

INFORMATION MEMORANDUM

DATE: February 2, 2017

FROM: Rob Miller, Division Chief Facility, Equipment, and

SUBJECT: NWRS Motor Vehicle Fleet Management Decision Summary

STATEMENT OF PURPOSE: Summarize the NWRS vehicle fleet management decisions.

BACKGROUND: During the NWRS Chiefs June 2016 meeting NWRS light and medium duty vehicle fleet modernization plan was discussed. Following discussion, the decision points below were unanimously supported.

DECISION POINTS:

Data Quality and Fleet Size - Regions will evaluate and correct the FBMS data over the next year to ensure inventory accuracy. Additional actions will be taken by the Regions to right size the fleet, this includes all NWRS vehicles, as further reductions and vehicle transfers remain necessary.

Utilization –The initial target for utilization is to ensure at least 75% of each Region’s fleet is operated 3,000 miles or more per year. This target is below the government wide utilization standards, but establishes an initial goal for improvement. This measure will be for use in the first year (FY18) of the performance based allocation tool, and will be adjusted incrementally over the next five years to achieve 100%. After five years, the utilization target will be re-evaluated.

Performance based allocation – Percentage of personnel will account for the full allocation in FY17, and 60% of the allocation starting in FY18. The remaining 40% of the allocation, starting in FY18, is determined by percentage of regional vehicle fleet that is:

- a. reporting mileage monthly (initial target set at 95%),
- b. reporting fuel consumption monthly (initial target set at 95%),
- c. complying with the five years of age and 70,000 miles trade standard (initial target set at 25% of the fleet with 5% increase annually), and
- d. meeting the initial 3,000 miles per year utilization standard (initial target set at 75% of the fleet with a 5% increase annually).

All funding will be distributed to the Regions per the performance allocation tables attached.

Personnel Count - Personnel counts will be taken each year from an FPPS report through EMIS reflecting the peak of the field season in July. Youth data is derived from July EMIS and third quarter PTrac reporting to ensure the number captures peak youth employment.

Exemptions –Performance allocations for Region 7 will be based on mileage (a) and fuel (b) reporting stated above. Five year/70k mile trade (c) and utilization (d) standards principles will be enforced by the Region for field stations located on the road system. Further analysis of the data will be completed for a future recommendation after five years.

For the remainder of the Regions, truly remote field stations are a minor component of the fleet. However, some level of exceptions, based on sound justification is prudent, and will be limited to 12% of each

Region's total fleet size. Exceptions are to be approved by the regional program Fleet Manager's supervisor.

Regional Funding - Dedicated fleet funding will be provided from the following sources:

Annual Source (from)	Amount
1262 Small Equipment and Fleet Management	\$2,650,000
1262 FY 2017 President's Budget Request	\$2,700,000
1121 Partners Program (Regions 3, 6, 8)	\$250,000
1264 Refuge Law Enforcement	\$1,500,000
FFXXX Fire Preparedness & Hazardous Fuels	\$1,500,000
Total	\$8,600,000

1262 and 1264 funds will be allocated to the Regions based on performance based allocation table. Fire funds will be allocated in a manner that supports fire management workforce planning, suppression and fuels management activities. Regions 3 and 6 will dedicate \$100,000 each, and Region 8 will dedicate \$50,000 to the purchase of PFW vehicles opportunistically.

Regions will work through their designated program MV Fleet Manager as the lead for vehicle fleet management.

Regional RLE Chief will coordinate with the MV Fleet Manager to determine annual RLE vehicle needs. Regional RLE vehicles will be purchased using regional funds through a consolidated UNICOR order.

The FY 2017 President's budget request (\$2.7 million) will not likely be appropriated. Regions are responsible for meeting their portion of this funding gap opportunistically from funds other than proceeds of sales. The NWRS budget allocation tables will include each Region's responsibility, based on personnel count, until the funding gap is filled by new appropriations.

Proceeds of sales will be returned to each Region's NWRS vehicle account, and will be utilized in addition to the funding identified in the table above to ensure the success of the modernization plan.

Field Funds - The use of resource management accounts (e.g. 126x) are appropriate for acquisition of vehicles, equipment and other operations and maintenance needs of the Refuge System. Other discretionary funding sources may be appropriate, but should only be used when not statutory restricted. Stations can continue use of discretionary funds to purchase vehicles, but these replacements must follow the guidelines of this document, focus on-vehicles over 10 years of age, and should be completed on a two- or more for-one basis.

Review – Decisions made and progress toward implementation will be reviewed by the MV Fleet team after the first year, and again after five years of implementation.