

The USDA owns and operates slightly over 42,000 vehicles, mostly light trucks and sedans, located in cities, rural communities, and National Forests all across the country. These vehicles are used to support the departments' extensive and varied missions, including food safety inspections, agricultural research, fire suppression, and law enforcement. The complexity of USDA mission requirements and the overall size and nationwide dispersion of the fleet make meeting and striving to exceed federal target goals a challenging effort that requires the commitment of all our agency fleet managers.

On May 24, 2011, the President issued Presidential Memorandum - Federal Fleet Performance. In the memorandum, the President stated that the Federal Government owes "a responsibility to American citizens to lead by example and contribute to meeting our national goals of reducing oil imports by one-third by 2025 and putting one million advanced vehicles on the road by 2015."

The President directed the General Services Administration (GSA) to develop and distribute to agencies a Vehicle Allocation Methodology (VAM) within 90 days of the date of the memorandum. GSA, through a collaborative process with the Motor Vehicle Executive Council (MVEC), developed the Vehicle Allocation Methodology Guidance, detailing what each agency's VAM process should entail to achieve national economic, energy, and environmental goals. The expected outcome of the VAM is to achieve a USDA fleet that is comprised of smaller, more efficient, less greenhouse-gas-emitting vehicles that operate primarily on alternative fuels by the year 2015.

In FY 2011, USDA realized a reduction in overall vehicle inventory and the acquisitions of new vehicles. In addition, the percentage of alternatively-fueled vehicles continued to trend upward as USDA met its targeted goal of 75% of its covered light-duty vehicles acquired were alternatively-fueled vehicles. To achieve the optimal fleet attainment, USDA will continue to reduce the number of conventional fuel vehicles and increase the percentage of light duty alternative fuel vehicles in its inventory. In addition, agencies will assess vehicles that are older, less efficient, high maintenance and/or under-utilized.

This Plan includes individual agency VAMs for USDA that will prove a useful tool in helping agencies meet the following recommended goals while achieving program mission needs. The following strategies are being implemented at the national, state and/or local level:

Strategies, Goals and Milestones

Petroleum Reduction

- Maximize utilization of alternative fuel in dual-fueled vehicles
 - a. Acquire the optimal alternative fuel vehicle for each vehicle's mission, and locate alternative fuel vehicles where they have access to alternative fuel.
 - b. Install alternative fuel pumps at agency fleet fueling centers.
 - c. Utilize GSA Fleet Sustainability Dashboard tracks fuel consumption in GSA-leased vehicles, identifying successes as well as "missed opportunities" to use alternative fuel
- Local outreach: Utilize information provided by other agencies, FEMP, etc. for opportunities to connect with available alternative fuel sources, Clean Cities Coalitions, other agencies. USDA is invited to participate in an NREL funded behavior study focused on reducing 'missed opportunities' to utilize alternative fuel

FAST Data Quality Considerations

- Establish methods to ensure FAST's Data Quality & Consistency Report is accurate and flagged issues are addressed.
- Address questionable shifts in key fleet data metrics, i.e., decreases in inventory, with significant increase in consumption and increase in mileages.
- Provide supporting narrative on items flagged in OMB A-1 1 Annual Motor Vehicle Fleet Report acknowledging any issues with data quality.
- Involve agency budget-related personnel in the reporting process
- Review and validate exemptions and consider reductions of vehicles exempted from VAM studies. Further requests for exemption will be signed by the Head of the agency.

Fleet Inventory Size

- Implement policies that ensure the agency's LE and emergency vehicles are the smallest, most fuel efficient, and least greenhouse gas emitting vehicles necessary to execute mission requirements as outlined in GSA Bulletin FMR B-33, "Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets"
- Maintain a record of exemption documents at the USDA Office of Procurement and Property Management, per The Presidential Memorandum on Federal Fleet Performance, which states the head of the agency may exempt vehicles used for law enforcement, protective,

emergency response, or military tactical operations of that agency from the provisions of the VAM study. The USDA has exempted 2,583 law enforcement and emergency vehicles from the VAM study.

- Planned reductions in fleet size and petroleum consumption should be coordinated with, and sufficient for, achieving the agency's scope 1 & 2 GHG reduction target by 2020.
 - a. Dispose of low utilized vehicles or combined with other low utilized vehicles in vehicle sharing arrangements.
 - b. Where it is not mission required, vehicles assigned to a single employee should be eliminated.

Vehicle Type Composition

- Acquire the most fuel-efficient vehicles available to fulfill a given vehicle mission. Dual-fueled vehicles capable of operating on either petroleum or alternative fuel should be placed in locations where the alternative fuel is available (to avoid the need for EPA Act section 701 waivers) and be operated on the alternative fuel (to be compliant with EPA Act section 701 requirements).
 - a. Increase in sub-compact sedan inventory from the baseline fleet to the optimal fleet while all other vehicle categories decrease by FY2015. USDA projects a 50% increase in sub-compact sedan inventory from baseline fleet. This movement towards more fuel efficient, smaller sedans should also reduce petroleum use and reduce greenhouse gas emissions
 - b. Increased the number of alternative fuel vehicles and reduce conventionally fueled vehicles by December 31, 2015. All new light duty vehicles leased or purchased by agencies must be alternative fueled vehicles, such as hybrid or electric, compressed natural gas, or biofuel. USDA's AFV acquisition plans will position the agency to easily meet this mandate. USDA projects to greatly increase its AFV fleet by FY2015.
 - c. Acquire biofuel-capable AFVs and fuel them with the biofuel in locations where available to reduce fleet petroleum consumption. In locations where biofuel is not available, the fleet should consider acquiring AFVs that operate on other alternative fuels (e.g., electricity, natural gas, or propane), including hybrids and other low GHG-emitting vehicles that operate on petroleum.

Fueling Infrastructure

- Locate alternative fueled vehicles must, as soon as practicable, in proximity to fueling stations with available alternative fuels, and operate on the alternative fuel for which the vehicle is designed.

- a. Begin cooperative *effort* with other agencies to install or encourage commercial development of alternative fuel infrastructure in areas where needed.
- b. Utilize DOE tools available at its website, including an interactive map showing Federal vehicles for which waivers for the use of non-alternative fuel have been granted, which may be useful in finding partners.
- c. Consult with the GSA Office of Motor Vehicle Management for assistance in identifying and facilitating the placement of GSA Fleet AFVs, as soon as practicable, in proximity to fueling stations with available alternative fuels, so that the vehicles can be operated on the alternative fuel for which the vehicle is designed.

Vehicle Sourcing/Cost

- Source agency-owned fleet from less costly sources except where agency-owned vehicles are required by mission. Reduce commercial leases when economically feasible to utilize GSA leasing as an option.
- Examine all agency-owned vehicles throughout the agency fleet to ensure that less costly vehicle sourcing is not feasible.

Fleet Management Information System

- Implement a centralized fleet management system, as required of all Federal executive agencies with large fleets (2,000 or more vehicles), per Sections 15301 and 15302 of the Consolidated Omnibus Budget Reconciliation Act of 1986 (Pub. L. No. 99-272) (40 U.S.C. Sec. 17502 and 17503) to have a centralized system to identify, collect, and analyze motor vehicle data with respect to all costs incurred for the operation, maintenance, acquisition, and disposition of motor vehicles. In addition, a centralized system meets the requirements of FMR Bulletin 8-15 be put in place to provide reliable data for fleet management and forecasting.

Shared Fleet-on-Demand Services

- Implement opportunities to use Shared Fleet-on-Demand Services to include vehicle sharing, on demand service, or public transportation. Determine opportunities where locations exist for vehicle sharing and short term rental vehicles could replace full-time vehicle assets. Short term vehicle needs, such as vehicles for seasonal workers, could be met with rental vehicles under a recent policy change that permits rental up to 120 days.

Individual Agency Vehicle Allocation Methods (VAM)

The following sections describe FY 2012 to 2015 VAM efforts of the agencies at USDA. The overall focus of these efforts is on achieving the optimal fleet inventory as described in the Optimal Fleet Attainment Plan, including the acquisition of only Alternative Fuel Vehicles (AFV) for the light duty portion of the fleet by December 31, 2015, per Executive Order 13514.

Office of Chief Information Officer – Information Technology (OCIO)

The current OCIO-ITS fleet consists of GSA leased vehicles and one agency owned vehicle. They are used by IT specialists and support teams to assist in keeping the computing environment operating to ensure that computers, applications, networks, and communication technologies do what they are supposed to do, allowing the agencies to support the efforts of the farmers, property owners, and rural communities. ITS uses its fleet to support best industry practices to organize IT resources and personnel efficiently and deploy them where and when they are needed. ITS fleet service is needed to allow its employees to travel to other SCA locations and to maintain a unified organization dedicated to supporting both the shared and diverse IT requirements of the SCAs and their partner organizations.

OCIO's current fleet is based on mission and geographic needs. As of December 2011, ITS has 224 leased GSA vehicles and one Agency owned vehicle and NITC has two leased GSA vehicles. Vehicles will continue to be leased from GSA. ITS continues to lease vehicles from GSA to provide IT support to the Service Center Agencies (SCA) within USDA. The SCAs consist of Farm Service Agency, Rural Development and the Natural Resources Conservation Service. ITS provides service to 40,000 people at 3,400 field, state, and headquarters offices located across all 50 U.S. States. ITS uses its fleet to support best industry practices to organize IT resources and personnel efficiently and deploy IT equipment where and when it is needed. ITS also use the fleet to address issues with malfunctioning IT equipment at these locations.

OCIO will comply with GSA on replacement guidelines. OCIO has also strived to reduce vehicles that run on traditional fuel and looked to increase fleet with vehicles that use alternative fuel. OCIO has also greatly reduced fleet from light duty vans to sedans to ensure fleet is more fuel efficient. Offices will submit vehicle logs to OCIO Fleet Manager to monitor usage and ensure fleet is at minimum size necessary. OCIO Fleet Manager will also utilize GSA reporting tools such as Reports Carryout to monitor costs and expenses. OCIO does not plan on adding to current fleet in fiscal year 2012. OCIO will also continue to work with GSA if future vehicles are needed to make sure all regulations and requirements are in compliance with Federal Fleet Performance.

Foreign Agriculture Service (FAS)

FAS maintains a foreign fleet of vehicles that are exempt from the current VAM.

Food Nutrition Service (FNS)

FNS will follow GSA guidelines for replacing vehicles that have reach or exceeded required mileage or age for replacement. FNS will replace these vehicles with more fuel efficient vehicles

or Alternative Fuel Vehicles. All light duty vehicles will be AFV vehicle prior to December 31, 2015.

This process has already begun and all light duty vehicles that have been purchased since 2010 have been E85 Alternative Fuel Vehicles. FNS will continue to replace current light duty vehicles with Alternative fuel Vehicles and expect to reach goal prior to December 31, 2015

The agency does not have any acquisitions of vehicles that are not the most cost effective. FNS considers cost a priority on every vehicle acquisition.

Agriculture Research Service (ARS) and National Agriculture Statistical Service (NASS)

In FY2012 ARS is performing an agency restructuring. During this restructuring, ARS is consolidating existing eight Area Offices (field) into three Business Service Centers. The agency is reallocating existing assets throughout the agency. This includes the fleet. After the initial realignment of offices and staff, ARS will continue to conduct vehicle use studies to identify under-utilized vehicles and conduct annual use surveys to further identify vehicles that are under-utilized to reach the optimal fleet. The agency plans to replace aging fleet with any under-utilized vehicles to maintain the most efficient fleet for the mission. It is anticipated that the optimal fleet will change throughout the next few years as a result of the agency realignment. The expectation is that ARS will be able to show a decrease in its fleet.

ARS requires fleet managers to conduct a detailed continued needs justification before replacing any vehicle. This plan ensures that the fleet manager has conducted a survey of the local fleet as well as working with the Business Service Center fleet manager for possible realignments. The agency will incorporate USDA's minimal use guidelines in existing process. Due to the unique nature of ARS research, research plans may change annually. Research needs are based on annual appropriations. Planned research and staffing changes each year due to appropriations.

As more alternative fueled vehicles become available through GSA AutoChoice, ARS plans to acquire AFVs that will meet agency needs. Hybrids will better suit its needs because of the multiple geographic locations that are located in climates that routinely deal with temperatures below 32 degrees. The agency has experienced problems with E85 vehicles when the temperature falls below 32 degrees, but will continue to work with GSA in converting agency leases for conventional vehicles to alternative fueled vehicles.

ARS will conduct vehicle acquisition sources to determine whether owned or leased vehicles are in the agency's best interest.

Farm Service Agency (FSA)

Farm Service Agency is currently working on the distribution of VAM at the state level. Data used this fiscal year consisted primarily of data submitted on December 5, 2011 in the GSA FAST.

The optimum Fleet levels (728) are the same as Fy2011 baseline (748) minus ten vehicles which were turned in, but not account for on the FAST. Lastly, FSA is currently working with the state

offices to develop a timeline to transfer its conventional fuel vehicles over to AFV. It was initially indicated for them to all be changed in 2015. FSA will have its actual VAM fixed before GSA completes its review on agencies VAMs and will be shown in the 2013 VAM.

Forest Service (FS)

Forest Service developed a Vehicle Allocation Methodology (VAM) over several years and issued a final agency process in 2011. The VAM includes an annual utilization analysis and an annual review of all vehicles intending to be replaced (to determine the best/most efficient vehicle that will meet the requirements of the job it is assigned). This annual review is required for every new vehicle ordered (all ownerships), whether it is replacing an existing vehicle or is a new addition to the agency fleet. Minimum mileage and days of use (based on size/type of vehicle) are part of the VAM documentation. The VAM process meets the requirements specified in GSA's Bulletin B-30.

Emergency (primarily fire equipment) and law enforcement (LE) vehicles are included in the VAM process; however they are usually justified based on officer assignments (LE) and national fire readiness plan (fire equipment). Standard specifications for both these types of vehicles have been established or are underway.

Data for the utilization study and the preliminary information for VAM (vehicle type, mileage, assignment, mpg, etc.) were obtained from the Equipment Management Information System (EMIS) which stores data on all Forest Service owned vehicles. EMIS meets the data requirements specified in the Federal Management Regulations for agency Fleet Management Information System (FMIS). Data for GSA vehicles was obtained from the GSA website.

The Utilization Study for 2011 has been completed; the VAM checklists for most model year 2012 vehicles are complete. Based on the results of the utilization study, information in the VAM reviews (checklists), and the best determination of future budgets and work requirements, each unit proposed their optimum fleet composition. These were reviewed at the regional and national level and have been incorporated into the Forest Service Optimum Fleet Spreadsheet.

The utilization study identified vehicles and pieces of non-highway equipment that fell below established minimum mileage/hour requirements for full utilization. About 25% of these were found to exceed "days of use" minimums and became fully utilized. Of the remaining "under-utilized" vehicles and equipment, the following actions will be taken: transfer or "pool" to achieve better utilization; replace a currently leased vehicle; or remove from service (and sold). Those removed from service will help us achieve projected "optimum" fleet. About 10% were justified to be retained after comparing to the cost of a short term lease. Vehicles and equipment with somewhat less than full utilization will be monitored in FY12 and additional action may be taken if utilization remains low.

Vehicles eligible for replacement in FY12 were reviewed using the VAM checklist. The following are the planned actions: 5% will not be replaced; 35% will be deferred into a future year (due to good condition or unknown future budget) and reviewed again; 45% will be

replaced in kind (per the documented need in the VAM review); and 15% will be replaced with a different type of vehicle or equipment (generally smaller, more fuel efficient).

Throughout these processes, local and regional Fleet Managers look for opportunities to move vehicles between projects or units to achieve better utilization and to match vehicle types with needed project work.

As part of on-going VAM process, an annual utilization study will be conducted after the end of each fiscal year. Also, the VAM review/checklist is required for every vehicle acquisition (whether to replace an existing vehicle or a fleet addition). This process allows us maximum flexibility to adjust the number of fleet vehicles and the composition of fleet in a timely manner. As budgets or project work change over time, the agency will monitor fleet use and determine any changes to future needs.

Optimal fleet is approximately 10% below the current fleet levels. Each year, the agency will achieve part of the reductions to meet the optimal fleet numbers. FS will continue to look for opportunities to incorporate alternative fuel vehicles (AFVs) into its fleet. Success will depend upon the manufacturers' abilities to offer AFVs through the GSA AutoChoice contract. Although very little alternative fuel is available in locations, FS is developing a few fueling centers (E85 and CNG) and new vehicles to these locations will be targeted for these fuels. It is generally not feasible to move existing vehicles from one region to another, as they were ordered based on the current location needs (mountain gears, towing capacity, all wheel drive) and have had additional equipment installed to meet site-specific needs (i.e., radios with channels specific to their location). However, the agency does consider current alternative fuel availability, along with potential future availability in its vehicle procurement process.

Forest Service has done several fleet sourcing comparisons. The most recent is contained in Fleet Efficiencies report from the agency Fleet Management Business Process Re-engineering (BPR) study, which recommends retaining agency-owned Working Capital Fund (WCF) fleet whenever possible. Since the WCF program operates similarly to GSA's leased fleet, FS is able to make comparisons between the two ownerships. The study considered all the costs of the GSA leases (including surcharges and bill-backs) and the agency costs associated with managing the GSA fleet (including driver-operator program, out-year planning, safety analysis, reporting requirements, financial paperwork, and cost analysis). Overall, the cost of WCF fleet (which includes all fleet management expenses) is less than GSA leases. In addition, GSA does not provide the full range of vehicle and equipment types needed for the agency. Commercial leases are more expensive than either WCF or GSA equipment and are only used to augment our fleet when neither WCF nor GSA is available.

Food Safety Inspection Service (FSIS)

Food Safety Inspection Service will request that all additional vehicle requests and all replacement vehicles through GSA to be an AFV or Hybrid during the procurement cycles for FY2013, FY2014 and FY2015. Any light duty vehicle that does not comply with Executive Order 13514 will have a Functional Needs Waiver in place.

FSIS establishes a high mileage threshold each year for their Agency. The high-mileage threshold is based solely on a comparison using the mileage figures between the costs for operating a Government Owned Vehicle (GOV) and the costs for reimbursable Personally Owned Vehicle (POV) mileage. The GOV cost can be obtained by calculating the GSA lease vehicle monthly rate plus the current mileage rate for a GSA compact sedan. When it becomes more expensive to drive the POV than the GOV, the corresponding mileage figure, rounded to the nearest hundred, becomes the high-mileage figure for that fiscal year.

Employees on official travel who are expected to drive the monthly mileage indicated in the annual high-mileage notice, must annually state in writing whether or not they will drive a GOV or POV. Employees that are operating a GOV and no longer meet the High Mileage requirements for the upcoming fiscal year must either transfer the GOV to a High Mileage driver who does meet the criteria or return the GOV to GSA.

Food Safety and Inspection Service is a fully participating Agency with GSA. This determination is based on the fact that total reliance is placed on GSA as a whole to meet all motor vehicle requirements. FSIS must determine the appropriate vehicle size for the mission of the vehicle. The Agency has determined that the compact sedan meets the Agency's mission. Requests for upgraded vehicles due to Reasonable Accommodations or climate and terrain must have appropriate justifications attached/approved/documented (Functional Needs Wavier) before requested through GSA.

The Fleet Manager must determine if there is a fueling station that is within 5 miles or 15 minutes of the garaged zip code that offers E85 fuel. If so, then a Flex Fuel Vehicle must be requested and E85 must be used 100% of the time. If not, then a gasoline vehicle that meets the EISA 141 Greenhouse gas emissions must be requested.

The Fleet Manager must provide all AFV operators with the necessary online links so that they can utilize the E85 100 % of the time even during field inspections:

FSIS has an internal government vehicle database in Microsoft Access for daily fleet functions. FSIS utilizes GSA's Reports Carryout for all FAST submission data due to the extensive fields provided by GSA for tracking purposes of leased vehicles to the Agency.

Optimal Fleet Inventory Actions:

- 1) Determine the need for additional vehicles each year utilizing the High Mileage Commitments;
- 2) Determine which additional vehicles and replacement vehicles are within 5 miles and 15 minutes of a fueling station that offers E85 and request a Flex Fuel vehicle;
- 3) Use E85 the majority of the time in these vehicles,

- 4) Determine which vehicles meet the GHG emissions in EISA 141 and are determined to meet the AFV criteria set forth in the Presidential Memo;
- 5) Determine which additional vehicles and replacements meet the GHG emissions in EISA 141 and are determined to meet the AFV criteria set forth in the Presidential Memo;
- 6) Determine which vehicles will not meet the EISA 141 criteria and will need to have a functional needs waiver in place.

Rural Development (RD)

Rural Development plans on achieving the optimal fleet described in the plan through vehicles eligible for turn in and the reduction of staff usage of the vehicles. Since RD leases their vehicles from GSA there is an added emphasis on the use of AFV vehicles. As RD's fleet becomes eligible for replacement, the only option is an AFV vehicle.

Natural Resources Conservation Service (NRCS)

Natural Resources Conservation Service will achieve optimal fleet objective by:

- reducing the fleet inventory of high emission and inefficient vehicles that are more than seven years of age;
- purchasing alternative fuel vehicles where such fuels are available; and,
- purchasing hybrid vehicles where alternative fuels are not readily available.

NRCS will continue to acquire and lease vehicles according to policy and regulations where practicable, and will explore additional measures to ensure NRCS's fleet has the most efficient, least GHG-emitting vehicles that operate primarily on alternative fuels.

To the best of knowledge, NRCS has procured vehicles from the most cost effective sources.

Animal Plant Health Inspection Service (APHIS), Agriculture Marketing Service (AMS) and Grain Inspection, Packers & Stockyards Administration (GIPSA)

APHIS, AMS, and GIPSA will achieve the optimal fleet inventory by replacing vehicles through normal replacement intervals following the replacement criteria of the Federal Management Regulations. Fleet reductions will be suggested for vehicles not meeting the minimum utilization criteria and the Optimal Fleet Attainment Plan will be adjusted accordingly.

In 2012 and future years, For light duty vehicles, only AFV's will be approved for purchase and lease unless there is not an AFV available that meets the agencies use and mission requirements. An explanation of any vehicle acquisitions from sources that are NOT the most cost effective (see attached FMR Bulletin-30 for full details).

All domestic vehicles purchased and leased will be obtained from GSA which ensures all vehicles come from cost effective sources. All international purchases will follow the local US Embassy's policies on Vehicle procurements. Any Vehicles not procured with these methods must be requested and approved through agency Headquarters and submitted to APHIS MRPBS ASD for final approval. All requests must contain why this procurement cannot be made through noted sources, what requirements cannot be met, and what attempts have been made to obtain through normal sources.

Cost comparisons of owned verses leased vehicles will be conducted on all owned vehicles that are replaced in less than 3 years of use to validate whether leasing could be a more economical decision.