



U.S. General Services Administration

Vehicle Allocation Methodology

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Government-wide Policy

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What is Vehicle Allocation Methodology?

The planning process used by Federal fleet managers to obtain their **Optimal Fleet Inventory**

A forward looking process to estimate agency fleet inventories and budget needs several years into the future based on the outcome of the most recent fleet survey

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What is an Optimal Fleet?

Completes the mission



Fuel efficient, least life cycle costs



Complies with all mandates



Justified

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What Requires a VAM?

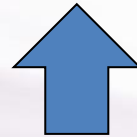
- Federal Management Regulation (FMR) 102-34.50 requires that executive agencies must establish and document a structured vehicle allocation methodology (VAM) to determine the appropriate size, number, and types of motor vehicles.
 - NOTE: This regulation does NOT exempt any vehicle from a VAM!
- Executive Order 13834?
 - <https://www.whitehouse.gov/presidential-actions/executive-order-regarding-efficient-federal-operations/>

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Obtain Optimal Fleet Through a VAM Process

Optimal Fleet



Tell the story



Make decisions



Conduct per vehicle survey



Review utilization criteria

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Tips for Developing Utilization Criteria

- Mileage: Historical, Expected miles traveled
- Hours spent on call or standby ready to go
- Number of trips per day, week, month
- Some measure of cost per mile; maintenance costs, etc.
- Hours of use
- Amount of vehicle downtime or time unavailable for mission
- Vehicle age and/or condition
- Can the vehicle meet required mission response times?
- Seasonal use/mission requirements
- The vehicle's criticality to the mission



Conduct a VAM Survey

- Conduct a VAM survey for each vehicle in your fleet at least every five (5) years. Who does it more than that?
- The study results should be sufficient to:
 - Identify unnecessary vehicles,
 - Identify vehicles that do not match mission or location requirements,
 - Ensure that optional vehicle features (such as 4-wheel drive, aftermarket equipment) are necessary, and
 - Identify opportunities for vehicle sharing.
- The study should also seek to identify new vehicle needs.

Need a sample VAM Study Questionnaire? Just ask.

Vehicle.Policy@GSA.Gov

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VAM Survey: Reveal what the data doesn't tell!

- The vehicle is used to accomplish what tasks?
- Is the vehicle import to accomplishing the agency's mission? How?
- Are there non-vehicle alternatives for accomplishing the mission?
- Does the vehicle need to carry more people, cargo, equipment that exceed it's current capacity?
- Can a smaller vehicle carry the required number of people, cargo, or equipment?
- Does the vehicle really need to carry that many people, that much cargo, or that much equipment?
- Can a vehicle be shared among several employees or offices?
- Does the vehicle positively impact or negatively impact the agency's sustainability goals, especially GHG reductions?



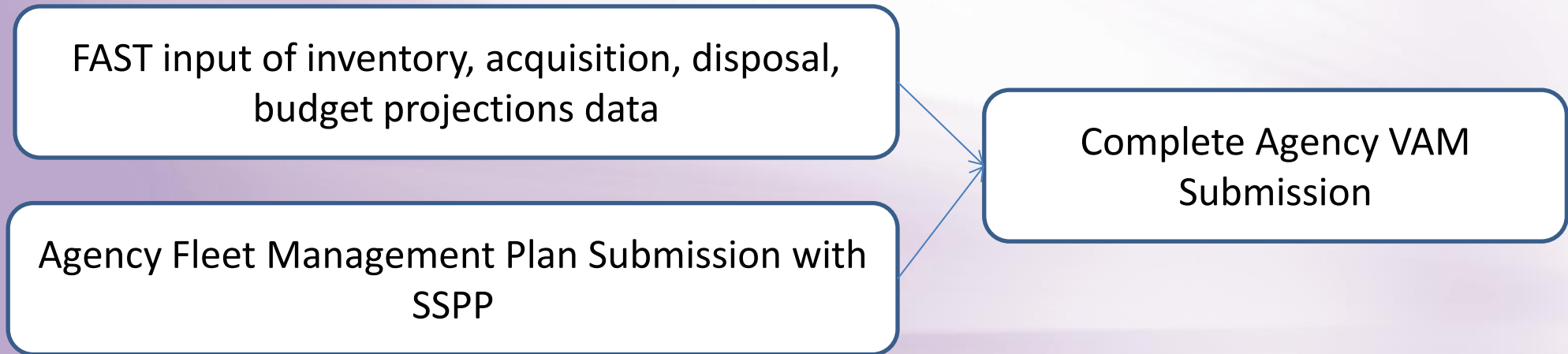
Identify Critical Mission Vehicles

- During the study, determine and document if any missions have a criticality that requires vehicle retention no matter what the utilization.
- Example: Continuity of Operations and emergency response vehicles.



Telling the Fleet Story: Data and Words

Agencies make two submissions to complete annual VAM reporting



In addition, the agency's **VAM Optimal Fleet Profile** is uploaded to FAST once after the most recent VAM study and updated as necessary.



TELLING THE FLEET STORY: DATA IN FAST

- FAST is collecting and reporting data on a per vehicle basis.
- For each vehicle in the fleet, each agency provides data elements divided into these general categories-
Basic vehicle attributes;
Ownership information;
Operational; and
Cost data

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Office of Government-wide Policy's Role

- Advise agencies on their VAM efforts.
- The GSA Office of Government-wide Policy (OGP) oversees fleet data collection.
- FMPs are reviewed for completeness and content.
- The results are discussed at Motor Vehicle Executive Council (MVEC) and FedFleet interagency meetings.

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VAM Help: VAM Bulletin B-43!

- The previous VAM FMR Bulletin B-30 is cancelled.
- B-43 can be found at:
- <https://gsa.gov/portal/content/102955#MotorVehicleManagement>





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