



DEFENSE FINANCE AND ACCOUNTING SERVICE
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Agency Fleet Management Plan for Fiscal Year (FY) 2017

DFAS FLEET. DFAS’ fleet consists of all GSA leased vehicles. DFAS must complete a VAM study of its domestic fleet. GSA Bulletin No. 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 FY 2017.

Table 1 - Exempt Vehicles

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

Table 2 - DFAS Non-Exempt Vehicle Summary

FMR B-30 Requirement or Metric	Status/Result
Total Vehicles Reporting in DPAS	32
Foreign Vehicles Reported in DPAS	0
Domestic Vehicles Reported in DPAS	32
Vehicles Exempted from VAM	0
Total Vehicles Studied in DFAS VAM	32
Vehicles Recommended for Elimination	0
Vehicle Types Assessed	9
Vehicle Potential for Alternative Fuels Assessed	32
Transportation Alternatives Assessed	32
Fleet Management Information System in Use	DPAS

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 FY 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 DPAS Maintenance and Utilization Dispatch Module. The Operations Financial Management Team is responsible for reviewing, consolidating, and reporting DFAS’ information to OMB using the GSA FAST.

b. **Inventory.** DFAS has achieved optimal usage of its GSA fleet inventory in compliance with the May 21, 2011 Presidential memorandum and GSA Bulletin No. B-30. DFAS has generally grouped its vehicles into light duty (LD), medium duty (MD), and heavy duty (HD) trucks, vans, sport utility vehicles (SUVs), and sedans. Table 3 displays the DFAS fleet by these general categories. Table 4 provides fleet detail by site and includes the justification for each vehicle.

Table 3 - Fleet and Size

Type	Number of Vehicles
Heavy Duty (HD) Truck	5
Light Duty (LD) Minivan 4x2 (Passenger)	14
Light Duty (LD) SUV 4x4	1
Light Duty (LD) Van 4x2 (Passenger)	1
Light Duty (LD) Pickup Truck	1
Medium Duty (MD) Other	1
Medium Duty Van (MD) (Cargo)	1
Sedan/Station Wagon – Compact	5
Sedan/Station Wagon – Sub-Compact	3

Table 4 - Vehicle Justification

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
1	Cleveland	Light Duty (LD) Minivan 4x2 (Passenger)	2014	Ethanol / Unleaded Gasoline	Used by Site Support office for temporary duty (TDY) and moving equipment to include communication security (COMSEC) and furniture.
2	Cleveland	Light Duty (LD) Minivan 4x2 (Passenger)	2010	Ethanol / Unleaded Gasoline	Used to transport visitors to and from hotel and airport and site staff to and from warehouse, Bratenahl, the Federal Reserve, and post office.
3	Cleveland	Light Duty (LD) Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used to transport visitors to and from hotel and airport and site staff to and from warehouse, Bratenahl, the Federal Reserve, and post office.
4	Cleveland	Light Duty (LD) Van 4x2 (Passenger)	2010	Ethanol / Unleaded Gasoline	Used to transport visitors to and from hotel and airport; site staff to and from warehouse, Bratenahl, the Federal Reserve, and post office; and Information & Technology (I&T) staff for hardware/parts pickup/delivery and offsite tape backup.
5	Cleveland	Heavy Duty (HD) Truck	2011	Diesel	Used by Site Support office for moving equipment and furniture.
6	Columbus	Sedan/Station Wagon – Compact	2012	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
7	Columbus	Sedan/Station Wagon – Compact	2012	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
8	Columbus	Sedan/Station Wagon – Sub-Compact	2013	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
9	Columbus	Sedan/Station Wagon – Sub-Compact	2013	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
10	Columbus	Light Duty (LD) Minivan 4x2 (Passenger)	2010	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
11	Columbus	Light Duty (LD) Minivan 4x2 (Passenger)	2010	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.

Table 4 - Vehicle Justification. Continued

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
12	Columbus	Light Duty (LD) Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
13	Columbus	Light Duty (LD) Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
14	Columbus	Medium Duty Van (MD) (Cargo)	2012	Ethanol / Unleaded Gasoline	Used by mailroom staff and site support staff to transport items.
15	Columbus	Heavy Duty (HD) Truck	2009	Ethanol/ Unleaded Gasoline	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
16	Columbus	Heavy Duty (HD) Truck	2009	Ethanol/ Unleaded Gasoline	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
17	Indianapolis	Heavy Duty (HD) Truck	2009	Diesel	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
18	Indianapolis	Heavy Duty (HD) Truck	2009	Diesel	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
19	Indianapolis	Light Duty (LD) Minivan 4x2 (Passenger)	2016	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
20	Indianapolis	Sedan/Station Wagon – Sub-Compact	2014	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
21	Indianapolis	Light Duty (LD) Minivan 4x2 (Passenger)	2011	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
22	Indianapolis	Light Duty (LD) Minivan 4x2 (Passenger)	2016	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.

Table 4 - Vehicle Justification, Continued

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
23	Indianapolis	Sedan/Station Wagon – Compact	2016	Gasoline / Hybrid	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
24	Indianapolis	Sedan/Station Wagon – Compact	2015	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
25	Indianapolis	Sedan/Station Wagon – Compact	2015	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
26	Indianapolis	Sedan/Station Wagon – Compact	2014	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
27	Indianapolis	Light Duty (LD) Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used to reduce travel related costs while conducting official Defense Finance Accounting Service (DFAS) site assessments, training, audits, customer support, or other mission type work.
28	Limestone	Light Duty (LD) Pickup 4x4	2012	Ethanol / Unleaded Gasoline	Used by site support office for general use. It is a 4x4 because of the harsh weather conditions at this location.
29	Mark Center	Light Duty (LD) Minivan 4x2 (Passenger)	2005	Ethanol / Unleaded Gasoline	Used by the Agency Director, Principal Deputy Director, and numerous other Senior Executives who are either stationed or on TDY.
30	Mark Center	Light Duty (LD) SUV 4x4	2008	Ethanol / Unleaded Gasoline	Used by the Agency Director, Principal Deputy Director, and numerous other Senior Executives who are either stationed or on TDY.
31	Rome	Light Duty (LD) Minivan 4x2 (Passenger)	2012	Gasoline	Used for TDY and local business travel.
32	Rome	Medium Duty (MD) Other	2014	Gasoline	Used by site support office for general use.

d. Control Fleet Size and Cost. Site Support Directors will review fleet usage and costs on a quarterly basis. Site Support Directors will determine if the vehicles are being properly utilized to their full capacity. A Site Support Director may reduce the site fleet size anytime throughout the FY if he/she determines the fleet is underutilized or does not meet mission requirements.

e. Vehicle Replacement. More fuel-efficient vehicles will be considered to replace passenger vans and bio-diesel alternative trucks will be considered to replace diesel trucks. DFAS does not have any plans to purchase any vehicles in FY 2017.

PROPERTY ACCOUNTABILITY. In accordance with DoD Instruction (DoDI) 5000.64, DFAS must establish accountable property records for its GSA fleet vehicles.

COMMITMENT TO ENERGY MANAGEMENT. As part of a continued mission to move toward a greener fleet in FY 2017, 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) by expanding the use of vehicles capable of using alternative fuel based on existing or planned infrastructure, and 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.

NEXT STEPS. DFAS will repeat the following process steps annually to maintain its optimum fleet inventory by December 31, 2016:

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 maintain an optimal fleet in FY17.

b. Replacement and New Vehicle Acquisitions. In order to continue to meet the requirements of the 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 the GSA FAST. DFAS fleet vehicles must be the most efficient possible to achieve the mission.

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