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Task Force Vehicle Fleet Purchase, Replacement, and Disposal Guidance
DRAFT
August 30, 2013
(Revised December 2, 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.

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SUV/Utility Pickup/Passenger Van - 4x4, Any Combination, Total of 5

- o 6-7 Passenger, 4x4, Suburban-, Expedition-type vehicles
- o 4 Door, 4x4, Crew Cab Pick-up Trucks, Class 3 or 4 Weight Rated (Example: Ford F350-450, Chevrolet/GMC 3500-4500, or Dodge 3500-4500), with Standard 8' Box, Utility Box, or Flat Bed
- o 12-15 Passenger Van, 4x4, 1 Ton Rated (Example: Chevrolet 3500 Express, GMC 3500 Savana)
- o Heavy Duty Diesel Engine
- o Heavy Duty Automatic Transmission
- o Engine block heating system for cold weather
- o Factory Tow Package w/10,000-16,000 lb rated Trailer Hitch & Ball Mount
- o Mobile Communications Radio Required w/40 Watt Minimum
- o All Weather Mud & Snow Tires
- o Optional Bed Enclosure for Standard 8' Box,
- o Optional Cable Winch System
- o Optional Emergency Lighting and Sirens per Sponsoring Agency policy

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Support Units and Trailers:

Total of Two (2), One (1) for Warehouse Operations, One (1) for Deployment Operations, 5-15K Forklift

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

One (1) DOT-Approved Forklift Transport Trailer capable of being towed with existing Box Truck or Semi-Tractor.

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

Two (2) ATV's

- o Examples: John Deere Gator, Kawasaki Mule, Kubota, Ranger, etc.
- o 4x4, 4x6
- o Engine block heating system for cold weather
- o 2 or 4 person seating capacity
- o Full rollover safety cage system
- o Optional winch

- 109 ○ Optional enclosed cab system
- 110 ○ Off-road capable (4 wheel drive preferred) with transport bed, lighting kit, pneumatic
- 111 all-terrain tires, trailer hitch.

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

- 114 ○ 16-24'
- 115 ○ Open or Enclosed
- 116 ○ 10,000lb maximum GTWR (Gross Trailer Weight Rating)
- 117 ○ Up to 2 5/16" Hitch
- 118 ○ Weight to Truck towing ratios to comply with DOT requirements
- 119 ○ Interior and/or exterior lighting
- 120 ○ Double or Triple E-track load securement system on enclosed trailers
- 121 ○ Tie down system on frame or floor to secure ATV's and/or other load(s)
- 122 ○ Optional interior shelving or cabinets
- 123 ○ Optional exterior pull-out awning on enclosed trailers
- 124 ○ Gooseneck-type trailers are not recommended as these may require additional CDL
- 125 licensed operators

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126 Four (4) Boats

- 127 ○ 16' Length, 71" Beam (Jon Boat design)
- 128 ○ 25HP or greater rated transom
- 129 ○ Flat bottom, Square front
- 130 ○ Interior floor and side panels
- 131 ○ Removable center bench seat w/storage compartment
- 132 ○ Additional port and starboard carry handles inside rub rails
- 133 ○ 6 person minimum rated capacity
- 134 ○ Exterior: White, Interior: Grey, Slip Resistant

135 Two (2) Water Operations Trailers

- 136 ○ 20-28'
- 137 ○ Open Stack or Enclosed design
- 138 ○ Upper Stack 4000lb or greater capacity
- 139 ○ 10,000 lb maximum GTWR (Gross Trailer Weight Rating)
- 140 ○ Up to 2 5/16" hitch
- 141 ○ Weight to truck towing ratios to comply with DOT requirements
- 142 ○ Interior and/or exterior lighting
- 143 ○ Optional divider wall/door in enclosed trailer
- 144 ○ Optional exterior pull-out awning on enclosed trailer
- 145 ○ Gooseneck-type trailers are not recommended as these may require additional CDL
- 146 licensed operator

147 **FUNDING AND JUSTIFICATION**

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- 152 ■ When funding is identified by a task force within their Cooperative Agreement and/or
- 153 otherwise provided by the FEMA US&R Program Office to be distributed to task forces for
- 154 vehicle or support unit purchase or replacement, task forces shall complete and submit the
- 155 US&R Vehicle Purchase, Replacement, and Disposal Justification Form including the
- 156 complete specifications and purchase price for the vehicle/trailer/support unit(s). The form

158 may be submitted with the Cooperative Agreement Budget Narrative Spreadsheet, with a
159 budget change request, or as may otherwise be directed by the FEMA US&R Program
160 Office.

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

169 **REPLACEMENT GUIDANCE**

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

195 **DISPOSAL**

- 197 ■ It is an expectation that when a task force has determined that a vehicle or support unit that
198 was originally purchase with Cooperative Agreement funding needs replaced, the
199 vehicle/support unit will be disposed of as a result of the purchase of the new replacement
200 vehicle/support unit.
- 201 ■ The disposal plan that was submitted with the justification for purchase/replacement shall
202 be followed as approved by the US&R Program Office
- 203 ■ Disposal options that may be approved by the US&R Program Office include, but may not
204 be limited to:
 - 205 1. Trade-in for replacement vehicle/support unit

- 206 2. Transfer to the Sponsoring Agency or other Federal Program via FF-119-7-1-2
207 Property Transfer Report
- 208 3. Sale via Sponsoring Agency property disposal policies and procedure
- 209 ■ Disposal of any vehicle or property with a Fair Market Value of \$5000 or more is subject to
210 disposal determination by the FEMA US&R Program Office. The federal government
211 retains interest in items purchased with Cooperative Agreement Funding at this value
212 threshold. Task forces that are Sponsored by State or Local governments are governed by
213 44CFR 13.32c – 13.32e. Task forces that are sponsored by Educational Institutions or Non-
214 Profit organizations are governed by 2 CFR 215.34.
- 215 ■ Any transfer of the vehicle or property to a non-federal agency does not relieve the
216 Sponsoring Agency or task force of the responsibility for disposal as governed by the
217 appropriate federal regulations. The task force is responsible to account for this vehicle or
218 property until sold or traded in.
- 219 ■ Any sale of vehicles/trailers/support units or equipment with Fair Market Value of \$5000 or
220 more and originally purchased with Cooperative Agreement funding requires the proceeds
221 to be returned to the U.S. Treasury if not returned to the task force for use to purchase
222 replacement equipment. ~~Sponsoring Agencies cannot retain the proceeds and place in a~~
223 ~~General Fund that is not intended for use by the task force.~~
- 224 ■ The task force shall not retain a vehicle/trailer/support unit that has been replaced for use
225 by the task force. The task force shall not utilize cooperative agreement funding to support
226 any future maintenance, fuel, or usage costs of any vehicle/trailer/support unit that has
227 been replaced.

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228 ATTACHMENTS

- 230
- 231 ■ Vehicle Purchase Memo 2JUL2003
- 232 ■ Program Directive 2004-016 – Command Vehicle Acquisition
- 233 ■ Program Directive 2011-014 – US&R Convoy Standard w/Attachments A, B, C
- 234 ■ Program Directive 2012-013 – US&R Water Operations Cache List
- 235 ■ FY12 GSA Fleet Minimum Vehicle Replacement Standard
- 236 ■ Vehicle Purchase, Replacement, Disposal Justification Form (In Development)
- 237 ■ FF-119-7-1-2 Property Transfer Report
- 238 ■ 44 CFR 13.32c – 13.32e
- 239 ■ 2 CFR 215.34

240 PROGRAM IMPACTS / DOCUMENTATION CHANGES

- 241
- 242
- 243 ■ Cooperative Agreement Guidance to include Vehicle Purchase, Replacement Justification,
244 and Disposal Plan requirements
- 245 ■ Associated document consistency with Task Force Convoy Standard
- 246 ■ Continue to monitor federal regulations or legal issues pertaining to purchase and disposal
247 of vehicles purchased with federal funding
- 248

249 FINANCIAL IMPACT TO TASK FORCES

- 250
- 251 ■ Costs, if any, for disposal of vehicle being replaced
- 252 ■ Return of funding to U.S. Treasury as a result of any sale of vehicles or property with
253 aggregate Fair Market Value of \$5000 or more.
- 254 ■ Potential monetary return to task force for the purchase of replacement equipment.

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258 **ALLIED WORK GROUP COORDINATION REQUIRED**

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260 ■ US&R Grants Office
261 ■ US&R Operations Group
262 ■ US&R Program Office

263 **TIMETABLE FOR IMPLEMENTATION**

- 264
265 ■ Immediate
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