Who Are We?

• We are:
  • General Services Administration
    • Office of Government-wide Policy
      • Office of Asset and Transportation Management
        • Vehicle Policy Division

• We are not:
  • General Services Administration
    • Federal Acquisition Service
      • Office of Fleet Management
        • GSA Fleet (leasing)
        • GSA Automotive (buying)
Profile: Federal Motor Vehicle Fleets

- Total Inventory 661,628
  - Increased 3.3% over FY 2015
- Miles traveled 4.88 billion
- Operating costs $3.7 billion
- 22 large fleets (>2,000)

Fleet Composition Vehicle Type
- Trucks 62%
- Sedans 36%
- Buses/Ambulances <2%

Fleet Composition
- Agencies
  - USPS 34%
  - Civilian 39%
  - Military 27%

Fleet Composition Sources
- Agency-owned 70%
- GSA Fleet 29%
- Commercial lease <1% (FY2016)
Roles of the Fleet Manager

- Manager
- Supervisor
- Communicator
- Financial Analyst
- Data Analyst
- Vehicle Technician
- Procurement Officer
- Environmental Specialist
- Vehicle Disposal Manager
- Trainer
What every fleet manager needs to know:

- The Rules
- The Fleet
- The Data
- The Resources
Directives Hierarchy

LAWS

EXECUTIVE ORDERS

REGULATIONS, CIRCULARS, BULLETINS

GOVERNMENT-WIDE POLICIES

AGENCY REGULATIONS AND POLICIES
The Rules

Congressional statutes
Executive Orders
OMB Circulars
Comptroller General Decisions
GAO Reports/Findings

Government-wide regulations (That’s us!)
Advisory bulletins (Still us!)
Agency supplements (Your agency)
Bureau/Command policies (Still your agency)
The Rules

• 1949 Federal Property & Admin. Services Act – GSA, Interagency Motor Pools
• 1973/1990 Clean Air Act – Emissions
• 1986 Pass. Carrier Act – Home-to-Work
• 1989 Ethics Reform Act – Incidental Use
• Federal Motor Vehicle Expenditure Control Act, 40 U.S.C 175
The Rules

• EO 10579 – Interagency Motor Pools
• EO 13043 – Increasing Seat Belt Use
• EO 13693 – Planning for Federal Sustainability in the Next Decade
• OMB Circular A-11 – Budget Process
• OMB Circular A-76 – Commercial Activities
• OMB Circular A-119- Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities
The Rules - Regulations

- 41 CFR (FMR) 102-34 Motor Vehicle Management (Government-wide)
- 41 CFR 101-26.501 - Purchase of New Vehicles
- 41 CFR 101-39 - GSA Fleet
- 41 CFR 102-5 - Home-to-Work Transportation
- 41 CFR 102-39 - Exchange/Sale Authority
- 5 CFR 930, Subpart A—Motor Vehicle Operators (OPM reg; OPM covers drivers, not vehicles)

- Agency/Bureau FMR Supplements
102-34.200 What is official use of a motor vehicle owned or leased by the Government?

“Official use of a motor vehicle is using a motor vehicle to perform your agency’s mission, as authorized by your agency”

*Agency by agency decision*
The Rules - HTW

Home-to-Work Transportation with a GOV

- 31 USC 1344 and FMR 102-5
- Generally, not allowed unless-
  - Approved by the head of the agency for—
    - Field work (up to 2 years)
    - Clear and present danger (15 days)
    - Compelling operational consideration (15 days)
    - Emergency (15 days)
- Approval authority may not be delegated!
The Rules – Bulletins

- FMR B-1 Acquisition and display of official U.S. Government license plates
- FMR B-2 Use of hand-held wireless telephones
- FMR B-3 Use of tobacco products in motor vehicles
- FMR B-6 Proceeds from sale of agency-owned vehicles
- FMR B-11 U.S. Government License Plate Codes
- FMR B-15 Requirements for MIS in Federal Vehicle Fleets
- FMR B-19 Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet
- FMR B-28 Federal Employee Transportation and Shuttle Services
- FMR B-29 Accurately Reporting Passenger Vehicle Inventory in FAST
- FMR B-31 Government Motor Vehicle Fueling During Market Shortages
- FMR B-32 Posting Executive Fleet Vehicles on Agency Websites
- FMR B-33 AFV Guidance for Law Enforcement and Emergency Vehicle Fleets
- FMR B-35 Home to Work Transportation
- FMR B-38 Indirect Costs of Motor Vehicle Fleet Operations
- FMR B-43 Vehicle Allocation Methodology for Agency Fleets (March 2017)
What Is A Mission?

- Transportation of people
- Transportation of cargo
- Law enforcement
- Trades & crafts
- Special purpose
- Emergency response
- Accomplish mission; meet mandates!
The Fleet- So you need a vehicle

First things first
• Is this a new requirement?
• Does the vehicle replace an existing vehicle?
• Do you have the funding to purchase a vehicle?
• Do you have authority to purchase a vehicle?

Statutory authority and funding is usually in agency’s annual appropriations document.

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The Fleet- Acquisition Alternatives

- **GSA Lease (GSA Fleet)**
  - Best for vehicles that meet utilization standards
  - Simple, cost effective, provides management services and reports
  - Replacement schedules based on type and mileage
  - Non-mandatory source

- **GSA Purchase (GSA Automotive)**
  - Best for specialty vehicles and those that are critical to mission
  - Requires “management” and information collection
  - Replacements vulnerable to funding shortages
  - Mandatory Source

- **Commercial Lease through GSA (Schedule 751)**
  - For small quantities of cars, light trucks, and SUV’s
  - Maintenance and “Management” NOT included

- **Direct Commercial Lease**
  - Least desirable alternative

- **Privately Owned Vehicle (POV)**

- **Excess/Surplus Vehicles from other agencies**
The Fleet – Identification/Registration

License Plate Data

U.S. GOVERNMENT
FOR OFFICIAL USE ONLY

G10 00000 J

Related Sites
- GSA
- Auto Auctions
- AutoChoice
- F.A.S.T.

Other Interest
- USA.gov
- Data.gov
- Recovery.gov
- Whitehouse.gov

Unicor Forms
- SOP Recycling Old Tags
- SOP Replacing Damaged Tags

FMVRS Training
- FMVRS Training

Contact Information
Click here for more information on GSA Fleet
U.S. General Services Administration
1800 F Street NW, Washington, DC 20405
The Fleet – Identification/Registration

The Federal Motor Vehicle Registration System allows you to:

• Obtain your total Inventory of registered vehicles
• Obtain your total inventory of license plates
• Look up any vehicle’s license plate or registration
• Create a list of missing license plates
• Download the latest User’s Guide
• Take FMVRS training
• Vehicle identification cards
• Participation in FMVRS is mandatory if your vehicles display US Government license plates!
The Fleet – Identification/Registration
The Fleet – Identification/Registration

FMVRS – Agency Responsibilities

• Ensure all VINs & tags registered in FMVRS
• Update Tag status in FVMRS
  – “Received” if placing in storage
  – “Attached” when mounting on a vehicle
  – “Pending Destruction” if returned to UNICOR
  – “Missing” if lost or stolen
• Associate and disassociate tags with VINs
• Update POCs
• Return excess, expired, or damaged plates to UNICOR for destruction
The Fleet – Identification/Registration

FMVRS – GSA’s Responsibilities

• Federal Management Regulation (FMR) guidance for the identification/registration of fleet vehicles
  • *Vehicle Identification*, FMR 102-34.85-105
  • *License Plates*, FMR 102-34.110-150
  • *Identification Exemptions*, FMR 102-34.155-195

• Establishes license plate codes (prefixes)
  • FMR Bulletin B-11, *US Government License Plate Codes*

• GSA Fleet developed, manages, and maintains the system.
The Fleet – Identification/Registration

FMVRS – UNICOR Responsibilities

GSA has MOU on behalf of all agencies with UNICOR to provide official U.S. Government license plates under which UNICOR

• Provides web page and account for each agency purchasing plates
• Produces and ships plates
• Remakes damaged plates upon return
• Transmits license plate records to FMVRS
• Shreds returned plates and provides certificates of destruction
The Fleet- Types of Maintenance

- Preventative maintenance
- Unscheduled maintenance
- Accident repairs
- Warranty repairs

- Owned and commercially-leased motor vehicles

- GSA Fleet Program manages the maintenance of GSA Fleet vehicles
The Fleet- Fuel/Maintenance

- GSA’s SmartPay program offers fleet solutions to purchase fuel, maintenance, and repair of government owned/operated motor vehicles (along with aircraft, boats, and motorized equipment).

  http://smartpay.gsa.gov/content/fleet

- DOD’s Fleet Card Program


- Bulk Fuel: Defense Logistics Agency – Energy

The Fleet- Accidents -- What to Do

- Never admit fault
- Complete SF-91, Motor Vehicle Accident Report
- Complete SF-94, Statement of Witness
- Call local police; get copy of police report
- Complete CA-1 if injured
- Complete internal forms
- Take pictures if you have a camera
- Self-insured- Federal Tort Claims Act

Keep blank forms in vehicles
The Fleet -Vehicle Disposal Resources

• Federal Management Regulation 41 CFR 102-38 *Sale of Personal Property*
• Federal Management Regulation 41 CFR 102-39 *Exchange/Sale of Personal Property*
• [www.gsa.gov](http://www.gsa.gov) – Products and Services; Personal Property Sales
• GSA Regional Personal Property Management Offices
• GSA Area Property Officers
• Your agency National Utilization Officer
The Fleet- Replacement Cycles

• Minimum standards in FMR 102-34.270
• Agency Fleet Manager should establish replacement cycles for your agency-owned fleet
• Forecast replacement vehicle needs
• Best replacement cycles result in lowest overall costs
  – Lower maintenance costs
  – Higher sales proceeds
The Data - Categories

- Inventory
- Cost
- Utilization
- Fuel Consumption
Fleet Management Information System!!!

FMR § 102-34.340—Do we need a fleet management information system?
Yes, you must have a fleet management information system at the department or agency level that—
(a) Identifies and collects accurate inventory, cost, and use data that covers the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal); and
(b) Provides the information necessary to satisfy both internal and external reporting requirements, including:
   (1) Cost per mile;
   (2) Fuel costs for each motor vehicle; and
   (3) Data required for FAST (see § 102-34.335).
The Data – Managing It

The ACID Test

A Fleet Management System should be:

**Automated** – so it does the work, not you—an MIS is a tool, not a job

**Comprehensive** – accounts for all relevant data, including "invisible" costs like overhead

**Integrated** – with other agency systems, not stand-alone and duplicative

**Dedicated** – to fleet, not generic property management
• What Is A Qualified Fleet MIS?
  • GSA Bulletin FMR B-15 explains the requirements.

• Where Can I Get One?
  • Build one - custom
  • Buy one - COTS
  • Fleet Drive-Thru for GSA Fleet vehicles
  • FedFMS - free version of GSA Fleet’s MIS for agency-owned vehicles
The Data – Using It

• What Is Fleet Data Used For?
  • *Manage the fleet!*
  • *Use to help justify the fleet!*
  • Report on alternative fuel and sustainability goals (FAST)
  • Comply with GSA reporting requirements (FAST)
  • Support agency budget submission under OMB Circular A-11 (FAST)
  • Satisfy annual EIA Annual Survey of Alternative Fueled Vehicles (FAST)
  • Satisfy EPA EISA 141 LHGG report (FAST)
  • Justify fleet vehicles through VAM (FAST)
  • Populate OMB scorecards (FAST)
  • Populate annual SSPP
  • Any data reporting requirements of your agency
The Data – FAST

• What Is FAST?
  • Web-based reporting tool
  • *Not* an MIS
  • Joint project of GSA and DOE in 2000
  • Replaced manual reports
  • Satisfies multiple reporting requirements

• How Does FAST Work?
  • Primary 10-week data call October-December
    • Collects inventory, cost, utilization, fuel data
  • VAM/Fleet Management Plan call in May
  • EPAct 701 & EISA 246 data call in June
  • OMB A-11 budget data call in August
The Data – FAST Features

Besides collecting your data and satisfying all those reporting requirements, FAST also provides at no cost:

- Preprogrammed reports
- Full query capability
- User-customized reports
- Interactive trend analysis/data visualization
- Data validation
- Acceptance of XML feeds
- Full-time help desk
- Online help, training, FAQs, etc.
- Sandbox version for training/testing
- Full documentation
The Data – ALD is here!

• What changed in FAST?
  • Since 2000 data collection based on old paper form
  • Data collected in separate “buckets”
    • Inventory by type, cost/mileage by class, fuel by fuel type
    • Limited crosswalk among buckets
  • Asset level data (ALD) reporting
    • All data tied to specific vehicle
    • Easier reporting
    • Better data quality
    • Better data mining
The Data - ALD

- Specific detailed data reported for each vehicle

- 60+ data elements grouped by:
  - Vehicle Attributes
  - Vehicle Ownership
  - Vehicle Special Characteristics
  - Operations and Cost Data
  - Fuel Consumption and Cost Data
  - Out-year Acquisition, Disposal, and Cost Projections

- Agencies reporting ALD in October-December 2017

- More information at:
  https://fastweb.inl.gov/help/index.cfm/resources/vehicle-level-data
The Resources

• GSA Government-wide Policy
  • [http://www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy)
    • Federal Management Regulation 102-34
    • All current advisory bulletins
    • Library of documents
    • Contact information

• Federal Acquisition Service - GSA Fleet/Automotive
  • [http://www.gsa.gov/gsafleet](http://www.gsa.gov/gsafleet)
    • All about purchasing vehicles
    • All about leasing vehicles from GSA Fleet
    • Information on Fleet Drive-Thru and other tools

• FAST (Federal Automotive Statistical Tool)
  • [https://fastweb.inl.gov/](https://fastweb.inl.gov/)
    • Log-in page has agency help list, some public materials
    • Further access is username/password restricted
The Resources

- Department of Energy, Federal Energy Management Program (FEMP)
  - Sustainability dashboard
  - Summary of Federal requirements
  - Information on technologies and fuels
  - https://energy.gov/eere/femp/federal-fleet-management

- Environmental Protection Agency (EPA)-
  - EISA 141 Guidance on Low-Greenhouse Gas Emitting Vehicles

- Alternative Fuels and Advanced Vehicles Data Center
  - http://www.afdc.energy.gov/

- Office of Management and Budget
  - OMB Circular A-11, Preparation and Submission of Budget Estimates
  - https://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc
The Resources

- Energy Information Administration
  - [http://www.eia.gov/renewable/](http://www.eia.gov/renewable/)
  - Annual survey: [https://www.eia.gov/survey/form/eia_886/form.pdf](https://www.eia.gov/survey/form/eia_886/form.pdf) (satisfied by FAST)

- Federal laws/statutes

- Government Accountability Office (GAO)
  - Reports and Testimonies
  - Search Comptroller General Decisions

  - [https://www.astm.org/Standards/E2962.htm](https://www.astm.org/Standards/E2962.htm)

- Your Fellow Fleet Managers!
  - [http://www.gsa.gov/portal/content/103217](http://www.gsa.gov/portal/content/103217)

- Internal Revenue Service, Taxable Fringe Benefits
The Resources - Forums

- Motor Vehicle Executive Council (MVEC) ([http://www.gsa.gov/portal/category/102855](http://www.gsa.gov/portal/category/102855))
  - Sponsored by GSA/OGP
  - Monthly teleconference of agency headquarters fleet managers

- Federal Fleet Policy Council (FEDFLEET) ([http://www.gsa.gov/portal/content/102561](http://www.gsa.gov/portal/content/102561))
  - Sponsored by GSA/OGP
  - Quarterly teleconference of anyone in Federal fleet management

- INTERFUEL Working Group ([https://federalfleets.energy.gov/interfuel_working_group](https://federalfleets.energy.gov/interfuel_working_group))
  - Sponsored by DOE
  - Monthly meeting in Washington DC

  - Coordinated by GSA Fleet ([www.gsa.gov/fedfleet](http://www.gsa.gov/fedfleet))
  - Annual event in Washington DC
  - Training and seminar track for Federal fleet managers

  - Sponsored by DOE
  - Annual event in August, various locations

- NPMA NES and Regional Events (www.npma.org)
What now?

• Know your inventory
• Meet your customer and understand their missions
• Manage your budget
• Explore alternate forms of transportation
  – Public transportation
  – Motor Pool/Car Sharing
  – Interagency sharing
  – POV
  – Uber, Lyft
• Communicate- Internally and Externally
• Ask for help!
GSA Office of Government-wide Policy
Vehicle Policy Division
www.gsa.gov/vehiclepolicy
vehicle.policy@gsa.gov

GSA Federal Acquisition Service
GSA Fleet
www.gsa.gov/gsafleet
gsafleet@gsa.gov
You’ve Got Motor Vehicle Policy Questions?

We’ve Got Answers

Vehicle.Policy@GSA.Gov