Vehicle Allocation Methodology and Federal Fleets

FedFleet 2018
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
What is an Optimal Fleet?

Completes the mission

Fuel efficient, least life cycle costs

Complies with all mandates

Justified
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 13693 (still here, for a while!)
Obtain Optimal Fleet Through a VAM Process

Optimal Fleet

Tell the story

Make decisions

Conduct per vehicle survey

Review utilization criteria
## Tips for Developing Utilization Criteria

<table>
<thead>
<tr>
<th>Mileage: Historical, Expected miles traveled</th>
<th>Hours spent on call or standby ready to go</th>
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</thead>
<tbody>
<tr>
<td>Number of trips per day, week, month</td>
<td>Some measure of cost per mile; maintenance costs, etc.</td>
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<tr>
<td>Hours of use</td>
<td>Amount of vehicle downtime or time unavailable for mission</td>
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<tr>
<td>Vehicle age and/or condition</td>
<td>Can the vehicle meet required mission response times?</td>
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<tr>
<td>Seasonal use/mission requirements</td>
<td>The vehicle’s criticality to the mission</td>
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Conduct a VAM Survey

• Conduct a VAM survey for each vehicle in your fleet at least every five (5) years.

• 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
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.
Make Decisions

For example:
• Change minivan to sedan – FY19
• Low utilization: eliminate FY18
• Replace with ZEV – FY19
• Change sedan to light truck – FY18
• Need 2 vehicles in this location by FY21
• Will not be needed after FY19
Telling the Fleet Story: Data and Words

Agencies make two submissions to complete annual VAM reporting:

1. FAST input of inventory, acquisition, disposal, budget projections data
2. Agency Fleet Management Plan Submission with SSPP

Complete Agency VAM Submission

In addition, the agency’s VAM Optimal Fleet Profile is uploaded to FAST once per VAM cycle and updated as necessary.
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.
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](https://gsa.gov/portal/content/102955#MotorVehicleManagement)
You’ve Got Motor Vehicle Policy Questions?

We’ve Got Answers

Vehicle.Policy@GSA.Gov

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