



DEPARTMENT OF DEFENSE  
PENTAGON FORCE PROTECTION AGENCY  
9000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-9000



MEMORANDUM FOR THE RECORD

SUBJECT: Presidential Memorandum May 24, 2011

On May 24, 2011, the President issued a Memorandum on Federal Fleet Performance, Section 1 (b) of the Presidential Memorandum requires that executive fleets achieve maximum fuel efficiency, be limited in motor vehicle body size, engine size, and optional equipment to what is essential to meet agency mission, and be midsize or smaller sedans, except where larger sedans are essential to the agency mission.

Within 180 days of the date of the memorandum, any executive fleet vehicles that are larger than a midsize sedan or that does not comply with alternative fueled vehicle requirements must be disclosed on agency websites. Executive fleet vehicles are defined by General Services Administration Bulletin FMR B-32 as "vehicles used primarily to transport Senior Executives (Heads of Agencies, Senior Executive Service (SES) employees, and General Officers)." Pentagon Force Protection Agency Executive Fleet Vehicles are as follows:

Office Assignment	Fuel Type	Year	Make	Model
PFPA Headquarters	gasoline	2007	Chevrolet	Suburban
PFPA Headquarters	gasoline	2007	Chevrolet	Suburban

Attachments:

1. Presidential Memorandum, Subject, "Federal Fleet Performance," dated May 24, 2011
2. GSA Bulletin FMR B-32, Subject, "Posting Executive Fleet Vehicles on Agency Websites," dated October 12, 2011.



THE WHITE HOUSE

WASHINGTON

May 24, 2011

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Fleet Performance

The Federal Government operates the largest fleet of light duty vehicles in America. We owe a responsibility to American citizens to lead by example and contribute to meeting our national goals of reducing oil imports by one-third by 2025 and putting one million advanced vehicles on the road by 2015.

Living up to that responsibility means the Federal fleet should operate only as many vehicles as needed to work efficiently, leveraging Federal purchasing dollars to build manufacturing capacity for more alternative fueled vehicles, and reducing petroleum consumption through efficiency and alternative fuels.

In Executive Order 13514 of October 5, 2009, Federal Leadership in Environmental, Energy, and Economic Performance, my Administration set a goal of reducing petroleum use in the Federal fleet. In order to provide guidance to executive departments and agencies (agencies) to help achieve my Administration's Federal fleet performance goals, and to ensure that agencies are in compliance with Executive Order 13514, I hereby direct the following:

Section 1. Vehicle Technologies. (a) By December 31, 2015, all new light duty vehicles leased or purchased by agencies must be alternative fueled vehicles, such as hybrid or electric, compressed natural gas, or biofuel. Moreover, agency alternative fueled vehicles must, as soon as practicable, be located in proximity to fueling stations with available alternative fuels, and be operated on the alternative fuel for which the vehicle is designed. Where practicable, agencies should encourage development of commercial infrastructure for alternative fuel or provide flex fuel and alternative fuel pumps and charging stations at Federal fueling sites.

(b) Pursuant to motor vehicle management regulations, set forth at 41 C.F.R. 102-34.50, executive fleets are required to achieve maximum fuel efficiency; be limited in motor vehicle body size, engine size, and optional equipment to what is essential to meet agency mission; and be midsize or smaller sedans, except where larger sedans are essential to the agency mission. Within 180 days of the date of this memorandum, any executive fleet vehicles that are larger than a midsize sedan or do not comply with alternative fueled vehicle requirements must be disclosed on agency websites.

(c) The Department of Energy shall assist the United States Postal Service (USPS) in evaluating the best alternative fuel technologies for the USPS fleet.

Sec. 2. Optimum Fleet Size. Within 90 days of the date of this memorandum, the General Services Administration (GSA) shall develop and distribute to agencies a Vehicle Allocation Methodology (VAM) for determining the optimum inventory with emphasis placed on eliminating unnecessary or non-essential vehicles from an agency's fleet inventory and ensuring lifecycle cost-effectiveness of maintaining such inventory. In addition, the VAM shall address composition for agencies' light duty fleets based on their missions. In doing so, the GSA shall consider existing Federal VAMs as appropriate. The VAM shall assist agencies in selecting vehicle options based on lifecycle cost analysis, including projected fuel costs, warranty, operations, mileage, maintenance, and disposal.

Sec. 3. Fleet Management. (a) Within 180 days of the GSA's dissemination of the VAM referenced in section 2 of this memorandum, agencies shall determine their optimal fleet inventory using the VAM, and shall post their optimal fleet inventory targets on agency websites. At the same time, agencies shall submit to the Administrator of General Services (Administrator) fleet management plans to achieve these targets no later than December 31, 2015.

(b) Within 30 days of receiving agency fleet management plans, the Administrator shall submit a summary of the plans to the Director of the Office of Management and Budget and to the Chair of the Council on Environmental Quality.

(c) Within 90 days of receiving agency fleet management plans, the Administrator shall provide each agency and military service with recommendations for the acquisition of alternative fueled

vehicles to implement fleet optimization plans, including shared fleet-on-demand services where applicable.

(d) Agencies shall incorporate new fleet management plans into their Annual Strategic Sustainability Performance Plans prepared in furtherance of Executive Order 13514, beginning with their June 2012 plan submission.

Sec. 4. Applicability. (a) With respect to law enforcement and emergency vehicles, the GSA shall, within 180 days of the date of this memorandum, and in coordination with the Departments of Defense, Homeland Security, Justice, and the Treasury, and other appropriate agencies, issue guidance to agencies on the applicability and implementation of alternative fueled vehicle requirements.

(b) Consistent with the guidance developed in section 4(a) of this memorandum, 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 this memorandum.

(c) This memorandum shall apply to the activities, personnel, resources, and facilities of each agency that are located within the United States. The head of an agency may apply this memorandum to activities, personnel, resources, and facilities of the agency that are not located within the United States, to the extent the head of the agency determines that doing so is in the interest of the United States.

Sec. 5. Definitions. (a) "Alternative fueled vehicle" means an alternative fuel vehicle as defined by Executive Order 13514 and an alternative fueled vehicle as defined by 42 U.S.C. 13211(3), including a "new qualified fuel cell motor vehicle" as defined in 26 U.S.C. 30B(b)(3) and a "new qualified hybrid motor vehicle" as defined in 26 U.S.C. 30B(d)(3).

(b) "Agency" means an agency as defined in Executive Order 13514.

(c) "United States" means the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Northern Mariana Islands, and associated territorial waters and airspace.

Sec. 6. General Provisions. (a) This memorandum shall be implemented consistent with applicable law, including

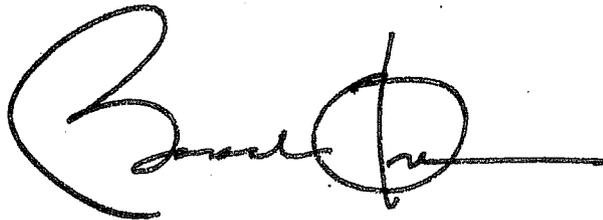
international trade obligations, and subject to the availability of appropriations.

(b) Nothing in this memorandum shall be construed to impair or otherwise affect:

(1) authority granted by law to a department, agency, or the head thereof; or

(2) functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(c) This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

A handwritten signature in black ink, appearing to be "Samuel" followed by a stylized flourish that ends in a horizontal line.

October 12, 2011

GSA BULLETIN FMR B-32  
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Posting Executive Fleet Vehicles on Agency Websites

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive agencies regarding the identification of executive fleet vehicles and the requirements to post them on agency websites.
2. What is the effective date of this bulletin? This bulletin is effective on October 12, 2011.
3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled by the Associate Administrator for the Office of Governmentwide Policy (OGP).
4. What is the background? On May 24, 2011, the President issued a Presidential Memorandum on Federal Fleet Performance. In accordance with Section 1 (b) of the Presidential Memorandum and pursuant to Federal Management Regulation 102-34.50 (41 CFR 102-34.50), executive fleets are required to achieve maximum fuel efficiency; be limited in motor vehicle body size, engine size, and optional equipment to what is essential to meet agency mission; and be midsize or smaller sedans, except where larger sedans are essential to the agency mission. Within 180 days of the date of the Presidential Memorandum, any executive fleet vehicles that are larger than a midsize sedan or do not comply with alternative fueled vehicle (AFV) requirements must be disclosed on agency websites.
5. What should we do as a result of this bulletin?
  - (a) Agencies shall identify all executive fleet vehicles and determine if any are larger than a midsize sedan (including Sport Utility Vehicles (SUVs) that are larger than intermediate) or are not AFV. Executive fleet vehicles are vehicles used primarily to transport Senior Executives (Heads of Agencies, Senior Executive Service (SES) employees, and General Officers).
  - (b) Executive fleet vehicles that are larger than midsize sedans or are not AFVs must be disclosed on the website of the agency operating the vehicles within 180 days of the date of the memorandum (on or before November 17, 2011). The website must be publicly accessible, in a location that may be found using the search term "executive fleet vehicles". The data posted should include each vehicle's make, model, year of manufacture, fuel type, and the office to which the vehicle is assigned.

(c) Executive Fleet Vehicle listings on agencies' websites should be updated frequently as changes are made to their executive fleets, but must be updated no less than annually.

(d) When the link to each agency's Executive Fleet Vehicle listing is uploaded and available to view, the link should be sent to GSA's Office of Governmentwide Policy at [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).

6. What resources are available to help meet these requirements?

(a) The 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) GSA has created a web site that is a clearinghouse for information related to the Presidential Memorandum – Federal Fleet Performance and the vehicle allocation methodology process at <http://www.gsa.gov/vam>.

(c) The Department of Energy's *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).

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

7. 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