



Defense Finance and Accounting Service

DIRECTIVE

Number 4500.3-DV

October 1, 2015

Expiration September 30, 2016

Enterprise Management Services

SUBJECT: Fleet Management Plan for Fiscal Year (FY) 2016

References: See Enclosure 1.

1. **PURPOSE.** This Directive establishes how DFAS will achieve its optimum fleet inventory by December 31, 2015 in accordance with the guidance in the May 24, 2011 Presidential Memorandum (Reference (a)) and the General Services Administration (GSA) Bulletin (Reference (b)).
2. **APPLICABILITY.** This Directive applies to all DFAS sites that lease GSA vehicles.
3. **POLICY.** It is DFAS policy to:
 - a. Use the GSA Vehicle Allocation Methodology (VAM) data to identify its optimum fleet inventory.
 - b. Annually report its VAM results as an attainment plan using the GSA Federal Automotive Statistical Tool (FAST) (Reference (c)).
 - c. 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. The Agency Fleet Manager will update the DFAS Fleet Management Plan (FMP) on an annual basis.
 - b. The 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 FY if determined their fleet is underutilized or does not meet mission requirements.

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This Directive:

- a. Is effective immediately after signing.
- b. Must be reissued annually.

Thomas E. Roberts
Enterprise Management Services

Enclosures

- 1. References
- 2. Procedures

Glossary

Tables

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: PROCEDURES.....5

 INTRODUCTION5

 DFAS FLEET5

 FLEET MANAGEMENT.....6

 PROPERTY ACCOUNTABILITY9

 COMMITMENT TO ENERGY MANAGEMENT9

 NEXT STEPS10

GLOSSARY11

 ABBREVIATIONS AND ACRONYMS.....11

TABLES

 1. Exempt Vehicles.....5

 2. DFAS Non-Exempt Vehicle Summary.....6

 3. Fleet and Size.....6

 4. Vehicle Justification.....7

ENCLOSURE 1

REFERENCES

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

ENCLOSURE 2

PROCEDURES

1. INTRODUCTION. President Barack Obama issued Reference (a) directing GSA to develop and distribute a VAM within 90 days of the date of the memorandum. GSA released Reference (b) ensuring that agencies using GSA fleet vehicles “satisfy the requirements of the Presidential Memorandum.” Reference (b) requires DFAS to 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. Reference (b) 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 2016.

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 2015	32
Foreign Vehicles Reported in DPAS 2015	0
Domestic Vehicles Reported in DPAS 2015	32
Vehicles Exempted from VAM	0
Total Vehicles Studied in DFAS VAM	32
Vehicles Recommended for Elimination	0
Vehicle Types Assessed	8
Vehicle Potential for Alternative Fuels Assessed	32
Transportation Alternatives Assessed	32
Fleet Management Information System in Use	DPAS

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 for reviewing, consolidating, and reporting DFAS' information to OMB using Reference (c).

b. **Inventory.** DFAS is working toward optimal usage of its GSA fleet inventory in compliance with Reference (a) and Reference (b). 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 – Compact	4
Sedan/Station Wagon – Sub-Compact	3
Light Duty (LD) Pickup Truck	2
LD Minivan 4x2 (Passenger)	15
LD SUV	1
Medium Duty Truck	1
Medium Duty Van (Cargo)	1
Heavy Duty Truck	5

Table 4 - Vehicle Justification

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
1	Cleveland	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	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	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	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)	2011	Diesel	Used by Site Support office for moving equipment and furniture.
6	Columbus	Sedan/St Wagon Compact	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel
7	Columbus	Sedan/St Wagon Compact	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel
8	Columbus	Sedan/St Wagon Subcompact	2013	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
9	Columbus	Sedan/St Wagon Subcompact	2013	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)	2010	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
12	Columbus	LD Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
13	Columbus	LD Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
14	Columbus	LD Minivan 4x2 (Passenger)	2009	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	MD Van (Cargo)	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
16	Columbus	Heavy Duty (HD)	2009	Diesel	Used for site support and mailroom staff to move supplies, equipment, furniture, and official mail.
17	Columbus	Heavy Duty (HD)	2009	Diesel	Used by site support office for moving equipment and furniture.
18	Indianapolis	Sedan/St Wgn Compact	2015	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
19	Indianapolis	Sedan/St Wgn Compact	2015	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
20	Indianapolis	Sedan/St Wgn Subcompact	2014	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
21	Indianapolis	LD Minivan 4x2 (Passenger)	2011	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 by the DFAS Director and by DFAS employees for TDY or local business travel.
24	Indianapolis	LD Minivan 4x2 (Passenger)	2012	Ethanol / Unleaded Gasoline	Used for TDY and local business travel.
25	Indianapolis	LD 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.
26	Indianapolis	Heavy Duty (HD)	2009	Diesel	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
27	Indianapolis	Heavy Duty (HD)	2009	Diesel	Used by mailroom staff and site support staff to transport items to and from the warehouse and for general purpose.
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.

Table 4 - Vehicle Justification, Continued

#	Site	Vehicle Type	Year	Fuel Type	Justification for Vehicle
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 they determine 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 2016. GSA's flexible replacement policy at 60,000 miles provides DFAS the greatest ability to upgrade its vehicles at the lowest cost.

4. PROPERTY ACCOUNTABILITY. In accordance with DoD Instruction (DoDI) 5000.64, (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 FY 2016, 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.

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 in FY16.

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 Reference (c). DFAS fleet vehicles must be the most efficient possible to achieve the mission.

GLOSSARYABBREVIATIONS AND ACRONYMS

AFV	Alternate Fuel Vehicles
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
SUV	Sports Utility Vehicle
TDY	Temporary Duty
VAM	Vehicle Allocation Methodology