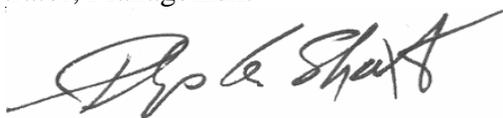


For: State Offices

Vehicle Allocation Methodology (VAM)

Approved by: Deputy Administrator, Management



1 Overview

A Background

In the President’s “Memorandum—Federal Fleet Performance”, issued May 24, 2011, the President states that “...the Federal fleet should operate only as many vehicles as needed to work efficiently, leveraging Federal purchasing dollars to build manufacturing capacity for more alternative fueled vehicles (AFV’s), and reducing petroleum consumption through efficiency and alternative fuels”.

B Purpose

This notice:

- identifies the required actions to complete VAM (Exhibit 1)
- provides guidance to State Offices (fleet managers) on the procedures to provide input to VAM.

C Contact Information

State Offices that require additional information shall contact either of the following in MSD’s Personal Property Management Section:

- Paige Haggins by either of the following:
 - e-mail at paige.haggins@wdc.usda.gov
 - telephone at 202-720-2827
- Steve Jones by either of the following:
 - e-mail at steve.jones@wdc.usda.gov
 - telephone at 202-720-8729.

Disposal Date	Distribution
May 1, 2012	State Offices

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2 VAM

A Purpose

GSA Bulletin Fleet Management Release (FMR)-30, "Motor Vehicle Management", states that the expected outcome of implementing VAM is a Federal fleet that is comprised of smaller, more efficient, less greenhouse gas emitting vehicles that operate primarily on alternative fuels. This **must** be achieved by **December 31, 2015**.

- FSA State fleet managers **must** complete the "VAM Reporting Tool" (Microsoft Excel document) that will contain data on all vehicles for their State.
- FSA State fleet managers will complete FSA-885, FSA-886, and FSA-887 for each vehicle in their State.
- FSA State fleet manager will complete FSA-884 for **each** vehicle added to their inventory after **December 1, 2011**.
- MSD will consolidate and submit the VAM results to GSA through their Microsoft Excel document, "VAM Reporting Tool" (Exhibit 1), uploading it into the GSA Federal Automotive Statistical Tool (FAST) System.

B Guidelines

VAM exhibits 2 through 5 provide supporting documentation justifying data entered on the "VAM Reporting Tool" (Exhibit 1) and in GSA's FAST system. These supporting documents will be used by OPPM and GSA to complete the VAM recommendations to FSA. This recommendation must be completed by **May 16, 2012**.

3 Completing VAM

A Required Steps

VAM will encompass the following steps:

- establishing a baseline fleet inventory profile that tracks vehicles (Exhibits 1 and 2)
- developing vehicle utilization criteria to justify mission essential vehicles (Exhibit 3)
- conducting a vehicle utilization survey (Exhibit 4)
- determining the optimal fleet inventory (Exhibit 5)
- reviewing and updating VAM, at least annually, or as mission needs change.

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3 Completing VAM (Continued)

B Required Steps

State Offices (fleet managers) shall provide their input to VAM in the following steps.

Step	Action
1	<p>Provide input in the GSA Microsoft Excel document, the “VAM Reporting Tool” (Exhibit 1). This requirement is a summary of the data from Exhibits 2 through 5.</p> <p>Note: The GSA Microsoft Excel document is available in a fillable format at www.gsa.gov/graphics/ogp/VAM-Agency_Reporting_Tool.xls.</p> <p>This document must be fully completed in grey areas only, as follows.</p> <ul style="list-style-type: none"> • Block B2, enter State’s name. • Skip lines 4 through 18. • Lines 20 through 43 are the baseline fleet section that is a snap-shot of the total number of vehicles in user’s State fleet. • Lines 46 through 62 are the State’s optimal fleet size, which is where the Agency indicates the total number of vehicles they must have to complete their mission, that is, vehicles that the State cannot function without. <p>Note: Any vehicles targeted to reduce the baseline fleet size to optimal fleet size must be indicated as a disposal within 2012, 2013, 2014, or 2015.</p> <ul style="list-style-type: none"> • Lines 65 through 109 are the 2012 plan where the State indicates what vehicles they plan to acquire or disposed within 2012. <p>Note: Newly acquired vehicles should be AFV only.</p> <ul style="list-style-type: none"> • Lines 112 through 156 are the 2013 plan where the State indicates what vehicles they plan to acquire or disposed within 2013. <p>Note: Newly acquired vehicles should be AFV only.</p> <ul style="list-style-type: none"> • Lines 159 through 203 is the 2014 plan where the State indicates what vehicles they plan to acquire or disposed within 2014. <p>Note: Newly acquired vehicles should be AFV only.</p> <ul style="list-style-type: none"> • Lines 206 through 237 is the 2015 plan where the State indicates what vehicles they plan to acquire or disposed within 2015. <p>Note: Newly acquired vehicles should be AFV’s only.</p>

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3 Completing VAM (Continued)

B Required Steps (Continued)

Step	Action
1 (Cntd)	<ul style="list-style-type: none"> • Lines 239 through 250 are locked, but display the State’s combined net change, for example, Block U240 displays the total number of conventional fuel vehicles the State plans to dispose of by December 31, 2015, and block U241 displays the total number of AFV’s State plans to acquire by December 31, 2015. <p>Note: By December 31, 2015, all fleets shall have only AFV’s.</p>
2	Validate that 100 percent of all vehicles in fleet manager’s fleet are already reported in GSA FAST. Complete FSA-884 (Exhibit 2) for vehicles the State acquire after December 1, 2011. This requirement is detailed information that describes each unrecorded vehicle and helps validate the baseline.
3	Develop vehicle utilization criteria to justify mission essential vehicles. Provide FSA-885 (Exhibit 3) for each vehicle. This data provides an explanation of how the vehicle will be used.
4	Conduct a vehicle utilization survey with the vehicle users. This survey provides invaluable insight to the objective criteria; for example, a fire truck has low utilization as it is on standby, but it is necessary that it be available and prepared to respond to emergencies. Complete FSA-886 (Exhibit 4) for each vehicle.
5	<p>Determine optimal fleet inventory on FSA-887 (Exhibit 5), as follows:</p> <ul style="list-style-type: none"> • one FSA-887, by State • identify specific fleet vehicles that fall “below” the pre-established minimum utilization criteria by Vehicle Identification Number or license tag number and prepare a plan to dispose of, or reassign, these vehicles, as needed • create a list of approved vehicle, by type, and describe the vehicle’s mission requirement <p>Note: The vehicle selected should be the most efficient possible.</p> <ul style="list-style-type: none"> • compare fleet manager’s existing fleet composition (the mix of sedans, trucks, SUV’s, and their fuel efficiencies) to mission tasks needs • identify fleet manager’s mission essential vehicles regardless of their utilization <p>Note: Determine whether it is the most efficient vehicle type currently serving that mission.</p> <ul style="list-style-type: none"> • evaluate alternatives, such as public transportation, contract shuttle services, or rental vehicles, where available.
6	Review and update VAM, at least annually, or as mission needs change.

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3 Completing VAM (Continued)

C FAST VAM Tool Management Plan

Submit these exhibits by e-mail no later than **March 27, 2012**, to either of the following:

- Paige Haggins at paige.haggins@wdc.usda.gov
- Steve Jones at steve.jones@wdc.usda.gov.

Note: See subparagraph B, step 1 for obtaining and completing the required exhibits.

D Key Dates and Deadlines

The following provides dates and deadlines for VAM tasks.

Task	Who	Deadline	Remarks
Locate AFV's in proximity to AFV refueling stations.	State Offices	As soon as practicable.	
Incorporate Fleet Management Plan into the Annual Strategic Sustainability Performance Plans.	MSD	June 12, 2012.	According to Executive Order 13514.
All new light duty vehicles (leased or purchased) must be AFV's.	State Offices	December 31, 2015.	

FSA-884, Baseline Fleet Inventory Profile

State Offices (fleet managers) shall provide their input to VAM to establish MSD’s baseline fleet inventory profile according to subparagraph 4 B, step 2, in FSA-884.

<p>This form is available electronically.</p>		
<p>FSA-884 (02-01-12)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>	<p>1. Fiscal Year</p>
<p>BASELINE FLEET INVENTORY PROFILE</p>		
<p>This form validate that 100 percent of all vehicles in fleet manager’s fleet are already reported to GSA FAST. Complete MSD’s Baseline Fleet Inventory Profile (FSA-884) for vehicles not in the GSA FAST system. This requirement is detailed information that describes each unrecorded vehicle and helps validate the baseline.</p>		
<p>2. State/County Office</p>		<p>3. Vehicle Identification</p>
<p>Data Description (Enter Required Input Data)</p>		
<p>4. Unique Vehicle Identifier <i>(VIN, license plate, or other number)</i></p>	<p>5. Manufacturer</p>	<p>6. Vehicle Model</p>
<p>7. Vehicle Type <i>(Sedan, truck, other, etc.)</i></p>	<p>8. Vehicle Size <i>(LSEV, midsize sedan, light-duty truck, etc.)</i></p>	<p>9. Vehicle Model Year</p>
<p>10. Acquisition Cost or Lease Cost</p>	<p>11. Vehicle Ownership <i>(Agency owned: GSA; Fleet: Commercial Lease)</i></p>	<p>12. Current Mileage</p>
<p>13. Fuel Type</p>	<p>14. Passenger Capacity</p>	<p>15. Installed equipment beyond that provided by the original equipment manufacturer</p>
<p>16. The vehicle’s garaged location by address (City, State and Zip Code) or latitude and longitude</p>		<p>17. Vehicle in Service Date</p>
<p>NOTE: The data needed for the baseline fleet profile should be available in FMIS and FAST.</p>		
<p>18. Prepared by</p>		<p>19. Date (MM-DD-YYYY)</p>

FSA-885, Vehicle Utilization Criteria

State Offices (fleet managers) shall provide their input to VAM to develop vehicle utilization criteria to justify mission essential vehicles according to subparagraph 4 B, step 3, in FSA-885.

This form is available electronically. FSA-885 (02-01-12)			U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Fiscal Year
VEHICLE UTILIZATION CRITERIA					
This form develop vehicle utilization criteria to justify mission essential vehicles. These criteria must be specific and mission essential that leads to the most efficient usage of vehicles. Provide the data for each vehicle in the Vehicle Utilization Criteria (FSA-885). The data provides an explanation for the data in the VAM Reporting Tool.					
2. State/County Office			3. Vehicle Identification		
Objective Criteria Description (Enter Required Input Data)					
4. Mission					
5. Historical/Expected miles of Use		6. Historical/Expected Hours of Use		7. Ratio of Employee to Vehicle	
8. Frequency of Trips Per Vehicle		9. Vehicle Functions		10. Operation Terrain	
11. Climate		12. Vehicle Condition, Age, and Retention Cycle		13. Vehicle Down Time	
14. Needed Cargo and/or Passenger Capacity		15. Required Employee Response Times		16. Greenhouse Gas Emission Level of Vehicle	
NOTE: These criteria must be specific.					
17. Prepared by				18. Date (MM-DD-YYYY)	

FSA-886, Vehicle Utilization Survey

State Offices (fleet managers) shall provide their input to VAM to conduct a vehicle utilization survey with the vehicle users according to subparagraph 4 B, step 4, in FSA-886.

<p>This form is available electronically.</p> <p>FSA-886 (02-01-12)</p>		<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>	<p>1. Fiscal Year</p>
<p>VEHICLE UTILIZATION SURVEY</p>			
<p>This form conduct a vehicle utilization survey (FSA-886) with the vehicle users. This survey is subjective information that provides invaluable insight to the objective criteria; for example, a fire truck has low utilization as it is on standby, but it is necessary that it be available and prepared to respond to emergencies. Provide vehicle users' answers in the VAM Utilization Survey for each vehicle.</p>			
<p>2. State/County Office</p>		<p>3. Vehicle Identification</p>	
<p>Objective Criteria Description (Enter Required Input Data)</p>			
<p>4. What tasks do you accomplish with the vehicle? Describe how those tasks support the agency's mission.</p>			
<p>5. Does the vehicle need special equipment (<i>aftermarket equipment not standard to commercial vehicles and trucks</i>) to accomplish the tasks?</p>			
<p>6. How important is the vehicle to accomplishing the mission? Describe critical need to the mission.</p>			
<p>7. How many people will be transported per trip on a regular basis?</p>			
<p>8. How much and what type of cargo will the vehicle haul on a regular basis?</p>			
<p>9. Is the vehicle shared with other employees or other agency organization.</p>			
<p>10. Is there access to alternative fuel within 5 miles or 15 minutes of the vehicle's garaged location, and if so, where is it located and what type of alternative fuel is available?</p>			
<p>11. If the vehicle is an AFY, does it have an approved waiver from the use of alternative fuel?</p>			
<p>12. What type of driving conditions will the vehicle be in (<i>exclusively on campus setting, city, highway, off road, weather, etc.</i>)?</p>			
<p>13. Can the work be done via alternatives to owning or leasing a vehicle such as shuttle bus services, motor pool vehicles, sharing vehicles with other offices/agencies, public transportation, or short term rentals when needed, etc.?</p>			
<p>NOTE: These criteria must be specific.</p>			
<p>14. Prepared by</p>		<p>15. Date (MM-DD-YYYY)</p>	

FSA-887, Optimal Fleet Inventory

State Offices (fleet managers) shall provide their input to VAM to determine optimal fleet inventory according to subparagraph 4 B, step 5, in FSA-887.

<p>This form is available electronically.</p> <p>FSA-887 (02-01-12)</p>		<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>	<p>1. Fiscal Year</p>
<p>OPTIMAL FLEET INVENTORY</p>			
<p>State and County Offices (fleet managers) shall provide their input to Vehicle Allocation Methodology (VAM) to determine optimal fleet inventory.</p>			
<p>2. State/County Office</p>		<p>3. Vehicle Identification</p>	
<p>Objective Criteria Description (Enter Required Input Data)</p>			
<p>4. Specifically identify vehicles that fall below the pre-established minimum utilization criteria by Vehicle Identification Number and/or license tag number and dispose of or reassigned those vehicles as needed.</p>			
<p>5. Create a list of vehicle types approved for each organization and mission requirement. The vehicles selected should be the most efficient as possible.</p>			
<p>6. Compare existing fleet composition to mission task needs.</p>			
<p>7. Identify vehicles that are mission essential regardless of utilization. Is the most efficient vehicle type currently serving that mission? If not, incorporate re-assignment into the agency plan.</p>			
<p>8. Evaluate alternatives such as public transportation, contract shuttle services, or rental vehicles.</p>			
<p>NOTE: These criteria must be specific.</p>			
<p>9. Prepared by</p>		<p>10. Date (MM-DD-YYYY)</p>	