

**U.S. DEPARTMENT OF AGRICULTURE
 FARM PRODUCTION AND CONSERVATION MISSION AREA
 BUSINESS CENTER
 WASHINGTON, DC 20250**

FPAC NOTICE	NUMBER: FPAC-N 5400-001
SUBJECT: Fiscal Year 2019 General Services Administration (GSA)-leased Vehicle Replacements.	DATE: January 9, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer	EXPIRATION DATE: September 30, 2019

1. PURPOSE

This directive provides guidance on the process, timeline and procedure for replacing FPAC’s General Services Administration (GSA) leased vehicles.

2. BACKGROUND

FPAC Personal Property Management Branch, Fleet Support Section, is charged with managing the overall operations and performance of the FPAC fleet. One component of optimizing the performance of the fleet is to ensure the proper maintenance, rotation and retiring of vehicles. Each fiscal year the Fleet Support Section provides notice on the GSA leased vehicles identified for replacement.

3. PROCEDURES

- a. Attachment A provides a list of the specific States that have GSA-leased vehicles scheduled for replacement within FY 2019. State offices are asked to identify vehicles assigned to their offices and complete the FPAC Vehicle Ordering Form (Attachment B).
- b. States will complete their replacement requests on the FPAC Vehicle Ordering Form. The State-assigned FPAC fleet specialist will provide assistance with completing the ordering form. Please see Attachment C to find the name of the fleet specialist assigned to your State.
- c. States should select the Vehicle Allocation Methodology (VAM) recommended vehicle-type (provided on Attachment A) when completing the form, and States must select the following when available:
 - (1) An alternative fuel vehicle (AFV) must be selected (if available for the vehicle-type being requested and no State legal restriction exists). Examples that qualify as Alternative Fuel include E85 Flex-fuel, Hybrid Electric, and Plug-in Hybrid Electric. Selecting an AFV will assist with meeting Energy Policy Act requirements.
 - (2) Select a Low Greenhouse Gas (LGHG) vehicle, if possible. If there is no LGHG vehicle that can meet mission requirements, justification explaining why must be provided through a Functional Needs Exemption (FNE) completed on Attachment B. The State-

assigned fleet specialist will help offices determine if an FNE justification is required and will assist with completing the form.

Requests that differ from the VAM recommendation, or those that involve a change to a larger vehicle must include a strong justification statement on the ordering form.

- d. Vehicles are matched to ensure alignment with program operations and mission support. The FPAC fleet specialist are assigned to each State to provide technical expertise with selecting the proper vehicle and any corresponding requirements. To ensure that all GSA-leased vehicle replacement requests are ordered successfully, the following must be adhered to:
 - (1) The Natural Resources Conservation Service (NRCS) State Conservationist (STC), Farm Service Agency (FSA) State Executive Director (SED), or Center Director will sign the vehicle ordering form accordingly, for every replacement request.
 - (2) All signed ordering forms must be provided to the State-assigned FPAC fleet specialist no later than January 31st, 2019.
 - (3) Review of the forms will be conducted through a specific process, which will include the FPAC fleet manager and the FPAC Management Services division director. Management Services will route forms through the NRCS Office of the Regional Conservationists or FSA Deputy Administrator for Field Operations in situations in which the vehicle type or options requested require further review and approval.

4. REPLACEMENT VEHICLE ARRIVAL

Replacement vehicles are expected to begin arriving in the Summer of 2019. The State-assigned FPAC fleet specialist will be sure to provide status updates relating to vehicle delivery.

5. CONTACT

Questions regarding this notice should be directed to:

- (1) The State-assigned FPAC fleet specialist, or
- (2) Adam Stiegelmeier, Fleet Support Section Chief, at 515-323-2204 / adam.stiegelmeier@wdc.usda.gov, or
- (3) Scott Berklacy, FPAC Fleet Manager, at 202-619-8519 / Scott.Berklacy@wdc.usda.gov

Attachment A – FY 2019 GSA-leased Vehicle Replacements
Attachment B – FPAC Vehicle Ordering Form – FY 2019
Attachment C – Fleet Operations Specialists