

National Archives and Records Administration Vehicle Allocation Methodology and Justification

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Vehicle Allocation Methodology-National Archives and Records Administration (NARA)

Pursuant to FMR Bulletin B-30, NARA has performed the required evaluation of the vehicle fleet and developed a plan to optimize the fleet by 2015. NARA is a small federal agency that is comprised of 13 Presidential Libraries and 28 Federal Record and Archival Research Centers. While each of these unique organizations within NARA has a special mission, the agency as a whole has been challenged to serve American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage. In order to fulfill the individual organization missions and the overall agency mission, NARA has a need for all types of vehicles from sedans to heavy trucks throughout the nation.

During FY11 the NARA fleet was comprised of 76 GSA Fleet leased vehicles. Currently the list of vehicles leased by NARA includes: sedans, multi-purpose vehicles, along with medium and heavy duty vehicles. NARA currently leases 22 vehicles that generate revenue for the agency. Additionally, NARA provides courier services in the National Capital Region and requires the use of Government owned vehicles to transport holdings, records, and artifacts maintained at any NARA site.

NARA has used this opportunity to evaluate each vehicle in the fleet and develop a plan that combines current commitments with future growth plans. The current estimation should have the NARA fleet at 66 vehicles by 2015. This plan takes into account the increase in Federal Record Centers and Presidential Libraries expected by 2015. Also included is the reassignment of vehicles to sites that presently have no assigned vehicle but, due to NARA policy, require a GOV to transport government holdings and records.

This summarization also addresses NARA's plan to assure all light duty vehicles leased by 2015 will be alternative fueled vehicles. Currently most of the light duty fleet vehicles are AFV's (E85). The biggest challenge NARA faces is that vehicles are stationed throughout the country and most areas have no access to alternative fuels. NARA has no fueling stations and has no plans to install fuel pumps at any location. NARA's transportation department has identified sites throughout the country that may benefit from hybrid and electric vehicle technology and will work with GSA to replace the current fleet with these vehicles. The biggest challenge to NARA acquiring these vehicles by 2015 is the limited vehicle funding available for both NARA and GSA.

Site Missions

HQ:

NARA headquarters has an active motorpool operation that is charged with providing scheduled daily courier and mail services for all organizations at A1, A2 and various federal agencies in Metropolitan DC. The motorpool also maintains a fleet of vehicles to transport senior officials, transport records between multiple facilities, pick up and deliver other Executive Agency records, and manage and schedule vehicles to conduct routine government business by employees of all organizations within A2. The motorpool at A2 currently works with A1 to schedule, manage, and make available vehicles at the A1 site.

Approved vehicles: MPVs; passenger vans; cargo vans; HD trucks

A1:

A1 has an active motorpool for the multitude of organizations onsite. These vehicles are primarily used to transport people and records to other local agencies.

Approved vehicles: MPVs; cargo vans

A1-Presidential Materials:

This unit has a van assigned for the exclusive use of PM. The vehicle is required to provide courtesy storage and retrieval of Presidential records and materials. This has a unique mission that requires immediate response.

Approved vehicles: MPVs; cargo vans

A1-Legislative Archives:

This unit is much like PM except they require use of a vehicle for storage and retrieval of legislative records for members of the House and the Senate.

Approved vehicles: MPVs; cargo vans

FRC:

The FRC's have responsibility for maintaining, storing, and referencing records for federal agencies. The FRC's provide "fee for service" operations including Metro Courier, Fast Packs, and records digitization services.

Approved vehicles: MPVs; cargo vans; HD Trucks

Records Management:

This group provides technical assistance, information, and guidance on federal records management policies and regulations. RM staff evaluates and provides technical assistance and training on records management programs for federal agencies.

Approved vehicles: MPVs; occasionally sedans

Archival Center:

These are a repository for archival records. They are responsible for preserving and making available to the public through education, public programs, and exhibits.

Approved: MPVs; occasionally sedans

Library:

The Libraries preserve and make available records, artifacts, and other historical materials for the last 13 Presidents. Each serves the community through education, preservation, interpretation, and promotion of the President's life and service to the country.

Approved: MPVs

NARA DISPOSAL LIST

TAG	VEHICLE TYPE	Cost	Mileage	Cost/ Mile	FUEL	SITE	MISSION	ESSENTIAL	VAM JUSTIFIED	REASON	Alternatives
G10-5497L	Sedan/St Wgn Compact	3162	5225	0.61	Gasoline	WALTHAM	RECORDS Management	No	Return	Sedan cost; infrequent use	GSA STR
G10-2460K	Sedan/St Wgn Compact	3029	3815	0.79	Ethanol /	UHYDE PARK	Library	No	Return	Sedan cost; infrequent use	Minivan onsite
G41-4415L	LD Minivan 4x2 (Passenger)	4491	2465	1.82	Ethanol /	UCOLLEGE PARK	OIG Head of Agency	No	Return	High cost; low miles	Use LE Sedan or rentals
G11-2345H	Sedan/St Wgn Midsize	3924	3973	0.99	Ethanol /	UCOLLEGE PARK	primary RECORDS	No	Return	Sedan cost; infrequent use	A2 motorpool vehicles
G41-1903A	LD Minivan 4x2 (Passenger)	3534	3043	1.16	Ethanol /	USUITLAND	Management	No	Return	High cost; low miles Site should have 1 vehicle	
G10-0506D	Sedan/St Wgn Compact	3570	8286	0.43	Gasoline	MORROW	Archival Center	No	Replace	a MPV	Both returned for a MPV
G43-0059F	MD Van (Cargo)	4002	2866	1.4	Gasoline	MORROW	Archival Center	No	Return	High cost; low miles	Both returned for a MPV
G41-0306L	LD Minivan 4x2 (Passenger)	3032	2710	1.12	Ethanol /	UELLENWOOD	RECORDS Management	No	Return	High cost; low miles	2700 miles; could use rentals
G11-2803H	Sedan/St Wgn Midsize	4230	4937	0.86	Ethanol /	UCHICAGO	Management RECORDS	No	Return	High cost; low miles	
G41-4769K	LD Minivan 4x2 (Passenger)	3646	5589	0.65	Ethanol /	UDAYTON	Management	No	Return	High cost; low miles	
G11-6362G	Sedan/St Wgn Midsize	4387	6758	0.65	Ethanol /	ULEWISVILLE	Library	No	Return	High cost; low miles	This site should return both vehicles and repalce with 1 MPV
G43-2482H	MD Van (Passenger)	3973	2195	1.81	Gasoline	LEWISVILLE	Library	No	Replace	High cost; low miles	After the move to the new site is complete
G11-0759K	Sedan/St Wgn Midsize	4237	5985	0.71	Ethanol /	UABILENE	Library	No	Return	High cost; low miles	No data reported by site but van is underutilized
G10-2474F	Sedan/St Wgn Compact	2879	5343	0.54	Gasoline	SEATTLE	FRC	No	Return	Low mileage	No data reported by site; if retained sedan needs to be down
G41-5432F	LD Minivan 4x2 (Passenger)	2619	1196	2.19	Ethanol /	UDAYTON	FRC	No	Return	High cost; low miles	

Replacement Vehicles:

Sedans:

Use of sedans should be limited. The sites should be urged to use POVs. Many sites have stated they require GOVs to reduce the cost of long distance and local travel. The claim is that using a GOV for long distance travel eases the burden of ever shrinking travel budgets and that using a POV is an expensive proposition due to the mileage reimbursement requirement.

Sedans should be limited to subcompact (SIN 8C). These are the cheapest and most fuel efficient vehicles and have the lowest GHG score. NARA could allow the larger compact vehicle, Malibu (SIN 9C), to be leased providing the site purchased E85 fuel at all times. The GHG score for this vehicle, operating only on E85, is 6.

Multipurpose vehicles:

Most sites will find these to be the most useful vehicle. This vehicle type can transport large numbers of passengers or large quantities of cargo (SIN 20).

An alternative to the MPV would be a crossover (SIN 91B).

Passenger Vans:

Certain sites do have a necessity for large passenger vans. 12 and 15 passenger vans are acceptable under certain circumstances (e.g. shuttles or larger NARA sites with a number of employees)

Cargo vans:

GSA has evaluated how NARA uses cargo vans and has suggested the Agency lease the E350 (SIN 94B) as the standard vehicle when organizations require a cargo van. This vehicle would provide the proper payload capacity for Metro Courier van services. The current fleet contains vehicles that are operated in an unsafe manner because they are overweight or over capacity. Standard equipment should include a cargo cage.

Box Trucks:

GSA has evaluated how NARA uses box trucks and has suggested the Agency lease box trucks (SIN 571) and request smaller boxes with a shorter wheel base. This will provide the capacity required by most FRC's. This style vehicle does not require the driver to hold a CDL. Options suggested are:

- Rail lift gate (requires less maintenance than a scissor lift)
- HD Floor
- Translucent roof
- Scale inside truck
- Dual driver seat
- Tilt steering
- Heated remote mirrors
- Auto traction
- Side door

Some FRC's can acquire larger box trucks as they have drivers with CDLs.

There are other vehicles that NARA has in the fleet. These vehicles should be reviewed as they are replaced to see if the capacity, load levels, etc., match the NARA usage.

NARA is currently reviewing how hybrid and electric vehicles could be used to meet the agency's missions.

NARA VAM RECAP

TAG	VEHICLE TYPE	FUEL	SITE	MISSION	VAM		REASON	Alternatives
					ESSENTIAL	JUSTIFIED		
G10-5497L	Sedan/St Wgn Compact	Gasoline	WALTHAM	RECORDS Management	No	Return	Sedan cost; infrequent use	GSA STR
G42-1810A	LD Van 4x2 (Cargo)	Gasoline	WALTHAM	Metro Courier - FRC	Yes	Retain	Generates revenue	
G10-2460K	Sedan/St Wgn Compact	Ethanol / U	HYDE PARK	Library	No	Return	Sedan cost; infrequent use	Minivan onsite
G41-4675F	LD Minivan 4x2 (Passenger)	Ethanol / U	HYDE PARK	Library	Yes	Retain	NARA 1573	
G11-5743G	Sedan/St Wgn Midsize	Ethanol / U	COLLEGE PARK	OIG	Yes	Retain	LE Package	
G41-4415L	LD Minivan 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	OIG	No	Return	High cost; low miles	Use LE Sedan or rentals
G11-2345H	Sedan/St Wgn Midsize	Ethanol / U	COLLEGE PARK	Agency Head- primary A1 motorpool (only vehicle)	No	Return	Sedan cost; infrequent use Number of vehicles at A1 will be reduced	A2 motorpool vehicles
G41-1408D	LD Minivan 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	A2 motorpool	Yes	Retain	Motorpool vehicle; low cost;	
G41-1541B	LD Minivan 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	A2 motorpool	No	Retain	Motorpool vehicle; low cost;	
G41-1785F	LD Minivan 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	A2 motorpool	No	Retain	Motorpool vehicle; low cost;	
G41-1786F	LD Minivan 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	A2 motorpool	No	Retain	Motorpool vehicle; low cost; Daily usage; Required for White House access	Possible electric; because of low mileage
G42-0843B	LD Van 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	Presidential Materials	Yes	Retain	House access daily usage; Required for Capital Hill access	Possible electric; because of low mileage
G42-1857H	LD Van 4x2 (Passenger)	Ethanol / U	COLLEGE PARK	Legislative Archives	Yes	Retain	Will be downsized and used at A2 motorpool	Possible electric; because of low mileage
G43-2246A	MD Van (Cargo)	Gasoline	COLLEGE PARK	Motorpool	No	Retain	Only 15 passenger van; rental costs would exceed GSA lease	
G43-2308H	MD Van (Passenger)	Gasoline	COLLEGE PARK	A2 motorpool	Yes	Retain	special order vehicle	
G43-2329H	LD Van 4x2 (Cargo)	Diesel	COLLEGE PARK	A2 motorpool	No	Retain	Used for courier services	
G82-0095B	HD	Diesel	COLLEGE PARK	A2 motorpool	Yes	Retain	High cost; low miles	
G41-1903A	LD Minivan 4x2 (Passenger)	Ethanol / U	SUITLAND	RECORDS Management	No	Return	Mileage criteria met; generates revenue	
G41-2876A	LD Minivan 4x2 (Cargo)	Ethanol / U	SUITLAND	Metro Courier - FRC	Yes	Retain	Generates revenue	
G41-3984K	LD Minivan 4x2 (Cargo)	Ethanol / U	SUITLAND	Metro Courier - FRC	Yes	Retain	Mileage criteria met; generates revenue	
G42-0787B	LD Van 4x2 (Cargo)	Ethanol / U	SUITLAND	Metro Courier - FRC	Yes	Retain	Generates revenue	Should rotate with other vehicles
G43-1717L	MD Van (Cargo)	Ethanol / U	SUITLAND	Metro Courier - FRC	Yes	Retain	Generates revenue	
G82-03243	HD	Diesel	SUITLAND	Metro Courier - FRC	Yes	Retain	Generates revenue	
G82-04616	HD	Diesel	SUITLAND	Metro Courier - FRC	Yes	Retain	Generates revenue	
G10-0506D	Sedan/St Wgn Compact	Gasoline	MORROW	Archival Center	No	Replace	Site should have 1 vehicle a MPV	Both returned for a MPV
G43-0059F	MD Van (Cargo)	Gasoline	MORROW	Archival Center	No	Return	High cost; low miles	Both returned for a MPV
G41-0306L	LD Minivan 4x2 (Passenger)	Ethanol / U	ELLENWOOD	RECORDS Management	No	Return	High cost; low miles	2700 miles; could use rentals

NARA VAM RECAP

TAG	VEHICLE TYPE	FUEL	SITE	MISSION	ESSENTIAL	VAM		Reason	Alternatives
						JUSTIFIED			
G41-5441F	LD Minivan 4x2 (Passenger)	Ethanol / U	ELLENWOOD	Metro Courier - FRC	Yes	Retain		Mileage criteria met; generates revenue	
G71-02953	MD Other	Gasoline	ELLENWOOD	Metro Courier - FRC	Yes	Retain		Mileage criteria met; generates revenue	
G41-0309H	LD Minivan 4x2 (Passenger)	Ethanol / U	ATLANTA	Outreach; Holdings-Library	Yes	Retain		NARA 1573	
G11-2803H	Sedan/St Wgn Midsize	Ethanol / U	CHICAGO	RECORDS Management	No	Return		High cost; low miles	
G41-1017A	LD Minivan 4x2 (Passenger)	Ethanol / U	CHICAGO	RECORDS Management	No	Retain		Meets mileage criteria; low cost per mile	Provides th same service as the sedan
G41-4769K	LD Minivan 4x2 (Passenger)	Ethanol / U	DAYTON	RECORDS Management	No	Return		High cost; low miles	
G41-2127B	LD Minivan 4x2 (Passenger)	Ethanol / U	ANN ARBOR	Library	Yes	Retain		NARA 1573	
G41-0949L	LD Minivan 4x2 (Passenger)	Ethanol / U	GRAND RAPIDS	Library	Yes	Retain		NARA 1573	
G43-0934H	MD Van (Cargo)	Ethanol / U	CHICAGO	Metro Courier - FRC	Yes	Retain		Generates revenue	
G71-0095A	HD	Diesel	CHICAGO	Metro Courier - FRC	Yes	Retain		Generates revenue; meets mileage criteria	
G41-71525	LD Minivan 4x2 (Passenger)	Ethanol / U	DAYTON	FRC	No	Retain		Meets mileage criteria; low cost per mile	
G43-4444D	MD Van (Passenger)	Gasoline	FORT WORTH	Metro Courier - FRC	Yes	Retain		Generates revenue	
G82-0307F	HD	Diesel	FORT WORTH	Metro Courier - FRC	Yes	Retain		Generates revenue; meets mileage criteria	
G43-1738H	MD Van (Passenger)	Gasoline	COLLEGE STATION	Library	Yes	Retain		NARA 1573	Could downsize to a smaller less expensive MPV
G42-2890D	LD SUV 4x2	Gasoline	FORT WORTH	FRC	No	Retain			FT Worth turned in 1 SUV this FY. The mile will increase on this vehicle
G43-0148K	MD Van (Cargo)	Ethanol / U	FORT WORTH	Metro Courier - FRC	Yes	Retain		Generates revenue; meets mileage criteria	
G41-3795D	LD Minivan 4x2 (Passenger)	Ethanol / U	LITTLE ROCK	Library	Yes	Retain		NARA 1573	Expensive to operate
G11-6362G	Sedan/St Wgn Midsize	Ethanol / U	LEWISVILLE	Library	No	Return		High cost; low miles	This site should return both vehicles and repalce with 1 MPV
G43-2482H	MD Van (Passenger)	Gasoline	LEWISVILLE	Library	No	Replace		High cost; low miles	After the move to the new site is complete
G41-6165H	LD Minivan 4x2 (Passenger)	Ethanol / U	DENVER	FRC	Yes	Retain		Site is relocating in FY12	Re-evaluate in FY13
G71-00647	HD	Diesel	DENVER	Metro Courier - FRC	Yes	Retain		Site is relocating in FY12	Re-evaluate in FY13
G41-2723A	LD Minivan 4x2 (Passenger)	Gasoline	SAN BRUNO	Metro Courier - FRC	Yes	Retain		Generates revenue	
G43-2800H	MD Van (Cargo)	Ethanol / U	SAN BRUNO	Metro Courier - FRC	Yes	Retain		Generates revenue; meets mileage criteria	

NARA VAM RECAP

TAG	VEHICLE TYPE	FUEL	SITE	MISSION	VAM		REASON	Alternatives
					ESSENTIAL	JUSTIFIED		
G41-4729H	LD Minivan 4x2 (Passenger)	Ethanol / U	SIMI VALLEY	Library	Yes	Retain	NARA 1573; low cost	
G43-0158G	MD Van (Cargo)	Gasoline	PERRIS	Metro Courier - FRC	Yes	Retain	Generates revenue	
G43-3305L	MD Van (Cargo)	Ethanol / U	PERRIS	Metro Courier - FRC	Yes	Retain	Generates revenue; meets mileage criteria	No data reported by site but van is underutilized
G11-0759K	Sedan/St Wgn Midsize	Ethanol / U	ABILENE	Library	No	Return	High cost; low miles	
G41-5154H	LD Minivan 4x2 (Passenger)	Ethanol / U	ABILENE	Library	Yes	Retain	NARA 1573	
G41-2252K	LD Minivan 4x2 (Passenger)	Ethanol / U	WEST BRANCH	Library	Yes	Retain	NARA 1573	Remote location
G41-0852B	LD Minivan 4x2 (Passenger)	Ethanol / U	INDEPENDENCE	Library	Yes	Retain	NARA 1573	Low usage 4 days/mth; rentals may be an alternative
G11-0768H	Sedan/St Wgn Midsize	Ethanol / U	KANSAS CITY	FRC	Yes	Retain	NARA 1573	Used in caves for records xfer; should consider alternative
G62-1818K	LD SUV 4x4	Ethanol / U	KANSAS CITY	Archival Center	Yes	Retain	Used for records xfers	Should exchange for a less expensive MPV
G82-0252L	HD	Diesel	KANSAS CITY	Metro Courier - FRC	Yes	Retain	Generates revenue	New HD vehicle
G41-0833B	LD Minivan 4x2 (Passenger)	Ethanol / U	KANSAS CITY	FRC	Yes	Retain	NARA 1573; used to xfer records within caves	Need to review alternative; electric?
G43-2334F	MD Van (Passenger)	Gasoline	VALMEYER	FRC	Yes	Retain	Meets mileage criteria; low cost per mile	
G10-6125D	Sedan/St Wgn Compact	Ethanol / U	ST LOUIS	FRC	Yes	Retain	Site is relocating in FY12	Re-evaluate in FY13; very high usage rate; needs to downsize if kept
G41-1628F	LD Minivan 4x2 (Passenger)	Ethanol / U	ST LOUIS	FRC	Yes	Retain	Site is relocating in FY12	Re-evaluate in FY13
G41-3457D	LD Minivan 4x2 (Passenger)	Ethanol / U	ST LOUIS	FRC	Yes	Retain	Site is relocating in FY12	Re-evaluate in FY13
G41-4843G	LD Minivan 4x2 (Passenger)	Ethanol / U	ST LOUIS	FRC	Yes	Retain	Site is relocating in FY12	Re-evaluate in FY13
G71-0255F	HD	Diesel	ST LOUIS	FRC	Yes	Retain	Site is relocating in FY12	Re-evaluate in FY13
G11-1462K	Sedan/St Wgn Midsize	Ethanol / U	KANSAS CITY	Archival Center	No	Questionable	Used too many days per month for rentals	If kept needs to downsized to subcompact
G10-2474F	Sedan/St Wgn Compact	Gasoline	SEATTLE	FRC	No	Return	Low mileage	No data reported by site; if retained sedan needs to be down
G43-0780G	MD Van (Cargo)	Gasoline	SEATTLE	Metro Courier - FRC	Yes	Retain	Generates revenue	
G12-1833H	Sedan/St Wgn Compact	Ethanol / U	PHILADELPHIA	RECORDS Management	No	Questionable	Usage rate is high; cost/mile is low	If any sedans are maintained they need to be downsized
G43-3377F	MD Van (Cargo)	Gasoline	PHILADELPHIA	Metro Courier - FRC	Yes	Retain	Generates revenue; meets mileage criteria	
G41-5432F	LD Minivan 4x2 (Passenger)	Ethanol / U	DAYTON	FRC	No	Return	High cost; low miles	
G41-3870D	LD Minivan 4x2 (Passenger)	Ethanol / U	AUSTIN	Library	Yes	Retain	NARA 1573	

4) National Archives and Records Administration Plan for Alternative Fuel Vehicle Acquisition

NARA currently leases all fleet vehicles from GSA. To date, GSA has provided NARA with only E85 vehicles as the alternative fuel vehicle of choice. NARA is in the process of evaluating what role hybrid vehicles will play in the NARA fleet and at what locations will they provide the best value to the Agency. Due to the additional costs, leasing hybrid vehicles from GSA Fleet will require NARA to reevaluate current vehicle budgets. While implementing the Fleet Optimization Plan will reduce the size of the fleet, the acquisition of alternative fueled vehicles will reduce the realized savings due to the additional costs of the hybrid technology.

NARA has also identified three opportunities to replace inefficient petroleum fueled vehicles with electric vehicles. NARA will work with GSA, over the next three years, to either lease or purchase these vehicles. This change to electric vehicle will require infrastructure changes and is incumbent upon adequate funding for this program.

5) National Archives and Records Administration Plan for Fueling Alternative Fueled Vehicles

NARA has identified 28 alternative fueled vehicles (E85) within the fleet that are currently located within 5 miles of E85 fueling stations. NARA's local fleet managers have been informed that they must purchase E85 fuel for their assigned vehicles. NARA's transportation department monitors the purchase of E85 to ensure the fueling requirements are being met and is aware that this fuel is not always available at the listed retail locations. NARA will continue to lobby GSA to gain access to and have the GSA-NARA fleet fuel cards accepted at NASA-Greenbelt, Andrews Air Force Base, and Bolling Air Force Base.

NARA has an additional 20 alternative fueled vehicles (E85) that are not located within 5 miles of an E85 fueling station. It has been requested of NARA local fleet managers that they purchase E85 fuel when it is available. These vehicles are evaluated on a continual basis to see if a different AFV would be practicable at that site.

6) Vehicle Sourcing

The National Archives and Records Administration currently leases 74 vehicles from GSA fleet. Leasing vehicles through GSA provides NARA with:

- Fuel card services;
- Vehicle reporting capability that fulfills the FMR Bulletin B-15 requirement;
- Vehicle maintenance

Since NARA is small agency with few resources to devote to the management of a national vehicle program it would not be cost effective to purchase or commercially lease vehicles. The purchase or lease of vehicles would require NARA to create and fund vehicle maintenance contracts; develop and implement a vehicle information system that would be capable of downloading data into FAST; and manage a fleet fuel card program and/or manage onsite fueling stations. Additionally, NARA would have to task onsite fleet personnel with additional duties to maintain an internal fleet program.

The costs to create this in-house program to manage vehicles as opposed to using GSA Fleet leasing would far exceed any benefit. Therefore, it is in NARA's best interest to continue to lease vehicles through GSA Fleet.