

CHAPTER 15

TRANSPORTATION MANAGEMENT

1. POLICY OBJECTIVES.

A. Transportation Program.

1. Establish operating procedures that safeguard the Department's transportation programs against waste, fraud, abuse, mismanagement, or misappropriation of Government funds.
2. Encourage employees to use mass transit; encourage employees to form carpools/vanpools, or join established carpools/vanpools, and provide parking facilities to as many of them as feasible; encourage employees to commute by bicycle, and at Headquarters building and in Field Offices, where feasible, provide secure, free-of-charge parking facilities for bicycles.
3. Exchange transportation information with other local Federal agencies and consolidate programs where possible.

2. FUNCTIONAL ORGANIZATIONS.

A. Office of Administration.

1. **Office of Administrative and Management Services (OAMS).** The Facilities Management Division (FMD) administers the Headquarters building parking, and the Department's motor vehicle management programs.
2. **Administrative Services Centers (ASC).** ASC Directors oversee Field Office transportation policy implementation and administration.
3. **Administrative Resources Divisions (ARD).** ARD Directors are responsible for implementing Departmental transportation management policies, procedures, and guidelines for their jurisdictions.

3. REGULATORY AUTHORITIES.

A. Transportation Authorities.

1. **Parking.** Federal Property Management Regulations, Section 101-20.104, Employee Parking.

2. **Home-to-Work Transportation.** CFR Title 41, Chapter 101-6.4.
3. **Motor Vehicle Fleet Management.** Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 471), Subchapter G; Federal Property Management Regulations (FPMR), Subchapter 1, Chapter 930, Federal Personnel Manual; Department of HUD I Independent Agencies 4-1 Appropriation Acts, Federal Register, Volume 50, Number 246, pages 55281 through 52312, dated December 23, 1985; Public Law 99-550, which amends Title 31, U.S.C., Section 1344, effective October 27, 1986; Title 31, U.S.C., Section 1349 (b); 18 U.S.C., Section 6201 et seq.); the Motor Vehicle Information and Cost Savings Act, as amended (15 U.S.C., Section 1901 et seq.); the Energy Policy Act of 1992 (Public Law 102-486); and U.S.C., Section 301 of Title 3; Executive Order (E.O.) 13149, Greening the Government through Federal Fleet and Transportation Efficiency.
4. **PRIVACY ACT CONSIDERATIONS.**
 - A. Information identifiable to an individual is restricted.
5. **CONTRACT REQUIREMENTS.** See Section 1 - Parking
6. **RECORDS RETENTION/DISPOSITION REQUIREMENTS.**
 - A. **General Records Schedules.**
 1. Home-to-Work Transportation, Parking. See HUD Handbook 2228.02, General Records Schedules, Schedule 9, Items 4a and 4b.
 2. Motor Vehicle Management. See HUD Handbook 2228.02, General Records Schedules, Schedule 10, Items 1-7.
7. **KEY CROSS REFERENCES.**
 - A. **Motor Vehicle Fleet Management.**
 1. HUD Handbook 1100.03, Departmental Organization.
 2. HUD Handbook 2200.01, Chapter 12 Safety and Health Program Management.
 3. Federal Travel Regulations.
 4. HUD Handbook 2000.03, Office of Inspector General Activities.

8. ACRONYMS.

ARD	- Administrative Resources Division
ASC	- Administrative Service Center
ASC SR	- Administrative Service Center Safety Representative
AFV	- Alternative Fueled Vehicle
DSHO	- Departmental Safety and Health Officer
FHEO	- Fair Housing and Equal Opportunity
FMD	- Facilities Management Division
GSA	- General Services Administration
GTR	- Government Technical Representative
IFMS	- Interagency Fleet Management System
IRS	- Internal Revenue Service
MRC	- Medical Review Committee
OAMS	- Office of Administrative and Management Services
OC	- Office of Counsel
OGC	- Office of General Counsel
OMB	- Office of Management and Budget
PHS	- Public Health Service
POV	- Privately-Owned Vehicle
SMD	- Space Management Division
ZEV	- Zero-Emissions Vehicles

9. FORMS REFERENCED AND/OR REQUIRED.

A. Home to Work Transportation.

HUD-2300.4 - Daily Vehicle Utilization Log Sheets

B. Parking.

HUD-76 - Parking Application

HUD-76.3 - Motorcycle Registration Card

C. Motor Vehicle Fleet Management.

HUD-25 - Travel Order Request and Authorization

HUD-33 - Request for Messenger Service

HUD-21016 - Daily Vehicle Utilization Report

HUD-21020 - Credit Card Receipt Log

HUD-87 - Driver's Past Performance Record

OF-26 - Data Bearing Upon Scope of Employment of Motor Vehicle Operator

SF-82 - Agency Report of Motor Vehicle Data

SF-91 - Operator's Report of Motor Vehicle Accident

SF-91A	- Investigation Report of Motor Vehicle Accident
SF-94	- Statement of Witness
SF-1012	- Travel Voucher
SF-1164	- Claim for Reimbursement for Expenditures
SF-95	- Claim for Damage, Injury or Death
TDY	- Temporary Duty

10. **REPORTING REQUIREMENTS SUMMARY.**

A. **Reporting Periods.**

1. **Daily.** Daily Vehicle Utilization Report.
2. **Within 48 hours.** Reports of accidents involving Government motor vehicles.
3. **Quarterly.**
 - a. Permit sales report to GTR by Headquarters parking contractor.
 - b. Headquarters report to Congress for home-to-work transportation provided to employees other than those eligible under the “field work” determinations.
4. **Annual.**
 - a. Statutory compliance with Alternative Fuel Act reports due to the Office of Management and Budget (OMB) and copies to the General Services Administration (GSA) and the Department of Energy (DOE).
5. **Biennial.**
 - a. **Home-to-Work Transportation.**
 1. **Headquarters.** Approval of Departmental positions eligible for home-to-work transportation.
 2. **Field Offices.** Report on total number of employees by position and location in “field work.”

SECTION 1 PARKING

1. **INTERAGENCY OVERSIGHT.**

- A. GSA has overall responsibility for obtaining parking spaces to satisfy the Department's requirements. If parking spaces are not available at federally-controlled and/or leased locations, GSA may delegate authority to individual agencies.

2. **DEPARTMENTAL OVERSIGHT.**

A. **Jurisdictions.**

- 1. **Headquarters.** FMD is responsible for policy development and implementation of the Headquarters parking program.
- 2. **Field Offices.** The ARDs are responsible for determining parking requirements and initiating requests to GSA for both Government-owned and/or privately-owned vehicles, and bicycle parking, where feasible.

3. **PARKING PROGRAM CLASSIFICATIONS.**

A. **Key Descriptions.**

- 1. **Official Vehicles.** Government-owned and/or Government-leased vehicles.
- 2. **Official Parking.** Parking reserved for Government-owned, Government leased, and privately-owned vehicles regularly used for official business.
- 3. **Executive/Job Requirement Employees.** Employees whose positions require duty at unusual or irregular hours.
- 4. **Handicapped.** Employees who have a severe, permanent disability, precluding use of public transportation, and employees unable to operate a vehicle as a result of a permanent impairment and are driven to their place of employment by someone else.

5. **Employee Carpool/Vanpool.**
 - a. **Carpool.** Four or more persons who share a car in commuting to and from work on a daily basis.
 - b. **Vanpool.** Seven or more persons who share a van in commuting to and from work on a daily basis.
 6. **Principal Carpool/Vanpool Member.** A permanent, full-time HUD employee who signs and submits a Parking Application as the principal member of a carpool/vanpool. As the principal, the employee assumes the responsibilities for payment of fees and updating and recertifying the carpool/vanpool membership records.
 7. **Carpool/Vanpool Member.** A person who rides in a carpool/vanpool on a full-time daily basis, leave or travel status excepted, within a minimum of a one-mile radius each way of the HUD office.
 8. **Temporary Parking.** Employee parking for work on special assignments within a specified timeframe. Employee parking, at the Headquarters building, for severe temporary disabilities.
 9. **Visitors.** Individuals who visit a HUD official on Departmental business.
 10. **Visiting Field Office Employee.** A Field Office employee who visits the Headquarters Building on official business.
4. **FIELD OFFICE VEHICLE PARKING.**
- A. **Parking Spaces.**
 1. The ARD, in consultation with the Secretary's Representative or Senior Community Builder in a Field Office, is responsible for determining parking requirements and initiating requests for both Government-owned and/or privately-owned vehicles, including facilities for bicycle parking, where feasible.
 2. The Department will request GSA to acquire, and will reimburse through the Federal Buildings Fund and/or through other established means of funding, parking spaces for the following:
 - a. Government-owned and/or leased vehicles assigned to HUD.

- b. Privately-owned vehicle of the Senior Office Official who must frequently use his/her vehicle in conducting the official business of the Department.
- c. Employees who have a severe, permanent disability, precluding use of public transportation, and employees unable to operate a vehicle as a result of a permanent impairment and are driven to their place of employment by someone else.
 - 1. The Director, ARD, upon review and approval, shall forward the parking request to the Space Management Division (SMD). A medical certification is required. The request and/or medical certification, as appropriate, may be evaluated by the Public Health Service or other contract health service provider. At a minimum, the medical certification will indicate the nature of the disability and that it is a permanent medical condition. Annual medical recertification is required. (Note: A state-issued handicapped placard or license plate does not constitute medical certification.)

d. Bicycles of employees, where feasible.

- 3. At the beginning of each fiscal year, the Secretary's Representative or the Senior Community Builder in each Field Office shall review and recertify parking spaces for the office. The recertification shall be forwarded to the ARD who will review and consolidate reports and forward to SMD by October 31.

5. **HEADQUARTERS INHOUSE CARPOOL/VANPOOL ASSISTANCE.**

A. **General Procedures.**

- 1. A pool selector board is available in the north lobby of the Headquarters building to facilitate the exchange of information among individuals who want to form or join a pool. Maps, cards, and instructions are available at the site and from OAMS, FMD.

6. **VISITOR PARKING.**

- A. **Headquarters.** FMD makes reservations for visitor parking. Arrangements must be made in advance and are restricted to individuals visiting the Department for the conduct of official business only.
 - 1. **Official Visitors.** Authorized visitor parking is limited to guests of the Assistant Secretary, equivalent, or higher level officials. Visitors must be

instructed to enter at the South parking lot. Parking information is required 24 hours in advance.

2. **Visiting Field Office Employees.** Parking reservations for Field Office employees visiting Headquarters must be made in advance by an authorized Field official, or designee. A parking fee is not assessed for a period of one week or less.

7. **TEMPORARY PARKING AT HUD HEADQUARTERS ONLY.**

A. **General Procedures.**

1. Employees requesting temporary parking for work on a special assignment must submit a written justification of the need for temporary parking and the expected duration. Requests must be approved by the appropriate Administrative Officer prior to submitting to FMD. This policy also applies to Field Office employees visiting Headquarters for a specified time.

8. **APPLICATIONS FOR PARKING PERMITS.**

A. **Agency Requirements.**

1. **Headquarters.** Parking assignments are certified and issued annually. Application dates will be advertised through electronic mail or other employee bulletins. All employees desiring a permanent parking assignment must complete, sign, and submit a Form HUD-76, Parking Application, to FMD, OAMS. This policy also applies to holders of valid permits at the time the application process commences. Late applications will be considered after initial assignments have been made, subject to the availability of space.
2. **Field Offices.** Field Office employees must direct requests for local parking requirements to the appropriate ARD, through their Administrative Officers.

9. **ASSIGNMENT OF PERMITS.**

A. **General Procedures.**

1. FMD in HUD Headquarters is responsible for the assignment of Headquarters Permits. Field Office employees must contact their ARD, through their Administrative Officers, regarding local parking arrangements.

10. APPEAL PROCESS FOR DENIED HANDICAPPED PARKING (HEADQUARTERS ONLY).

A. General Procedures.

1. Applicants who have been denied handicapped parking permits may submit a written request to appeal the decision to FMD in OAMS. The request must provide pertinent medical information affecting the applicant's condition and its impact on mobility. The request will be reviewed by a Medical Review Committee (MRC) comprised of at least one employee each from the Headquarters Health Unit, OAMS, the Office of Fair Housing and Equal Opportunity, the Office of Human Resources, and the Union. The MRC determines the criteria upon which appeals are evaluated, including the availability of public transportation and carpooling/vanpooling resources. A final decision will be rendered within 30 days following submission of the request.

11. TAXATION.

A. General Procedures.

1. The Director, FMD and the ARD's are responsible for identifying employees receiving a parking fringe benefit in excess of monthly limits determined by the IRS. The value of parking fringe benefits is reported annually to the servicing payroll office.

SECTION 2
HOME TO WORK

1. **SCOPE OF PROGRAM.** HUD ensures that Government passenger carriers operated by its employees are used for official purposes only.
2. **RESPONSIBILITIES.**
 - A. The Secretary of the Department of Housing and Urban Development through the Office of the Assistant Secretary for Administration is responsible for:
 1. Determining which employees are eligible to use home-to-work transportation. Determinations must be in writing and must be accomplished as soon as practicable. Determinations should be updated as necessary and must be recertified at least every 2 years. The authority to make determinations may not be delegated.
 2. Authorizing the use of home-to-work transportation only to the extent that such transportation will substantially increase the efficiency and economy of the Government.
 - B. The Assistant Secretary for Administration through OAMS is responsible for:
 1. Coordinating and compiling the information necessary for the Secretary's signature and reports to Congress on HUD employees authorized home-to-work transportation under any circumstances.
 2. Disseminating information to HUD Field Offices, updating regulations and procedures established by Congress, OMB, the Government Accounting Office, and GSA concerning home-to-work transportation.
 3. Submitting quarterly reports to Congress for home-to-work transportation provided to employees other than those holding positions eligible under the "field work" determination.
 - C. **Field Offices.** ASCs are responsible for approving each instance of home-to-work vehicle use on Daily Vehicle Utilization Log sheets for eligible employees. ARDs are responsible for controlling and reviewing the use of vehicles. All Field Offices are responsible for ensuring that employees complete the Daily Vehicle Utilization Log Sheet in his/her ASC or ARD jurisdiction.

3. **ELIGIBILITY REQUIREMENTS.**

A. **Criterion.**

1. HUD shall limit the use of Government passenger carriers between an employee's residence and his/her place of employment to:
 - a. Employees engaged in field work.
 - b. Contingency determinations for circumstances involving a clear and present danger, an emergency, or a compelling operational consideration.

4. **REPORTS.**

A. **Reporting Period.**

HUD Headquarters shall submit to Congress each initial determination and contingency determination, as well as supplemental information on each situation where a contingency determination is exercised not later than 60 calendar days after approval. HUD may consolidate any subsequent determinations into a single report and submit them quarterly.

SECTION 3
MOTOR VEHICLE MANAGEMENT

1. **USE OF MOTOR VEHICLES.**

A. **General Procedures.**

1. **Authorization.** The use of a motor vehicle for conducting official business must be authorized by an authorizing official. When use is necessary in an official travel status, authorization shall be documented on the travel order.
2. **Motor Vehicle Rentals While in Travel Status.** GSA's policy for short-term rental of motor vehicles by travelers on Temporary Duty (TDY) is to use the GSA contractors listed in the Federal Travel Directory. These contractors provide convenient locations and longer hours of service.
3. **Traffic Violations.** Any operator of a Government-furnished vehicle who receives a citation for a traffic violation, including parking violations, is responsible for paying or otherwise satisfying any applicable fine associated with the citation. Failure to discharge this obligation could result in suspension of Government driving privileges and appropriate disciplinary action.
4. **Seat Belts.** Each Federal employee occupying the front seat of a motor vehicle on official business, shall have the safety belt properly fastened at all times when the vehicle is in motion. Also, operators are responsible for informing passengers of the requirements of using seat belts while the vehicle is in motion. Nonuse of seat belts can result in disciplinary action.

2. **IDENTIFICATION CARD.**

A. **Description.**

1. All motor vehicle operators must have a valid State driver's license and identification or document (e.g., building pass, credential, or travel orders) in their possession at all times while driving a Government-furnished vehicle.

3. **ACCIDENTS AND CLAIMS – HEADQUARTERS AND FIELD.**

- A. **Reporting Accidents.** These provisions apply to all vehicles operated by authorized HUD employees conducting official business whether vehicles are GSA IFMS (dispatched or permanently assigned to HUD), commercial lease-rental, or vehicles owned by employee organizations.

1. **The Departmental Safety and Health Officer (DSHO)** must be notified within 48 hours if a vehicle accident involves a Federal and/or non Federal employee and results in a fatality or hospitalization of five or more such employees. If the vehicle operator is unable, because of personal injuries, to complete the reporting requirements, his/her supervisor, in coordination with the office that assigned the vehicle, shall assume the specified reporting responsibilities. The report shall relate the circumstances of the accident/illness, names of individuals involved, actions taken, number of fatalities and/or injuries and extent of injuries. Accidents not reported immediately, but which subsequently result in death within six months of the date of the accident, must be reported within 48 hours of the time the office becomes aware of the death.
 2. The motor vehicle operator is required by law or regulations to furnish the following offices specified information, either in person, telephone, or telefax regarding accident:
 - a. **Local Government.** Appropriate State, County, or municipal authorities, e.g., Police Department, Motor Vehicle Department (any vehicle source.)
 - b. **GSA IFMS.** The Chief of the GSA IFMS from which the vehicle was obtained, if an IFMS vehicle is involved (FPMR 101-39.802).
 - c. **Commercial Contractor.** The commercial rental contractor, if a commercial rental vehicle is involved.
 - d. The employee-operator's official supervisor (any vehicle source.)
 3. The vehicle operator shall furnish the following information: location of accident; names of persons involved in accident; license numbers of vehicles involved; extent of bodily injuries, if any; and extent of damage to vehicles and property. The vehicle operator shall make no statement as to the responsibility for the accident except to his/her official supervisor or to a Government investigation officer.
- B. **Reports.** A kit containing all the necessary forms for reporting a vehicle accident is located inside the glove compartment of each GSA vehicle.
- C. **Investigation.** Upon receiving preliminary notification of a motor vehicle accident, the Director, FMD, OAMS, (Headquarters) or designated Field Office Safety and Health Representative, as appropriate, shall review reports for completeness and arrange to have the accident investigated in accordance with following guidelines:

1. To ensure that complete information is available for the defense of suits which may be filed under the Federal Tort Claims Act, every motor vehicle accident which occurs during the conduct of official business shall be investigated. Standard Form 91-A, Investigation Report, shall be used for documentation purposes.
 2. Method and extent of the investigation shall be commensurate with the degree of severity of the accident considering whether a fatality occurred, severity of bodily injuries received, and extent of property damage. Where a fatality, severe bodily injuries or substantial property damage occurred, the Standard Form 91-A shall include all requested data (except Block 28a through 28d, Reviewing Official's Statement) with a narrative report to bring out all pertinent facts which are not fully explained on Standard Form 91. Other pertinent information such as sketches, photographs, police reports, physicians' statements or witnesses' should be included if obtainable. Further guidance may be obtained from the Office of Counsel, as appropriate.
- D. **Accidents Involving GSA IFMS Vehicles.** The FPMR Subpart 101-39-4 requires that where property damage is more than \$500 or bodily injury is involved, two copies of the complete report, including copies of Standard Form 91-A and all other supporting data, shall be forwarded to the Chief, GSA IFMS, assigning the vehicle. The investigation must be completed within 48 hours after the accident. Where property damage is less than \$500 and no bodily injury is involved, a copy of Standard Form 91 and any other available supporting data shall be furnished to GSA. Any difficulty in completing the investigation shall be reported immediately to the appropriate Chief, GSA IFMS, since GSA may investigate any accident involving an IFMS vehicle.
- E. **Retainment of Accident Reports.**
1. **Headquarters.** The Director, FMD, obtains the approval and signature as "Reviewing Official" by the Director, OAMS, for all Standard Forms 91-A covering Headquarters Office employees. Original reports are forwarded to Chief, GSA IFMS, if an IFMS vehicle is involved, or, for other vehicles, retained for submission to OGC if a tort claim is subsequently received. Motor vehicle accident reports should be maintained in individual folders by employee name and date of accident. Upon receipt of a claim, all pertinent documents must be attached to the claim, then forwarded to OGC, as appropriate. Copies of all documents, including claim forms, should be made for the safety reference file prior to releasing originals. The file should also reflect the date that the claim was released to Counsel.
 2. **Field Offices.** All Field Office Safety Representatives must retain a complete report copy in a safety management reference file and forward all originals to the ASC Safety Representatives (ASC SRs). ASC Directors are

“Reviewing Officials” for all Standard Forms 91-A submitted by employees under their purview. If the vehicle involved was obtained from a GSA IFMS, reports are forwarded to Chief, IFMS. For other vehicle sources the completed original reports are retained for submission to the OGC if a tort claim is subsequently received. Upon receipt of a claim, all pertinent documents must be attached to the claim, then forwarded to the OGC.

- F. **FPMR 101-39-704 and 39.807** provides that all cost incurred in the removal and repair of an IFMS vehicle or, in the case of total loss, the replacement of the vehicle will be chargeable to the employee-operator’s employing agency whenever it has been determined that such damage loss occurred as a result of misconduct, including, but not limited to, vehicle operation under the influence of alcohol or narcotics and willful abuse or misuse of a vehicle. Where a HUD official has accepted a GSA billing for repair or replacement costs, the details must be furnished to the DSHO for reporting purposes.

G. **Claim for Damage or Injury.**

1. **Headquarters.** Employee-operators making a claim against the Government are furnished copies of Standard Form 95, Claim for Damage, Injury or Death, and are required to forward the completed form and required attachments to the Director, FMD. After assembling all original reports and other pertinent data relating to incident, the claim is forwarded to OGC.
2. **Field Offices.** Employee-operators making a claim against the Government are furnished copies of Standard Form 95, Claim for Damage, Injury or Death, and are required to forward the completed form and required attachments to the appropriate ASC. After assembling all original reports and other pertinent data relating to incident, the claim is forwarded to the OC. A quarterly summary of all claims is to be provided to the ASC SR, to be forwarded to the DSHO.

4. **CONTROL OF MOTOR VEHICLES.**

A. **Departmental Requirements.**

1. **Daily Vehicle Utilization Report.**
 - a. **Field Offices.** Each operator of a Government-furnished vehicle must maintain a Daily Vehicle Utilization report and submit the report to the office that controls vehicles within that Field Office.
2. **Assignment of Vehicles.** The office controlling Government-furnished vehicles will review assignment of vehicles each six months to ensure a valid requirement exists for vehicle. If determined that utilization of a

vehicle does not justify the continued assignment to a particular individual or office, action will be taken to reassign or terminate use of vehicle.

3. **Credit Card.** GSA has a contract with a vendor for a fleet credit card that replaces the Standard Form 149, U.S. Government National Credit Card, and Standard Form 149A, U.S. Government Fleet Credit Card.
4. **Unmarked Vehicles.** The FPMR Subpart 101-38.6 requires that motor vehicles acquired for official purposes must be identified and carry the regular license plates issued by the State, Commonwealth, District of Columbia or possession in which the vehicle is principally operated. Exemptions from this requirement may be authorized upon written certification that conspicuous identification will interfere with the purpose for which the vehicle is acquired and used. The certification must state that the vehicle is acquired and used for the purpose of investigative, law enforcement or intelligence duties involving security activities and that identification would interfere with the discharge of such duties or endanger the security of individuals. Motor vehicles regularly used for common administrative purposes not directly connected with the above duties shall not be exempt.
5. **Use of POV.** A Government-furnished vehicle is the first resource when a vehicle is required for official travel performed locally or within commuting distance of an employee's designated duty station. If a Government-furnished vehicle is unavailable, you may use a Government contract rental vehicle. The use of a POV is authorized only when it is advantageous to the Government. The authorization to use a POV outside the employee's official duty station must be approved in advance on HUD-25, Travel Order Request and Authorization.

5. **REPORTING MOTOR VEHICLE MISUSE.**

A. **Processing of Reports.**

1. Reports are received from GSA and are controlled until final resolution.
2. OAMS, upon receiving a report of possible misuse, immediately prepares letters to GSA and to the complainant acknowledging receipt. A final reply is sent to both of the above addressees upon completion of an inquiry into the reported circumstances.
3. The entire case is forwarded to the appropriate ASC requesting that an inquiry be made of the incident and a report of findings and actions be furnished to OAMS.

4. The OIG should be requested, if necessary, to assist in investigating these reports as a misuse of a Government vehicle is a serious offense. Refer to FPMR 101-38.301.2 for further investigation and appropriate disciplinary action under 31 U.S.C., Section 1349 or, where appropriate, refer to the Attorney General for prosecution under 18 U.S.C., Section 641.

6. **FEDERAL FLEET AND TRANSPORTATION EFFICIENCY.**

A. **HUD's Leadership and Goals.**

1. HUD supports Executive Order (E.O.) 13149 "Greening the Government through Federal Fleet and Transportation Efficiency," which requires Federal agencies to take a leadership role in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of alternative fuel vehicles (AFVs) and alternative fuels. Reduced petroleum use and the displacement of petroleum by alternative fuels will help promote markets for more alternative fuel and fuel efficient vehicles, encourage new technologies, enhance the Nation's energy self-sufficiency and security, and ensure a healthier environment through the reduction of greenhouse gases and other pollutants in the atmosphere.
2. To the extent possible, HUD shall use alternative fuels in all vehicles capable of using them.

B. **Fulfilling the Acquisition of AFVs Requirement.**

1. HUD may acquire AFVs to meet the requirements of this order through lease from GSA, acquisition of original equipment manufacturer models, commercial lease, or any combination of these approaches. All vehicles, including those converted for alternative use, shall comply with all applicable Federal and State emissions and safety standards.
2. GSA will provide to Federal agencies information on acquisition plans of AFV manufacturers well in advance of budget and ordering cycles.

C. **Submission of Reports on Statutory Compliance.**

1. HUD must state its compliance with E.O. 13149 in an annual report to DOE on the reduction of petroleum consumption and vehicle acquisition plans.

D. **Vehicles Reporting Credits.**

1. HUD may acquire medium or heavy-duty dedicated AFVs or zero-emission vehicles to meet their AFV acquisition requirements.