

**FISH AND WILDLIFE SERVICE
VEHICLE AND EQUIPMENT MANAGEMENT**

Vehicle and Equipment Management

Part 320 Motor Vehicle Management

Chapter 2 Motor Vehicle Acquisition

320 FW 2

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OVERVIEW

2.1 What is the purpose of this chapter? This chapter describes the requirements and criteria U.S. Fish and Wildlife Service (Service) personnel must follow when acquiring motor vehicles, including those for:

- A. Planning motor vehicle acquisition;
- B. Evaluating motor vehicle replacement and repair decisions;
- C. Evaluating motor vehicle purchase, lease, and short-term rental decisions;
- D. Selecting motor vehicle and equipment; and
- E. Taking necessary actions to prepare documentation and vehicles when receiving a new or replacement motor vehicle.

2.2 What is the scope of this chapter? This chapter applies to all motor vehicles that the Service owns, leases, and rents.

2.3 What are the authorities and terms you need to know to understand this chapter? See 320 FW 1 for a list of authorities and definitions of the terms used in all the chapters in Part 320.

PLANNING REQUIREMENTS

2.4 What requirements must Regional Fleet Managers and Regional Fleet Coordinators consider when planning their motor vehicle acquisition strategy? Regional Fleet Managers and Coordinators must:

- A. Coordinate with local staff to ensure that vehicle acquisitions (i.e., purchases, leases, short-term rentals) are based on justified mission needs and conform to Federal, Departmental, and Service policies and guidance;
- B. Ensure that their Regions meet the annual Regional fleet size and sustainability targets established through the vehicle allocation methodology (VAM) and approved by national-level fleet leadership. Fleet Managers must obtain approval from the Assistant Director - Business Management and Operations (AD-BMO), after getting approval from their Regional Director, to add vehicles above the targets based on justified mission needs;
- C. Confirm that personnel use public transportation whenever practical to limit fleet size;
- D. Assess underutilized vehicles twice a year to identify opportunities to meet emerging mission needs at other locations (see 320 FW 3 for utilization standards); and
- E. Ensure programs within their Regions comply with Federal and Departmental energy, emissions, and sustainability standards.

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2.5 What requirements must the Service meet to comply with energy, emissions, and sustainability standards? The Service is responsible for complying with current Executive Orders and the Energy Policy Act of 2005, specifically:

A. The Service must ensure that it achieves the targets for fuel efficiency and sustainability detailed in the Strategic Sustainability Performance Plan. The Service is responsible for establishing specific Regional fuel efficiency and sustainability targets to achieve overall Service compliance.

B. Regional Fleet Managers must ensure that their Regions meet energy, emissions, and sustainability targets.

C. The National Fleet Manager must annually report energy, emissions, and sustainability data to the Department of the Interior (Department).

NEED DETERMINATIONS

2.6 When do Accountable Officers replace motor vehicles? Accountable Officers may replace vehicles when they meet the minimum years or mileage standards in Exhibit 1 unless any of the following alternatives apply:

A. An underutilized vehicle at the same location can be used to address the mission need,

B. Employees can use public transportation to address the mission need, or

C. One of the situations described in section 2.7 applies.

2.7 When do Accountable Officers replace a vehicle before it meets minimum replacement standards? Accountable Officers should replace vehicles before they meet the standards in Exhibit 1 if:

A. Repair costs exceed the economic value of the vehicle (see Exhibit 2);

B. The vehicle has accrued at least 60,000 miles after its second year of operation (this exception only applies to sedans, station wagons, and light trucks); or

C. The vehicle was exposed to harsh environmental (e.g., rough terrain) or chemical elements (e.g., salt, sea water) and is no longer safe to operate.

2.8 When may Accountable Officers repair a vehicle instead of replacing it? Accountable Officers may have a vehicle repaired when repair costs are less than the one-time repair limit in Exhibit 2.

2.9 How do Accountable Officers determine whether to acquire a vehicle? Accountable Officers must confirm the need for an additional or replacement vehicle based on a thorough review of the existing vehicle utilization status and available alternatives. If existing underutilized

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vehicles, alternatives, and public transportation options do not meet the mission need, Accountable Officers may use the criteria in section 2.10 to determine the appropriate acquisition method.

2.10 What criteria must Service personnel use to determine whether to obtain a vehicle through purchase (i.e., new, used, internal transfer), lease, or short-term rental?

A. Accountable Officers:

(1) Choose the vehicle addition/replacement option that has the lowest estimated total cost of ownership based on a life-cycle cost analysis of two or more options unless mission requirements preclude a specific acquisition method (see Exhibit 3). For example, if a General Services Administration (GSA) lease is the lower cost option, but the vehicle will be used in a harsh environment where it is likely to incur higher than normal return costs, the Accountable Officer may choose to purchase a vehicle instead of leasing one. In this case, the Accountable Officer must provide the rationale on the Fleet Justification Form (FWS Form 3-2476);

(2) Exhaust possibilities for using internal transfers and low mileage used vehicles to meet mission needs before purchasing a new vehicle; and

(3) Use a GSA short-term rental for non-temporary duty (TDY) vehicle needs of fewer than 120 continuous days unless mission requirements preclude this option (e.g., vehicle is pre-positioned in a remote or harsh environment) or another option is more economical.

B. The Regional Fleet Coordinator for the purchasing program endorses the justification form after validating mission need and adequate program funding.

C. The Regional Fleet Manager:

(1) Approves the vehicle purchase or lease justification after confirming:

(a) It is in accordance with Service policy,

(b) It meets Regional fleet size and sustainability targets, and

(c) There are no other available underutilized vehicles Servicewide that could meet the mission need; and

(2) If the purchase or lease will exceed Regional fleet size targets, must obtain the Regional Director's endorsement of the vehicle purchase or lease before submitting the (FWS Form 3-2476) to the National Fleet Manager for the AD-BMO's review and approval.

D. The National Fleet Manager:

(1) Oversees the vehicle acquisition process through monthly reviews of fleet management system data and administration of the Fleet Management Control Program described in 320 FW 5; and

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(2) Coordinates the AD-BMO review and approval process for vehicle purchase and lease justifications that will exceed Regional fleet size targets.

PURCHASE/LEASE/RENTAL REQUIREMENTS

2.11 What requirements must Accountable Officers follow when purchasing (i.e., new, used, internal transfer), leasing, or renting a motor vehicle?

A. When selecting a vehicle for addition to the fleet, the Accountable Officer must:

(1) Select the motor vehicle with the maximum fuel efficiency (i.e., when practical, alternative fueled vehicle (AFV) or zero-emission vehicle) and minimum body size, engine size, and operational equipment necessary to meet the mission need;

(2) Avoid the need for two vehicles by selecting a dual-purpose vehicle when appropriate;

(3) Purchase medium- to heavy-duty trucks in accordance with [41 CFR 101-26.501](#); and

(4) Justify and certify any acquisition of mid-size or large sedans essential to the Service's mission. The Accountable Officer must obtain approval to make this exception from the Department's Director, Office of Acquisition and Property Management (through his/her Regional Fleet Manager, the Chief, Contracting and General Services (CGS), and the AD-BMO) and provide this certification to GSA before acquiring the motor vehicle.

B. When purchasing systems or equipment for a Service-owned motor vehicle, the Accountable Officer must:

(1) Approve the systems or equipment only if he/she determines it is essential for the mission and provide this information on the Fleet Justification Form for the vehicle,

(2) Ensure lock boxes or other security devices are installed in law enforcement vehicles to protect Service firearms, and

(3) Confirm that adequate funding is available within a program's budget to support the equipment purchase or replacement.

C. When selecting a vehicle's color, the Accountable Officer must select the manufacturer's standard production white with the following exceptions:

(1) Office of Law Enforcement Special Agents and Refuge Law Enforcement vehicles are exempt from this standard. Color standards for Refuge Law Enforcement vehicles are described in 451 FW 1.

(2) Fire programs may determine a standard color based on interagency agreements and approved operating procedures.

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VEHICLE RECEIPT

2.12 What actions must Accountable Officers and Regional Fleet Managers take once they receive a new/replacement vehicle? After receiving a new Service-owned or leased vehicle:

A. Accountable Officers must:

- (1) Inspect the vehicle upon receipt to ensure it is in good working order;
- (2) Complete Form DI-102, Receiving Report, and submit it to the Regional Fleet Manager within 15 days after receiving the vehicle; and
- (3) Ensure that the vehicle displays U.S. Government license plates on its front and rear (see sections 2.14 - 2.16).

B. Regional Fleet Managers must:

- (1) Update asset and equipment records in applicable fleet management systems within 5 days of receipt of a DI-102 form, and
- (2) Provide Accountable Officers with the vehicle operator's packet (see section 2.13).

2.13 What documentation and materials must each new or replacement vehicle have before its initial use? The Accountable Officer must ensure that each vehicle has the following:

A. Required safety equipment and first aid kits specified in [243 FW 1](#), and

B. An operator's packet provided by the Regional Fleet Manager for each newly acquired vehicle. Other than the fleet charge card, the items in the operator's packet must stay with the vehicle. They include the following:

- (1) Statement of the driver's responsibilities, including the requirement that Government-owned, leased, or otherwise managed vehicles are for official use only;
- (2) Fleet charge card (vehicle operators should remove the fleet charge card from the vehicle when the vehicle is not in use);
- (3) Cross-servicing maintenance and fuel agreements with other Federal agencies, if applicable (see 320 FW 3);
- (4) Accident Reporting Kit, which contains:

(a) [SF 91](#), Motor Vehicle Accident Report;

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(b) [SF 94](#), Statement of Witness; and

(c) [Form DI-134](#), Report of Accident/Incident; and

(5) Copy of the Certificate of Origin (after initial delivery, the Accountable Officer files the original Certificate of Origin at the local duty station).

2.14 What are the requirements for license plates on fleet vehicles? All Service-owned and leased vehicles (unless exempt under the criteria in section 2.15) must display the statements “for official use only” and “U.S. Government” on official fleet license plates. Service-owned vehicles are also required to display the agency “I” tag. See 320 FW 3 for law enforcement exceptions. See [CFR 102.34](#) for more details. The following requirements apply:

A. License plates must stay on the vehicle or trailer until it is removed from service, transferred to another agency, or until the plates become damaged or defaced to the point that replacement is necessary.

B. Accountable Officers must mount license plates on the front and rear of the vehicle, except for motorcycles and trailers, which require only a rear plate.

C. Each Regional Fleet Manager purchases U.S. Government plates in bulk or individually from the UNICOR/Department of Justice (DOJ) and manages the vehicle registration system for his/her Region. He/she sends the plates to the Accountable Officer for each new vehicle.

D. Vehicles transferred to other duty stations within the Service or within the Department may keep the same plates. When the transfer takes place, the Regional Fleet Manager or bureau sending the vehicle must update the vehicle registration system.

E. Accountable Officers must report lost and stolen license plates to local law enforcement and the Regional Fleet Manager. Regional Fleet Managers must report the incident to GSA (for a GSA-leased vehicle) and enter it in the vehicle registration system. Regional Fleet Managers send the police report and other pertinent documentation to the National Fleet Manager.

2.15 What are the conditions under which Accountable Officers (AOs) may seek an exemption from displaying a U.S. Government license plate?

A. AOs may request a vehicle’s exemption from displaying U.S. Government license plates under the following conditions:

(1) If the vehicle is used primarily for investigations, law enforcement, or intelligence duties involving security activities, AOs may request an unlimited exemption unless the vehicle is also used regularly for administrative purposes; or

(2) If U.S. Government identification on the vehicle may endanger the security of individuals or otherwise compromise the Service’s mission, AOs may request a limited exemption for up to 3 years.

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B. If the vehicle is a rental with a contract of 120 days or less, it is exempt from displaying Government plates. No exemption approval is required.

2.16 How do Accountable Officers request an exemption from displaying U.S.

Government license plates? For Service-owned vehicles and GSA-leased vehicles, if one or more of the conditions in section 2.15A are met, AOs may request non-Government plates issued by the applicable State, Commonwealth, District of Columbia, territory, or U.S. possession from the AD-BMO. AOs must submit, through their Regional Fleet Manager and the National Fleet Manager, certification requesting temporary removal of U.S. Government license plates to the GSA Office of Fleet Management. The National Fleet Manager will send a copy of the request to the Director, Office of Vehicle Acquisition and Property Management.

2.17 Can Service vehicles display agency decals and logos? Vehicles with high visibility to the public (e.g., emergency, law enforcement) may add agency decals or logos, but it is not required. When AOs remove vehicles from Government service or return vehicles to GSA after a lease agreement, they must remove all agency decals and logos.

2.18 What requirements must fleet vehicles meet before traveling internationally to

Mexico or Canada? Before fleet vehicles travel across international borders, AOs must ensure that they contain the proper documentation and are correctly insured as follows:

A. Mexico: The Certificate of Origin serves as the title for the vehicle, but may not be adequate for vehicles the Service routinely uses in Mexico. Mexican officials may ask the driver to produce a title for the vehicle, and they may not accept the certificate. A Project Leader or other manager who routinely travels between the United States and Mexico should contact the Regional Fleet Manager to determine if a Certificate of Origin will suffice to cross the border.

B. Canada: The U.S. Government's "self-insured" status on motor vehicles is not recognized in Canada. AOs must coordinate with their Regional Fleet Manager and CGS office to obtain insurance for fleet vehicles traveling to Canada.

ADDITIONAL INFORMATION

2.19 Where can employees find additional information about motor vehicle acquisition?

Employees may contact their Regional Fleet Manager or Regional Fleet Coordinator with additional questions about motor vehicle acquisition.

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