

Fleet Management

I. PURPOSE

This directive establishes the Federal Protective Service (FPS) policy and assigns responsibilities for the Fleet Management Program to ensure compliance with Federal regulatory requirements.

II. SCOPE

- A. This directive applies throughout all FPS.
- B. FPS Directive 15.2.9.2, "*Fleet Management*", dated August 27, 2015 is superseded by the issuance of this revised directive.
- C. FPS Instruction Manual 15.2.9.2-01, "Vehicle Telematics Program," February 27, 2020 is superseded.
- D. FPS Memorandum, "Regional Fleet Inventory and Planning," dated August 16, 2006 is superseded.
- E. Requirements for Home-to-Work Transportation are derived from separate Department of Homeland Security (DHS) Management Directives. As such, FPS Directive 15.2.9.1, "Home-to-Work Transportation," addresses that program separately.

III. AUTHORITIES/REFERENCES

- A. 31 U.S.C. § 638a(c)(2), "*Penalties for Violations*."
- B. 41 C.F.R. § 102-34.256, "*Who Pays for Parking Fines?*"
- C. Executive Order (EO) 13834, "*Efficient Federal Operations*."
- D. General Services Administration (GSA) Bulletin FMR B-30, "*Motor Vehicle Management*," August 22, 2011.
- E. Department of Homeland Security (DHS) DHS Directive 118-01, "*Motor Vehicle Fleet Management Program*," August 18, 2011.
- F. DHS Instruction Manual 118-01-01, Rev. 01. "*Motor Vehicle Fleet Program Manual*," February 2, 2017.
- G. DHS Directive 11015, "*Emergency Signaling Devices in DHS Vehicles*," September 11, 2006.

- H. DHS Directive 1020, "*Fleet Card Program*," March 1, 2003.
- I. DHS Financial and Management Policy Manual – Part 3.2.3, "*Fleet Card Manual*," April 30, 2015.
- J. FPS Directive 15.5.13.1, "*Emergency Vehicle Operations*," February 19, 2020.
- K. FPS Directive, 15.2.2.1, "Performance, Quality, and Compliance," May 8, 2019.
- L. FPS Instruction Manual 15.2.2.1-01 "*Internal Audit*," April 24, 2019.
- M. FPS Directive 15.2.9.1 "*Law Enforcement Home-to-Work Transportation Program*," August 11, 2017.
- N. Memorandum of Understanding between the General Services Administration (GSA) Fleet Program and the Federal Protective Service, National Protection and Programs Directorate, June 15, 2016.

IV. DEFINITIONS

- A. **Administrative Vehicle** is a vehicle used to facilitate the administrative transportation of personnel. This includes, but is not limited to, attending meetings, work-related operations, and other routine transportation that does not require special equipment.
- B. **Commercial Lease** is a motor vehicle provided by contract or other arrangement from a commercial source for 120 continuous days or more.
- C. **Federal Automotive Statistical Tool (FAST)** is a web-based motor vehicle reporting system managed by the Department of Energy (DOE) and GSA for the purpose of annually reporting an agency's motor vehicle composition including: size, vehicle types, and overall budget and spending applied to the fleet; FAST will take the data entered and produce a Motor Vehicle Fleet Report (MVFR) and Annual Motor Vehicle Budget Summary for submission, and automatically transmit them to OMB upon completion.
- D. **FAST Reportable Vehicles** are any government motor vehicles used by the FPS, including those used by contractors. Also included are motor vehicles designed or acquired for a specific or unique purpose, including motor vehicles that serve as a platform or conveyance for special equipment, such as a trailer. Excluded is material handling equipment and construction equipment not designed and used primarily for highway operation.
- E. **Fleet** is the term used to represent the entire inventory of FPS vehicles.
- F. **Home-to-Work Transportation (HtW)** is the use of a government vehicle, when authorized, by an employee for transportation between their home and assigned duty station.
- G. **Law Enforcement (LE) Motor Vehicle** is a motor vehicle that is specifically approved in an agency's appropriation act for use in apprehension, surveillance, police or other

law enforcement work or specifically designed for use in law enforcement (See ^{(b) (7)(E)} below).

(b) (7)(E)

- H. **Motor Vehicles** are any motorized vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers. In this directive, the term Motor Vehicle will refer to FAST reportable vehicles unless otherwise noted. FPS motor vehicles include but not limited to:
 - 1. Government-owned vehicles (GOVs) that are purchased and managed by FPS and GSA leased vehicles leased through GSA;
 - 2. Commercially leased vehicles (non-GSA lease);
 - 3. Vehicles used for administrative purposes; and
 - 4. Special purpose vehicles including, but not limited to, prisoner transport vans, x-ray trucks, and mobile command vehicles (MCVs).
- I. **Marked Law Enforcement Vehicle** are vehicles that display highly visible police markings and reflective law enforcement insignia on both sides of the vehicle and also have functioning blue and red emergency lights and audible sirens. (See LE1 above).
- J. **Non-FAST Reportable Vehicles** are vehicles that are not required to be reported through the FAST but are managed, tracked, and reported internally within FPS. Non-FAST reportable vehicles include but are not limited to trailers, motorcycles, bicycles, and all-terrain vehicles (ATV).
- K. **Official Use of Government Motor Vehicles** is the use of a government motor vehicle to perform an agency's mission(s), as authorized by the FPS. This may include transportation to locations or events that have been designated an official duty location by a supervisor. For further details on official use, see 41 CFR Part 102-34, Subpart D and 48 CFR 102-34.200.
- L. **Operational Rotation (OR) Vehicle** is an unassigned law enforcement vehicle that is

available for assignment by the Vehicle Control Officer (VCO).

- M. **Privately Owned Vehicle (POV)** is a motor vehicle not owned by the Government and used by the employee for the primary purpose of providing personal transportation.
- N. **Telematics** is the technology that combines telecommunications and information processing to send, receive, and store information related to remote objects, such as vehicles.
- O. **Unmarked Law Enforcement Vehicle** is any police vehicle that is equipped with emergency equipment, but not marked with distinctive emblems and or colors. (See LE2 above).

V. RESPONSIBILITIES

- A. The **FPS Director** oversees the FPS Fleet Management Program and ensures FPS compliance with the policies and requirements of the DHS Motor Vehicle Fleet Management Program.
- B. The **Deputy Director, Operations (DD OPS)** develops and validates all motor vehicle fleet operational requirements.
- C. The **Deputy Director for Technology & Innovation (DD T&I)**:
 - 1. Ensures administrative controls and authority are in place for effectively administering, maintaining, accounting for, and controlling the FPS motor vehicle fleet;
 - 2. Provides sufficient resources to carry out motor vehicle management functions; and
 - 3. Appoints a National Fleet Manager in writing to direct motor vehicle management policy, procedures, operations, and oversight of systems for the FPS motor vehicle fleet.
- D. The **Administrative Services Division (ASD) Division Director** is responsible for the overall Fleet Management Program to ensure the management of FPS motor vehicles is carried out according to established Federal regulations and policies; and to provide oversight and internal controls.
- E. The **National Fleet Manager (NFM)**:
 - 1. Develops policies, procedures, and bulletins to ensure full accountability and accurate financial reporting of FPS motor vehicle fleet data including policies and procedures for the acquisition, allocation, maintenance, operation, and disposal of FPS vehicles;
 - 2. Provides technical assistance and guidance to enable FPS organizations and personnel to adequately perform fleet management duties;
 - 3. Oversees the FPS Fleet Card program to include monitoring expenditures and justifications for approval;
 - 4. Serves as the point of contact for all Fleet Program matters and responsible for providing responses to fleet related inquiries and reporting requirements to FPS

internal and external stakeholders such as the Office of Management and Budget (OMB), DHS, OIG, and GSA; and

5. Carries out the duties outlined in the FPS Instruction Manual 15.2.9.2-01 "*Fleet Management Program*" (Attachment A).

F. The **Current Operations Division (COD)** representative:

1. Coordinates with the NFM regarding recommendations for marking, equipping, and upfitting law enforcement and special purpose vehicles;
2. Receives final approval from FPS Operations for all state license plate requests;
3. Forwards all approved state license plate requests to the NFM for processing;
4. Establishes all law enforcement vehicle assignment standards by vehicle type;
5. Identifies all law enforcement vehicle equipment requirements and approves all modification requests for law enforcement vehicles;
6. Establishes a designation for all marked and unmarked law enforcement vehicles;
7. Tracks and monitors all law enforcement vehicle equipment issues and malfunctions and makes recommendations for mitigation; and
8. Provides the NFM monthly status reports on Regional Motor Vehicle Safety Review Boards.

G. **Information Technology Division (ITD):**

1. Programs and encrypts ultra-high frequency (UHF), very high frequency (VHF), and digital mobile radios on both a regular and emergency basis;
2. Identifies, facilitates, and coordinates the repairs on all radio equipment;
3. Facilitates as necessary, changes to all radio equipment installed in FPS motor vehicles and initiates transfers, swaps, and upgrades as required;
4. Provides subject matter expertise to the NFM concerning the National Radio Program as it relates to the life cycle of the FPS motor vehicle fleet; and
5. Provides annual budget estimates on mobile radio procurement to the NFM.

H. The **Business Operations Manager (BOM):**

1. Is responsible for overseeing implementation and compliance with this directive within their zone assignment;
2. Serves as the point of contact for all zone fleet program matters; and
3. Provides responses to applicable zone fleet related inquiries and reporting requirements to the National Fleet Manager.

I. **Regional Directors (RDs):**

1. Ensure regional compliance with laws, regulations and policies, including this directive;

2. Ensure regional administrative controls and authority are in place for effectively administering the Fleet Management Program within the region; and
 3. Appoint the Regional Vehicle Control Officer (VCO) in writing to implement regional Fleet Management policy, procedures, operations, and oversight.
- J. **Vehicle Control Officers (VCOs):**
1. Oversee implementation and compliance with this directive and the FPS Instruction Manual 15.2.9.2-01 "*Fleet Management Program*" (Attachment A) in their Region; and
 2. Ensure that regional vehicle inventories are 100% accurate in SAMS and GSA Drive-Thru, and reports any changes immediately to the NFM for validation.
- K. **Vehicle Operators:**
1. Obtain approval prior to using an FPS vehicle, if not already assigned a Government vehicle;
 2. Using government vehicles for official purposes only; and
 3. Adhere to this directive, the FPS Instruction Manual 15.2.9.2-01 "*Fleet Management Program*" (Attachment A), and other federal, state, and local laws regarding the operation of FPS vehicles.

VI. POLICY AND REQUIREMENTS

- A. The Agency has a responsibility to manage the vehicle fleet conscientiously- and to operate only as many vehicles as needed to work efficiently, and to use vehicles only as required for official business. Employees who misuse vehicles are subject to disciplinary action.
- B. The National Fleet Manager implements Agency-Wide Fleet Management policies, and procedures for the acquisition, allocation, maintenance, operation, and disposal of FPS vehicles.
- C. Regions comply with internal reviews and provide Fleet Management Program information, as requested, to the National Fleet Manager.
- D. Regions provide timely and accurate report data. This includes reports to FPS HQ, DHS, other Executive Branch entities, and to Congress.
- E. Regions acquire and utilize only the minimum size and most fuel efficient vehicles required to effectively provide mission support, including law enforcement.

VII. ATTACHMENT

- A. FPS Instruction Manual 15.2.9.2-01 "*Fleet Management Program*."

VIII. QUESTIONS

Address any questions or concerns regarding this directive to the Directives Manager, at FSPolicy@fps.dhs.gov.



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March 17, 2021

Date