

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20417

November 15, 2011

GSA BULLETIN FMR B-33  
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency  
Vehicle Fleets

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive agencies regarding the acquisition of alternative fuel vehicles (AFVs) for law enforcement (LE) and emergency vehicle fleets.
2. What is the effective date of this bulletin? This bulletin is effective on November 15, 2011.
3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled by the General Services Administration (GSA).
4. What is the background? On May 24, 2011, the President issued "Presidential Memorandum -- Federal Fleet Performance." Section 1 of that Presidential Memorandum requires that by December 31, 2015, all new light duty vehicles leased or purchased by agencies must be AFVs such as hybrid, electric, ethanol (E85), compressed natural gas, or biofuel. However, pursuant to Section 4, the "head of an agency may exempt vehicles used for law enforcement, protective, emergency response, or military tactical operations of that agency from the provisions of the memorandum."

Section 4 of the Presidential Memorandum further directs GSA, in coordination with the Departments of Defense, Homeland Security, Justice, and Treasury to issue guidance to agencies regarding the applicability and implementation of AFV requirements with respect to LE and emergency vehicles. GSA convened a working group comprised of representatives from these Departments to develop this guidance.

In addition, the Department of Homeland Security has, without compromising agency mission, successfully incorporated AFV requirements into its LE fleet by establishing a three-tiered classification system. Accordingly, the suggested policies and practices contained in this bulletin are based upon the efforts of the interagency working group and the LE three-tiered classification system.

5. What should agencies do as a result of this bulletin in regards to both LE and emergency vehicles?

(A) Agencies should implement policies that ensure that their LE and emergency vehicles are the smallest, most fuel efficient, and least greenhouse gas emitting vehicles necessary to execute mission requirements.

(B) Agencies should place AFVs into use only where the appropriate alternative fuel is available and require vehicle operators to use the alternative fuel to the maximum extent possible, pursuant to FMR § 102-34.325(c), and other applicable authority.

(C) Agencies should consult with the GSA Federal Acquisition Service, Office of Motor Vehicle Management, to identify and acquire AFVs that meet mission requirements.

6. What should agencies do specifically in regards to LE vehicles?

(A) Agencies should classify their LE vehicles by one of the following three classifications:

LE 1: An LE 1 tiered vehicle is configured for apprehensions, arrests, law enforcement, police activities or dignitary protection, and is assigned to pursuit, protection or off-road duties. An LE 1 vehicle must be equipped with heavy duty components to handle the stress of extreme maneuvers and have the horsepower required to achieve the speeds necessary to perform these functions.

LE 2: An LE 2 tiered vehicle is configured to perform intelligence, investigations, security, and surveillance activities. An LE 2 vehicle may be unmarked or marked. An LE 2 vehicle is not expected to perform pursuit or protection operations either on- or off-road and does not require the heavy duty components found on an LE 1 vehicle.

LE 3: An LE 3 tiered vehicle is a standard vehicle of any make or model that may be used for associated LE operations, including administrative functions such as courier, mail delivery, employee shuttle or other functions not performed by LE 1 and LE 2 tiered vehicles. An LE 3 vehicle is not expected to perform pursuit or protection operations either on- or off-road.

(B) Agencies should consider the tier to which they have classified their LE vehicles when deciding whether or not to exempt them from AFV requirements. Agencies should not automatically exempt any vehicle from AFV requirements solely because it is operated by LE or because of the need for special equipment. Rather, the heads of agencies should exempt from AFV requirements only those LE vehicles for which no mission-suitable AFV exists.

(C) Agencies should incorporate the tier to which they have classified their LE vehicles into their fleet management information systems and Vehicle Allocation Methodology (VAM) which will help determine optimal agency-wide fleet size and composition.

7. What should agencies do specifically in regards to emergency vehicles?

(A) The heads of agencies should exempt from AFV requirements only those emergency vehicles outfitted with special equipment necessary to provide a service in response to an emergency or those emergency vehicles for which no mission-suitable AFV exists. Examples of a service include, but are not limited to, fire fighting and medical assistance. Solely providing transportation for personnel is not an example of an emergency vehicle service.

(B) Agencies should incorporate emergency vehicles into their fleet management information systems and VAM which will help determine optimal agency-wide fleet size and composition.

8. What resources are available for agencies with LE and emergency vehicles in their fleets to assist with the implementation of AFV requirements?

(A) Presidential Memorandum -- Federal Fleet Performance, May 24, 2011, at <http://www.whitehouse.gov/the-press-office/2011/05/24/presidential-memorandum-federal-fleet-performance>.

(B) Federal Management Regulation (FMR) § 102-34.35 (41 CFR 102-34.35) defines "law enforcement motor vehicle" at <http://www.gsa.gov/portal/ext/public/site/FMR/file/Part102-34.html/category/21858/#wp2022692>.

(C) GSA Federal Acquisition Service's Office of Motor Vehicle Management offers AFV guides and manuals, including an AFV product guide, at <http://www.gsa.gov/portal/content/104224>.

(D) GSA has created a website that is a clearinghouse for information related to the Presidential Memorandum – Federal Fleet Performance and the VAM process at <http://www.gsa.gov/vam>.

(E) The Department of Energy's (DOE) Comprehensive Federal Fleet Management Handbook offers extensive guidance on right-sizing fleets with a VAM at [http://www1.eere.energy.gov/femp/pdfs/eo13514\\_fleethandbook.pdf](http://www1.eere.energy.gov/femp/pdfs/eo13514_fleethandbook.pdf).

(F) DOE's Federal Energy Management Program offers a variety of fleet management guidance with regards to alternative fuel vehicles and petroleum

use reduction at  
[http://www1.eere.energy.gov/femp/program/fedfleet\\_management.html](http://www1.eere.energy.gov/femp/program/fedfleet_management.html).

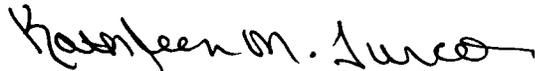
(G) Alternative fuel vehicle information, including alternative fuel stations, is available from DOE's Alternative Fuels and Advanced Vehicles Data Center at <http://www.afdc.energy.gov/afdc>.

9. Who should we contact for further information and/or to direct comments regarding this bulletin?

Agencies are encouraged to send any questions or comments to:

General Services Administration  
Office of Governmentwide Policy  
Office of Travel, Transportation and Asset Management (MT)  
Washington, DC 20417  
E-mail address: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

By delegation of the Administrator of General Services,



Kathleen M. Turco  
Associate Administrator  
Office of Governmentwide Policy