



Defense Finance and Accounting Service

DIRECTIVE

Number 4500.3-DV

January 2, 2013

Expiration January 2, 2018

Enterprise Management Services

SUBJECT: Fleet Management Plan (FMP) FY 2013

References: See Enclosure 1.

1. **PURPOSE.** This Directive establishes how Defense Finance and Accounting Service (DFAS) will achieve its optimum fleet inventory by December 31, 2015 in accordance with Presidential Memorandum, dated May 24, 2011, Subject: Federal Fleet Performance, (Reference (a)) and the General Services Administration (GSA) Bulletin, Federal Management Regulation (FMR) B-30, dated August 22, 2011, Subject: Motor Vehicle Management, (Reference (b)).

2. **APPLICABILITY.** This Directive applies to all DFAS sites that lease GSA vehicles.

3. **POLICY.**

a. DFAS will use the GSA Vehicle Allocation Methodology (VAM) data to identify its optimum fleet inventory.

b. DFAS will annually report its VAM results as an attainment plan using the Federal Automotive Statistical Tool (FAST) (Reference (c)).

c. DFAS will report vehicle usage information using the GSA Drive Thru Tool (Reference (d)).

4. **RESPONSIBILITIES.**

a. Agency Fleet Manager will update the DFAS FMP on an annual basis.

b. DFAS Site Property Book Managers will report DFAS fleet vehicles in the Defense

Property Accountability System (DPAS).

c. The Operations Directorate, Integrated Services Office – Budget, Financial Management and Administrative Services Team will review, consolidate, and report fleet information to the Office of Management and Budget (OMB) using FAST.

d. Site Fleet Managers will report vehicle usage information using the GSA Drive Thru Tool.

5. INFORMATION COLLECTION REQUIREMENT. See Enclosure 2.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This Directive is effective immediately.

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ENCLOSURE 1

REFERENCES

- (a) Presidential Memorandum, "Federal Fleet Performance," May 24, 2011
<http://www.whitehouse.gov/the-press-office/2011/05/24/presidential-memorandum-federal-fleet-performance>
- (b) GSA Bulletin Federal Management Regulation (FMR) B-30, "Motor Vehicle Management," August 22, 2011 - <http://www.gsa.gov/graphics/ogp/MotorVehBulletinFMRB-30.pdf>
- (c) GSA FAST Tool - <https://fastweb.inel.gov/>
- (d) GSA Drive Thru Tool - <http://drivethru.fas.gsa.gov/drivethru/drivethru/>
- (e) DoD Instruction 5000.64, "Accountability and Management of DoD-Owned Equipment and Other Accountable Property," May 19, 2011
<http://www.dtic.mil/whs/directives/corres/pdf/500064p.pdf>

ENCLOSURE 2PROCEDURES

1. INTRODUCTION. On May 24, 2011, President Barack Obama issued the Presidential Memorandum, “Federal Fleet Performance” (Reference (a)) that directed GSA to develop and distribute a VAM within 90 days of the date of the memorandum. On August 22, 2011, GSA released Bulletin FMR B-30, “Motor Vehicle Management” to ensure that agencies using GSA fleet vehicles “satisfy the requirements of the Presidential Memorandum.” The Bulletin requires that DFAS complete three actions annually:

a. Implement a VAM. DFAS must use the GSA VAM data to identify its optimum fleet inventory “most efficient to meet the [DFAS] mission” and the resources “necessary to operate that fleet effectively and efficiently.”

b. Report the VAM Results. Using the GSA VAM Agency Reporting Tool, DFAS must report its VAM results as an attainment plan using the FAST.

c. Develop an FMP. DFAS must develop and review annually its Agency FMP which describes how it will achieve its optimum fleet inventory by December 31, 2015.

2. DFAS FLEET. DFAS’ fleet consists of all GSA leased vehicles. DFAS must complete a VAM study of its domestic fleet. FMR B-30 specifies: “The VAM shall cover an agency’s entire fleet in the United States, encompassing all vehicle types, including law enforcement and emergency response vehicles. An agency head may include overseas vehicles when he or she determines [that] doing so is in the best interest of the United States. An agency head may also exempt vehicles used for law enforcement, protective, emergency response, or military tactical operations when in the best interest of the Government.” Tables 1 and 2 below show the status of the DFAS VAM at the beginning of FY13.

Table 1 - Exempt Vehicles

Exempted Vehicle Categories	Number
Law Enforcement	0
Emergency Response	0
Overseas	0
Other	0
Total Exempted Vehicles	0

Table 2-DFAS Non-Exempt Vehicle Summary

FMR B-30 Requirement or Metric	Status/Result
Total Vehicles Reporting in FAST 2011	34
Foreign Vehicles Reported in FAST 2011	0
Domestic Vehicles Reported in FAST 2011	34
Vehicles Exempted from VAM	0
Total Vehicles Studied in DFAS VAM	34
Vehicles Recommended for Elimination	0
Vehicle Types Assessed	All
Vehicle Potential for Alternative Fuels Assessed	34
Transportation Alternatives Assessed	34
Fleet Management Information System in Use	GSA Drive Thru Tool

3. FLEET MANAGEMENT. DFAS has implemented steps to manage its GSA fleet and has laid an organizational foundation that is essential for a successful FMP. Since Fiscal Year 2012, DFAS has taken steps to strengthen its plan in the following areas:

a. Centralized Reporting. DFAS has a decentralized fleet located at six sites in Virginia, Indiana, Ohio (two sites), New York, and Maine. Site Fleet Managers report vehicle usage information using the GSA Drive Thru Tool. The Financial Management and Administrative Services Team is responsible to review, consolidate, and report DFAS' information to OMB using FAST (Reference (c)).

b. Inventory. DFAS is working toward optimal usage of its GSA fleet inventory in compliance with the Presidential Memorandum and FMR B-30 requirements.

4. PROPERTY ACCOUNTABILITY. In accordance with Department of Defense Instruction (DoDI) 5000.64, "Equipment and Other Accountable Property Instruction," (Reference (e)), DFAS must establish accountable property records for its GSA fleet vehicles.

5. COMMITMENT TO ENERGY MANAGEMENT. As part of a continued mission to move toward a greener fleet in 2015, DFAS will utilize the three principles and related actions from the Department of Energy's Federal Energy Management Program shown below:

a. Principle I. Reduce Vehicle Miles Traveled. Fleet users will:

(1) Consolidate Trips. Consolidate routes to eliminate duplication of trips and carpooling.

(2) Eliminate Trips. Use video and Web conferencing tools for meetings.

b. Principle II. Increase Fleet Fuel Efficiency.

(1) Site Fleet Managers will:

(a) Acquire Higher Fuel Economy Vehicles. Replace vehicles with smaller or more fuel-efficient ones, consistent with a continued ability to accomplish the fleet's mission. Use the VAM to ensure that fleet vehicles are right-sized to the mission. Select higher fuel economy vehicles in fleet replacement plans. Increase the fuel efficiency of the least efficient vehicles.

(b) Acquire Hybrid Electric Vehicles (HEVs). Acquire vehicles, such as those with hybrid electric drive trains, which have higher fuel economy than the vehicles they replace, and locate them in areas lacking access to alternative fuel.

(2) Fleet Users will:

(a) Drive More Efficiently. Drive sensibly at speeds that conserve fuel, observe the speed limit on highways, use cruise control to maintain a constant speed; remove excess weight, such as unnecessary items in trunk, and always drive safely and responsibly.

(b) Avoid Excessive Idling. Turn off engine when parked or stopped (except in traffic) for more than one minute. Avoid using a remote vehicle starter, which encourages unnecessary idling. Avoid drive-throughs and walk inside instead.

c. Principle III. Increase Use of Alternative Fuel. Site Fleet Managers will:

(1) Increase the Use of Ethanol Gas (E85). Optimize use of new technology. Expand vehicles capable of using alternative fuel based on existing or planned infrastructure. Run dual-fueled vehicles on alternative fuel.

(2) Increase the Use of Electric Vehicles. Identify optimal electric vehicle strategies based on fleet location characteristics. Evaluate availability of electric vehicles (EVs) to replace conventional-fueled vehicles. Evaluate life-cycle costs for acquisition of EVs. Replace gasoline vehicles with battery electric or plug-in hybrid electric vehicles (when available) that meet functional and mission needs. Install EV charging infrastructure required to support EVs.

6. NEXT STEPS. DFAS will repeat the following process steps annually to achieve its optimum fleet inventory by December 31, 2015:

a. Annual VAM and DFAS Fleet Management Plan Updates. DFAS will use its annual VAM results to develop its future motor vehicle fleet composition and to update the annual DFAS FMP, which will outline plans and policies used to achieve an optimal fleet by 2015.

b. Replacement and New Vehicle Acquisitions. In order to meet the requirements of the new DoD policy to achieve the Federal objectives for the acquisition of Alternate Fuel Vehicles (AFV), DFAS will continue to acquire primarily AFVs when replacing or acquiring new fleet vehicles from GSA. DFAS recognizes that some of the site locales may not currently have E85 stations. In these areas, DFAS will consider acquiring hybrids, compressed natural gas, or electric vehicles.

c. Fleet Changes. Working with the Agency Fleet Manager, all DFAS sites will develop vehicle acquisition plans, which take into consideration disposal forecasts, and record those plans in FAST. DFAS fleet vehicles must be the most efficient possible to achieve the mission.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFV	Alternate Fuel Vehicles
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDI	Department of Defense Instruction
E85	Ethanol Gas
EV	Electronic Vehicle
FAST	Federal Automotive Statistical Tool
FMP	Fleet Management Plan
FMR	Federal Management Regulation
GSA	General Services Administration
HEV	Hybrid Electric Vehicles
OMB	Office of Management and Budget
VAM	Vehicle Allocation Methodology