

MOTOR VEHICLE FLEET MANAGEMENT PROGRAM

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policy for the Motor Vehicle Fleet Management Program.

II. Scope

This Directive applies throughout DHS.

DHS Management Directive Number 0510, "Motor Vehicle Fleet Management," is superseded by this Directive.

III. Authorities

- A. Title 6, United States Code (U.S.C.), Section 341, "Under Secretary for Management"
- B. 31 U.S.C. § 1343, "Buying and leasing passenger motor vehicles and aircraft"
- C. 31 U.S.C. § 1344, "Passenger carrier use"
- D. 31 U.S.C. § 3512, "Executive agency accounting and other financial management reports and plans"
- E. 40 U.S.C. Chapter 5, Subchapter VI, "Motor Vehicle Pools and Transportation Systems"
- F. 42 U.S.C. § 6374, "Alternative fuel used by light duty Federal vehicles"
- G. 41 Code of Federal Regulations (CFR) Chapter 102, "Federal Management Regulation," including part 102-34, "Motor Vehicle Management"

IV. Responsibilities

- A. The Chief Administrative Officer (CAO) promulgates the Department

Motor Vehicle Fleet Program requirements and provides oversight of the program.

B. The **Component Heads** oversee the Motor Vehicle Fleet Management Program within their Components, and ensure compliance with the policies and requirements of the Department Motor Vehicle Fleet Management Program. The Component Heads designate, in writing to the CAO, a **Component Fleet Manager** to serve as the single point-of-contact for the Component Motor Vehicle Fleet Program, Components that do not have motor vehicle assets are exempt from this responsibility.

V. Policy and Requirements

A. The Department has a responsibility to manage the vehicle fleet conscientiously—to operate only as many vehicles as needed to work efficiently, to reduce oil consumption by using alternative fuels, to match the vehicles to the needed uses, and to use vehicles only as required for official business. Employees who misuse vehicles are subject to disciplinary action.

B. The CAO selects and implements a Department-wide vehicle management system. Once implemented, Components utilize the vehicle management system as prescribed by the CAO.

C. Components comply with internal reviews and provide Motor Vehicle Fleet Management Program information, as requested, to the Department Fleet Manager.

D. Components provide timely and accurate report data. This includes reports to the CAO, to other Executive Branch entities, and to Congress.

E. Components acquire and utilize only the minimum size and most fuel efficient vehicles required to effectively provide mission support, including law enforcement.

F. Components, to the maximum extent possible, acquire and utilize hybrid electric or alternative fuel/flex fuel vehicles.

G. Components with large programs submit all documents required for acquisition program review to the Acquisition Program Management Division (APMD). Components with programs not covered by APMD submit all documents required for acquisition program review to the DHS Fleet Manager.

VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Administrative Officer.



Rafael Borrás
Under Secretary for Management



Date