



Defense Finance and Accounting Service

DIRECTIVE

Number 4500.3-DV

September 20, 2013

Expiration September 20, 2014

Enterprise Management Services

SUBJECT: Fleet Management Plan for Fiscal Year 2014

References: See Enclosure 1.

1. PURPOSE. This Directive establishes how the 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 daily vehicle usage and maintenance information using the Maintenance and Utilization Dispatch Module of the Defense Property Accountability System (DPAS) (Reference (d)).

4. RESPONSIBILITIES.

a. Agency Fleet Manager will update the DFAS Fleet Management Plan (FMP) on an annual basis.

- b. DFAS Site Property Book Managers will report DFAS fleet vehicles in the 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 daily vehicle usage and maintenance information using the DPAS Maintenance and Utilization Dispatch Module.
- e. 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 its fullest capacity. The Site Support Director may reduce its sites fleet size anytime throughout the fiscal year if determined their fleet is underutilized or does not meet mission requirements.

5. INFORMATION COLLECTION REQUIREMENT. See Enclosure 2.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This Directive:

- a. Is effective immediately.
- b. Must be reissued each year.

Thomas E. Roberts
Enterprise Management Services

Enclosures

- 1. References
- 2. Procedures

Glossary

Tables

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES4

ENCLOSURE 2: PROCEDURES5

 INTRODUCTION5

 DFAS FLEET5

 FLEET MANAGEMENT6

 PROPERTY ACCOUNTABILITY9

 COMMITMENT TO ENERGY MANAGEMENT9

 NEXT STEPS10

GLOSSARY12

 ABBREVIATIONS AND ACRONYMS12

TABLES

 TABLE 1 – EXEMPT VEHICLES5

 TABLE 2 – DFAS NON-EXEMPT VEHICLE SUMMARY6

 TABLE 3 – FLEET AND SIZE.....6

 TABLE 4 – VEHICLE JUSTIFICATION.....7

ENCLOSURE 1

REFERENCES¹

- (a) Presidential Memorandum, “Federal Fleet Performance,” May 24, 2011²
- (b) General Services Administration Bulletin Federal Management Regulation (FMR) B-30, “Motor Vehicle Management,” August 22, 2011³
- (c) General Services Administration Federal Automotive Statistical Tool⁴
- (d) Defense Property Accountability System (DPAS) Maintenance and Utilization Dispatch Module⁵
- (e) Department of Defense Instruction (DoDI) 5000.64, “Accountability and Management of DoD-Owned Equipment and Other Accountable Property,” May 19, 2011

¹Copies of DFAS and DoD forms and publications can be obtained from or accessed through the DFAS eLibrary.

²Copy may be obtained from the Internet at <http://www.whitehouse.gov/the-press-office/2011/05/24/presidential-memorandum-federal-fleet-performance>

³Copy may be obtained from the Internet at <http://www.gsa.gov/graphics/ogp/MotorVehBulletinFMRB-30.pdf>

⁴Copy may be obtained from the Internet <https://fastweb.inel.gov/>

⁵Copy may be obtained from the Internet <http://dpassupport.golearnportal.org/>

ENCLOSURE 2

PROCEDURES

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 Fiscal Year (FY) 2014.

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 FAST 2013	32
Foreign Vehicles Reported in FAST 2013	0
Domestic Vehicles Reported in FAST 2013	32
Vehicles Exempted from VAM	0
Total Vehicles Studied in DFAS VAM	32
Total Vehicles Recommended for Elimination	0
Total Vehicle Types Assessed	32
Total Vehicle Potential for Alternative Fuels Assessed	32
Total Transportation Alternatives Assessed	32
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 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 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. 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
Sedan/Station Wagon	4
LD, Truck/Pickup	2
LD, Truck/SUV	1
LD, Van/Passenger	18
MD, Van/Cargo	1
MD, Truck	1
HD, Truck	5
Total	32

Table 4 - Vehicle Justification

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
1	Cleveland	HD, Truck	2011	Diesel	Used by site support office for moving equipment and furniture.
2	Cleveland	LD, Minivan 4x2 (Passenger)	2006	Ethanol/ Unleaded Gasoline	Used by site support office for temporary duty (TDY) and moving equipment to include communication security (COMSEC) equipment and furniture.
3	Cleveland	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.
4	Cleveland	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.
5	Cleveland	LD, Minivan 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.
6	Columbus	HD, Truck	2009	Diesel	Used by site support and mailroom staff to move supplies, equipment, furniture, and official mail.
7	Columbus	HD, Truck	2009	Diesel	Used by site support and mailroom staff to move supplies, equipment, furniture, and official mail.
8	Columbus	LD, Minivan 4x2 (Passenger)	2009	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
9	Columbus	LD, Minivan 4x2 (Passenger)	2010	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
10	Columbus	LD, Minivan 4x2 (Passenger)	2010	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
11	Columbus	LD, Minivan 4x2 (Passenger)	2012	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
12	Columbus	LD, Minivan 4x2 (Passenger)	2012	Gasoline	Used for TDY and local business travel.
13	Columbus	MD, Van (Cargo)	2012	Gasoline	Used by site support and mailroom staff to move supplies, equipment, furniture, and official mail.
14	Columbus	Sedan/Station Wagon Midsize	2012	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.

Table 4 - Vehicle Justification, Continued

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
15	Columbus	Sedan/Station Wagon Midsize	2012	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
16	Columbus	Sedan/Station Wagon Midsize	2010	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
17	Columbus	Sedan/Station Wagon Midsize	2010	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
18	Indianapolis	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	HD, Truck	2009	Diesel	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
20	Indianapolis	LD, Minivan 4x2 (Passenger)	2009	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
21	Indianapolis	LD, Minivan 4x2 (Passenger)	2010	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
22	Indianapolis	LD, Minivan 4x2 (Passenger)	2011	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
23	Indianapolis	LD, Minivan 4x2 (Passenger)	2011	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
24	Indianapolis	LD, Minivan 4x2 (Passenger)	2011	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
25	Indianapolis	LD, Minivan 4x2 (Passenger)	2011	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
26	Indianapolis	LD, Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
27	Indianapolis	LD, Truck/ Pickup 4x2	2008	Ethanol / Unleaded Gasoline	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
28	Limestone	LD, Truck/ Pickup 4x2	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	LD, Minivan 4x2 (Passenger)	2005	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.

Table 4 - Vehicle Justification, Continued

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
30	Mark Center	LD, Truck/SUV 4x4	2008	Ethanol/ Unleaded Gasoline	Used for TDY and local business travel.
31	Rome	LD, Minivan 4x2 (Passenger)	2012	Gasoline	Used for TDY and local business travel.
32	Rome	MD, Truck	2006	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. The Site Support Director may reduce the site fleet size anytime throughout the fiscal year if he/she determines the fleet is underutilized or does not meet mission requirements.

e. **Vehicle Replacement.** GSA allows DFAS to replace its vehicles at 60,000 miles. When DFAS vehicles reach 60,000 miles, Site Support Directors will consider replacement. More fuel-efficient sedans 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 2014. GSA's flexible replacement policy at 60,000 miles gives DFAS the greatest ability to upgrade its vehicles at the lowest cost.

f. **Fleet Reduction.** DFAS reduced its fleet from 34 vehicles to 32 vehicles in FY 2013. This represents a 6% reduction in overall fleet inventory.

4. **PROPERTY ACCOUNTABILITY.** In accordance with DoD 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 the use of 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 FY 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.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AFV	Alternate Fuel Vehicles
COMSEC	Communications Security
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDI	Department of Defense Instruction
DPAS	Defense Property Accountability System
E85	Ethanol Gas
EV	Electronic Vehicle
FAST	Federal Automotive Statistical Tool
FMP	Fleet Management Plan
FMR	Federal Management Regulation
FY	Fiscal Year
GSA	General Services Administration
HD	Heavy Duty
HEV	Hybrid Electric Vehicles
I&T	Information and Technology
LD	Light Duty
MD	Medium Duty
OMB	Office of Management and Budget
TDY	Temporary Duty
VAM	Vehicle Allocation Methodology