

Task Force Vehicle Fleet Purchase, Replacement, and Disposal Guidance
DRAFT
August 30, 2013

The following Vehicle Purchase, Replacement, and Disposal Guidance have been developed by the Logistics Work Group in conjunction with the US&R Grants Office under the direction of the US&R Operations Group Chair and National US&R Program Office.

PURCHASE GUIDANCE

The following types and quantities of prime movers, SUV/Utility Pickup vehicles, trailers, support units, and boats comprise the authorized FEMA US&R task force vehicle fleet. Task forces shall not purchase or maintain more than the identified quantities or purchase other than the identified capabilities without specific approval from the FEMA US&R Program Office. All purchases of new or replacement units must be approved by the FEMA US&R Program Office.

Prime Movers

Cache Transportation – Total of 5

- Box Trucks – Over-the-Road with diesel engine, manual or auto-shift transmission, 12,000-15,000lb front axle capacity, single or dual rear axle capacity from 20,000-34,000, air ride suspension, crew or sleeper cab, up to 300 gallon capacity fuel tanks, 5000lb minimum capacity lift gate, tow hitch with 14,000 lb or greater towing capability, 24-28' box deck length, box temperature control system, interior and exterior box lighting, double or triple E-track load securement system and/or interior shelving to meet specific task force needs. Mobile communications 40 watt minimum radio required, engine block heating system for cold weather. Optional emergency lighting and sirens per Sponsoring Agency policy.
- Semi-Tractors – Over-the-Road tractors with diesel engines, manual or auto-shift transmissions, 12-15,000lb front axle capacity, 34,000lb combined rear axle capacity, sleeper cab, air ride suspension, sleeper cab, up to 300 gallon capacity fuel tanks, mobile communications radio required w/40 watt minimum, engine block heating system for cold weather, optional emergency lighting and sirens per Sponsoring Agency policy.
- Semi-Trailers – One (1) for each Semi-Tractor. Over-the-Road semi-trailers, 48-53', dry van, curtain side, standard flatbed, beaver-tail or tail-ramp flatbed, air ride suspension, 5000lb minimum capacity lift gate on dry van and curtain side trailers, dual or triple E-track load securement system in dry van trailers, adjustable 4" manual winch and strap load securement systems on curtain side and flatbed trailers, load securement system in floor, optional cable winch system on flatbed trailers. Optional emergency lighting and sirens per Sponsoring Agency policy.

- 50 SUV/Utility Pickup – Any Combination, Total of 5
- 51 ○ 6-7 Passenger Suburban, Expedition, Excursion-type vehicles (Ford F-350,
 - 52 Chevrolet 3500, or Dodge 350)
 - 53 ○ 4 Door, 4x4, Crew Cab Pick-up Trucks, 1 Ton Rated (Example: Ford F-350,
 - 54 Chevrolet 3500, or Dodge 350), with Standard or Utility Box
 - 55 ○ Heavy Duty Diesel Engine
 - 56 ○ Heavy Duty Automatic Transmission
 - 57 ○ Engine block heating system for cold weather
 - 58 ○ Factory Tow Package w/10,000lb or greater rated Trailer Hitch & Ball Mount
 - 59 ○ Mobile Communications Radio Required w/40 Watt Minimum
 - 60 ○ All Weather Mud & Snow Tires
 - 61 ○ Optional Bed Enclosure for pick-ups
 - 62 ○ Optional Cable Winch System
 - 63 ○ Optional Emergency Lighting and Sirens per Sponsoring Agency policy

64

65 **Support Units and Trailers:**

66

67 Total of Two (2), One (1) for Warehouse Operations, One (1) for Deployment

68 Operations, 5-15K Forklift

- 69 ○ Diesel or Dual Gas/Propane Engine
- 70 ○ Engine block heating system for cold weather
- 71 ○ Low Profile, Dual or Triple stage hydraulic mast
- 72 ○ Solid Pneumatic Tires
- 73 ○ Hydraulic Lift, Tilt, Side Shift, Tine Squeeze/Widen Controls
- 74 ○ Optional all terrain-type
- 75 ○ Optional enclosed cab system

76

77 One (1) DOT-Approved Forklift Transport Trailer capable of being towed with existing

78 Box Truck or Semi-Tractor.

- 79 ○ Dual or triple axle
- 80 ○ Appropriate axle weight rating, wheels, and tires
- 81 ○ Appropriate GTWR (Gross Trailer Weight Rating) to transport forklift
- 82 ○ Surge, electric, or air brakes
- 83 ○ Tilt, Beaver Tail, or Ramp style deck
- 84 ○ Optional cable winch system
- 85 ○ Optional emergency lighting per Sponsoring Agency policy.

86

87 Two (2) ATV's

- 88 ○ Examples: John Deere Gator, Kawasaki Mule, Kubota, Ranger, etc.
 - 89 ○ 4x4, 4x6
 - 90 ○ Engine block heating system for cold weather
 - 91 ○ 2 or 4 person seating capacity
 - 92 ○ Full rollover safety cage system
 - 93 ○ Optional winch
 - 94 ○ Optional enclosed cab system
 - 95 ○ Off-road capable (4 wheel drive preferred) with transport bed, lighting kit, pneumatic
 - 96 all-terrain tires, trailer hitch.
- 97

98 Two (2) Utility Trailers to haul ATV's

- 99 ○ 16-24'
- 100 ○ Open or Enclosed
- 101 ○ 10,000 lb maximum GTWR (Gross Trailer Weight Rating)
- 102 ○ Up to 2 5/16" Hitch
- 103 ○ Weight to Truck towing ratios to comply with DOT requirements
- 104 ○ Interior and/or exterior lighting
- 105 ○ Double or Triple E-track load securement system on enclosed trailers
- 106 ○ Tie down system on frame or floor to secure ATV's and/or other load(s)
- 107 ○ Optional interior shelving or cabinets
- 108 ○ Optional exterior pull-out awning on enclosed trailers
- 109 ○ Gooseneck-type trailers are not recommended as these may require additional CDL
- 110 licensed operators

111
112 Four (4) Boats

- 113 ○ 16' Length, 71" Beam (Jon Boat design)
- 114 ○ 25HP or greater rated transom
- 115 ○ Flat bottom, Square front
- 116 ○ Interior floor and side panels
- 117 ○ Removable center bench seat w/storage compartment
- 118 ○ Additional port and starboard carry handles inside rub rails
- 119 ○ 6 person minimum rated capacity
- 120 ○ Exterior: White, Interior: Grey, Slip Resistant

121
122 Two (2) Water Operations Trailers

- 123 ○ 20-28'
- 124 ○ Open Stack or Enclosed design
- 125 ○ Upper Stack 4000lb or greater capacity
- 126 ○ 10,000 lb maximum GTWR (Gross Trailer Weight Rating)
- 127 ○ Up to 2 5/16" hitch
- 128 ○ Weight to truck towing ratios to comply with DOT requirements
- 129 ○ Interior and/or exterior lighting
- 130 ○ Optional divider wall/door in enclosed trailer
- 131 ○ Optional exterior pull-out awning on enclosed trailer
- 132 ○ Gooseneck-type trailers are not recommended as these may require additional CDL
- 133 licensed operator

134
135 **FUNDING AND JUSTIFICATION**

- 136
- 137 ■ When funding is identified by a task force within their Cooperative Agreement and/or
- 138 otherwise provided by the FEMA US&R Program Office to be distributed to task forces for
- 139 vehicle or support unit purchase or replacement, task forces shall complete and submit the
- 140 US&R Vehicle Purchase, Replacement, and Disposal Justification Form including the
- 141 complete specifications and purchase price for the vehicle/trailer/support unit(s). The form
- 142 may be submitted with the Cooperative Agreement Budget Narrative Spreadsheet, with a
- 143 budget change request, or as may otherwise be directed by the FEMA US&R Program
- 144 Office.

- 145 ■ When vehicles, trailers, or support units to be purchased will replace an existing
146 vehicle/trailer/support unit originally purchased with Cooperative Agreement funding, a
147 justification for replacement and a disposal plan for the vehicle/support unit to be replaced
148 shall be submitted to the US&R Program Office for approval prior to authorizing the
149 purchase of the new replacement. When a vehicle is to be replaced, the current fair market
150 or trade in value of vehicle to be replaced should be determined. Any trade in or anticipated
151 sales amount should be applied toward the purchase amount of the new unit.

152 **REPLACEMENT GUIDANCE**

- 153
- 154
- 155 ■ To date, the National US&R Program has not adopted or implemented guidance on the
156 recommended replacement cycles for the task force vehicle fleet or support units but in
157 general, the GSA Fleet Minimum Vehicle Replacement Standard can be used to provide
158 guidance on the minimum service expectancy for which task forces can begin to consider
159 replacement of prime movers. (See Attached FY13 GSA Fleet Minimum Vehicle
160 Replacement Standard or most current
- 161 ■ Task Forces may also refer to Sponsoring Agency vehicle replacement policies or
162 procedures that may provide guidance on recommended minimum replacement cycles.
- 163 ■ It will be up to each Task Force to monitor mileage, usage, overall condition, storage
164 environment, and/or maintenance related issues that would indicate when a vehicle may
165 need to be considered for replacement.
- 166 ■ Vehicles with lower than expected mileage for its age, have received regular exercise and
167 periodic maintenance, and which have been stored inside out of the environmental
168 elements can be expected to have a longer service life than vehicles that have not been
169 maintained appropriately, exercised regularly, and/or stored outside.
- 170 ■ A current fair market or trade in value of the vehicle/unit being replaced should be
171 determined. This can be accomplished via use of the Kelley Blue Book, NADA guide, or
172 other recognized sources. The estimate of the trade-in value may also be included in a
173 quote by a dealer when obtaining pricing for the new replacement vehicle/unit.
- 174 ■ The National US&R Program Office may require periodic reporting of the status of task
175 force vehicles and/or support units in order to plan for funding necessary to support
176 system-wide replacement of vehicles.

177 **DISPOSAL**

- 178
- 179
- 180 ■ It is an expectation that when a task force has determined that a vehicle or support unit that
181 was originally purchase with Cooperative Agreement funding needs replaced, the
182 vehicle/support unit will be disposed of as a result of the purchase of the new replacement
183 vehicle/support unit.
- 184 ■ The disposal plan that was submitted with the justification for purchase/replacement shall
185 be followed as approved by the US&R Program Office
- 186 ■ Disposal options that may be approved by the US&R Program Office include, but may not
187 be limited to:
- 188 1. Trade-in for replacement vehicle/support unit
 - 189 2. Transfer to the Sponsoring Agency or other Federal Program via FF-119-7-1-2
190 Property Transfer Report
 - 191 3. Sale via Sponsoring Agency property disposal policies and procedure
- 192 ■ Disposal of any vehicle or property with a Fair Market Value of \$5000 or more is subject to
193 disposal determination by the FEMA US&R Program Office. The federal government

194 retains interest in items purchased with Cooperative Agreement Funding at this value
195 threshold. Task forces that are Sponsored by State or Local governments are governed by
196 44CFR 13.32c – 13.32e. Task forces that are Sponsored by Educational Institutions or
197 Non-Profit organizations are governed by 2 CFR 215.34.

- 198 ■ Any transfer of the vehicle or property to a non-federal agency does not relieve the
199 Sponsoring Agency or task force of the responsibility for disposal as governed by the
200 appropriate federal regulations. The task force is responsible to account for this vehicle or
201 property until sold or traded in.
- 202 ■ Any sale of vehicles/trailers/support units or equipment with Fair Market Value of \$5000 or
203 more and originally purchased with Cooperative Agreement funding requires the proceeds
204 to be returned to the U.S. Treasury or be returned to the task force for use to purchase
205 replacement equipment.
- 206 ■ The task force shall not retain a vehicle/trailer/support unit that has been replaced for use
207 by the task force. The task force shall not utilize cooperative agreement funding to support
208 any future maintenance, fuel, or usage costs of any vehicle/trailer/support unit that has
209 been replaced.

210 **ATTACHMENTS**

- 211
- 212
- 213 ■ Vehicle Purchase Memo 2JUL2003
- 214 ■ Program Directive 2004-016 – Command Vehicle Acquisition
- 215 ■ Program Directive 2011-014 – US&R Convoy Standard w/Attachments A, B, C
- 216 ■ Program Directive 2012-013 – US&R Water Operations Cache List
- 217 ■ FY12 GSA Fleet Minimum Vehicle Replacement Standard
- 218 ■ Vehicle Purchase, Replacement, Disposal Justification Form (In Development)
- 219 ■ FF-119-7-1-2 Property Transfer Report
- 220 ■ 44 CFR 13.32c – 13.32e
- 221 ■ 2 CFR 215.34
- 222

223 **PROGRAM IMPACTS / DOCUMENTATION CHANGES**

- 224
- 225 ■ Cooperative Agreement Guidance to include Vehicle Purchase, Replacement Justification,
226 and Disposal Plan requirements
- 227 ■ Associated document consistency with Task Force Convoy Standard
- 228 ■ Continue to monitor federal regulations or legal issues pertaining to purchase and disposal
229 of vehicles purchased with federal funding
- 230

231 **FINANCIAL IMPACT TO TASK FORCES**

- 232
- 233 ■ Costs, if any, for disposal of vehicle being replaced
- 234 ■ Return of funding to U.S. Treasury as a result of any sale of vehicles or property with
235 aggregate Fair Market Value of \$5000 or more.
- 236 ■ Potential monetary return to task force for the purchase of replacement equipment.
- 237

238 **ALLIED WORK GROUP COORDINATION REQUIRED**

- 239
- 240 ■ US&R Grants Office
- 241 ■ US&R Operations Group
- 242 ■ US&R Program Office

243
244
245
246

TIMETABLE FOR IMPLEMENTATION

- Immediate

DRAFT