FedFleet 2024

Federal Fleet Management Regulations and Policies

Tuesday, January 23, 2024
3:15 PM - 4:15 PM

REPEATED

Thursday, January 25, 2024
2:15 - 3:15 PM

www.gsa.gov/FedFleet
Learning Objectives

• Understand where regulations come from and how they support 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.
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

<table>
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>FMR</td>
<td>Federal Management Regulation (Successor to Federal Property Management Regulation (FPMR))</td>
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<tr>
<td>FTR</td>
<td>Federal Travel Regulation</td>
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<tr>
<td>FAR</td>
<td>Federal Acquisition Regulation</td>
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<tr>
<td>GSAR</td>
<td>GSA Acquisition Regulation (GSA’s supplement to the FAR)</td>
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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 (non-tactical)

Total Inventory: 656,494
20 Large Fleets (> 2,000 veh)
Miles Traveled: 4.30 billion
Operating Costs: $5.04 billion

Fleet Composition by Vehicle Type
- Trucks: 65.4%
- Sedans: 33.3%
- Buses/Ambulances: 1.3%

Fleet Composition by Agency Type
- USPS: 36.7%
- Civilian: 36.6%
- Military: 26.7%

Fleet Composition by Vehicle Source
- Agency-owned: 68.8%
- GSA Fleet: 30.6%
- Commercial Lease: .64%

Foreign Fleet: 5.9%
Domestic Fleet: 94.1%

ZEV Inventory: 2,705 (does not include low-speed vehicles)

Source: FAST, FY 2022 dataset (subject to change)
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
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 study (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
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
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)
Official Use is:
Using a motor vehicle to perform your agency’s mission(s), as authorized by your agency.
In-Use Management

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
Minimum replacement standards:

- Sedans - 3 years/60,000 miles
- Buses - Mileage only
- Trucks - By class, 6 years/50,000 miles minimum
41 CFR 102-34
Motor Vehicle Management
Subpart F- Scheduled Maintenance of Motor Vehicles

In-Use Management

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
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
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”
In-Use Management

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
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](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 102-5
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.)
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.
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
FMR B-2023-55 Fleet Management Information Systems

Access the latest Motor Vehicle Management Advisory Bulletins
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:


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.

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.
临时公务（TDY）

41 CFR 301

临时公务（TDY）

如何将FTR与车队管理联系起来？

GSA不监管本地差旅。

定义了机构在TDY期间可能授权的交通方式，包括政府车辆。

机构在考虑成本和其他因素时，必须选择对政府最有利的方法。
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
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
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 DRW), 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.


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?


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
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!

Energy Independence and Security Act (EISA) of 2007

EISA 141 requires federal agencies to acquire low greenhouse gas (GHG) 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!

It's the law!

**Miscellaneous Stuff**

- 1973/1990 Clean Air Act – Emissions
- 1989 Ethics Reform Act – Incidental Use
- 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

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…

Random internet search may lead you to agency policy- not governmentwide policy!
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 Acquisition Regulation (FAR) (www.gsa.gov/far)
- Federal Travel Regulation (FTR) (www.gsa.gov/ftr)
- Individual Agency Regulations and Directives
• 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
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

Federal Acquisition Service (FAS)
GSA Fleet
http://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


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/femp/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

Government Accountability Office (GAO)
Reports and Testimonies
http://www.gao.gov/

Search Comptroller General Decisions

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 (TNCs)
- Communicate - Internally and Externally
- Ask for help!
You’ve Got Motor Vehicle Policy Questions? We’ve Got Answers

vehicle.policy@gsa.gov