



U.S. General Services Administration

FedFleet

A graphic for "FedFleet 2023" featuring a cluster of hexagons. The hexagons contain images of a hand holding keys, a car's interior, a car's charging port, and various tools like wrenches and sockets. The year "2023" is displayed in red, with a target symbol integrated into the zero.

Federal Fleet Management Regulations and Policies

Connie Aaron, GSA OGP

Learning Objectives

- **Understand where regulations come from and how they supports federal agency missions.**
- **Learn the key laws, regulations and policies that impact Federal fleets.**
- **Identify stakeholders and key components of federal fleet management.**
- **Know where to find additional resources and information for managing a federal fleet.**

★ ★ **3 BRANCHES of U.S. GOVERNMENT** ★ ★

 **Constitution**
(provided a separation of powers)



Legislative
(makes laws)



Congress



Senate



House of Representatives



Executive
(carries out laws)



President



Vice President



Cabinet



Judicial
(interprets laws)



Supreme Court



Other Federal Courts

Regulations

- Issued by federal agencies, boards, and commissions
- Explain how agencies plan to carry out laws
- Require statutory authority
- Have force and effect of law
- Regulations are codified (arranged) in the Code of Federal Regulations (CFR)

Why Do Agencies Regulate?

Statute

A law directs an agency to issue regulations.

Executive Order

The President directs an agency to issue regulations.

Agency Initiative

An agency issues regulations under its existing authority.

Rulemaking

- **Process by which agencies create regulations (“rules”)**
- **Process required by statute**
- **Involves public “notice and comment”**

The Rulemaking Process

Publish

Publish a notice in Federal Register.

Comments

Seek input from the public and other agencies.

Finalize

Make necessary changes.
Respond to comments.
Provide date rule goes into effect.

GSA's Authority

The “Administrator of General Services” is authorized to prescribe regulations to carry out the following functions (40 U.S.C. 121(c)):

Procuring and supplying property and nonpersonal services, and performing related functions including contracting, inspection, storage, issue, setting specifications, identification and classification, transportation and traffic management, establishment of pools or systems for transportation of Government personnel and property by motor vehicle within specific areas, management of public utility services, repairing and converting, establishment of inventory levels, establishment of forms and procedures, and representation before federal and state regulatory bodies.

Using available property.

Disposing of surplus property.

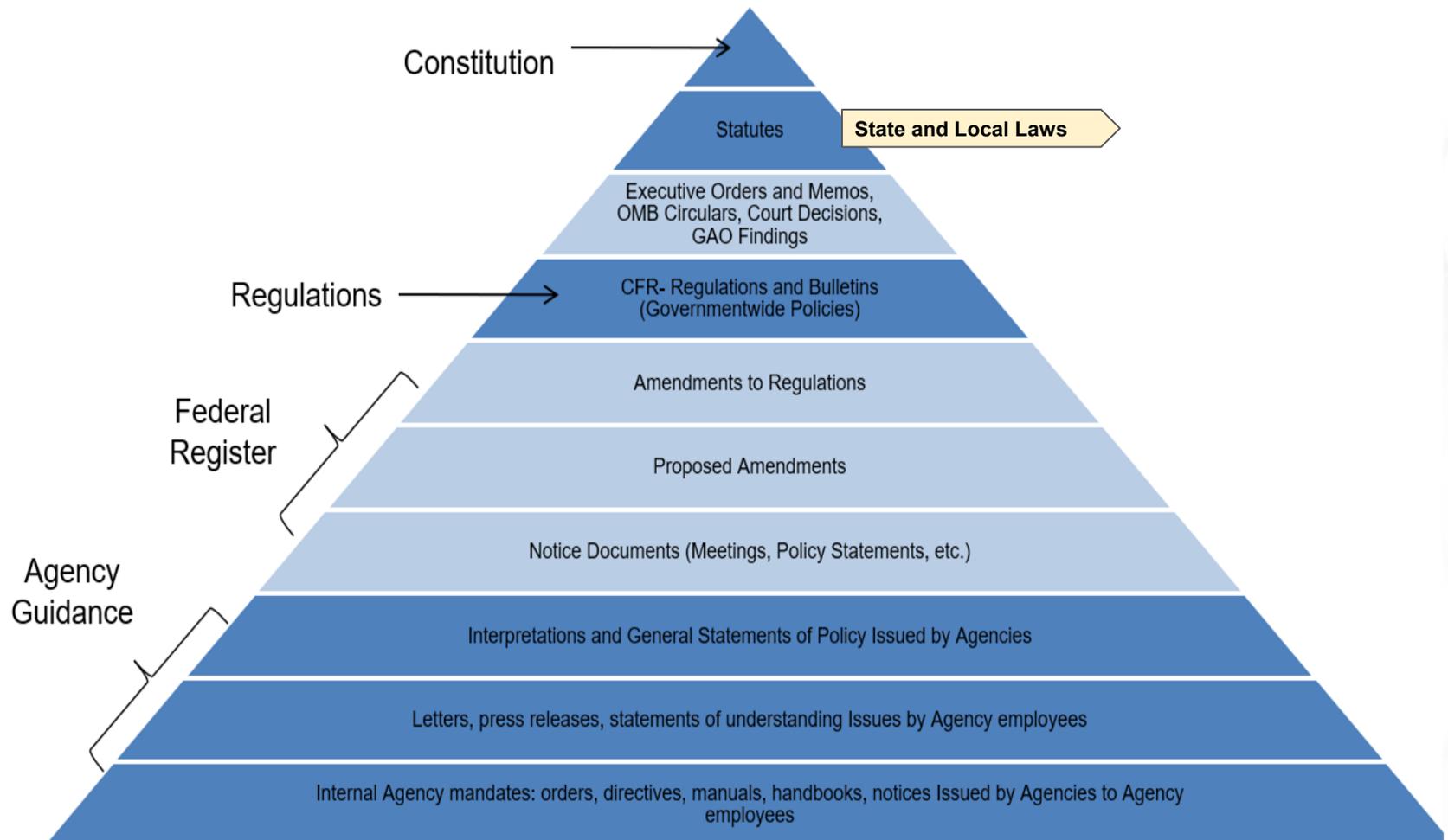
Records management.

GSA's Regulations

- FMR** Federal Management Regulation
Successor to Federal Property Management Regulation (FPMR)
- FTR** Federal Travel Regulation
- FAR** Federal Acquisition Regulation
GSA, NASA, and DoD are on the FAR Council.
- GSAR** GSA Acquisition Regulation
GSA's supplement to the FAR.



Hierarchy of Authority



Regulations

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Federal Fleet Management ...a little of this and a little of that!



Motor vehicles are personal property assets. Many property managers also manage their agency's federal motor vehicle fleet, travel management, aircraft fleet, real property, mail management, and transportation programs.

Profile: Federal Motor Vehicle Fleets

Source: FAST, preliminary FY 2022 dataset (subject to change), 11-Jan-2023

Total Inventory: 655,091

Miles Traveled: 4.31 billion

Operating Costs: \$5.03 billion

Fleet Composition by Vehicle Type

Trucks: 65.4%

Sedans: 33.3%

Buses/Ambulances: 1.3%

Fleet Composition by Agency Type

USPS: 36.8%

Civilian: 37.8%

Military: 25.4%

Fleet Composition by Vehicle Source

Agency-owned: 68.8%

GSA Fleet: 30.6%

Commercial Lease: 0.6%

ZEV Inventory: 2,675
(does not include low-speed vehicles)

What is Federal Fleet Management?

- Any agency that needs motor vehicles to function engages in some form of fleet operations and fleet management.
- The purpose of fleet management is to oversee all fleet acquisition and disposal activities and in-use management of the motor vehicles including maintenance in order to increase productivity and help your agency meet its mission requirements.
- Federal Fleet Management is regulated by 41 CFR 102-34 Motor Vehicle Management which makes it unique.



41 CFR 102-34 Motor Vehicle Management

- How to obtain fuel efficient vehicles
- Vehicle registration and identification procedures
- Defines **Official Use**
- Governmentwide minimum replacement standards
- Fuel, Maintenance, Disposal and Crash Reporting
- Federal Fleet Report

41 CFR 102-34 Motor Vehicle Management

- **Governs the economical and efficient management and control of motor vehicles that the Government owns, leases commercially or leases through GSA Fleet**
- **Applicable to Government-furnished equipment in order to ensure adequate control over the use of motor vehicles**
- **Plain language, question and answer format**
- **Defines terms (vehicles types, sources of supply, replacement standards)**
- **Defines scope (Military design vehicles excluded, law enforcement vehicles excluded from most provisions)**

41 CFR 102-34 Motor Vehicle Management

Fleet Management and Vehicle Life Cycle

- Acquisition
- In-Use Management
 - Identification and Registration
 - **Official Use**
 - Home to Work Transportation
 - Maintenance
 - Crash Management and Reporting
 - Fueling
 - Replacement Criteria
 - Asset Level Data Reporting
- Disposal

41 CFR 102-34 Motor Vehicle Management

Subpart B- Obtaining Fuel
Efficient Motor Vehicles

Vehicle Acquisition

- Purchase and lease vehicles that achieve maximum fuel efficiency
- Have body types, engine sizes, and options essential to agency mission
- Establish and document a structured vehicle allocation methodology (VAM)
- Fleet average fuel economy standards published each year by the Department of Transportation (www.dot.gov)

41 CFR 102-34 Motor Vehicle Management

Subpart C- Identifying &
Registering Motor Vehicles

In-Use Management

- Display identification that indicates:
- **“For Official Use Only” & “U.S. Government”**
- Identification of the agency or service that owns or leases the vehicle (seal or tag code)
- **Federal license plate is the preferred location**
- Register vehicles in the **GSAFleet.gov Vehicle Registration Service**
- Obtain US Government license plates from **UNICOR**

In-Use Management

41 CFR 102-34 Motor Vehicle Management

Subpart C- Identifying &
Registering Motor Vehicles

- Online Federal License Plate Desk Reference Guide at www.gsa.gov/vehiclepolicy
- GSAFleet.gov Vehicle Registration Service User guide
<https://gsafleet.gov/Vehicle-Registration-Service-User-Guide-Jan2022-v1.pdf?v=1.1>

In-Use Management

Exemptions to Government license plates and identification:

- **Limited (Agency head authorizes, up to three years) can now include administrative vehicles**
- **Unlimited (investigative, law enforcement, intelligence, or security duties)**
- **Special (President & heads of Executive Departments)**

41 CFR 102-34 Motor Vehicle Management

Subpart C- Identifying &
Registering Motor Vehicles

In-Use Management

41 CFR 102-34 Motor Vehicle Management

Subpart D- Official Use of
Government Vehicles

Official Use is:

Using a motor vehicle to perform your agency's mission(s), as authorized by your agency

In-Use Management

41 CFR 102-34 Motor Vehicle Management

Subpart D- Official Use of
Government Vehicles

Driver responsibilities:

- Operate, park, store, and lock as appropriate to prevent theft or damage
- **Obey all State and Local traffic laws**
- Use all safety devices including seat belts
- Pay any parking fees and fines

In-Use Management

41 CFR 102-34 Motor Vehicle Management

Subpart E- Replacement of
Motor Vehicles

Minimum replacement standards:

- Sedans - 3 years/60,000 miles
- Buses - Mileage only
- Trucks - By class, 6 years/50,000 miles minimum

In-Use Management

41 CFR 102-34 Motor Vehicle Management

Subpart F- Scheduled Maintenance
of Motor Vehicles

**Requires scheduled
maintenance programs:**

- Meet emission standards
- Meet warranty requirements
- Ensure safe & economical operation
- Meet manufacturer recommendations
- Ensure **recalls** are performed in a timely manner

In-Use Management

41 CFR 102-34 Motor Vehicle Management Subpart I- Motor Vehicle Fueling

Obtain fuel by:

Government charge card, fuel facility, or reimbursement (See OMB Circular A-123 for Gov't. charge card guidance)

Refuel using:

The fuel type & minimum grade recommended by the vehicle manufacturer

In-Use Management

41 CFR 102-34 Motor Vehicle Management

Subpart G- Motor Vehicle Crash
Reporting

Report crashes as follows:

- SF 91 - “Motor Vehicle Accident Report”
- SF 94 - “Statement of Witness”
- **Follow internal agency directives for owned & leased vehicles**
- **Report crashes of GSA Fleet vehicles to GSA Fleet**

41 CFR 102-34 Motor Vehicle Management

Subpart J- Federal Motor Vehicle
Fleet Report

In-Use Management

Agencies must have a fleet management information system at the department or agency level.

The Federal Fleet Report (FFR) compiles:

- Inventory, Acquisition, Cost, Mileage and Fuel Use data for Federal motor vehicles
- Reported annually through the Federal Automotive Statistical Tool (FAST) <http://fastweb.inel.gov>
- FAST also used to submit data for Energy Policy Act (DOE), OMB Circular A-11 Budget (OMB), and CEQ EV reporting

41 CFR 102-34 Motor Vehicle Management

Subpart H- Disposal of
Motor Vehicles

Disposal

Transfer ownership as follows:

SF 97-1 - "U.S. Government Certificate to Obtain Title to a Motor Vehicle" (Other forms may be required by jurisdiction)

Consult the following regulations for detailed instruction:

41 CFR Part 102-38 "Sale of Personal Property"

41 CFR Part 102-39 "Replacement of Personal Property Pursuant to the Exchange/Sale Authority"

41 CFR 102-5 Home to Work Transportation

HTW for employees is
generally NOT allowed

Approval authority may
not be delegated!

Employees may be approved HTW
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)
- Approved by person or specific job position
- **Field work** means official work requiring the employee's presence at various locations other than his/her regular place of work. (Multiple stops within the accepted local commuting area, limited use beyond the local commuting area, or transportation to remote locations that are only accessible by Government-provided transportation.)

41 CFR 102-5 Home to Work Transportation

- **Employees not covered by HTW:**
 - **Employees who are on official travel (TDY); or**
 - **Employees who are on permanent change of station (PCS) travel; or**
 - **Employees who are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when designated in writing as such by their agency head.**

41 CFR 102-5 Home to Work Transportation Virtual/Telework

- Oh so complicated...
- Each agency handles virtual workers a little differently with regards to home to work transportation.
- **Contact your agency's General Counsel's office for assistance on this issue.**
- Option to park at an alternate location such as the local Post Office or nearby Federal facility.
- HTW, Virtual Workers and EVs- oh my! Stay tuned!

Regulatory Bulletins

Informational in nature-- Guidance, not mandates

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 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-33	AFV Guidance for Law Enforcement and Emergency 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
FMR B-48	Guidance on Exchange/Sale Financial
FMR B-53	Use of Government-issued Fleet Charge Cards

<https://www.gsa.gov/policy-regulations/regulations/federal-management-regulation/federal-management-regulation-fmr-related-files#MotorVehicleManagement>

41 CFR 101-26.5 GSA Procurement Programs

GSA Fleet is the mandatory source for procurement of all new non-tactical motor vehicles for the DoD and Federal executive agencies.

The Federal Vehicle Standards classifies various types and sizes of commercially available vehicles, and establishes minimum technical, quality, and optional equipment specifications. Published by GSA Fleet annually.

<https://vehiclestd.fas.gsa.gov/CommentCollector/Home>

41 CFR 101-39 GSA Fleet

Provides specific information on leasing vehicles from GSA Fleet.

GSA Fleet customers should reference the GSA Fleet Customer Leasing Guide for information on leasing from GSA Fleet:

https://drivethru.gsa.gov/help/Customr_Leasing_Guide.pdf

Note: GSA Fleet full service vehicle leasing program is not mandatory.

Agency Directives, Handbooks and Policies

Fleet Managers should seek out and learn internal directives, handbooks, and policies regarding the management of the motor vehicle fleet.

Get to know your Agency Fleet Manager, Agency Property Manager, Agency Travel Manager and Agency Sustainability Officers.

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/agency-fleet-manager-information>

Executive Order 13513- 2009

FEDERAL LEADERSHIP ON
REDUCING TEXT MESSAGING
WHILE DRIVING

- Agency issued internal guidance
- FAR Citation-
Encouraging Contractor
Policies to Ban Text
Messaging While Driving

Note: Agencies must adhere to State and local laws regarding safety including the use of mobile devices while driving.

A light gray thought bubble with a small lightbulb icon at the bottom, containing the text "GSA does not regulate local travel."

GSA does not regulate local travel.

41 CFR 301 Temporary Duty (TDY)

How does the FTR relate to fleet management?

- **Defines methods of transportation agency may authorize for TDY including government vehicles.**
- **Agency must select the method most advantageous to the Government, when cost and other factors are considered.**

41 CFR 301 Temporary Duty (TDY)

How does the FTR relate to
fleet management?

For what purposes may a government vehicle used while TDY? Only official purposes which include transportation: Between places of official business; Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; Between either paragraph (a) or (b) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or as otherwise authorized by your agency under 31 U.S.C. 1344.

National Archives and Records Administration (NARA)

GRS 5.4 Facility, Equipment, Vehicle, Property and Supply Records

- Formerly known as General Records Schedule 10 Motor Vehicle and Aircraft Maintenance and Operations Records
- <https://www.archives.gov/files/records-mgmt/grs/grs05-4.pdf>

Transmittal No. 27
January 2017

General Records Schedule 5.4

GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</p> <p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none">• statistical and narrative reports• studies• requests for space using Standard Form 81 or equivalent• space assignments and directories• inventories of property, equipment, furnishings, stock, and supplies• reports of survey regarding lost, damaged, missing, or destroyed property• requisitions for supplies and equipment• records tracking supply and procurement requirements• records scheduling and dispatching vehicles, monitoring use, and reporting use• related correspondence <p>Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).</p> <p>Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p>Exclusion 3: Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</p>	<p>Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0001

OPM Regulates Drivers, not GSA

- **CFR Title 5 Part 930**
 - **Programs for Specific Positions and Examinations (Miscellaneous)**
 - **Subpart A- Motor Vehicle Operators**
 - **Definitions**
 - **Medical Examinations**
 - **Authorizations**
 - **Corrective Actions**
- **Does your agency internal policies on drivers reference this regulation?**

Sample Agency Policy

- **Agency Fleet Manager developed a tool to ensure employees are eligible to drive a GOV.**
- **Driver Authorization Tool automated through SmartSheet**
- **Coordinated with agency's Safety and Occupational Health Manager**

Sample Agency Policy

I agree:

1. To ensure that other modes of transportation such as public transportation, taxis, Government shuttles, vehicle sharing/pooling (e.g., Uber, Lyft, and DRM), have been considered and are not available or it has been determined use of a GOV is most advantageous to the Government.
2. To take any required driver training.
3. To read and comply with Motor Vehicle Management Manual.
4. To not text and drive.
5. To immediately report to my supervisor if I should not drive due to a medical reason.
6. To immediately report if my State driver's license is suspended or revoked to my supervisor.
7. To report all driving violations/citations and accidents caused by me while driving a GOV to my supervisor.
8. To be personally responsible for any driving violation or parking fines.
9. To not use handheld cell phones, smartphones, or internet connected devices while driving where prohibited by law.
10. To always use seat belts and make sure all passengers are wearing seat belts before starting the car.
11. That I know that any employee who uses or authorizes the use of Government vehicles for other than official purposes is subject to disciplinary action, and that willful misuse of a Government vehicle requires suspension without pay for at least one month.
12. I will not drive a vehicle over one ton load capacity, or for law enforcement or emergency services, or to transport dangerous materials, without either completing a driver's test or obtaining a waiver for the test from the Chief Administrative Services Officer.
13. That I will not use a GOV to transport non-Federal employees while conducting official business without approval from my supervisor.
14. To not use a GOV for Home to Work transportation without written authorization from the Administrator.
15. That agency vehicles use telematics to monitor vehicle usage, that no expectation of privacy is to be assumed, and that operators performing unauthorized activities are subject to disciplinary action.

Environmental Mandates

Where do I go for help?

Energy Policy Acts (EPAAct) of 1992 and 2005, the Energy Independence and Security Act (EISA) of 2007, GSA FMR, and Executive Orders

Department of Energy (DOE)
Federal Energy Management
Program (FEMP)

<https://energy.gov/eere/femp/federal-fleet-management>

GSA

www.gsa.gov/vehiclepolicy

www.gsa.gov/gsafleet

www.gsa.gov/evse

www.gsa.gov/afv

White House Council on
Environmental Quality (CEQ)

<https://www.sustainability.gov/index.html>

**Agency Sustainability
Officer/Agency Climate Office**

Environmental Mandates Fleet Electrification

Executive Order 14057-Catalyzing America's Clean Energy Industries and Jobs through Federal Sustainability

“100 percent zero-emission
vehicle acquisitions by 2035,
including 100 percent zero-
emission light-duty vehicle
acquisitions by 2027;”

ZEV, EVs, PHEVs, EVSEs, ZPAC,
Workplace Charging ...oh my!

<https://www.whitehouse.gov/briefing-room/presidential-actions/2021/12/08/executive-order-on-catalyzing-clean-energy-industries-and-jobs-through-federal-sustainability/>

Environmental Protection Agency (EPA)

Energy Independence and
Security Act (EISA) of 2007

EISA 141 requires federal
agencies to acquire low
greenhouse gas (GHG) emitting
vehicles.

<https://www.epa.gov/regulations-emissions-vehicles-and-engines/federal-fleets-using-low-greenhouse-gas-emitting-vehicles>

Where do I go for policy questions in my agency?

- **Agency Fleet Manager**
- **Agency General Counsel's office**
- **Agency Directives and Guidance Documents**
- **Agency Travel Manager**
- **Contracting Officer with regards to contractor use of GOVs**

Don't forget your
most valuable
resource to ask
for assistance....

**Your Fellow Fleet
and Property
Managers!**

[https://www.gsa.gov/policy-
regulations/policy/vehicle-management-
policy/agency-fleet-manager-information](https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/agency-fleet-manager-information)

It's the law! Miscellaneous Stuff

**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**

**1992/2005 Energy Policy Act –
Alternative Fuels and AFVs**

**Federal Motor Vehicle
Expenditure Control Act (FMVEC)
40 U.S.C 175**

What's the deal?

FMR vs FPMR

Federal Property Management
Regulation &
Federal Management Regulation
(FPMR & FMR)

41 CFR 101-26.501 (Purchase of New Motor Vehicles)

41 CFR 101-39 (Interagency Fleet Management Systems = GSA Fleet)

GSA Fleet Customer Leasing Guide
https://drivethru.gsa.gov/help/Customer_Leasing_Guide.pdf

41 CFR 102-5 (Home-to-Work Transportation)

41 CFR 102-34 (Motor Vehicle Management)

41 CFR 102-39 (Replacement of Personal Property Pursuant to the Exchange/Sale Authority)

41 CFR 301 (Federal Travel Regulation)

EO's and OMB Circulars

Fleet Management and the Executive Branch

EO 10579 – Interagency Motor Pools

EO 13043 – Increasing Seat Belt Use

**EO 14008 – Tackling the Climate
Crisis at Home and Abroad**

**Executive Order 14057-Catalyzing
America's Clean Energy Industries
and Jobs through Federal
Sustainability**

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 (ASTM
Standards)**

The internet is a wealth of information, but....

Not eCFR.gov

Cornell Law School
Legal Information Institute [LII]
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LII > Electronic Code of Federal Regulations (e-CFR) > [Title 41. Public Contracts and Property Management](#)
> Subtitle C. Federal Property Management Regulations System > Chapter 102. FEDERAL MANAGEMENT REGULATIONS > Subchapter B. PERSONAL PROPERTY > **Part 102-34. MOTOR VEHICLE MANAGEMENT**

41 CFR Part 102-34 - MOTOR VEHICLE MANAGEMENT

CFR

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Subpart A - General Provisions (§§ 102-34.5 - 102-34.35)
Subpart B - Obtaining Fuel Efficient Motor Vehicles (§§ 102-34.40 - 102-34.80)
Subpart C - Identifying and Registering Motor Vehicles (§§ 102-34.85 - 102-34.195)
[Subpart D - Use of Government Motor Vehicles \(§§ 102-34.200 - 102-34.250\)](#)

<https://www.law.cornell.edu/cfr/text/41>

Random internet search may lead you to agency policy- not governmentwide policy!

GOVERNMENT OWNED VEHICLES.doc 1 / 1 | - 100% + | [Print] [Share]

USE OF GOVERNMENT OWNED VEHICLES

Government chauffeured cars are available in Headquarters for use by the Administrator, Deputy Administrator, and Chief of Staff (when available) under authorized circumstances. They may also be used by Management Board members only if available and scheduled in advance. Other Government motor vehicles are available at most SBA locations for use by Agency executives and employees.

Improper use or the appearance of improper use of Government motor vehicles can be embarrassing and undermine public confidence.

As authorized by law, all vehicles owned or leased by SBA, or obtained from the GSA motor pool, are to be used for conducting official Government business. Use for other purposes is strictly forbidden. Improper use of Government vehicles carries a mandatory penalty of a 30 day suspension.

Trips to hotels and restaurants using Government owned or leased vehicles are not appropriate unless those trips are unquestionably business related. Even then, it is desirable from a public confidence viewpoint, to avoid the appearance of misuse.

You cannot use Government vehicles to travel to or from your domicile, except as authorized by law. There is only a very narrow range of circumstances under which this is permissible. All such use must have the prior written approval of the Administrator or other designated official. However, no official may approve use of a Government vehicle for himself or herself.

Resources

- **Federal Register**
(www.gpoaccess.gov/fr)
Daily publication site for Executive Orders, Regulations, Agency notices, etc.
- **Code of Federal Regulations**
(www.gpoaccess.gov/cfr)
Integrated publication of permanent rules (50 titles)
- **Federal Property Management Regulation & Federal Management Regulation (FPMR & FMR)**
(www.gsa.gov/fmr)
- **Federal Acquisition Regulation (FAR)** (www.gsa.gov/far)
- **Federal Travel Regulation (FTR)**
(www.gsa.gov/ftr)
- **Individual Agency Regulations and Directives**

Resources

Tip of the Day

FAST Help Webpage

- **List of Underlying Requirements for FAST Reporting-** Why am I having to collect all this data for each vehicle?
- **Frequently Asked Questions (FAQs)**
- **Glossary of Terms**
- **FAST Program Points of Contact**
- **<https://fastweb.inl.gov/help/>**

Resources
GSA, Office of
Government-wide
Policy (OGP)
www.gsa.gov/ogp

Office of Transportation & Asset Management

Vehicle Policy Division

- **FMR 102-34 Motor Vehicle Management**
- **FMR 102-5 HTW Transportation**
- **FMR Bulletins**
- **Federal License Plate Program**
- **Manage FAST with DOE**
- **Publish annual Federal Fleet Report**
- **Manages FEDFLEET**
- **Helps formulate policy in conjunction with OMB, CEQ, DOE, EPA, Congress, White House**

Travel, Relocation, Mail & Transportation

- **Federal Travel Regulation (FTR)**

Personal Property Division

- **FMR 102-35 to FMR 102-42 (Disposal, Exchange Sale U&D)**

Office of Evidence & Analysis

- **Federal Fleet Inventory Tool**

Resources

GSA

**Federal Acquisition
Service (FAS)**

GSA Fleet

www.gsa.gov/gsafleet

Vehicle Buying

Vehicle Leasing

FedFMS (MIS for agency owned)

GSAFleet.gov

Federal Fleet Management Cert

Desktop Workshops

FedFleet Annual Training Event

Telematics

Safety Training

ZEV Team

GOV Recalls

GSA Fleet Card

Accident & Maintenance Control Ctr

Short Term Rentals (STR)

GSAAuctions.gov

Federal Vehicle Standards

Vehicles & Accessories from GSA

Schedules

**Full service fleet management and
more!**

Resources

- **Federal Tort Claims Act:**
<https://www.govinfo.gov/content/pkg/USCODE-2011-title28/pdf/USCODE-2011-title28-partVI-chap171.pdf>
- **Government contractor insurance requirement (FAR 51.202(a)(2)):**
<https://www.acquisition.gov/far/51.202>
- **Agency, contractor and personal liability:**
<https://www.ecfr.gov/current/title-41/section-101-39.406>

Resources

Department of Energy, Federal Energy Management Program (FEMP)

- Sustainability dashboard
- Summary of Federal requirements
- Information on technologies and fuels
- <http://energy.gov/eere/femp/sustainable-federal-fleets>

Federal Fleet Management Handbook- Now interactive on this site!

<https://www.energy.gov/eere/femp/resources-federal-fleet-management>

Alternative Fuels and Advanced Vehicles Data Center

<http://www.afdc.energy.gov/>

FAST (Federal Automotive Statistical Tool)

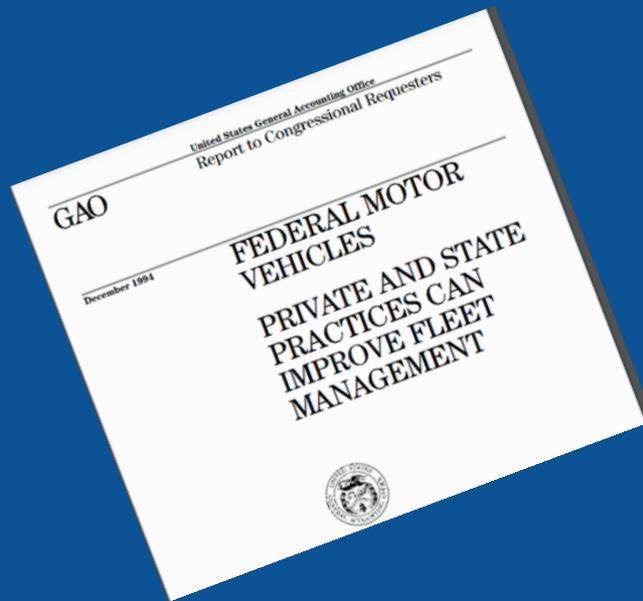
<https://fastweb.inl.gov/>

Resources

Workplace Charging FAST Act Implementation:

- https://www.gsa.gov/cdnstatic/General_Supplies_Services/guidance_for_federal_agency_implementation_of_workplace_charging_electric_vehicle_supply_equipment.pdf
- <https://www.energy.gov/eere/emp/electric-vehicle-workplace-charging>

Resources



Office of Management and Budget OMB Circular A-11, Preparation and Submission of Budget Estimates

<https://www.whitehouse.gov/omb/information-for-agencies/>

Federal laws/statutes

<https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>

Government Accountability Office (GAO)

Reports and Testimonies

<http://www.gao.gov/>

Search Comptroller General Decisions

<http://www.gao.gov/legal/appropriations-law-decisions/search>

ASTM International Standard Guide for Fleet Management

<https://www.astm.org/Standards/E2962.htm>

Resources

Federal Fleet Policy Council (FEDFLEET)
<http://www.gsa.gov/portal/content/102561>

Quarterly online GSA/OGP

INTERFUEL Working Group
https://federalfleets.energy.gov/interfuel_working_group

Quarterly online DOE FEMP

FEVAR Working Group (Email
federal.fleets@nrel.gov)

Monthly online DOE FEMP

FedFleet Conference
<https://www.gsa.gov/fedfleet>

Annual

Energy Exchange
<https://www.energy-exchange.com/>

Annual event DOE FEMP

NPMA NES and Regional Events

INNOVATIONS IN FLEET MANAGEMENT
AWARD

<https://www.npma.org/page/FleetManagementAward>

What now?

- Know your inventory
- Meet your customers 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!**

**You've Got Motor Vehicle Policy Questions?
We've Got Answers**

vehicle.policy@gsa.gov