



U.S. Department of Justice
Fleet Management Plan

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U.S. Department of Justice

145 N Street, NE

Washington, DC 20530

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I. Promulgation Statement

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 President issued a memorandum, "Federal Fleet Performance," on May 24, 2011, providing guidance to executive departments and agencies to help achieve the Administration's Federal fleet performance goals and to ensure that agencies are in compliance with Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance. Among the requirements, the memorandum states that by December 31, 2015, all new light duty vehicles acquired by agencies must be alternative fueled vehicles. In addition, agencies are to develop a Fleet Management Plan (FMP) to determine their optimal fleet inventory and to post their optimal fleet inventory targets on agency websites. Agencies must also incorporate their FMPs into their annual Strategic Sustainability Performance Plans, beginning with the June 2012 submission.

This Fleet Management Plan has been developed in accordance with the guidance set forth in the Presidential memorandum and will be instituted with the basic assumption that there will be variances each year. Thus, the document must be updated accordingly to ensure accuracy, practicability, and applicability to the Department's mission requirements.

APPROVE:  _____

DISAPPROVE: _____

II. 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.

III. 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.

IV. 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.

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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.

V. 2011 Federal Fleet Analysis

The Department of Justice (DOJ) has maintained a fleet of roughly 39,000 vehicles on average between years 2008 and 2011. The fleet has grown by a total of 1,677 motor vehicles between 2008 and 2011 (38,434 to 40,111). Of the 40,111 vehicles reported in the 2011 Federal Fleet

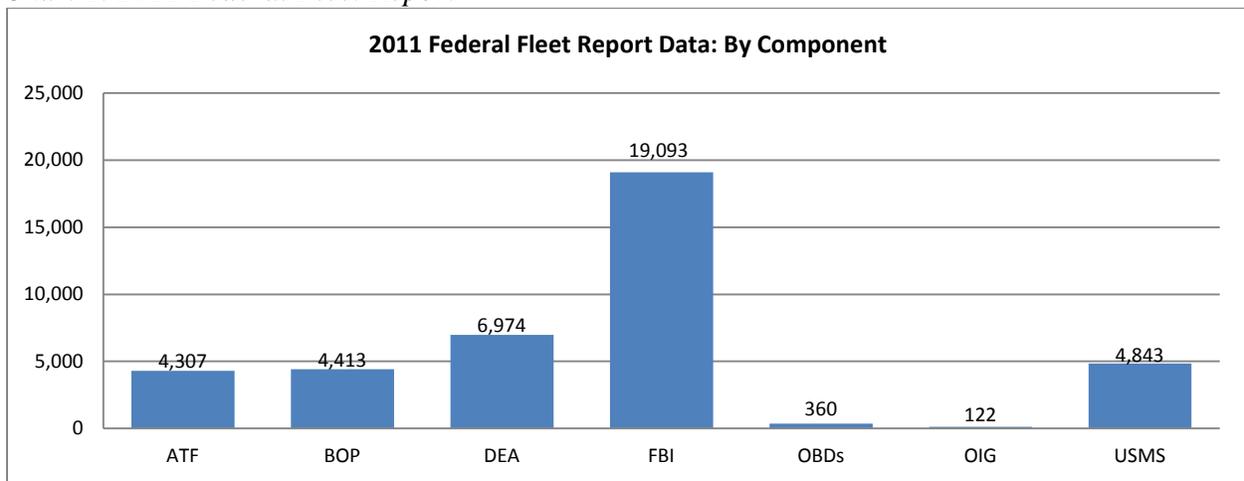
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Report, 38,619 of those vehicles were classified as law enforcement (approximately 96 percent). The Federal Fleet Report is comprised of data entered into the Federal Automotive Statistical Tool (FAST) facilitated by GSA.

Table 1. 2011 Federal Fleet Report Acquisition Sourcing

Component	Commercial Lease	GSA Lease	Owned
Bureau of Alcohol, Tobacco, Firearms & Explosives	0	458	3,849
Bureau of Prisons	0	6	4,407
Drug Enforcement Administration	0	0	6,974
Federal Bureau of Investigation	0	125	18,968
Offices, Boards and Divisions	6	339	14
Office of Inspector General	120	0	2
United States Marshals Service	3	267	4,573
Grand Total	129	1,195	38,787

Chart 1. 2011 Federal Fleet Report



VI. Vehicle Allocation Methodology Results

The Department utilized the VAM to establish an exempted vehicle population, the baseline fleet, and an optimal fleet. The VAM submitted previously exempted 37,665* (97%) law enforcement vehicles out of the total fleet profile of 38,854 motor vehicles. The revised VAM study has produced a total of 20,556 exempted light duty, law enforcement vehicles reducing the number from 97 to 57 percent; a drastic reduction.

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

A. February 2012 VAM Submission

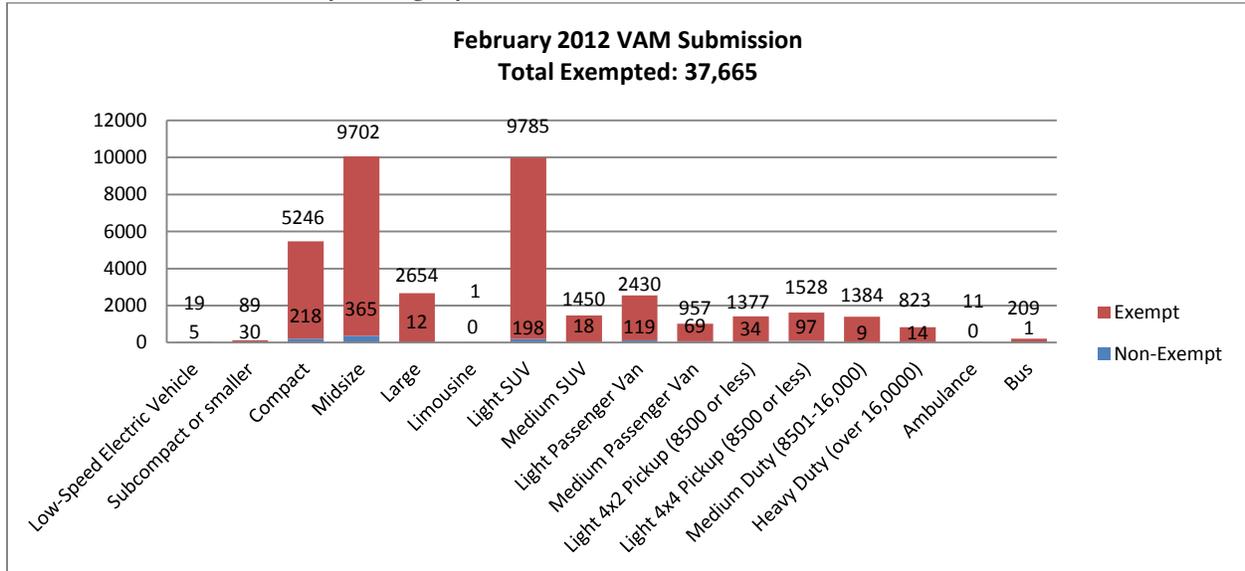
Total number of motor vehicles reported in February submission: 38,854

Total number of law enforcement vehicles exempted from study: 37,665 (97%)

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See Chart 2 for exempted and covered vehicles by category.

Chart 2. VAM Vehicles by Category



B. Revised VAM Inventory

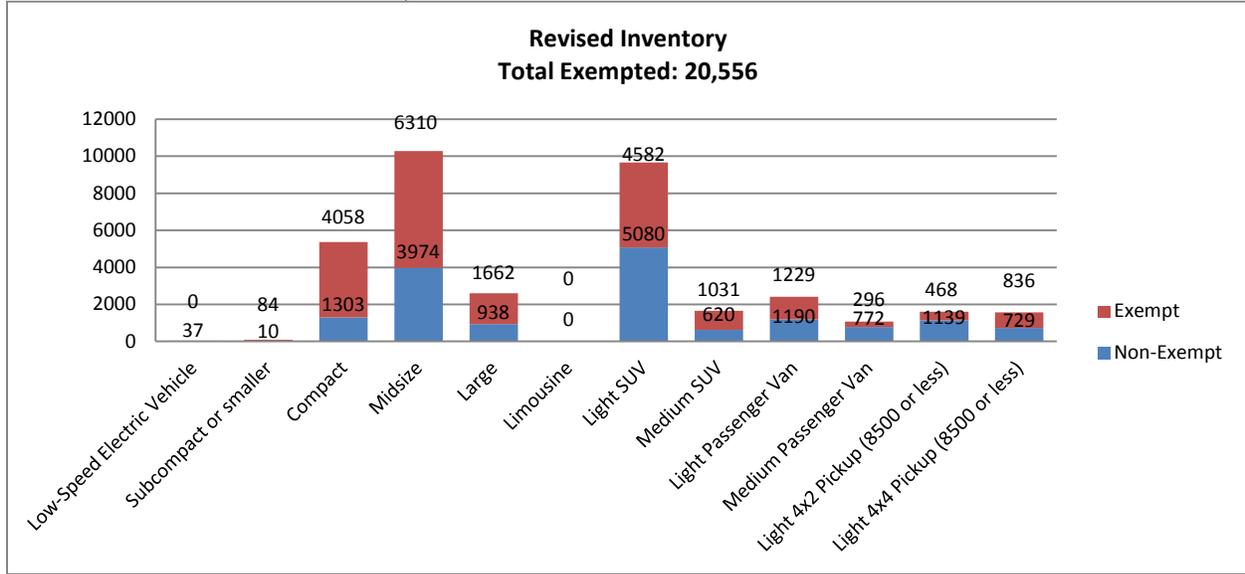
Total number of motor vehicles in revised inventory: 36,348

Total number of law enforcement vehicles exempted from study: 20,556 (57%)

DOJ revised the VAM inventory and was able to remove 17,109 motor vehicles from the exempted category as previously submitted. This re-categorization has now made approximately 10,500 domestic, light duty, conventional fuel law enforcement vehicles eligible for replacement with AFVs once they have been deemed to reach the end of their useful lifecycle.

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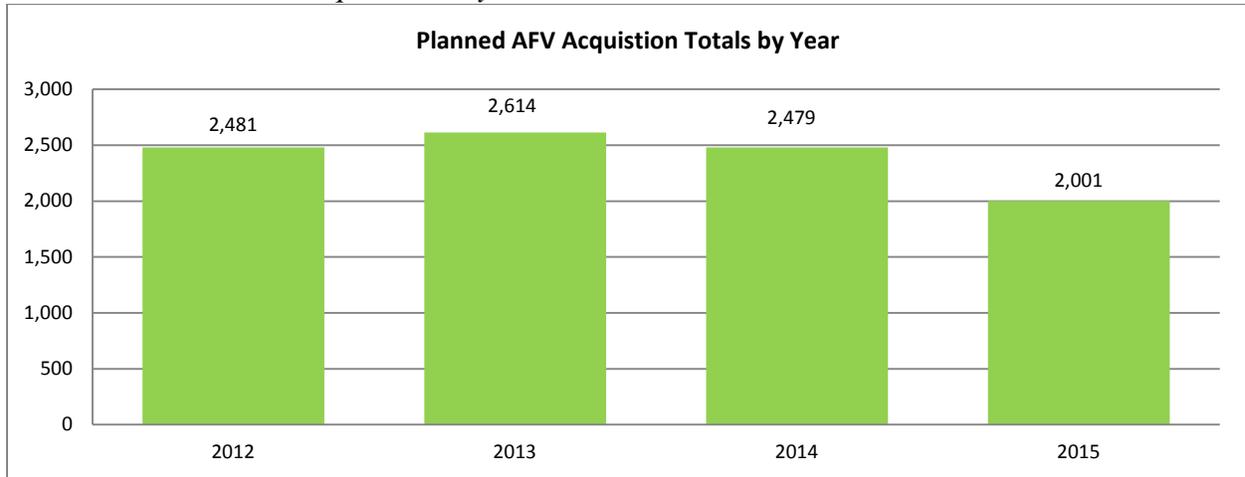
Chart 3. Revised VAM Inventory



C. 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.

Chart 4. Planned AFV Acquisitions by Year

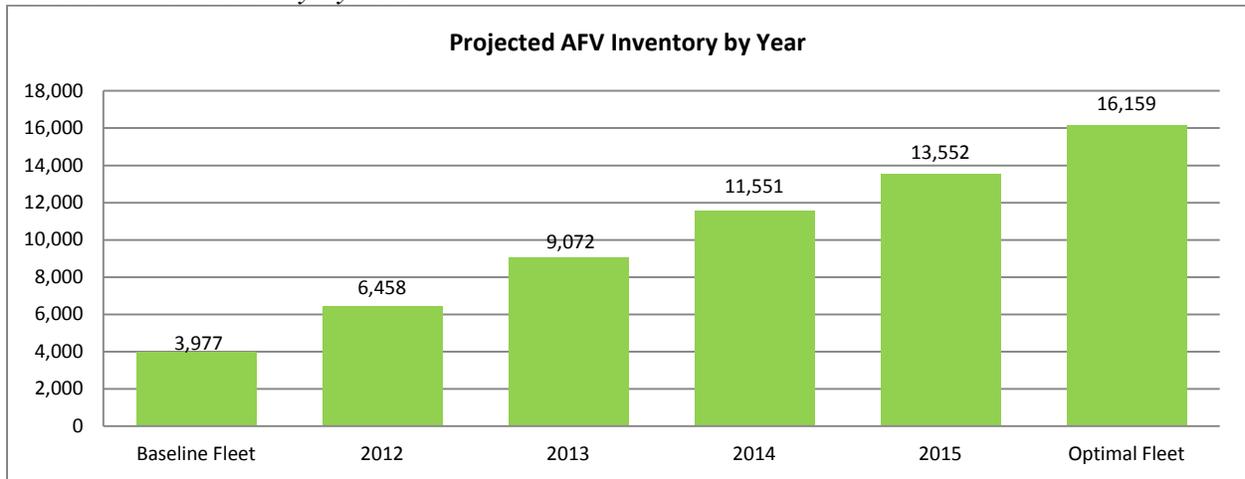


D. Projected AFV Inventory by Year

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

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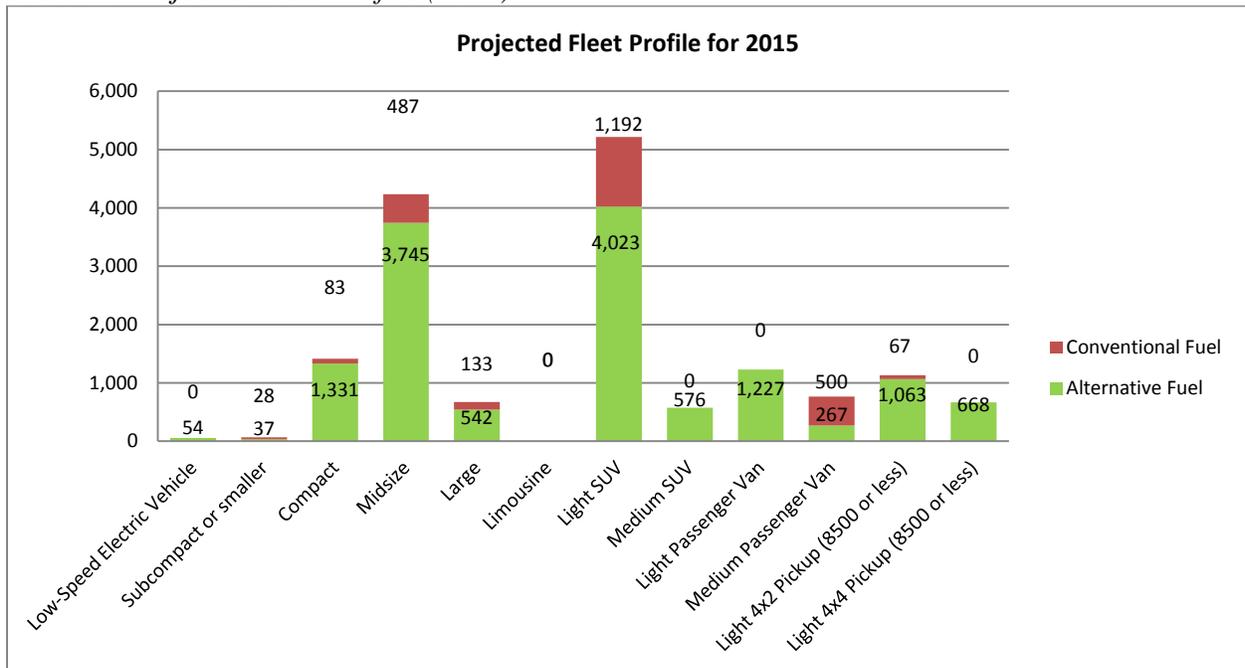
Chart 5. AFV Inventory by Year



E. Projected Fleet for 2015

DOJ will increase its baseline roster of AFVs from 3,977 light duty vehicles in 2011 to 13,533 in 2015 according to the VAM. 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 Chart 6 for the projected AFV versus conventional fuel vehicles in 2015.

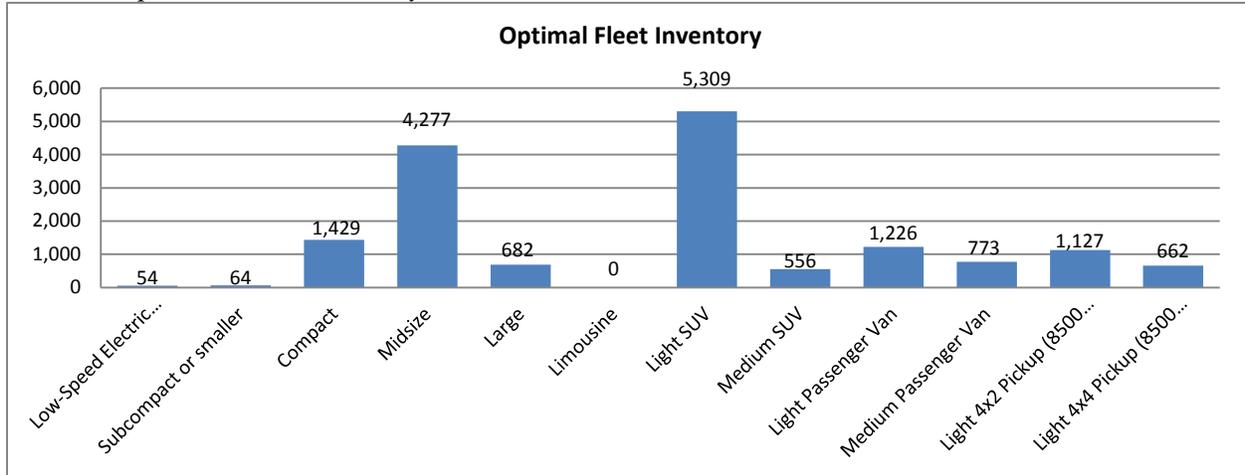
Chart 6. Projected Fleet Profile (2015)



F. Optimal Fleet

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. The drastic difference in AFV composition from the baseline fleet demonstrates DOJ's willingness to meet the Presidents mandates while still accomplishing the missions mandated.

Chart 7. Optimal Fleet Inventory



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

VII. Next Steps

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

A. VAM Exemptions

DOJ has revised the February VAM submission, taking into consideration the impact that this initiative has on the Departments law enforcement and intelligence operations. Pursuant to the Presidential Memorandum Section 4(b), the Department has issued a letter exempting vehicles that meet the law enforcement motor vehicle designation. DOJ anticipates the number of requested law enforcement exemptions to decrease from the original submission of 37,665 to approximately 20,556.

B. 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.

C. 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.

D. AFV Composition

From Fiscal Years (FY) 2004 to 2011, DOJ acquired for its fleet 8,899 (1,523 in FY 2011 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.

E. 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.

F. Vehicle Sourcing

The Department currently has 129 commercially leased vehicles, two of which are considered large sedans. Both of these sedans will be gone before the end of fiscal year 2012 and replaced with GSA leased AFVs.

G. 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.

H. Shared Fleet-on-Demand Services

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