methods such as vehicle sharing or short term rentals that can be used to complete this mission.

Specific questions looked at when determining the continued need for a vehicle include, but are not limited to the following:

- How many miles has the vehicle traveled since the time of acquisition?
- How many weeks per year is this vehicle used? If weekly, how many trips per week?
- How many hours a day is the vehicle in use and how long is each trip?
- Is the vehicle being shared by multiple employees and if not is this a valid option at this location?
- How many miles is a typical trip for this vehicle and can other means such as public transportation be used?

**(G) Description of the agency-wide Vehicle Management Information System (See FMR 102-34.340)**

DOJ utilizes the FedFMS system at the Agency level to collect accurate inventory, cost and usage data that covers the complete life cycle of each vehicle. This includes the vehicles acquisition, operational and disposal costs. The Department can currently report on 17 of the 70 ALD data elements provided on the draft list, this data was reported to GSA in August 2015. Once a final list of data elements is provided by GSA, the Department's Fleet Management Office will work with the Bureaus to determine the best way to capture the remaining data reporting requirements. As part of this required reporting, the Department is reviewing options for telematics for its components not related to law enforcement.

**(H) Justification for restricted vehicles.**

The Department's Executive fleet is posted on the DOJ website as required by the Presidential Memorandum of May 2011. Due to the Department's law enforcement mission, there are several Bureaus that require armored vehicles to accomplish their mission. The Department does not have any limousines in our fleet. For armored vehicles, the Department adheres to the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01.

**(I) Impediments to optimal fleet management.**

Due to the Department's mission, DOJ is unable to commit to a specific reduction level. However, DOJ continues to identify potential fleet reduction opportunities, where practicable. This includes working to identify and replace larger vehicles with smaller, more fuel efficient vehicles. Additionally, the Department will continue to work with GSA in order to survey the availability of E85 fuel stations and associated available use of the WEX card for payment. The inability to use the WEX card at many of the E85 fuel stations has impacted the Departments ability to increase the alternative fuel usage.

**(J) Anomalies and possible errors.**

Drug Enforcement Agency (DEA) – FY 2015 inventory for foreign fleet, under the fleet data tab, fleet inventory for DEA (Foreign) should have been marked as law enforcement.  
Alcohol Tobacco and Firearms (ATF) – FY 2015, vehicle cost/mileage data report, ATF operational cost for GSA fleet is correct; however, the portion marked for law enforcement vehicles should have been \$1,485,636.

**(K) Summary and contact information.**

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