

## **Motor Vehicle Fleet Report (MVFR) Instructions**

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

Your initial budget submission should be accompanied by a report on the size, composition, and annual costs of your agency's motor vehicle fleet in the attached report format. Specifically,

1. All agencies are required to enter motor vehicle data in the Federal Automotive Statistical Tool (FAST). FAST is the same internet-based system used to prepare the annual Federal Fleet Report published by the General Services Administration (GSA) as well as the various reports produced by the Department of Energy on compliance with alternative fueled vehicle acquisition plans, alternative fuel use, and petroleum reduction requirements. FAST transmits agencies' Motor Vehicle Fleet Reports (MVFR) (see attached example) to OMB upon approval by the agencies' budget offices.

2. The requirement to submit agency fleet budget data using the FAST/MVFR process applies to all Executive Branch agencies. There is no minimum inventory or cost threshold. All vehicles owned or leased by the agency must be reported, including so-called "special purpose" vehicles and vehicles provided to contractors.

3. FAST requires agencies to enter projected increases and decreases in vehicle inventory and cost for each of the years covered by the MVFR and computes the year-end estimates that will accompany the budget submission.

4. The MVFR submitted by each agency through FAST categorizes vehicles in each agency's fleet by type (e.g., sedans, vans, SUVs, medium-duty trucks, etc.). In addition, the MVFR identifies vehicles and costs for two subsets of special interest to budget examiners: vehicles configured for law enforcement and armored vehicles. These subsets are presented separately because of their significantly higher costs of acquisition and operation.

5. The MVFR breaks out inventory and cost information into the following three categories based on the ways that vehicles were acquired: agency-purchased/owned vehicles, vehicles leased from GSA Fleet, and vehicles leased from commercial vendors. The breakout shows the operating and acquisition cost estimates for each acquisition method.

6. The MVFR requires separate annual cost estimates for both acquisition and operating costs to ensure consistency in the ways that agencies report these costs. Acquisition costs generally apply only to agency-owned vehicles, but might also include certain up-front payments to GSA Fleet for non-standard modifications to its vehicles.

7. Agencies must submit a separate MVFR for each account that funds vehicle fleet expenses, plus a consolidated summary report for the agency. FAST is structured to collect data from lower organization levels and consolidate them at the agency level. Agencies needing assistance in establishing or revising their

organizational structures in FAST should contact the agency FAST administrator or Help Desk contact or the GSA FAST Administrator.

8. Agencies that submit MVFRs by bureau must ensure that the bureau-level reports are approved by the corresponding budget offices before being transmitted to the agency budget office for review and approval. All agency MVFRs, both bureau- and agency-level, must be reviewed and electronically approved before they can be transmitted to OMB. The automated function for accomplishing this is built into FAST. Agencies desiring an alternative approval process must contact their RMO representatives.

9. This year, each MVFR must be accompanied by an "Annual Motor Vehicle Budget Summary" that reconciles the annual operating and acquisition costs on the MVFR with the Object Classification schedule for the associated budget account. This is a new requirement. It is understood that the mix of activities included in agencies' operating cost estimates will vary from agency to agency. Therefore, the budget summary spreadsheet provides agencies with the ability to use whatever mix of object classes is needed to reflect the different cost categories. Since there should be a budget summary for every account that funds your motor vehicle program, it is expected that the use of revolving funds to support vehicle acquisitions and operations will be more evident than in previous years.

10. Although agencies report vehicle fleet depreciation expenses in the regular October GSA data call for GSA's Federal Fleet Report, depreciation expenses should not be included in the operating costs reported on the MVFR. Depreciation is an essential cost element that managers should track as part of their internal management, but it is not an expense item for which budgetary resources are requested and expended. Reporting actual outlays for vehicle acquisitions in the MVFR satisfies the budgetary requirement.

11. Except for the new "Annual Motor Vehicle Budget Summary" mentioned in Item 9 above, the data submitted in this year's MVFR are essentially the same as last year. However, please note that the data on the average vehicle age by vehicle category will be collected in the regular FAST data entry process instead of being shown the MVFR Narrative Report.

12. Agencies are responsible for reviewing and correcting data prior to submission of the MVFR. FAST contains internal edits that will highlight many potential errors, but the reports must be produced for submission to OMB whether or not all errors have been corrected. Potential errors identified by FAST will be visible to reviewers, and should be corrected or explained. The quality of data reported through the MVFR is an ongoing issue. Agencies should be aware that these data are used by budget examiners to make decisions about the relative importance of various requests for scarce budget resources, and that insufficient or erroneous data will not help make an effective case for funding fleet requirements.

Instructions for using FAST are available at the FAST website at <http://fastweb.inel.gov/ombreporting>. Questions should be addressed to your

agency FAST Help contact, shown at the bottom of the login screen, or to GSA's FAST Administrator at [FAST.help@gsa.gov](mailto:FAST.help@gsa.gov).

The FAST Administrator will notify every agency fleet manager of the deadlines for entering data in FAST for the various reporting requirements. Generally, FAST reporting for OMB A-11 purposes occurs in August of each year, and data entry for GSA's and DOE's other reporting requirements occurs October through mid-December.

Your MVFR reported through FAST to OMB must include a Narrative Report to support the inventory and cost data. A sample of the Narrative Report is included in the Example of the annual MVFR provided. Text-entry boxes for each section of the Narrative Report are provided in the on-line FAST data-entry screens. As mentioned above, the requirement to enter average vehicle age in the Narrative Report has been deleted; as these data are now included in the other FAST data entry screens.

*(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) and the amendments of the Energy Policy Act of 2005. They mandate that, with some conditions and exceptions, 75 percent of motor vehicles acquired by Executive agencies must be alternative-fuel vehicles (AFVs). As specified in Executive Order 13423 and implementing instructions, agencies shall incorporate plans for vehicle fleet management and acquiring AFVs in their vehicle acquisition plans for the current, budget, and future years. You must report to DOE annually on your compliance with requirements for vehicle acquisitions, alternative fuel use, and petroleum fuel reduction during the annual FAST data call from October through mid-December each year.

*(c) Vehicle fleet composition*

Planned vehicle acquisitions should not exceed planned disposals unless you intend to deliberately increase the size of your vehicle fleet. If that is the case, you must include a justification for the increases in the MVFR Narrative Report. Generally, agencies should plan vehicle replacements in accordance with Federal Management Regulation (FMR) 102-34 Subpart A. In addition to explaining increases in the size of your fleet, you must also provide an explanation if you plan to change the composition of your vehicle fleet (e.g., by replacing smaller with larger vehicles, replacing less costly with more costly vehicle types, or replacing vehicles subject to regulatory or statutory limitations with vehicles not subject to such limitations).