

Instructions for OMB-Circular A-11 Fleet Data Reporting in FAST

1. Reporting requirement. Your initial budget submission must be accompanied by certain information on the size, composition, and annual costs of your agency's motor vehicle fleet. The prescribed mechanism for this reporting is the Federal Automotive Statistical Tool (FAST), a web-based system for motor vehicle fleet reporting managed by the General Services Administration and the Department of Energy. FAST will take the data you enter, produce a Motor Vehicle Fleet Report (MVFR) and Annual Motor Vehicle Budget Summary for submission, and automatically transmit them to OMB upon completion of the internal agency review process built into FAST.

2. Who must comply. 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. There are no exclusions for any types, sources, or uses of vehicles. All vehicles owned or leased by the agency must be reported, including so-called "special purpose" vehicles and vehicles provided to contractors.

3. Required data. Data that agencies are required to enter in FAST for the budget year (BY), current year (CY), and past year (CY) covered by the MVFR include:

- a. Estimated or actual cost,
- b. Projected increases and decreases in vehicle inventory,
- c. Average vehicle age,
- d. Breakouts of the above for each vehicle type listed on the MVFR (e.g., sedans, vans, SUVs, medium-duty trucks, etc.), including two subsets of special interest to budget examiners: vehicles configured for law enforcement and armored vehicles,
- e. Breakouts for each method of acquiring vehicles: agency-purchased/owned vehicles, vehicles leased from GSA Fleet, and vehicles leased from commercial vendors, and
- f. Breakouts of acquisition and operating costs. Acquisition costs generally apply only to agency-owned vehicles, but would also include any up-front payments to GSA Fleet for modifications or other special requirements.
- g. A narrative section to explain and support the inventory and cost data. Text-entry boxes for each section of the Narrative Report are provided in the FAST data-entry screens.

4. Reporting levels/elements. Agencies must enter data separately for each account that funds vehicle fleet expenses, plus a consolidated summary report for the agency. Each bureau-level report must be approved by the corresponding budget office before being transmitted to the agency budget office for review and approval. All agency data, bureau- and agency-level, must be reviewed and electronically approved prior to transmittal to OMB. The final approval step prior to submission to OMB must be the agency's budget office. The approval and transmittal processes are built into FAST. Agencies desiring an alternative approval process must contact their RMO representatives. Agencies needing assistance in creating or revising their reporting structures in FAST should contact their agency's FAST administrator or Help Desk contact or the GSA FAST Administrator.

5. MVFR-Object class reconciliation. In addition to the MVFR, each agency is required to submit 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. The mechanism for satisfying this requirement is also built into FAST. The budget summary data-entry screen provides agencies with the ability to use whatever mix of object classes is needed to

reflect the cost categories actually used. Where possible, data are auto-filled by the system to reduce duplication of data-entry.

6. Data accuracy. Agencies are responsible for reviewing and correcting data prior to submission of the MVFR. Although FAST contains internal edits that will highlight many potential errors, reports will 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 FAST/MVFR process is itself a factor in OMB's decision-making process. These data are used by budget examiners to make decisions about the relative importance of various requests for scarce budget resources, and insufficient or erroneous data will not help make an effective case for funding fleet requirements.

7. Detailed instructions and help. Specific, detailed instructions for entering the data used to produce the MVFR may be found on the FAST website (<https://fastweb.inel.gov/>) at the "OMB Data" tab. Agencies will receive email notification from the FAST system of the open and close dates for the reporting window. Generally, FAST reporting for OMB A-11 occurs in August of each year, and is not to be confused with data entry for GSA's and DOE's other FAST reporting requirements that take place at other times of the year.

Special topic 1: 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 (EPA Act) and the amendments of the Energy Policy Act of 2005. 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. You must report to DOE annually on your compliance with requirements for vehicle acquisitions, alternative fuel use, and petroleum use reduction during the FAST data call in October-December each year.

Special topic 2: Vehicle fleet composition

Planned vehicle acquisitions should not exceed planned disposals unless you intend to deliberately increase the size of your vehicle fleet. In that case you must include a justification for the increases in the MVFR narrative. You must also provide an explanation if you plan to significantly 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).

Special topic 3: Motor vehicle fleet depreciation

Do not include depreciation expenses in the operating costs collected through FAST for this exercise, even though agencies do report vehicle fleet depreciation expenses in the October-December data call. Although depreciation is an essential cost element that managers should track as part of their internal management, it is not an expense item for which budgetary resources are requested and expended. Only actual outlays to acquire vehicles should be reported to satisfy the budgetary requirement.