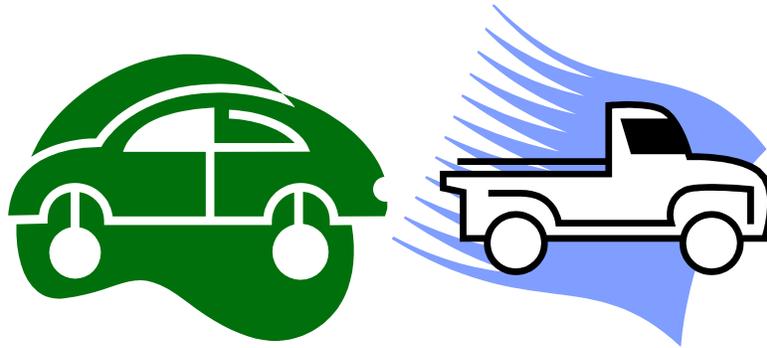


# APD ALERT

## Vehicle Replacement Guide

### Complying With Federal Fleet & Energy Requirements



#### Purpose

The Environmental Protection Agency (EPA) established specific guidance implementing Section 141 of the Energy Independence and Security Act (EISA), which addressed Federal fleets supporting the goal of reducing greenhouse gas (GHG) emissions. The guidance expanded the definition of alternative fueled vehicles to include hybrid vehicles. The guidance supports Executive Orders 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” and 13514, “Federal Leadership in Environmental, Energy, and Transportation Management.” **In addition to reducing GHG emissions, the executive orders require agencies to optimize the number of vehicles in the fleet, increase the use of alternative fuels and alternative vehicles, and decrease overall petroleum consumption by 2 percent each year.**

This Alert announces the new guidance and reinforces existing fleet management policies and procedures into a comprehensive vehicle replacement guide. It addresses the requirement to acquire low GHG emitting vehicles, reduce petroleum consumption, increase use of hybrids, increase use of alternative fueled vehicles and alternative fuels, and optimize the number of vehicles in the overall fleet while meeting mission-critical needs.

## 1. Low Greenhouse Gas (GHG) Emissions

Regulations **prohibit** agencies from acquiring light duty vehicles that are not low GHG emitting vehicles. New guidance establishes the minimum GHG emissions ratings for light duty vehicles. **Agencies must acquire vehicles that meet the GHG minimum rating.** This also applies when obtaining vehicles **acquired through excess** property. The minimum GHG ratings are:

Vehicle Type	GHG Rating
Passenger Cars (operating on gasoline, diesel, or compressed natural gas-CNG)	7 or higher
E85 Flex Fuel Passenger Cars (operating on alternative fuel)	6 or higher
Light Duty Trucks (operating on gasoline, diesel, or CNG)	6 or higher
E85 Flex Fuel Light-Duty Trucks (operating on alternative fuel)	5 or higher

**Acquiring low-GHG emitting vehicles will help meet the requirement to reduce petroleum consumption by 2 percent each year.** The GHG rating is based on the vehicle's fuel economy. This score reflects emissions of carbon dioxide (CO<sub>2</sub>) and other greenhouse gases. Vehicles with higher fuel economy burn less fuel to travel the same distance. As less fuel is burned, less CO<sub>2</sub> is emitted. Vehicles with higher fuel economy receive a higher Greenhouse Gas Score.

GSA's acquisition tool, Auto Choice, ([www.gsa.gov/autochoice](http://www.gsa.gov/autochoice)) lists the models available by each auto manufacturer. The Price Comparison Summary (see sample below) includes the GHG rating for each vehicle. There are limited models that currently meet the GHG score. Most model year vehicles that comply with the minimum GHG rating are compact vehicles or hybrid vehicles. However, model selections change annually. As manufacturer's design more fuel efficient vehicles, there should be more selections available that meet the GHG requirement. EPA also provides an annual list of vehicles that are considered low greenhouse gas vehicles on its website: [www.epa.gov/greenvehicles](http://www.epa.gov/greenvehicles).

## (Sample Price Comparison Summary)

Price Comparison - Windows Internet Explorer

http://apps.fas.gsa.gov/vehicles/roads/autochoice/Std\_Options\_Qty.cfm?tab=1&TabFrom=1

File Edit View Favorites Tools Help

Price Comparison

Waiting List  
Build Report  
Vehicle Availability  
Links:  
NHTSA Five-Star Crash Test and Rollover Ratings  
NHTSA Defects and Recalls  
EPA Fuel Economy  
EPA Green Vehicles  
Admin Group  
User Master List  
My Profile  
Tutorial (PDF)  
Logout

Manufacturer	CHRYSLER	GM	FORD
Model Picture			
Model	CHARGER	IMPALA	TAURUS
Additional Info			
MPG (City/Hwy/Combined)	18/26/21	18/29/22	18/27/21
GreenHouse Score	5	6	5
Base Price \$ (A)	14,680.00	15,900.00	19,996.00
+ Vehicle Options :			
E85 <del>MPG</del>	N/A	0.00	N/A
Addtl Required Vehicle Options (G)	0.00	0.00	0.00
Total Vehicle Options (B)	0.00	0.00	0.00
= Subtotal Unit Price (A+B+G)	14,680.00	15,900.00	19,996.00
Quantity (C)	x 1	x 1	x 1
= Sub-Total\$ (A+B+G)*C	14,680.00	15,900.00	19,996.00
+ GSA Surcharge	146.80	159.00	199.96
= Total Selling Price (F)	14,826.80	16,059.00	20,195.96
= Unit Selling Price \$ (F/C)	14,826.80	16,059.00	20,195.96

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.  
Req. (Requires) = In order to get the selected option, you must also select from the listed required options.  
Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: "\*" Denotes that one or more options are **NOT AVAILABLE (N/A)**. Please see Contract Detail below:

**Exceptions.** There are two exceptions to the low GHG requirement:

- (1) When there is no vehicle available with the minimum GHG rating that meets the functional need, the office may request an exception. The office must submit a justification.
- (2) When the office can offset the purchase of a vehicle that does not meet the minimum GHG rating by other means, such as replacing vehicles with neighborhood electric vehicles where appropriate, downsizing several other vehicles with vehicles that meet the minimum rating, or removing vehicles from service. The office must submit a justification that states alternatives plans to reduce petroleum consumption.

**Before submitting a request for a vehicle that does meet the minimum GHG score, the office must provide a detailed justification that thoroughly explains the functional need or alternative fuel consumption plan.** Fleet managers must review all justifications and approve as applicable. Fleet managers must maintain a copy of the approved justification in the official vehicle file for potential audit purposes.

When there is a functional need to acquire a vehicle that does not meet the minimum GHG requirement, fleet managers should select the vehicle that has the **highest GHG score** for the mission.

## **2. Hybrid Vehicles**

Hybrid vehicles are low GHG-emitting vehicles due to the reduction in petroleum consumption. **Hybrid vehicles comply with the minimum GHG ratings.** For Federal fleet reporting requirements, hybrids are also classified as an alternative fueled vehicle. Hybrids may cost more than a conventional gasoline engine, specifically in light duty pick-up trucks. However, hybrids have the potential for overall fuel savings through increased fuel economy. **Offices should make the necessary budgetary planning to acquire hybrids when they are available in the vehicle type needed.**

## **3. Alternative Fueled Vehicles (AFVs) and Alternative Fuels**

Agencies will continue to acquire AFVs **where alternative fuel is available**, and when the AFV is in the type/size needed. Acquiring an AFV where there is no alternative fuel does not reduce petroleum consumption. When acquiring an AFV, operators must strive to use alternative fuels as much as possible. Check the availability of an AFV and alternative fuel before purchasing a gasoline fueled vehicle. To assist in determining the availability of AFVs and fuels, refer to:

- Vehicle Acquisitions: [www.gsa.gov/autochoice](http://www.gsa.gov/autochoice)
- Alternative Fuel Locations: [www.afdc.energy.gov/afdc/locator/stations/](http://www.afdc.energy.gov/afdc/locator/stations/) (Select “Basic Station Search” or “Search by State”)
- Route Mapper: [www.afdc.energy.gov/stations](http://www.afdc.energy.gov/stations). (Select “Map a Route”).

Inform vehicle operators to use the above websites to map routes to locate AFV stations.

**Relocate Existing AFVs.** Fleet managers should survey the existing AFV fleet to identify opportunities to relocate existing AFVS to other offices where alternative fuel is available, such as a location within the Area or to another Area or state statistical office.

**AFV Infrastructure.** Another method to increase use of alternative fuels is to identify opportunities to place alternative fuel pumps at existing location fueling centers. This is most effective when you have a high number of existing AFVs. This must be a coordinated effort with the appropriate safety and health staff and management officials.

#### **4. Auto Choice**

As mentioned, AutoChoice ([www.gsa.gov/autochoice](http://www.gsa.gov/autochoice)) is GSA's online vehicle acquisition tool. It allows users to:

- configure vehicles,
- choose necessary equipment/options,
- view side by side comparisons of models from different manufacturers,
- view miles per gallon fuel ratings, and
- view greenhouse gas emissions score.

**Vehicle Availability Listing.** Due to the FY2009 Government Accountability Office (GAO) decision, GSA eliminated the "Auto Choice Summer Program." GSA will no longer accept a requisition outside the manufacturer's contract close-out period. Fleet managers must submit requests to GSA prior to the close-out date. Currently, there are no standard contract timeframes. Each auto manufacturer establishes independent close-out dates based on the vehicle type. Plan ahead to determine vehicle need, replacement, and availability. To view the list of vehicles and close out dates, select the "**Vehicle Availability Listing**" from the AutoChoice menu.

**Best Value Selection.** The side by side Price Comparison Summary allows fleet managers to make the best value selection. Fleet managers are responsible for selecting the lowest priced vehicle for the vehicle type, size, and required equipment, including meeting the minimum GHG rating. **Regulations require fleet managers to maintain a copy of the written justification in the official vehicle file when the lowest price vehicle, as equipped, is not selected.**

## 5. Replacement Standards

**Minimum Standards.** Vehicles must meet minimum replacement standards before they are eligible for replacement. Fleet managers may consider retaining vehicles that meet the minimum replacement standards if the vehicle is in good working condition, and when the vehicle can be operated safely without apparent excess maintenance costs or substantial reduction in trade-in value. Minimum replacement standards are stated in both years and miles, use whichever comes first:

<b>Vehicle Type</b>	<b>Year or Mileage</b>
Passenger Sedans/Station Wagons	3 yrs or 60,000 miles
Trucks	
Light Trucks, Vans, & SUVs (under 12000 GVWR)	6 yrs or 50,000 miles
Trucks (GVWR 12,500-23,999)	7 yrs or 60,000 miles
Heavy Trucks (GVWR 24,000 and over)	9 yrs or 80,000 miles
4- or 6-wheel drive vehicles	6 yrs or 40,000 miles

## 6. Fuel Efficiency

Obtain the minimum size vehicle necessary to fulfill the mission, according to the following considerations:

- Obtain vehicles that achieve maximum fuel efficiency.
- Limit body size, engine size, and optional equipment to what is essential to meet the mission.
- Look for opportunities to replace large size vehicles with smaller sized vehicles.
- Maintain vehicles to improve fuel economy.
- Replace inefficient vehicles that have exceeded their useful life.

**Establish internal practices to remind vehicle operators to:**

- Consolidate trips.
- Improve routing to help eliminate unneeded miles and avoid traffic conditions.

- Drive more efficiently (observing posted speed limit, avoid aggressive driving).
- Avoid excessive idling.

## 7. Continued Need – Right Sizing Fleet

Do not arbitrarily replace a vehicle because it meets the minimum replacement standards. Agencies are required to ensure a continued need for the vehicle/fleet, and that fleets are cost-effective and sized correctly in terms of numbers and types for the mission. This is referred to as “right-sizing” the fleet.

Before replacing a vehicle, survey the existing fleet to determine whether there are other vehicles that can be shared or pooled to fulfill the need. Accountable property officers/fund holders and fleet managers should work together to document the continued need for vehicle replacements or additions. Fleet managers must review and approve any replacement or addition and maintain a copy of the approved documentation in the official vehicle file. **Documentation may be subjected to reviews and audits.** As applicable, use the following factors to help determine vehicle need, allocation, and type:

Factors	Considerations
a. Overall Mission	List the overall mission/need for fleet.
b. Routine Use	Determine routine use of vehicle need. Consider whether routine use/mission dictates specific types or specialty vehicles. (Multi-purpose vehicles, vehicles for field work, etc.)
c. Existing Fleet & Condition	Review the existing fleet. List existing fleet types (sedans, mini-vans, SUVs, 4x2 trucks, 4x4 trucks, specialty trucks), and vehicle age/condition. Determine whether there are existing vehicles to fulfill the need. Identify vehicles that should be replaced due to age/miles. (Use PROP report 502 and 503 reports which lists vehicles by location and APO.)

d. Number of Vehicle Users	Determine the number of routine users for vehicle types (such as RLs, scientists, techs, admin staff, etc.).
e. User/Vehicle Ratio	Strive for the highest user/vehicle ratio for the mission. (Divide the number of vehicles by the number of users.)
f. Average Mileage per Vehicle Type	Identify over-utilized or under-utilized vehicles. (Use Dispatch/Use Logs to help determine mileage.)
g. Average Number of Trips	Identify over-utilized or under-utilized vehicles, potential to consolidate trips. (Use Dispatch/Use Logs to help determine information.)
h. Terrain and Climate	Determine whether terrain or climate dictate acquiring specific types of vehicles. Identify need for routine travel through fields, mountains, hills, or inclement weather. (Need for 4x4, other specialty equipment).

Due to the diverse work/research and remote locations, these factors will vary. It may be difficult to weigh all factors equally and there may be other factors to consider. However, these factors are the starting point in developing and documenting a standard method to help determine need, type, and replacement. Include these factors in your replacement justification (see Sample Justification below) to help determine the numbers and types of vehicles needed.

## 8. Sample Justification

**Attached is a sample template to document the continued need for all vehicle replacements or additions.** These factors and considerations are listed above in Section 7, Continued Need–Right Sizing. Accountable property officers, fund holders, or other management officials should work with the fleet manager to complete the document, whether requesting a replacement, addition, or vehicle from excess. The requesting office and the fleet manager will review and approve the document. This information will help document the continued need and appropriate size/type needed. **Fleet managers are responsible for maintaining a copy of the justification in the official vehicle file.** ARS Fleet managers may tailor the justification to the specific Area/Location.

## **9. Contact for Further Information**

For questions or further information, please contact Cheryl Brumback at [Cheryl.Brumback@ars.usda.gov](mailto:Cheryl.Brumback@ars.usda.gov) or 301-504-1096

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**APD Alert No: 2010-P10**

## Vehicle Justification – Sample

### A. List New Vehicle Information

Mfg	
Model	
Equipment	
GHG Rating	

### B. List Replacement Vehicle Information

Year	
Mfg	
Model	
Federal Tag No	
AG Number	
Odometer	

### C. GHG Rating

Sedans/Station Wagon (operating on gasoline, diesel, or CNG)	7 or higher
E85 Flex Fuel Sedan/Station Wagon Passenger Cars (using E85)	6 or higher
Light Duty Trucks (operating on gasoline, diesel, or CNG)	6 or higher
E85 Flex Fuel Light-Duty Trucks (operating on E85)	5 or higher

Does the vehicle request meet the required GHG rating?

If No, attach a detailed justification.

### D. Body/Engine Size

Is the vehicle the minimum body size, engine size, and optional equipment necessary to fulfill the mission?

Attach a justification stating need for larger size, engine, or additional equipment.

### **E. Best Value**

Was the lowest priced vehicle selected?

List the requirements that factored in the Best Value Selection (why lowest cost vehicle was not selected, size/equipment needed)

### **F. Hybrid**

Is a Hybrid vehicle available?

Provide justification for selection non-Hybrid.

### **G. AFV**

Is an AFV available in the type needed? Is alternative fuel available in the surrounding geographical area?

Provide justification for selecting non-AFV.

### **H. Fleet Addition**

Attach a justification for an addition to the fleet that includes the following information:

What is the mission requirement?

Is this a new requirement?

How is the office currently meeting this requirement?

Does this requirement/need replace an existing requirement/need?

Have you surveyed the existing fleet to determine if you can replace an existing vehicle?

**I. Continued Need – Right Sizing** (As applicable, address each topic, Refer to Section 7, Continued Need-Right Sizing for factor considerations.)

**a. Overall Research Mission**

**b. Routine Vehicle Use**

**c. Existing Fleet & Condition** (List information or attach a copy of the PROP report to identify existing fleet.)

Sedans:

Mini-Vans:

SUVs:

4x2 trucks:

4x4 trucks:

Other types:

**d. Number of Vehicle Users for Vehicle Type** (such as admin staff would be excluded from a routine user of a field truck)

**e. User/Vehicle Ratio**

**f. Average Mileage per Vehicle Type**

Sedan:

SUV:

Mini-vans:

4x2 trucks:

4x4 trucks:

Other types:

**g. Average Number of Trips** (Identify over-utilized or under-utilized vehicles, potential to consolidate trips.)

Sedan:

SUV:

Mini-vans:

4x2 trucks:

4x4 trucks:

Other types:

**h. Terrain and Climate**

**i. Other factors**

**J. Approvals**

Review/Approval by: Requesting Office (such as APO, Fund holder, or other management official):

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**Date**

Review/Approval by: Fleet Manager

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**Date**