VAM, FMPs and Budget Narrative

Presenter: Eric Adams (GSA)
Panelists: Panel: Ron Rogers (DOL), Michelle Kirby (INL), and Dionne Chisolm (DHS)
Session Objectives

- Discuss what the VAM is and its value to fleet management
- Discuss the OMB A-11 process including FMPs and Budget Narratives
- Discuss the VAM, FMPs and Budget Narrative best practices
What is the Vehicle Allocation Methodology

A planning process used by Federal Fleet managers to identify their optimal fleet inventory.

A process that tells the story of where your fleet is now and where it potentially needs to go to obtain that optimal fleet inventory.
What is an optimal fleet?

- Completes the mission
- Fuel efficient, least life cycle costs
- Complies with all mandates

Justified
Federal Management Regulation (FMR) 102-34.50(b) 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.

- GSA Bulletin FMR B-43

NOTE: This regulation does NOT exempt any vehicle from a VAM.
Conduct a Vehicle Allocation Methodology Study

- Conduct a VAM study of each vehicle in your fleet at least every five (5) years
  - Suspect that most fleets complete some sort of vehicle evaluation every year at vehicle acquisition/replacement time.
  - Conduct a VAM study when your agency and fleet missions change.
- The study results should be sufficient to:
  - Justify the size and composition of the agency fleet.
  - Identify unnecessary vehicles.
VAM Study: Obtaining Optimization

❖ The vehicle is used to accomplish what tasks?
❖ Is the vehicle important for 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 its 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?
Optimal Fleet Profile - FAST

A by the numbers snapshot of the optimal fleet identified by your VAM

- Update only when completing a new VAM.
- FMP/Budget Narrative describes progress toward this optimal fleet.

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<th>Petroleum Dedicated Vehicles</th>
<th>Petroleum Dedicated LGHG Vehicles</th>
<th>Hybrid &amp; Petrol/Alt Multi-Fuel Vehicles</th>
<th>Alt Fuel Dedicated Vehicles</th>
<th>Zero Emission Vehicles</th>
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Telling the Fleet Story: OMB Budget Submission

FAST input of inventory, acquisition, disposal, cost & budget projections data

Submitted through FAST for a complete Agency OMB A-11 Submission

Agency Fleet Management Plan & Budget Narrative

Agencies make two submissions to complete annual OMB A-11 reporting.
Fleet Management Plan & Budget Narrative

- Fleet Management Plan & Budget Narrative template available through FAST
  - Describe efforts on:
    - Vehicle Acquisition/Replacement strategies
    - Controlling fleet size and cost
    - VAM efforts and results

- Annual Fleet Budget Summary
  - Prior Year / Current Year / Budget Year
  - Operating Inventory / Planned Acquisitions / Planned Disposals
  - Operating Inventory Costs – Annual Acquisition Costs
Telling the Fleet Story: Fleet Management Plans

- **WHY?**
  - Budget narrative as part of the OMB A-11 process to support expenditures and projections.
  - Describe progress toward optimal fleet inventory identified by the VAM

- **WHEN?**
  - By August 26, 2022

- **HOW?**
  - By Submission through FAST
VAM, FMPs, Budget Narratives

Additional Resources and helpful links:

GSA VAM Bulletin

OMB A-11 FAST Submission Guide
Contact Us

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