



U.S. General Services Administration

A stylized, wavy American flag with red, white, and blue stripes and stars, serving as a background for the title text.

The Future of VAM: Identifying Your Optimal Fleet 2016 Energy Exchange

Need Help?
Vehicle.Policy@GSA.Gov

Office of Government-wide Policy

An Optimal Fleet...

- Is the smallest, most efficient fleet possible able to complete the mission;
- Consists of the most fuel efficient, mission critical vehicles with the least life cycle costs;
- Complies with all mandates (AFV, Alt. fuel use, petroleum reduction, GHG reduction, ZEV, telematics, etc.); and
- Is *JUSTIFIED* with supporting evidence!

Executive Order 13693 requires:

“Determining, as part of the planning requirements of section 14 of this order, the optimum fleet inventory with emphasis placed on eliminating unnecessary or non-essential vehicles from the agency's fleet inventory”

How do I identify my Optimal Fleet?

Implement a Vehicle Allocation Methodology!

- Develop Utilization Criteria.
- Complete a VAM Survey – EVERY vehicle!
- Determine criticality of each vehicle that serves the mission.

Tips for Developing Utilization Criteria

- Utilization criteria should help manage the fleet!
- Criteria must be specific, objective thresholds that lead to the most efficient vehicles meeting mission needs.
- Examples include, but are not limited to:

| | |
|--|--|
| 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 |

May take a conversation with the person with the most knowledge about the vehicle's tasks/performance!

- 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 environmental goals?

VAM: Driving to Optimization!

Decisions = Eliminations, Additions, and
Changes = Optimal Fleet Profile

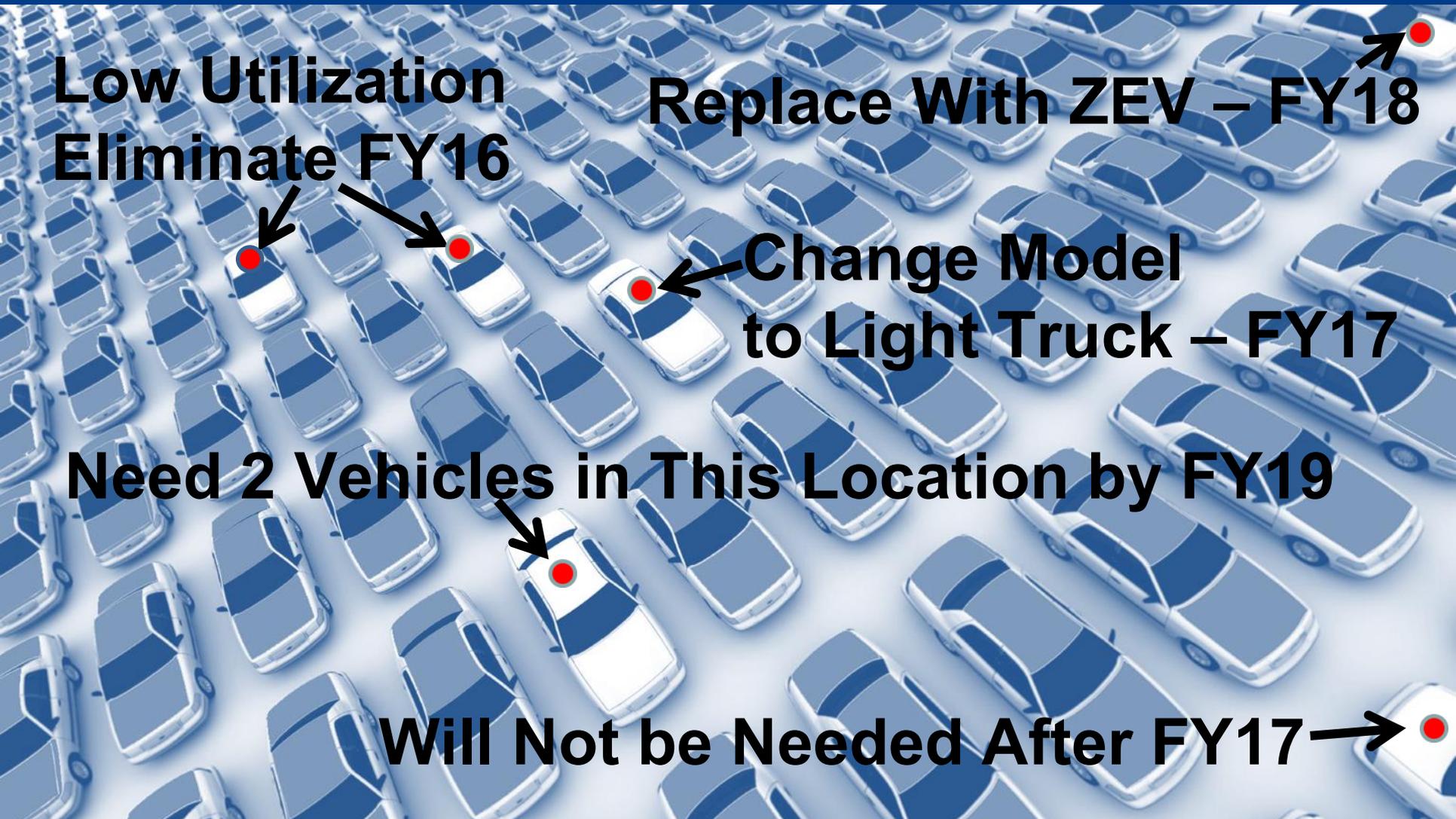
Low Utilization
Eliminate FY16

Replace With ZEV – FY18

Change Model
to Light Truck – FY17

Need 2 Vehicles in This Location by FY19

Will Not be Needed After FY17



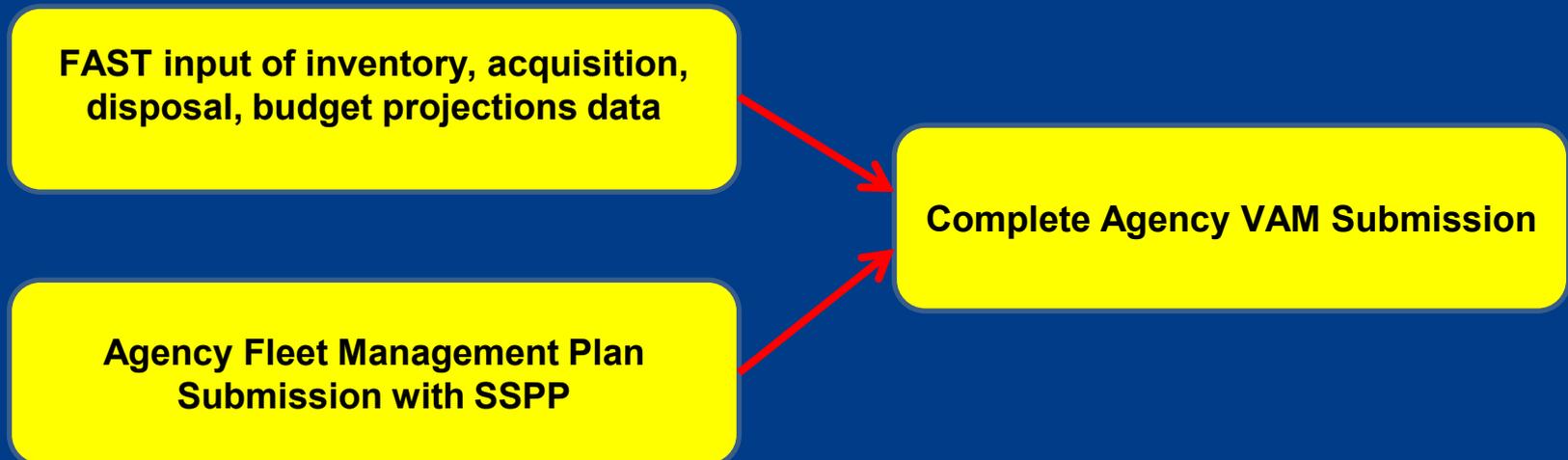
VAM Reporting: Optimal Fleet Progress

- Planned out-year inventories and budgets are reported in your annual Federal Automotive Statistical Tool (FAST) submission.
- Actual results for each year are compared to and progress measured against the agency's Optimal Fleet Profile (contained in the Fleet Management Plan).
- Actual vs Optimal Fleet discrepancies are to be noted in the agency Fleet Management Plan (FMP), now reported as an appendix to the agency's Strategic Sustainability Performance Plan submission per EO13693 .

VAM Reporting: Optimal Fleet Progress

- The FMP provides each agency the opportunity to discuss inventory results and how the results relate to the Optimal Fleet Profile.
- The FMP also provides an agency's input on mandate compliance (such as GHG, telematics, etc.), responses to GAO recommendations (such as VAM survey results), and fleet data reporting capability (in light of the mandated movement to ALD reporting).
- Specific instructions on FAST submissions will be communicated to agencies annually.
- The FMP is now an appendix to the agency's Strategic Sustainability Performance Plan submission.

Telling Your Fleet's Story in Data and Words



Actual, projected, forecast data demonstrating the decisions made to realize the Optimum Fleet Profile. Reported in the agency's out-year vehicle inventory and budget projections

| Report Section Status | | Input 2014 | Input 2015 | Input 2016 | Input 2017 | |
|-----------------------|---|---|------------|------------|------------|-----|
| Section | Data | Actuals | Planned | Projected | Forecast | |
| | | a | b | c | d | |
| 1 | Vehicle Data by Vehicle Type: | Inventory: | | n/a | n/a | n/a |
| | | Acquisitions: | | | | |
| | | Disposals: | | | | |
| 2 | Vehicle Cost/Mileage Data by Vehicle Class: | | n/a | n/a | n/a | |
| 3 | Fuel Cost/Consumption by Fuel Type: | | n/a | n/a | n/a | |
| 4 | EPACT § 701 Waiver Request: Status: | n/a | n/a | | n/a | |
| 5 | Data Output: | Data Quality/Consistency Report | | | | |
| | | Raw Vehicle Data Report | | | | |
| | | SF82 Report | | | | |

Legend:
 Incomplete Input
 Complete Input
 Locked Input
 Report Output

Budget Data: Agency Report Status

General Services Administration

[Government-Wide Budget Data Status Report](#)

[Resend AFBS to OMB](#)

To view and/or report a different budget year, select from the dropdown list below:

Budget Year 2017

Administration

[FY15 Costs](#) | [FY16 Costs](#) | [FY17 Costs](#) | [Fleet Mgmt Plan and Budget Narrative](#) | [Review/Approve](#)

Fleet Management Plan: Complete and upload the Fleet Management Plan and Budget Narrative, using the template found under the "Admin Tools" tab in FAST

- Or “Budget Tab” via the “Fleet Mgmt Plan and Budget Narrative” link“
- Current template was updated on January 21, 2016; updates will be posted annually.
- REMEMBER- FMP must be done by June to submit with agency’s SSPP although regular budget call is in August!

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Fleet Management Plan and Budget Narrative

Agencies are required to submit an updated fleet management plan each year addressing progress toward an optimal fleet and issues related to budget. Use this form to upload a Microsoft Word or Adobe PDF document containing your agency fleet management plan. Click the link below to download a Fleet Management Plan and Budget Narrative template provided by GSA.

Note: Agencies should note that the template available for download below was updated for the FY2014 and following submissions to address GAO’s recommendation that agencies provide information and supporting documentation on the methods used to produce their fleet inventory targets.

For more information and guidance related to the VAM process and reporting, see <http://gsa.gov/vam>.

 [Download Fleet Management Plan and Budget Narrative Template](#) (Revised Jan 21, 2016)

| File Name | Uploaded | Uploaded By | |
|--|------------------|-----------------|---|
| GSA FMP 2016 DRAFT Place Holder 12.15.2015.doc | 12/15/15 5:44 PM | Maureen McKenna |  |

FAST: Typical Time Table

Actual Fleet Data

- Typically from 10/01 - 12/15, this period provides access to the forms used to report fleet data for the fiscal year just ended, including actual end-of-year inventory, actual acquisitions and disposals, fleet mileage, fleet costs, and fleet fuel cost & consumption.

Forecast Fleet Data/Fleet Management Plans

- Typically from 10/01 - late May, this period provides access to the forms used to report fleet data for the current and next two future years. This data includes planned figures for vehicle acquisitions and disposals, fleet costs, and budget submissions. It also includes updates to the agency's progress toward their optimal fleet as detailed in their vehicle allocation methodology (VAM) summary submission and to their fleet management plan.
- FMP must be done in time to submit with agency's SSPP in June!

Fleet Budget Data

- Typically from 08/01 - late August, this period provides access to the forms used to finalize and review the agency's fleet budget submission(s) to OMB as part of the OMB A-11 process. This includes out-year projections for fleet costs and vehicle acquisitions and disposals.
- Remember that agencies' FMPs serve as the budget narratives for A-11 purposes!

EPAct § 701 / EISA § 246

- Typically from 06/01 - 06/30, this period provides access to all forms associated with the submission, review, and approval of data related to EPAct Section 701 alternative fuel waivers and EISA Section 246 fueling infrastructure.

Got Questions?

We've Got Answers!
vehicle.policy@gsa.gov

GSA Office of Government-wide Policy
Motor Vehicle Policy