



**FOREST SERVICE MANUAL
PACIFIC SOUTHWEST REGION (R5)
VALLEJO, CALIFORNIA
FSM 7100- ENGINEERING
OPERATIONS
CHAPTER 7130 - FLEET
MANAGEMENT**

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Approved: Jennifer Eberlien, Regional Forester

Date Approved: 9/14/2021

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Digest:

Added: 7131.01d - Modifications of Fleet Equipment. This section describes the Region 5 policy concerning approved and prohibited modifications, responsibilities of those involved.

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7131 - Acquisition and identification

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1. **Objective.** This policy complies with FSM 7130 and establishes regional controls to request, evaluate, and approve modifications to Forest Service fleet equipment that are deemed essential for the accomplishment of the agency's mission. For the purposes of this policy, Forest Service fleet equipment includes Working Capital Fund (WCF) owned equipment, Project-owned equipment, and motor vehicles leased from the General Services Administration (GSA). This policy ensures that modified fleet equipment will continue to meet motor vehicle safety standards, and provides safeguards against the unintended injury, property damage, and/or economic loss resulting from unsanctioned and unnecessary fleet equipment modifications.
2. **Policy.** Fleet equipment procured or leased by the Forest Service is configured and equipped according to user specifications and federal regulations before its placed into active service, and normally requires no further alteration or modification to perform its intended function. If fleet equipment is deemed to be inadequately configured or equipped during active service; units may request aftermarket modifications subject to the following guidelines.
 - a. No fleet equipment may be altered or modified from its original factory-delivered configuration unless approved by the Regional Director of Engineering.
 - b. Approval of readily attachable accessory equipment such as recovery winches, towing receivers/hitches, running boards, bed-liners, truck caps, camper shells, tonneau covers, toolboxes, and cargo management devices may be delegated to the Regional Fleet Manager.
 - c. All modifications to fleet equipment must be considered essential for the accomplishment of the agency's mission.
 - d. Modifications, once approved, apply to a specific item of serialized fleet equipment only.
 - e. All approved modifications must be performed by a certified automotive supplier following the Original Equipment Manufacturer (OEM) or final-stage manufacturer recommendations for the installation of aftermarket equipment.
 - f. The acquisition, installation, maintenance, and removal of modifications or accessory equipment must be funded by the responsible project, including any costs to restore equipment to its original configuration prior to sale, transfer, or disposal.
 - g. Modifications or accessory equipment left in place by responsible projects at the time of equipment turn-in will not be reimbursed by the WCF.
 - h. Radio installations sanctioned by the Chief Information Office (CIO) are not considered modifications and do not require approval from the Regional Director of Engineering.

- i. Requests to modify fleet equipment for the purpose of Reasonable Accommodation (RA) must first be adjudicated through the formal RA process.
3. **Prohibited Modifications.** Modifications that will affect the conformity of Forest Service fleet equipment with federal motor vehicle safety standards, or will invalidate the equipment's stated weight ratings, classification, or manufacturer warranties are expressly prohibited. Alterations or modifications, whether permanent or temporary, that serve to customize or personalize fleet equipment in any way are also prohibited. Examples of prohibited modifications include, but are not limited to, the following items.
 - a. Aftermarket lift and leveling kits including body, coil, and suspension kits.
 - b. Oversized/undersized wheel rims and tires.
 - c. Window tinting (does not apply to law enforcement vehicles).
 - d. Items which project an inappropriate appearance, such as radar detectors.
 - e. Decorative items, such as unofficial bumper stickers and decals.
 - f. Modifying or changing the original paint color scheme on any part of the equipment's body, bumper, and wheel rims.
4. **Responsibilities.**
 - a. Director of Engineering. Exercise Regional-level oversight and execution of this policy. Approve and disapprove requests for fleet equipment modifications as appropriate.
 - b. Regional Fleet Manager. Assist the Director of Engineering with the oversight and execution of this policy. Endorse and forward requests for modifications as appropriate. Exercise delegated approval authority as stipulated herein.
 - c. Forest Supervisors. Exercise Forest-level oversight and execution of this policy. Endorse and forward recommendations for modifications as appropriate. Disapprove and return requests for modification that do not meet the guidelines established in this policy.
 - d. Unit Fleet Managers. Assist Forest Supervisors with the oversight and execution of this policy. In consultation with Fleet Maintenance Staff, endorse and forward requests for modifications. Retain a copy of approved and disapproved modification requests in the equipment's asset history file.
 - e. Fleet Maintenance Inspectors. Provide technical assistance and support to Unit Fleet Managers and Forest officials in the oversight and execution of this policy. In collaboration with Unit Fleet Managers and Property and Procurement Service (PPS) officials, exercise good judgment and sound discretion when selecting suppliers to perform approved modifications. Inspect and approve the supplier's work before modified equipment is returned to service. Ensure that any equipment operated on public roads complies with the safety requirements specified in FSM 7130 and federal motor vehicle regulations. Record the completion of modifications on a maintenance work order in accordance with FSM 7130.

- f. Region/Zone Budget Officials. Coordinate requests for funding of fleet equipment modifications with Supervisors and Leads.
- g. Supervisors and Leads. Submit requests for modifications of fleet equipment in accordance with this policy. Collaborate with budget officials to secure funding as required. For WCF and Project-owned equipment, submit the Fleet Equipment Modification Request (**Figure 1**). For GSA-leased motor vehicles, attach a completed copy of the form GSA-2553A (**Figure 2**) to the Fleet Equipment Modification Request.
- h. Drivers and Operators. Do not alter or modify assigned fleet equipment without first obtaining approval in accordance with this policy. Recommend mission-essential modifications of assigned fleet equipment to your supervisor or lead.

**Figure 1. Fleet Equipment Modification Request
 (For WCF and Project-owned Equipment)**

Fleet Equipment Modification Request					
Unit (Select)	Door No.	Make	Model	Model Year	Property Type (Select)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Section 1 – Description and Justification					
<input type="text"/>					
Section 2 – Supervisors/Leads					
I understand the request to modify fleet equipment or to permanently install any accessory equipment must be submitted to the Regional Director of Engineering for review and approval. The requested modification or accessory equipment is essential for the accomplishment of the agency's mission. I understand and agree that all expenses associated with the modification or accessory equipment is funded by the responsible project using the job code and override provided.				Job Code:	<input type="text"/>
				Override:	<input type="text"/>
				Estimated Cost: (Attach estimate)	\$ 0.00
Position Title			Signature		
<input type="text"/>			<input type="text"/>		
Section 3 – Unit Fleet Manager					
Recommendation: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>				Signature	
<input type="text"/>				<input type="text"/>	
Section 4 – Forest Supervisor					
Recommendation: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>				Signature	
<input type="text"/>				<input type="text"/>	
Section 5 – Regional Fleet Manager					
Recommendation: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>				Signature	
<input type="text"/>				<input type="text"/>	
Section 6 – Director of Engineering					
Decision: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>				Signature	
<input type="text"/>				<input type="text"/>	
Retain a copy of this form in the equipment's master record folder.					
R5-7130-1 (07/21)			<input type="button" value="Reset"/>		

**Figure 2. Vehicle Modification/Accessory Equipment Request
 (For GSA-leased Motor Vehicles)**

VEHICLE MODIFICATION/ACCESSORY EQUIPMENT REQUEST				
<i>This request is in accordance with the Code of Federal Regulations set forth at 41 CFR §101-39.304 - Modification or Installation of Accessory Equipment</i>				
AGENCY CONTACT INFORMATION				
REQUESTING AGENCY:				DATE:
AGENCY CONTACT:			TELEPHONE NUMBER:	
E-MAIL ADDRESS:		BILLING OFFICE ADDRESS CODE (BOAC)/SERIAL NUMBER:		
VEHICLE INFORMATION				
TAG NUMBER:	YEAR:	MAKE:	MODEL:	MILEAGE:
<input type="checkbox"/> FOR MULTIPLE VEHICLES, ATTACH A LIST OF APPLICABLE VEHICLES <input type="checkbox"/> NATIONWIDE BLANKET REQUEST FOR ALL VEHICLES ASSIGNED				
DESCRIPTION/JUSTIFICATION OF REQUEST				
<i>Requests applying to multiple vehicles must have all of the same requirements. Submit separate forms (and vehicle lists, if applicable) for different requirements.</i>				
PAYMENT METHOD: <input type="checkbox"/> AGENCY FUNDED <input type="checkbox"/> GSA FUNDED <i>(Capitalization required if greater than \$1,000)</i>				
<input type="checkbox"/> ESTIMATE ATTACHED ESTIMATED COST OF MODIFICATION/ACCESSORY EQUIPMENT, INCLUDING INSTALLATION:				
IF REQUEST IS FOR A LIFT GATE OR TOW HITCH, PLEASE INCLUDE LIFT/TOW WEIGHT:				
AGENCY CONTACT APPROVAL				
<p>I agree that this modification/accessory equipment is essential to meet my agency mission needs and approve agency funding for this request including: acquisition, installation, maintenance, removal, and any cost to restore the vehicle to its original configuration prior to turn in. I further agree that if the modification/accessory equipment is left in place at time of turn in, my agency will NOT be reimbursed by GSA for the item(s).</p> <p>I understand that GSA funded modification/accessory equipment requests costing over \$1,000 (excluding wearable items) will be capitalized into the value of the vehicle and a monthly option rate will be assessed accordingly. I further understand that the equipment is GSA property, and will remain on the vehicle at time of turn in.</p> <p>I understand that this request to modify a GSA Fleet vehicle or to permanently install accessory equipment (as defined in 41 CFR §101-39.304) must be submitted to the GSA Fleet Zonal Fleet Manager for review and approval.</p> <p>I understand that the approval of this request is not an endorsement or guarantee that the addition of such equipment or modification of the vehicle as requested will not affect its safety or operational characteristics. GSA Fleet requires that any modifications and alterations to its motor vehicles be performed following the Original Equipment Manufacturer (OEM) recommendation(s) for the installation of aftermarket equipment, and that our agency is responsible for exercising good judgment and sound discretion in selecting a supplier to perform the installation or modification. I expressly acknowledge that our agency shall have no right of, and hereby waives any claim for, subrogation or reimbursement against GSA for a claim filed under the Federal Employees' Compensation Act or the Federal Tort Claims Act for injuries or death that may occur as a result of the installation of aftermarket equipment or vehicle modifications.</p> <p>I understand that this modification/installation of accessory equipment does not automatically exempt the vehicle from rotation with other vehicles due to under or overutilization. On high cost modifications/accessory equipment installations, agencies may request and GSA Fleet may grant an extension of the vehicle's replacement cycle assuming vehicle operating costs do not escalate.</p> <p>I understand that approval of this modification/accessory equipment request is NOT authorization for the vendor to perform the work. The vendor MUST receive authorization from the GSA Maintenance Control Center (MCC) prior to starting any work. Modification/accessory equipment estimated to cost over \$2,500 must be accompanied by three estimates.</p>				
AGENCY REPRESENTATIVE:			TITLE:	
SIGNATURE:			DATE:	
TO BE COMPLETED BY GSA				
NAME OF FLEET MANAGER:			TITLE:	
SIGNATURE:			DATE:	
NAME OF ZONAL FLEET MANAGER OR DESIGNEE:			TITLE:	
SIGNATURE:			DATE:	
GENERAL SERVICES ADMINISTRATION				GSA 2553A 3/2021