GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

May 19, 2023

GSA FMR BULLETIN B-2023-55
MOTOR VEHICLE MANAGEMENT

TO: Heads of Executive Agencies

SUBJECT : Fleet Management Information Systems

1. <u>What is the purpose of this bulletin</u>? This bulletin provides capability recommendations for Fleet Management Information Systems (FMIS) for Executive agency motor vehicle fleets.

2. <u>What is the effective date of this bulletin</u>? This bulletin is effective May 19, 2023.

3. <u>When does this bulletin expire</u>? This bulletin contains information of a continuing nature and will remain in effect until specifically canceled.

4. <u>What is the background</u>?

(a) Executive agencies are required by Sections 15301 and 15302 of the Consolidated Omnibus Budget Reconciliation Act of 1986 (Pub. L. No. 99-272) (40 U.S.C. §§ 17502–17503) to have a centralized system to identify, collect, and analyze motor vehicle data with respect to all costs incurred for the operation, maintenance, acquisition, and disposition of motor vehicles.

(b) Before the 2017 Federal Automotive Statistical Tool (FAST) reporting cycle, agencies submitted required data describing their fleets in broad aggregated categories covering vehicle inventory, fleet costs, fleet mileage, and fleet fuel consumption. Rather than submitting aggregated fleet data, agencies are now reporting each individual vehicle as a separate entity accompanied by that vehicle's attributes and operational information. This more detailed form of fleet data is referred to as "vehicle-level data" (VLD) or, alternatively, "asset-level data" (ALD). The two terms are interchangeable.

(c) Agencies are required by Office of Management and Budget (OMB) Memorandum M-22-06, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, to deploy on-board vehicle technology-based hardware, or telematics, to collect and use vehicle operational data to inform fleet planning and vehicle acquisition strategies, as

well as zero-emission vehicle (ZEV) and Electric Vehicle Supply Equipment (EVSE) operational management.

5. <u>Why is a FMIS Important</u>?

Fleet managers need accurate current detailed data on each vehicle, as well as summary and exception reports, to make informed decisions about vehicle acquisition, operation and utilization, maintenance, repair, replacement, and disposal. Fleet managers also need VLD for their entire fleet to support their vehicle allocation methodology efforts to optimize agency fleets. Furthermore, fleet managers need accurate data to deploy a fleet that complies with initiatives such as the acquisition of ZEVs, the reduction of green-house gas emissions, and other environmental requirements set forth by Congress and the Administration. Finally, in addition to annually reporting data to FAST, agencies must be able to respond with accurate data to annual budget calls from OMB. A FMIS should be capable of serving all these requirements.

6. <u>What are the minimum recommended capabilities for an agency's FMIS</u>?

(a) An agency's FMIS should be able to collect, store, and report on the data elements outlined in FAST's Vehicle-Level Data Element Reference for all vehicles in the agency's fleet regardless of vehicle ownership (owned or leased) and locale (domestic or foreign). Published and periodically updated by the FAST management team, this reference describes each data element that agencies must report annually to FAST to describe each vehicle in their fleet inventory through the fiscal year and the agency's future-year projections for fleet acquisitions, disposals, and operating costs. The reference and other information related to fleet data reporting is available on the FAST web site (https://fastweb.inl.gov/).

(b) An agency's FMIS should be capable of providing the data necessary to support:

- Annual data calls such as:
    - GSA's Federal Fleet Report;
    - Department of Energy sustainability and alternative fuel reporting requirements;
    - OMB annual Circular A-11 budget reporting requirements; and
    - Council on Environmental Quality's Zero-emission Fleet Strategic Plan.

- Periodic data calls, inquiries, and ad hoc reports such as, but not limited to:
    - Fleet expense audits;

○ Internal budget requests;
○ Government Accountability Office audits;
○ Vehicle Allocation Methodology studies;
○ Congressional inquiries;
○ Vehicle utilization reviews; and
○ Home-to-work transportation assignment and usage.

(c) An agency's FMIS should be capable of interfacing with other systems such as:

● Systems collecting and managing information from telematics devices deployed on agency vehicles;
● Electronic access systems provided by a fleet fuel card contractor to allow secure communication and automatic data transfer between the agency and the contractor;
● FAST;
● GSA Fleet systems relevant to fleet ownership;
● Internal or external systems used to collect and manage vehicle fuel/energy consumption;
● Internal agency property management systems;
● Internal agency financial systems; and
● External systems that provide data for the effective management and reporting of commercially leased vehicles.

(d) For agencies that lease vehicles from GSA Fleet or use GSAFleet.gov to manage agency-owned vehicles, GSA Fleet's fleet management information system is considered to meet the standards of this bulletin for those vehicles.

7. <u>What is recommended as a result of this bulletin</u>?

● Agencies with an existing FMIS should ensure that it meets the minimum capabilities described in this bulletin, and if necessary, should enhance existing systems to do so.
● Agencies should create new or enhance existing application programming interfaces which automatically retrieve data from other systems containing needed fleet data and securely transfer that data to their FMIS.
● Agencies should update data collection, retrieval, input/entry systems and processes, where feasible, to minimize the need for manual data entry.
● Agencies should update systems and processes to improve and ensure accuracy, completeness, and timeliness of data entering and managed within the FMIS.

- Agencies currently developing an FMIS should ensure that proposals, statements of work, contracts, and other planning documents incorporate the capabilities described in this bulletin.
- Agencies that have not yet acquired, developed, or planned for a FMIS should begin that process and verify that these capabilities are included.
- Agencies should ensure through policies, processes, and training that employees use the agency FMIS.

8. <u>Whom should we contact for further information</u>?

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By delegation of the Administrator of General Services.

DocuSigned by:

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