



U.S. General Services Administration
Office of Government-wide Policy
Motor Vehicle Policy

Vehicle Allocation Methodology and Federal Fleets

FedFleet 2018



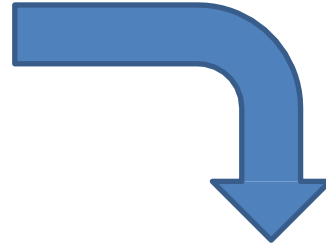
What is Vehicle Allocation Methodology?

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



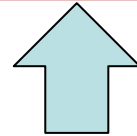
Justified

What Requires a VAM?

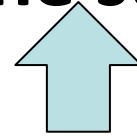
- Federal Management Regulation (FMR) 102-34.50 requires that executive agencies must establish and document a structured vehicle allocation methodology (VAM) to determine the appropriate size, number, and types of motor vehicles.
 - NOTE: This regulation does NOT exempt any vehicle from a VAM!
- Executive Order 13693 (still here, for a while!)

Obtain Optimal Fleet Through a VAM Process

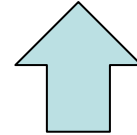
Optimal Fleet



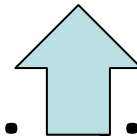
Tell the story



Make decisions



Conduct per vehicle survey



Review utilization criteria

Tips for Developing Utilization Criteria

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

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 important 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 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, 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

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

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graph LR; A[FAST input of inventory, acquisition, disposal, budget projections data] --> C[Complete Agency VAM Submission]; B[Agency Fleet Management Plan Submission with SSPP] --> C;
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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>

You've Got Motor Vehicle Policy Questions?

We've Got Answers

Vehicle.Policy@GSA.Gov

