



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

January 13, 2016

MEMORANDUM FOR DEPARTMENT OF DEFENSE FLEET MANAGERS

SUBJECT: UNDERUTILIZED LEASED VEHICLE MANAGEMENT

To ensure the Department of Defense (DoD) operates in accordance with the Presidential Memorandum—Federal Fleet Performance, dated May 24, 2011, Component and Agency Fleet Managers are directed to ensure non-tactical fleet composition is streamlined and vehicle inventory count is minimal to meet all missions. It is recognized that DoD's mission is primarily driven by a National Security requirement and not purely utilization. However, proper justification for underutilized vehicles has not been consistently captured and reported by all activities. DoD must do its due diligence to better capture justification for all vehicles in its fleet, specially mission driven vehicles deemed underutilized.

Annually, Fleet Managers will conduct written assessments for all vehicles whose previous yearly utilization is less than 75% of the Federal Annual Mileage Minimum (9,000 miles for passenger vehicles/7,500 miles for light truck) to determine if vehicles should be replaced or returned to the commercial vendor or General Services Administration (GSA). These assessments will be retained for audit in the vehicle jacket or the Defense Property Accountability System asset record for the lifecycle of the vehicle. This assessment should:

- a) Validate if mission requirement for which the vehicle was originally acquired still exists ;
- b) Verify the existing vehicle pool's ability to meet the mission with the loss of underutilized vehicle;
- c) Specify what 'Other Means of Utilization' will be used to justify maintaining this underutilized vehicle in the Fleet inventory.

These assessments will further assist DoD leadership to make critical fleet management decisions concerning vehicle justification, inventory reduction and vehicle pooling to support Executive Order 16369-- Planning for Federal Sustainability in the Next Decade.

My point of contact is Mr. Deric Sims, DoD Fleet Manager at 703-697-0659 or deric.j.sims.civ@mail.mil.

A handwritten signature in blue ink that reads "Nancy L. Spruill".

Nancy L. Spruill
Director
Acquisition Resources & Analysis

cc:

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
CHIEF OF THE NATIONAL GUARD BUREAU
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DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
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