

## **Motor Vehicle Fleet Report Instructions**

### *(a) Changes in agency motor vehicle fleets.*

Your initial budget submission should be accompanied by reports on the size, composition, and annual costs of your agency's motor vehicle fleet in the attached report formats. The preparation of this year's reports differs in several important ways from previous years. Specifically,

1. Previous motor vehicle fleet reports were prepared by agencies using a spreadsheet format included in OMB Circular A-11. The reports were based on whatever motor vehicle data were available to the agencies. Since most agencies lack comprehensive and integrated motor vehicle information systems, the resulting reports were neither accurate nor timely. This year, all agencies are required to enter their motor vehicle data into the Federal Automotive Statistical Tool (FAST) system. This is the same Internet-based system used to prepare the annual Federal Fleet Report published by the General Services Administration (GSA) as well as various reports produced by the Department of Energy on alternative fueled vehicle acquisition plans and alternative fuel use. The FAST system will transmit agency motor vehicle fleet reports (see the attached report "Example") to OMB only upon approval by the agencies' budget offices.
2. Previous motor vehicle reports only showed, by category, the total number of vehicles projected in the agency's fleet at the end of each fiscal year covered by the budget submission. FAST requires agencies to input their projected increases and decreases in vehicles and/or costs for each of these fiscal years and computes the end-of-year estimates for the report that will accompany the agency's budget submission.
3. Starting this year, the motor vehicle fleet report will display more vehicle categories than previous years. For example, the report will list vans and SUVs separately. Previously these had been grouped together under "Light Trucks" or "Medium Trucks." This year's report will also identify vehicles specially configured for law enforcement. To simplify the presentation of the reported information, the data and narrative information on each agency and, where necessary, each bureau or account will be included in a separate Microsoft Excel workbook, with separate tabbed worksheets for All Vehicles, LE (Law Enforcement) Vehicles, and Narrative.
4. Previous reports combined an agency's owned vehicles with vehicles leased from GSA Fleet and from commercial sources on a single line for the end-of-year estimate. FAST will break out vehicle information for each of these three acquisition methods and give more meaning to the related cost estimates.
5. Previous reports requested estimates of annual operating costs, but made no provision for annual acquisition costs. Consequently, some agencies included acquisition costs in the operating costs estimates, and others didn't. This year, agencies are asked to provide separate estimates for annual operating and acquisition costs. Acquisition costs generally apply only to agency-owned vehicles, but might also include certain up-front payments for GSA Fleet vehicles. Agencies are asked to estimate acquisition costs that will be funded both from appropriations

and from agency-operated revolving funds. Although this year's report makes no distinction in the sources of acquisition funds, agencies are asked to discuss their use of revolving funds to acquire vehicles in the narrative section on "Vehicle Replacement Strategy and Results" and to indicate in the narrative the number of vehicles to be acquired from a revolving fund and the associated acquisition costs.

6. For this year, agencies will be required to report information on their armored vehicles on the attached "Spreadsheet," in a format similar to the reports generated by FAST. Agencies will be able to enter this information into FAST next year. Please use the following categories of ballistic protection in reporting your vehicle estimates:

Level A - Provides anti-vandal protection only, but no ballistic protection.

Level B - Provides handgun-rated ballistic protection.

Level C - Will defeat rounds fired from the AK-47 assault rifle or similar weapons.

Level D - Offers the highest degree of protection.

7. Previous reports were required at the agency level, but sometimes submitted for bureaus as well as the agency as a whole. In order to use the reports to justify funding requests, agencies are asked to submit a separate report for each account that funds motor vehicle expenses as well as a summary report for the agency. FAST collects vehicle data from persons identified by the agencies as "Agency FAST Coordinators" and will aggregate these data according to instructions provided by each agency's "FAST Administrator." Agencies should contact the GSA FAST Administrator to set up the appropriate reporting structure.
8. Agencies that submit reports by bureau (or account) will have to make sure that bureau-level reports are approved by the corresponding bureau budget offices before being transmitted to the agency budget office for final approval. All agency motor vehicle reports, both bureau and summary reports, must be approved by the agency budget office before they are transmitted to OMB. The necessary approval steps will be built into the FAST system. Agencies that would like to request an alternate approval process should contact their RMO representatives.
9. All agencies are required to submit their projected increases and decreases to FAST, including agencies that have not submitted vehicle inventory and cost data to FAST in previous years. There are no minimum thresholds for reporting vehicles to OMB as there were to FAST. In addition, your estimates should include all motor vehicles within your motor vehicle fleets, including vehicles that you may not have included in previous FAST reports, e.g., special purpose vehicles, vehicles provided to contractors, etc.

Detailed instructions on providing input to the FAST system will be provided on the FAST Internet website (<http://fastweb.inel.gov/ombreporting/>). Questions on the FAST system should be directed to GSA's FAST Administrator by telephone at 202-501-2507 or e-mail at [FAST.help@gsa.gov](mailto:FAST.help@gsa.gov).

The FAST Administrator will notify your agency fleet manager as to the exact deadlines for providing input to FAST in order to meet various reporting requirements. In general, however, input to FAST for OMB A-11 reporting purposes will occur during the month of August each year, and end-of-year input to FAST to support GSA's Federal Fleet Report

and the Department of Energy's alternative fuel requirements reports will occur during the period of October 1<sup>st</sup> and December 15<sup>th</sup> of each year.

FAST will also accept the narrative submissions that support the motor vehicle fleet report to:

- Briefly describe the ways in which motor vehicles are used to support your agency's mission;
- Describe your agency's criteria for justifying the need for motor vehicles and its policies for assigning vehicles to individuals or organizational components;
- Explain any changes in the size and cost of your vehicle fleet since the Director's April 10, 2002 letter to agency heads, with particular attention to justifying any changes being implemented in the current year and planned for the budget year;
- Describe the results of any fleet assessments conducted by your agency and your efforts to control increases in the size of your vehicle fleet or to reduce fleet costs by limiting motor vehicle body size, engine size and optional equipment to what is essential to meet your agency's mission;
- Describe your strategy for replacing vehicles in a timely manner (including use of revolving funds to fund vehicle replacements) and your success in meeting this strategy; and
- Identify any impediments (statutory, budgetary, organizational, or other) to managing your motor vehicle fleet in the most cost-effective manner. Also provide your recommendations for overcoming these impediments.

*(b) Alternative-fueled motor vehicles.*

Your estimates must reflect the Administration's commitment to comply with the requirements of sections 303 and 304 of the Energy Policy Act of 1992 (EPact), which mandate that, subject to some conditions and exemptions, 75-percent of motor vehicles acquired by Federal agencies in FY 1999 and subsequent years should be alternative-fuels vehicles (AFVs). As specified in Executive Order No. 13149 and OMB memorandum M-97-04, incorporate plans for acquiring AFVs in your vehicle ordering plans for the current, budget, and future years. You must report annually on compliance with sections 303 and 304 of the EPact. This reporting is performed through the FAST system to the Department of Energy during the annual FAST data call from October 1<sup>st</sup> through December 15<sup>th</sup> of each year.

*(c) Other requirements.*

Unless you plan to increase the size of your fleet, planned vehicle acquisitions should not exceed planned disposals. Agencies planning to acquire a larger number of motor vehicles than they plan to dispose of should include a justification for this increase in the narrative described previously. Agencies should project the replacement of motor vehicles and related equipment in accordance with Federal Management Regulation (FMR) Subpart D, Replacement of Motor Vehicles.