

VA Vehicle Fleet Management Program

1. **REASON FOR ISSUE.** To establish the Department of Veterans Affairs (VA) Vehicle Fleet Management Program policy.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive sets forth policies and responsibilities for VA's Vehicle Fleet Management Program to comply with Executive Orders and other Federal mandates for efficient and economical vehicle fleets.
3. **RESPONSIBLE OFFICE.** The Office of Asset Enterprise Management (OAEM), Office of the Assistant Secretary for Management.
4. **RELATED HANDBOOK.** Handbook 0637- VA Vehicle Fleet Management Program
5. **RECISSIONS.**

Directive 7238 - Motor Equipment Management
Directive 7239 - Interagency Fleet Management Systems, with the exception that the Secretarial delegations of authorities in paragraph 2e and i of that directive and authorization in paragraph 2g is moved to this directive (paragraph 2.d.(4)).

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

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VA VEHICLE FLEET MANAGEMENT PROGRAM POLICY

1. PURPOSE AND SCOPE.

a. The mission of the Department of Veterans Affairs (VA) is to fulfill President Lincoln's promise, "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans. The goal of the Green Management Program Service within VA's Office of Asset Enterprise Management (OAEM) is to lead the Department in becoming sustainable. This effort supports VA's mission by making more resources available for Veterans' care and optimizing VA stewardship of public resources. The purpose of this directive is to commit VA to operating a vehicle fleet that meets mission requirements, while complying with all Federal fleet mandates. This policy directive will enhance VA's ability to serve and honor America's Veterans in accordance with Executive Order (EO) 13514.

b. This directive establishes VA Vehicle Fleet Management Program policies. Its purpose is to set forth a comprehensive Department-wide Vehicle Fleet Management Program policy to comply with Federal mandates and achieve internal goals.

c. This directive applies to all VA organizations that are managing VA-owned, commercially leased, or General Services Administration (GSA) leased vehicles licensed for on-road use. It does not apply to motorized equipment not licensed for on-road use. Each VA organization will ensure that all subordinate organizations are aware of and comply with this directive.

2. POLICY.

a. General. It is VA's policy to manage its vehicle fleet in an effective, efficient, and fiscally sound manner in order to support VA's mission, achieve internal goals, and conform to all applicable laws, regulations and other guidance.

b. All VA Organization Fleet Managers and Facility Fleet Managers.

(1) Each VA organization will designate a primary and alternate Fleet Manager responsible for ensuring their organization's compliance with this directive. VA organization Fleet Managers will ensure that all fleet management responsibilities are carried out for vehicles within their organization. Duties may be delegated downward as appropriate.

(2) Due to the labor-intensive nature of the Administration Fleet Manager position, in organizations with more than 500 vehicles, the primary position will be a full time employee whose main duty is to manage the vehicle fleet. In organizations with more than 2,000 vehicles, the primary position will be a full time employee whose only duty is to manage the vehicle fleet. In addition, each organization with field-based operations

and associated vehicles must have at least one facility fleet manager designated to manage the day-to-day operation of vehicles assigned to the given facility.

c. Acquisition. All Administration Fleet Managers must review and approve all planned vehicle purchases and leases for their subordinate fleets. Administration Fleet Managers must coordinate these requests with the VA Fleet Management Office in OAEM. The VA Fleet Management Office will review and approve all planned vehicle purchases and leases for other VA organization Fleet Managers. See paragraph 2.j. for alternative fuel requirements for new vehicles.

(1) The need for a vehicle, along with its size and type (e.g., sedan, mini-van, light-duty truck), must be determined at the field level using the VA Vehicle Allocation Methodology (VAM) Tool located at <http://vaww.ceosh.med.va.gov/01HE/Pages/Vehicle.shtml>. The VAM Tool must be used for acquisition of any leased or purchased vehicle, regardless of whether it is an additional or replacement vehicle. Requesters must document and justify the need for each vehicle in accordance with relevant Federal requirements and guidance from their organization.

(2) By statute, all vehicles that VA purchases, leases, or rents shall be limited to the minimum body size, engine size, and optional equipment (if any). Vehicles selected should be as fuel efficient as possible while still fulfilling operational mission needs.

(3) All vehicles shall be acquired in the most cost-effective manner. Each office that plans to acquire a vehicle must document the cost-benefit analysis process that was completed.

(a) **GSA Lease.** All organizations will make leasing from GSA their first choice when planning all vehicle acquisitions. Leasing from GSA is usually much simpler and more cost effective than leasing from commercial sources.

(b) **Commercial Lease.** Commercial leasing may be an acceptable alternative when GSA cannot provide the required vehicle type, or when a commercial lease has a lower life-cycle cost than a similar GSA-leased vehicle. Fleet Managers should document reasons for using a commercial lease.

(c) **Short Term Lease.** A short term commercial lease of up to 120 days should be pursued when no vehicle is currently available through GSA, but one might be forthcoming. Short term leases should also be used to fill occasional short-term and pressing needs for vehicles.

(d) **Purchased Vehicles.** Owned vehicles present significant costs in both initial investment and in ongoing maintenance and repair. Vehicles should only be purchased when not available through a lease.

(4) **Donated Vehicles.** Managers of fleets that receive donated vehicles are encouraged to work with their benefactors in advance to ensure that the vehicles they receive both meet mission requirements and are fuel-efficient. The VHA Office of Voluntary Services (VACO 10B2A) has oversight over the donated vehicle program for VHA. The Office of Logistics and Supply Chain Management (within the Office of Acquisition, Logistics, and Construction) maintains titles or Certificates of Origin for donated vehicles.

d. Vehicle Utilization. Each VA vehicle must be utilized appropriately in accordance with 41 CFR 101-39.301. VA recognizes that some vehicles are adequately utilized but do not accrue the mileage expectation of 41 CFR 101-39.301. Vehicles that fail the mileage test must pass the time criteria in the chart below in order to be retained. Vehicles that repeatedly fail the utilization standards should be disposed. More information about vehicle disposal is available in VA Handbook 0637, "VA Vehicle Fleet Management Program".

Utilization Standards for Motor Vehicles		
Standards Vehicle Type	Mileage	Time Criteria
Sedans, station wagons, and passenger-carrying vans, general-purpose use	12,000 miles per year, per vehicle	15 days per month, per vehicle
Light trucks (4x2) and general-purpose vehicles, 1 ton and under	10,000 miles per year, per vehicle	15 days per month, per vehicle
Sport utility vehicles (4x4 and 4x2) and all other all-wheel drive vehicles	7,500 miles per year, per vehicle	15 days per month, per vehicle
Medium trucks and general-purpose vehicles, 1½- 2½ tons: 12,500 to 23,999 gross vehicle weight rating (GVWR)	7,500 miles per year, per vehicle	15 days per month, per vehicle
Heavy trucks and general-purpose vehicles, 3 tons and over: 24,000 GVWR and over	7,500 miles per year, per vehicle	15 days per month, per vehicle
Truck tractors	10,000 miles per year, per vehicle	15 days per month, per vehicle

(1) **Official Use.** Unauthorized use of government vehicles is prohibited. VA restricts the use of all VA motor vehicles, including those rented or leased, to official purposes only: uses that further the mission of VA. Misuse of Government-owned or -leased vehicles is punishable under Title 31 U.S.C. Section 1349.

(2) **Executive Vehicles.** Federal Management Regulation (FMR) Bulletin B-32 defines an executive vehicle as a vehicle used primarily to transport Senior Executives (Heads of Agencies, Senior Executive Service (SES) employees, and General Officers). This refers only to the individual's current position with VA, and does not include retired General Officers who may be employed by VA in other positions. With limited exceptions, it is VA's policy not to maintain executive vehicles due to the likelihood for underutilization and the additional reporting requirements for executive vehicles. VA permits dedicated executive vehicles for the Secretary of Veterans Affairs, the Deputy Secretary and the Under Secretaries for Health, Benefits, and Memorial Affairs. The Office of Human Resources and Administration's Executive Motor Pool will serve all Assistant Secretaries and others of similar rank in the Washington, DC area. All other executives shall seek transportation through local station motor pools. Any additional assignments of executive vehicles must be approved by the Secretary.

(3) **Home-to-Work Transportation.**

(a) Only the Secretary of Veterans Affairs has authority to approve written determinations for home-to-work transportation requirements. This authority may not be delegated. It is incumbent upon the home-to-work vehicle user to ensure that proper Secretarial authority is in place prior to utilization of a U.S. Government vehicle for home-to-work transportation. This includes vehicles that are to be used to transport a user home in the event of an emergency.

(b) The following employees are not covered under the home-to-work transportation program: (a) employees who are on official travel (TDY); or (b) employees who are on permanent change of station (PCS) travel; and (c) employees who are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when designated by the Secretary of VA. These employees are covered under separate rules.

(c) All Home-To-Work vehicles must have telematics devices installed once the authorization has been approved. Installation must be made within 90 days of notice approval. Vehicles that do not have telematics currently installed will use a log until such devices are installed.

(4) **Miscellaneous Authorities for Transporting Employees and Others**

(a) The authorities for actions in this section were originally approved or delegated in VA Directive 7239, Interagency Fleet Management Systems, signed by Secretary Jesse Brown in October 1996. While this directive rescinds Directive 7239, it does not rescind the delegation of these authorities.

(b) The Secretary may transport children of Department employees located at isolated stations to and from school in available Government-owned automotive

equipment. It is not the policy of the VA to use Government-owned vehicles or drivers employed by the VA to transport children of VA employees to and from school within the United States of America. This is considered to be a parental responsibility. The Under Secretary of Benefits, or persons designated to act on behalf of the Under Secretary, may approve the use of Government-owned vehicles to transport children of employees of the VA Regional Office, Manila, Philippine Islands, to and from school.

(c) Local transportation in Government vehicles to and from field facilities may be furnished to entertainers.

(d) Pursuant to 38 U.S.C. Section 703(f)(1), the head of the facility, when it is determined that an emergency situation exists and that such action is necessary for the effective conduct of the affairs of the VA, may utilize Government-owned or leased vehicles to transport employees to and from the facility and nearest adequate public transportation, or, if such public transportation is either unavailable or not feasible to use, to and from the facility and their home. Employees furnished such services will reimburse the VA. Reimbursement will be based on the cost to the individual employee of common carrier transportation (trolley, bus, taxi, etc.) in the community for the same trip, e.g., (1) to facility from the nearest public transportation or (2) from facility to home. (Reimbursements collected shall be applied to applicable transportation.)

(5) **Serviceability Standards for VA-Owned Vehicles.** Serviceability standards are meant to ensure that VA vehicles are maintained in safe and serviceable condition. To be considered serviceable, a vehicle must be safe and function as designed. Deficiencies affecting safety are not acceptable regardless of vehicle age, mileage, use, or other characteristics. For most vehicles, VA uses GSA's serviceability standards. However, VA organizations shall develop service standards of their own if GSA standards are not available for a given vehicle.

(6) **Utilization Review.** VA Fleet Managers shall conduct vehicle utilization reviews of all field offices and activities under their jurisdiction at least once a year and provide the results of the analysis to OAEM as requested. More information about vehicle utilization reviews is available in VA Handbook 0637, "VA Vehicle Fleet Management Program."

(7) **Health, Safety and Security.** Use of seat belts and other passenger restraints such as wheelchair tie-downs is required at all times by all occupants in a VA vehicle. No smoking is allowed in VA vehicles at any time. Drivers of VA vehicles may not use cell phones or send/read a text message while driving. If a driver needs to use a cell phone or other electronic device, he/she must pull off of the road to a safe location before using the device. All drivers are required to complete a vehicle safety training course at least once a year. Training courses are available through the VA Talent Management System (TMS) at <https://www.tms.va.gov/plateau/user/login.jsp> or through GSA DriveThru at <http://drivethru.fas.gsa.gov/drivethru/drivethru/>. No vehicle will be let unsecured, especially with the engine running.

(8) **Idling.** No unnecessary idling is permitted. Unnecessary idling of vehicles wastes fuel and adds greenhouse gas emissions to the atmosphere.

(9) **Operators.** Operators of Government-owned or -leased motor vehicles must obey all the motor vehicle traffic laws of the state and local jurisdiction in which they are operating, except when the duties of their position (e.g., emergency response) require otherwise. Operators are personally responsible for any violation of state or local traffic laws.

e. Disposal.

(1) **Owned vehicles.** Disposal of VA-owned vehicles will be in accordance with 41 CFR 102-34.310 through 34.320. All organizations must adhere to the requirements of VA Handbook 7002/1, "Logistics Management Procedures." Donated vehicles may require offering first right-of-refusal to the benefactor before disposal. Such offers should be made in writing, with a record kept of responses/non-responses.

(2) **GSA leased vehicles.** GSA vehicles must be returned to GSA for disposal.

(3) **Commercial leased vehicles.** Disposal of commercial lease vehicles will be in accordance with lease provisions.

f. Vehicle Registration and License Plates

(1) All VA-operated motor vehicles must be registered in the GSA Federal Motor Vehicle Registration System (FMVRS). GSA will electronically transfer the initial data for vehicles leased and purchased through GSA into FMVRS. VA fleet managers, or designated custodians (e.g. the Veterans Health Administration's Center for Engineering and Occupational Safety and Health for VHA vehicles), must complete the data within 5 business days of receipt of the vehicle and/or license plate, or within 5 business days of the receipt of request from the fleet manager. All VA organization fleet managers, or designated custodians, should review and update FMVRS point of contact (POC) information annually. Data should be updated whenever the POC changes.

(2) Official U.S. Government license plates are mandatory for all VA motor vehicles and designated non-motorized vehicular equipment, unless the Secretary of Veterans Affairs authorizes an exemption. Vehicles that do not bear a government license plate are not required to be registered in FMVRS. Under certain conditions, offices may find it appropriate to place a state, District of Columbia, Commonwealth, or Territorial license plate on a U.S. Government vehicle rather than a VA or GSA license plate. Examples of such instances include vehicles used for investigations, law enforcement or intelligence duties involving security activities. In such cases, the use of non-VA or GSA license plates/tags on U.S. Government vehicles requires an exemption from the Secretary or the Secretary's designee. Requirements for requesting an exemption are outlined in VA Handbook 0637, "VA Vehicle Fleet Management Program."

(3) U.S. Government license plates must only be used on the vehicle to which they are assigned. License plates and license plate numbers shall not be reused on a different vehicle.

(4) GSA will provide license plates for GSA leased vehicles. License plates for VA-owned and commercially-leased vehicles shall be acquired through the VHA CEOSH. Current official license plates now bear an expiration date. All VA organizations must adhere to the requirements of VHA Directive 2012-009, "VHA Vehicle License Plate Action Requests" (available at http://vaww1.va.gov/vhapublications/ViewPublication.asp?pub_ID=2491).

g. Vehicle Abuse, Accidents and Incidents. VA Fleet Managers at all levels will establish and promulgate reporting and data collection procedures for abuse, accident, and incident cases. Copies of such reports will be filed with the local VA Police Office or Safety Office as appropriate. A copy of the report shall be sent to the VA Agency Fleet Manager in OAEM. Public inquiries and vehicle misuse complaints require timely response from the local fleet manager, normally within 30 working days.

h. Fleet Cards. Each vehicle must have a dedicated fleet card that is for use with that vehicle only. Intentional use of this card for other than official VA business may be considered an attempt to commit fraud against the U.S. Government and may result in disciplinary action against the user. Each facility must monitor these fleet cards for unauthorized use.

(1) GSA provides a fleet service card with each leased vehicle to purchase fuel and for minor maintenance. Additional information is available from your local GSA contact, or on the Web at <http://www.gsa.gov/portal/content/104475>.

(2) All VA organizations must request a VA fleet charge card for each VA-owned and commercially leased vehicle for the purchase of fuel and for minor maintenance (see VA Financial Policies and Procedures, Volume XVI, Chapter 3).

i. Low Greenhouse Gas (GHG) Vehicles. The Energy Independence and Security Act requires that all light-duty vehicle and medium-duty passenger vehicles purchased or leased by the government must be low greenhouse gas (GHG) emitting vehicles. The Environmental Protection Agency sets the criteria for qualifying as a low GHG emitting vehicle, and updates the criteria at least annually. The VA Senior Sustainability Official may grant exemptions to this requirement when there are no vehicles that meet the mission requirements. More information about requesting a Functional Needs Exemption is located in VA Handbook 0637, "VA Vehicle Fleet Management Program."

j. Alternative Fuel Vehicles and Alternative Fuel Use. VA is committed to increasing the use of alternative fuel vehicles and decreasing the use of petroleum fuel throughout its fleet.

(1) Current law requires that, on an annual basis, a minimum of 75 percent of all VA acquisitions of new and replacement light-duty vehicles shall be alternative fuel vehicles (AFVs)¹. This requirement increases to 100 percent after December 2015. VA encourages acquiring AFVs when possible, and encourages the installation of fueling infrastructure to support the AFVs if commercial infrastructure is not available locally. Law enforcement and emergency vehicles are not required to comply with this requirement; however, compliance is encouraged whenever possible.

(2) Alternative fuel vehicles must primarily use the alternative fuel for which it is designed. Do not select an alternative fuel vehicle for which the fuel is not or will not be reasonably available. Law enforcement and emergency vehicles are not required to comply with this requirement; however, compliance is encouraged whenever possible.

(3) Fleet Managers shall select vehicles with the best fuel economy to meet mission requirements when acquiring vehicles.

(4) The most efficient vehicle for the task should be used when assigning vehicles.

(5) Vehicle operators must avoid use of premium grade gasoline, unless the vehicle specifically requires it. Operators shall fuel all AFVs with the appropriate alternative fuel whenever available, in accordance with Department of Energy (DOE) guidance (if the alternative fuel is available within 5 miles or 15 minutes of vehicle's garaged location). Failure to use the proper alternative fuel in a U.S. Government vehicle may be grounds for suspending vehicle use privileges.

(6) At least one renewable fuel pump shall be installed at each Federal fleet fueling center as required by the Energy Investment and Security Act of 2007 and consistent with related guidance issued by DOE. For this purpose only, a Federal fleet fueling center is defined as a fueling station for fleet vehicles, and does not include fueling stations solely for non-fleet vehicles. Each Administration with Federal fleet fueling centers shall install at least one renewable fuel pump at each fueling center.

k. Contractors. Government contractors may not use a Government-operated vehicle (GOV) unless specifically identified in the contract provisions. The contractor must:

(1) Brief their personnel/subcontractors about the regulations for using a GOV. In particular, all contractor personnel must abide by all vehicle traffic laws and shall be responsible for any violations.

(2) Ensure their personnel use the GOV for official purposes only and solely for the performance of the contract. The GOV cannot be used for transportation between residence and place of employment, unless authorized in accordance with 31 U.S.C. 1344 and FMR 102-5, or in emergency situations pursuant to 38 U.S.C. Section 703(f)(1).

¹ Some exceptions apply.

(3) Establish and enforce suitable penalties against employees who use, or authorize the use of, GOV for unofficial purposes, or for uses other than necessary for the performance of the contract.

(4) Pay any expenses or cost, without Government reimbursement, for using GOVs for other purposes than the performance of the contract.

I. Vehicle Fleet Management Information System.

(1) The Vehicle Fleet Management Information System will provide a fully-integrated solution for managing motor pool reservations, mileage/trip reporting, driver qualifications, fuel use capture and integration, utilization, unscheduled and preventative maintenance, inspections, global positioning system (GPS) integration, vehicle inventory, and asset costs. OAEM will select and designate a single, centralized official VA database system for collection, storage and analysis of VA motor vehicle data. It will be mandatory for VA organizations to enter certain required data into this system. Administrations may use a different system internally; however, required information must be exported or entered into the official VA system. OAEM will notify VA organization Fleet Managers when the official VA system is in place.

(2) VA Fleet Managers at all levels are responsible for ensuring that their organization's data is accurate and complete as required by OAEM.

m. Program Management. VA will optimize management and oversight of its Departmental Fleet Management Program by:

(1) Maintaining a chartered Fleet Management Task Force, chaired by a member of the VA Green Management Program Service within the Office of Management (OM). All VA organizations with fleet vehicles will be invited to participate in this task force;

(2) Publishing and maintaining a current VA Fleet Management Program Handbook with detailed procedures related to this directive;

(3) Developing and implementing a Department-level Fleet Management Action Plan. It is the responsibility of the Task Force to develop the action plan document per OM guidance;

(4) Designating and maintaining Fleet Managers as directed in 2.b. above;

(5) Instituting program performance measures;

(6) Developing and disseminating performance standards for VA fleet management employees;

(7) Ensuring the education and recognition of VA fleet management employees; and

- (8) Conducting training for implementation of this directive.

3. RESPONSIBILITIES.

a. **Under Secretaries, Assistant Secretaries, and Other Key Officials.** Under Secretaries, Assistant Secretaries, and other key officials as it relates to their management areas are responsible for:

- (1) Establishing and implementing fleet management programs within their organization to ensure compliance with this directive;

- (a) Managing their VA vehicle fleet, to include programming, budgeting, acquisition, provision, distribution, and disposal of vehicle assets to meet customer requirements at minimum overall cost;

- (b) Conducting vehicle utilization reviews of all field offices and activities under their jurisdiction at least once a year;

- (c) Managing fleet data and reporting requirements.

- (2) Ensuring fleet management programs are developed, conducted and routinely evaluated, and procedures are in place to identify and correct program issues;

- (3) Ensuring measures for successful implementation of fleet management programs are included in performance standards and evaluations of senior Administration officials and other appropriate personnel;

- (4) Requesting sufficient funds to ensure compliance with all applicable Fleet Management laws, regulations, Executive Orders, and this directive;

- (5) Implementing and maintaining the vehicle fleet management information system at all appropriate facilities and all appropriate organizational levels; and

- (6) Supporting the Fleet Management Task Force and execution of the VA Fleet Management Action Plan.

b. **Assistant Secretary for Management (AS/M).** The AS/M (currently the Executive in Charge, Office of Management) is the senior agency official (SAO) for fleet management. The SAO establishes and oversees the overall policy and guidelines to implement vehicle fleet programs within the Department and is specifically responsible for:

- (1) Monitoring VA's activities to implement fleet programs, and reporting progress to the Secretary of VA, Department of Energy, Congress, Office of Management and Budget, and other applicable entities;

(2) Reviewing and approving functional exemptions and exceptions to license plate policy, as designated by the Secretary; and

(3) Establishing and maintaining a cross-functional, Department-wide VA Fleet Management Task Force with appropriate representatives to meet the goals and requirements pertaining to Federal agency fleet management.

c. The Office of Asset Enterprise Management (OAEM). The Director of OAEM serves as the Senior Sustainability Officer for VA. OAEM staff members comprise VA's Department-level Fleet Management Office and lead VA's Department-level Fleet Management Task Force. OAEM provides leadership and guidance, and monitors, coordinates, and oversees fleet management activities at the Department level. OAEM develops policy guidance to ensure effective, efficient, and fiscally responsible operation, maintenance, and use of all VA vehicles. OAEM represents VA in interagency fleet management forums.

d. Fleet Managers. Fleet managers are responsible for duties delegated to them, including:

(1) Establishing and implementing fleet management programs within their organization to ensure compliance with this directive;

(a) Managing their VA vehicle fleet, to include programming, budgeting, acquisition, provision, distribution, and disposal of vehicle assets to meet customer requirements at minimum overall cost;

(b) Conducting utilization reviews of all vehicles under their jurisdiction at least once a year; and

(c) Managing fleet data (vehicle, driver, fuel usage, cost, etc.) and reporting as required.

(2) Ensuring fleet management programs are developed, conducted and routinely evaluated, and procedures are in place to identify and correct program issues;

(3) Implementing and maintaining the vehicle fleet management information system; and

(4) Other fleet related duties as assigned.

e. Vehicle Operators. Vehicle operators are responsible for:

(1) Completing all required training before operating any government vehicle;

(2) Complying with all traffic regulations; and

(3) Understanding and complying with all policies for use of government vehicles.

4. REFERENCES.

- a. Title 31 U.S.C. Section 1344, 1349.
- b. Title 38 U.S.C. Section 703(f)(1).
- c. Public Law 473, 80th Congress, Section 1.
- d. 41 CFR 101-39-301, Utilization guidelines.
- e. Federal Management Regulation (FMR) 102-5.
- f. Federal Management Regulation (FMR) 102-34.
- g. Energy Policy Act of 1992 (EPAAct) (Public Law 102-486, 106 Stat. 2776).
- h. Energy Policy Act of 2005 (EPAAct 2005) (Public Law 109-58, 119 Stat. 594).
- i. Executive Order 13423, "Strengthening Federal Environmental, Energy and Transportation Management."
- j. Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."
- k. Federal Energy Management and Planning Program Regulations (10 CFR 436).
- l. FEMP Guidance for Federal Agencies on E.O. 13514 Section 12, Federal Fleet Management.
- m. VA Fleet Management Action Plan and Secretary's Decision Statement.
- n. VA Financial Policies and Procedures, Volume XVI- Chapter 3, "Government Fleet Charge Card."
- o. GSA's Guide to Federal Fleet Management.

5. DEFINITIONS

a. **Alternative fuels.** Alternative fuels include methanol, ethanol and other alcohols; blends of eighty-five percent (85%) or more of alcohol with gasoline; natural gas and liquid fuels domestically produced from natural gas; liquefied petroleum gas (propane); coal-derived liquid fuels; hydrogen; electricity; biodiesel (B100); and P-series.

b. **Alternative Fuel Vehicles (AFVs).** An AFV is a dedicated or dual fueled vehicle fueled by Alcohols (E85), Natural Gas (CNG, LNG), Liquefied Petroleum Gas (LPG, Propane), Electricity, or Hydrogen. In addition, qualified hybrid vehicles include advanced lean burn vehicles, and vehicles that demonstrate significant petroleum reduction including low-GHG emitting vehicles located in areas without access to alternative fuel.

c. **Biodiesel.** Biodiesel is manufactured from vegetable oils (primarily soy), animal fats or recycled restaurant grease. It is biodegradable and produces low emissions. Biodiesel blends are not alternative fuels. However, the biodiesel component of biodiesel blends greater than 20 percent are counted toward alternative fuel goals.

d. **Federal fleet fueling center.** For the purpose of the renewable fuel pump installation requirement of EISA Section 246, a “Federal fleet fueling center” is defined as a Federally owned or contracted refueling site that is located on Federal property and primarily used to fuel Federal fleets, including those operating on appropriated or working capital funds, and that dispenses gasoline, diesel, and/or alternative fuels. Excluded from the definition of “Federal fleet fueling center” are refueling centers with a fuel turnover rate of less than 100,000 gallons per year of at least one fuel type.

e. **Fleet.** One or more vehicles owned or operated as a unit.

f. **FMVRS.** Federal Motor Vehicle Registration System.

g. **FMVRS custodian.** Person or VA office designated to maintain current information in FMVRS. Offices without a designated custodian should contact the VA Fleet Management Office for assistance.

h. **Fuel-efficient.** The production of power, heat, energy, etc., at a rate considered optimal regarding the amount of fuel consumed.

i. **Functional Needs Exemption.** Section 141 of the Energy Independence and Security Act of 2007 (EISA) states the requirement to purchase low greenhouse gas emitting vehicles. If no low GHG-emitting vehicle is available to meet the “functional needs” of an agency, details must be provided to illustrate why the requirement cannot be met.

j. **Leased vehicles.** Vehicles acquired for a temporary basis by the agency to perform mission-related duties and activities.

k. **Light-Duty Vehicle.** A vehicle with a gross vehicle weight rating of less than or equal to 8,500 pounds.

l. **Low Greenhouse Gas (GHG) Emitting Vehicle.** Any vehicle that meets the criteria defined by EPA.

(1) For vehicle model years 2009-2012, low GHG vehicles must meet a *minimum* GHG score, based on a scale of 1 through 10.

(2) Beginning with model year 2013, low GHG vehicles will be determined based on actual CO2 emissions (grams of CO2/mile) determined for the model. A vehicle must not exceed the *maximum* threshold to be considered as low-GHG.

m. **Medium-Duty Vehicle.** A vehicle weighing between 8,500 and 16,000 lbs GVWR.

n. **Purchased vehicles.** Vehicles purchased with government funds and owned by the agency to perform mission-related duties and activities.