

Procurement & Property Division Policy Memorandum

Subject: Preference for Using Alternative Fuels and Alternative Fueled Vehicles		Number: 221.1-07
Distribution: ARS: AAO's APMO's NASS	Date: 1/22/2002	This Replaces: 221.1-02 (dated 2/11/2000)

Background

PPD Policy Memorandum 221.1-02, dated 2/11/2000, established REE policy for purchasing Alternative Fueled Vehicles (AFV's) in "covered" geographic locations as required by the Energy Policy Act of 1992 and Executive Order 13031, Federal Alternative Fueled Vehicle Leadership. **The Executive Order requires that 75 percent of an agency's "covered" new light duty vehicle acquisitions must be AFV's.** "Covered" light duty vehicles are sedans, station wagons, and light trucks (including min-vans) located in or near cities that are listed as a Metropolitan Statistical Areas (MSA's), which are cities with populations of 250,000 or more. Your zip code and county determine whether you are considered a covered MSA.

USDA Secretary's Memorandum 5400-8, dated August 8, 2001, establishes the Department's preference for using ethanol and biodiesel fuels in USDA motor vehicles. The memorandum supports the President's National Energy Plan to improve environmental air quality and the Nation's energy independence by using domestic renewable alternative fuels. Using alternatives fuels will also help USDA fulfill the requirements of the Energy Policy Act and Executive Order 13031.

Policy Guidance

This policy memo incorporates USDA's preference for using alternative fuels and purchasing AFV's.

Diesel Fuel. REE agencies that maintain diesel fueling tanks will buy and use blends of 20 percent (B20) or higher biodiesel fuel, where practical and reasonable in cost.

REE agencies that use commercial diesel fueling facilities will seek opportunities to purchase biodiesel, where practicable and reasonable in cost.

Gasoline Fuel. REE agencies that maintain gasoline fueling tanks will purchase and use ethanol blended fuels containing at least 10 percent domestically produced ethanol or other alcohol, where practical and reasonable in cost.

REE agencies that use commercial fueling stations will seek opportunities to purchase ethanol blended fuels at facilities, where practical and reasonable in cost.

Purchasing AFV's. All REE offices operating vehicles in MSA's are responsible for planning AFV purchases to fulfill Federal requirements- 75% of new light duty vehicle acquisitions must be AFV's. REE agencies will purchase or lease AFV's, including E-85 flex fuel vehicles, in geographic areas that offer alternative fueling stations. REE agencies will strive to routinely fuel with alternative fuels.

When purchasing a light duty vehicle, REE offices in MSA's will check the availability of an AFV before purchasing a gasoline fueled vehicle. **If the office does not purchase an AFV, they must attach a written justification to the vehicle requisition and forward the request and justification to their appropriate Property Management Officer (PMO) for approval.** PMO's will attach a copy of the justification to the Procurement and Property Division's (PPD) copy of the vehicle requisition (NASS offices will forward requisition and justification directly to PPD). The justifications will help determine where additional AFV types and fuels are needed and will help explain why REE did not meet its goals, if necessary.

Enclosure (1) is a list of NASS offices in covered MSA's. Enclosure (2) is a list of ARS offices in covered MSA's. Offices located in these cities will first seek to purchase a light duty AFV before purchasing any other light duty vehicle and provide written justification if they do not purchase an AFV. Offices outside these locations should consider purchasing an AFV, where available.

Useful Websites REE offices should view the following web sites from Department of Energy and the General Services Administration:

WWW.Fleets.DOE.GOV This web site is designed to help offices understand and acquire AFV's. It will help determine whether your office is considered an "MSA" (under "Do Federal Requirements Apply to Me") and will also help offices locate AFV refueling sites throughout the United States (under "Refuel/Recharge Site").

WWW.FSS.GSA.GOV/vehicles/buying/dave.cfm This web site is designed to help offices find the various AFV types offered by GSA for purchase and lease and provide additional information regarding GSA's AFV program.

PPD Point of Contact If you have any questions regarding AFV purchases or covered MSA's, please contact Cheryl Brumback on 202-720-2359.

Approved: _____/s/_____
Larry R. Cullumber
Director, Procurement and Property Division

2 Enclosures

NASS Offices in Covered MSA's

SSO State and City	County	Zip Code
Alabama, Montgomery	Montgomery	36124
Arizona, Phoenix	Maricopa	85012
Arkansas, Little Rock	Pulaski	72204
California, Sacramento	Sacramento	95812
Colorado, Lakewood	Jefferson	80215
Florida, Orlando	Orange	32803
Hawaii, Honolulu	Honolulu	96823
Idaho, Boise	Ada	83701
Iowa, Des Moines	Polk	50309
Kentucky, Louisville	Jefferson	40201
Louisiana, Baton Rouge	East Baton Rouge	70896
Maryland, Annapolis	Anne Arundel	21401
Michigan, Lansing	Ingham	48909
Minnesota, St. Paul	Ramsey	55107
Mississippi, Jackson	Hinds	39205
New Jersey, Trenton	Mercer	08625
New York, Albany	Albany	12235
North Carolina, Raleigh	Wake	27611
Ohio, Reynoldsburg	Franklin	43068
Oklahoma, Oklahoma City	Oklahoma	73152
Oregon, Portland	Multnomah	97204
Pennsylvania, Harrisburg	Dauphin	17110
South Carolina, Columbia	Richland	29202
Tennessee, Nashville	Davidson	37204
Texas, Austin	Travis	78767
Utah, Salt Lake City	Salt Lake	84125

SSO State and City	County	Zip Code
Virginia, Richmond	Richmond City	23218
Washington, Olympia	Thurston	98507
West Virginia, Charleston	Kanawha	25305
Wisconsin, Madison	Dane	53708

ARS Offices in Covered MSA's

Area	City/State	County	Zip Code
Beltsville	Beltsville/Glenn Dale, MD	Prince George's	20705
	Chatsworth, NJ	Burlington	08019
	Washington, DC		20002
Headquarters	Beltsville, MD	Prince George's	20705
	Washington, DC		20250
Mid South	Baton Rouge	East Baton Rouge	70894
	New Orleans	Orleans	70149
Mid West	Peoria, IL	Peoria	61604
	Columbus, OH	Franklin	73210
	East Lansing, MI	Ingham	48823
	St. Paul, MN	Ramsey	55108
	Madison, WI	Dane	53706
North Atlantic	Newark, DE	New Castle	19713
	Frederick, MD	Frederick	21702
	Boston, MA	Suffolk	02111
	Geneva, NY	Ontario	14456
	Greenport, NY	Suffolk	11944
	Wyndmoor, PA	Montgomery	19038
	Kearneysville, WV	Jefferson	25430
Northern Plains	None		

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Area	City/State	County	Zip Code
Pacific West	Tucson, AZ	Pima	85719
	Phoenix, AZ	Maricopa	85040
	Albany, CA	Alameda	94710
	Fresno, CA	Fresno	93727
	Shafter, CA	Kern	93263
	Salinas, CA	Monterey	93905
	Davis, CA	Yolo	95616
	Riverside, CA	Riverside	92507
	Boise, ID	Ada	83712
South Atlantic	Brooksville, FL	Hernando	34601
	Canal Point, FL	Palm Beach	33438
	Ft. Lauderdale, FL	Broward	33314
	Winter Haven, FL	Polk	33880
	Griffin, GA	Spalding	30223
	Byron, GA	Peach	31008
	Raleigh, NC	Wake	27695
	Charleston, SC	Charleston	09414
	Clemson, SC	Pickens	29631
Southern Plains	Little Rock, AR	Pulaski	72211
	El Reno, OK	Canadian	73036
	Beaumont, TX	Jefferson	77713
	Houston, TX	Harris	77030
	Weslaco, TX	Hidalgo	78596