



**FEMA**

## **US&R PROGRAM DIRECTIVE – 2016-016**

December 29, 2016

**FOR:** National Urban Search & Rescue Response System  
Task Force Representatives

**FROM:** Fred Endrikat, Chief  
Urban Search and Rescue Branch

**SUBJECT:** US&R Program Directive 2016-016 – Vehicle Fleet Purchase, Replacement, and Disposal Guidance – (Supersedes US&R PD 2014-010)

**Implementation Date:** December 29, 2016;

**Re-issue:** September 30, 2019

To assist the National Urban Search and Rescue (US&R) Response System (the System) task forces to appropriately accomplish vehicle fleet purchase, replacement, and disposal, the System's Operations Group Chair and US&R Branch directed that current guidance on these topics be developed. That guidance has been developed by the Logistics Transportation Subgroup in conjunction with the US&R Grants Office and follows.

### **REQUIRED ACTIONS**

The issue is approved for FEMA National US&R Response System implementation.

System task forces shall utilize the following guidance to purchase, replace, and dispose of vehicles, trailers, and/or support units purchased with FEMA US&R Readiness Cooperative Agreement funding. Task forces shall adhere to the types and maximum quantities identified for all fleet components.

#### **Purchase Guidance:**

The following types and quantities of heavy, medium and light vehicles, trailers, and support units comprise the authorized US&R task force vehicle fleet. System task forces shall not purchase or maintain more than the identified quantities or purchase other than the Recommended, identified capabilities without specific approval from the FEMA US&R Branch or its designee. **All purchases of new or replacement vehicle/trailer/support units must be approved by the FEMA US&R Branch or its designee.**

- **Heavy Vehicles for Cache Transport – Up to five, recommended as follows:**
  - **Straight Trucks:** Recommended over-the-road with diesel engine, manual or auto-shift transmission, 12,000-18,000lbs. front axle capacity, single or dual rear axle capacity from 20,000-45,000lbs., air ride suspension, crew or sleeper cab, up to 300 gallons capacity fuel trucks, 5,000lbs. minimum capacity lift gate, tow hitch with 14,000lbs. or greater towing capability, 24-28' van, flatbed or curtain side deck length, box temperature control system, interior and exterior box lighting, double or triple E-track load securement system and/or interior shelving to meet specific task force needs. It is recommended that a mobile communications 40-watt

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minimum radio and engine block heating system for cold weather be considered. Optional emergency lighting and sirens per Sponsoring Agency policy.

- **Semi-Tractors:** Over-the-road tractors with diesel engines, manual or shift transmission, 12,000-18,000lbs. front axle capacity, 45,000lbs. combined dual rear axle capacity, sleeper cab, and air ride suspension, up to 300 gallons. Consider green certified. It is recommended that a mobile communications 40-watt minimum radio and engine block heating system for cold weather be considered. Optional emergency lighting and sirens per Sponsoring Agency policy.
- **Trailers:** Over-the-road trailers, 48-53', dry van, curtain side, standard flatbed, beaver-tail or tail-ramp flatbed, air ride suspension, 5,000lbs. minimum capacity lift gate on dry van and curtain side trailers, dual or E-Track load securement system in dry van trailers, adjustable 4" manual winch and strap load securement systems on curtain side and flatbed trailers, load securement system in floor, optional cable winch system on flatbed trailers. Optional emergency lighting and sirens per Sponsoring Agency policy.
- **Light and Medium Duty Vehicles - Up to seven, recommended as follows:**
  - Requests for command type units and van style units will require additional justification.
  - 4x4, towing capable
  - GVWR >10,000 lbs. <20,000lbs.
  - Minimum crew cab, <15 passenger
  - Heavy duty diesel engine
  - Heavy duty automatic transmission
  - Engine block heating system for cold weather
  - Factory tow package w/5,000-16,000lbs. rated trailer hitch
  - Capable for air transport and / or Air Transportability Test Loading Agency (ATTLA) certification
  - Mobile communications radio w/40-watt minimum
  - All weather mud & snow tires
  - Bed enclosure for standard 8' box
  - Cable winch system
  - Satellite Radio & mapping capabilities
  - High heat alarm as needed
  - Optional emergency lighting/sirens per Sponsoring Agency policy
- **Support Units and Trailers**
  - **Forklift – two:** One for warehouse operations, one for deployment
    - 5,000 to 15,000lbs. capacity for cache handling
    - Diesel, dual gas/propane or electric (warehouse)
    - Engine block heating system for cold weather
    - Low profile, dual or triple stage hydraulic mast
    - Solid pneumatic tires

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- Hydraulic lift, tilt, side shift, tine squeeze/widen controls
- All terrain-type
- Enclosed cab system
- **Forklift Transport Trailer – one:**
  - Dual or triple axle
  - DOT approved
  - Appropriate axle weight rating, wheels, and tires
  - Appropriate GTWR (Gross Trailer Weight Rating) to transport forklift
  - Surge, electric, or air brakes
  - Larger diameter tires for extended high speed travel
  - Tilt, beaver tail, or ramp style deck
  - Cable winch system
  - Optional emergency lighting per Sponsoring Agency policy.
- **UTVs – Two:**
  - Examples: JD Gator, Kawasaki Mule, Kubota, Ranger, etc.
  - 4x4, 4x6
  - Engine block heating system for cold weather
  - Two or four person seating capacity
  - Full rollover safety cage system
  - Winch
  - Enclosed cab system
  - Off-road capable (4-wheel drive preferred) with transport bed, lighting kit, pneumatic all-terrain tires, trailer hitch.
- **Utility Trailers – Two:**
  - 16-24'
  - Open or enclosed
  - 10,000lbs. maximum GTWR (Gross Trailer Weight Rating)
  - Larger diameter tires for extended high speed travel
  - Weight to truck towing ratios to comply with DOT requirements
  - Interior and/or exterior lighting
  - Double or triple E-track load securement system on enclosed trailers
  - Tie down system on frame or floor to secure load
  - Interior shelving or cabinets on enclosed trailers
  - Exterior pull-out awning on enclosed trailers
  - Gooseneck-type trailers may require additional CDL licensing
- **Water Operations Trailers – Up to Three**
  - 20-28'
  - Open stack or enclosed design

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- Larger diameter tires for extended high speed travel
- Upper stack 4000lb or greater capacity
- 10,000lbs. maximum GTWR (Gross Trailer Weight Rating)
- Weight to truck towing ratios to comply with DOT requirements
- Interior and/or exterior lighting
- Divider wall/door in enclosed trailer
- Exterior pull-out awning on enclosed trailer
- Gooseneck-type trailers may require additional CDL licensing
- **Optional Base Power Generating Unit 50-100kVA – one**
  - Recommend Sponsoring Agency Owned or Rental Unit
  - Diesel powered
  - Must be compatible with current base power cord set
  - Trailer mount, skid mount or truck mounted
  - Single and Three Phase Switchable
  - <75 dBA quiet running
  - Cam-Lok panel
  - X-Large or optional additional fuel tank
  - Emergency Stop, Audible alarms, Battery Charger
- **Funding and Justification:**
  - When funding is identified by a task force within their Cooperative Agreement, and/or otherwise provided by FEMA, to be distributed to task forces for vehicle or support unit purchase or replacement, task forces shall complete and submit the *US&R Vehicle Purchase, Replacement, and Disposal Justification Form* including the complete specifications and purchase price for the vehicle/trailer/support unit(s). The form may be submitted with the Readiness Cooperative Agreement Budget Narrative Spreadsheet, with a budget change request, or as may otherwise be directed by the FEMA US&R Branch.
  - When vehicles, trailers, or support units to be purchased will replace an existing vehicle/trailer/support unit originally purchased with Readiness Cooperative Agreement funding, a justification for replacement and a disposal plan for the vehicle/support unit to be replaced shall be submitted to the US&R Branch for approval and signature obtained prior to authorizing the purchase of the new replacement. When a vehicle is to be replaced, the current fair market or trade in value of vehicle to be replaced should be determined. Any trade in or anticipated sales amount should be applied toward the purchase amount of the new unit.

**Replacement Guidance:**

- To date, the System has not adopted or implemented guidance on the recommended replacement cycles for task force vehicle fleet or support units but in general, the GSA Fleet Minimum Vehicle Replacement Standard can be used to provide guidance on the

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minimum service expectancy for which task forces can begin to consider replacement of prime movers. This information is available at the following link: [GSA Vehicle Replacement Standards 04212014](#).

- Task forces may also refer to Sponsoring Agency vehicle replacement policies or procedures that may provide guidance on recommended minimum replacement cycles.
- It will be up to each task force to monitor mileage, usage, overall condition, storage environment, and/or maintenance related issues that would indicate when a vehicle may need to be considered for replacement.
- Vehicles with lower than expected mileage for their age, that have received regular exercise and periodic maintenance, and that have been stored inside out of the environmental elements can be expected to have a longer service life than vehicles that have not been maintained appropriately, exercised regularly, and/or stored outside.
  - **A current fair market or trade in value of the vehicle/unit being replaced should be determined.** This can be accomplished via use of the Kelley Blue Book, NADA guide, Sponsoring Agency Amortization Schedule, or other recognized value or depreciation estimating sources. The estimate of the trade-in value may also be included in a quote by a dealer when obtaining pricing for the new replacement vehicle/unit.
- The US&R Branch may require periodic reporting of the status of task force vehicles and/or support units in order to plan for funding necessary to support system-wide replacement of vehicles.

**Disposal:**

- It is an expectation that when a task force determines that a vehicle or support unit that was originally purchased with Readiness Cooperative Agreement funding needs to be replaced, the vehicle/support unit will be disposed of as a result of the purchase of the new replacement vehicle/support unit.
- The disposal plan that was submitted with the justification for purchase/replacement shall be followed as approved by the US&R Branch.
- Disposal options that may be approved by the US&R Branch include, but may not be limited to:
  - Trade-in for replacement vehicle/support unit
  - Transfer to the Sponsoring Agency or other Federal program via FF-119- 7-1-2 Property Transfer Report
  - Sale via Sponsoring Agency property disposal policies and procedures
- Disposal of any vehicle or property with a Fair Market Value of \$5,000 or more is subject to disposal determination by the FEMA US&R Branch. The Federal government retains interest in items purchased with Readiness Cooperative Agreement funding at this value threshold. Task forces that are sponsored by State or Local governments are governed by 44 CFR Part 13.32, Equipment. Task forces that are sponsored by Educational Institutions

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or Non-Profit organizations are governed by 2 CFR 215.34, Equipment.

- Any transfer of the vehicle or property to a non-Federal agency does not relieve the Sponsoring Agency or task force of the responsibility for disposal as governed by the appropriate Federal regulations. The task force is responsible to account for this vehicle or property until sold or traded in.
- Any sale of vehicles/trailers/support units or equipment with Fair Market Value of \$5,000 or more and originally purchased with Readiness Cooperative Agreement funding requires the proceeds to be returned to the U.S. Treasury if not returned to the task force for use to purchase replacement equipment. Sponsoring Agencies cannot retain the proceeds and place in a General Fund that is not intended for use by the task force.
- The task force shall not retain a vehicle/trailer/support unit that has been replaced for use by the task force. The task force shall not utilize Readiness Cooperative Agreement funding to support any future maintenance, fuel, or usage costs of any vehicle/trailer/support unit that has been replaced.

cc:

US&R Strategic Group

US&R Advisory Group

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FEMA Regional/Federal/International ESF #9 Representatives