VAM, Budget Narratives, and Fleet Management Plans

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VAM, FMPs, and Budget Narrative Session Objectives

- Discuss what the VAM is and its value to fleet management
- Discuss the OMB A-11 process including FMPs and Budget Narratives
- Discuss the VAM, FMPs and Budget Narrative best practices

What is the Vehicle Allocation Methodology

A planning process used by Federal Fleet managers to identify their optimal fleet inventory.

A process that tells the story of where your fleet is now and where it potentially needs to go to obtain that optimal fleet inventory.

What is an optimal fleet?

Completes the mission

Fuel efficient, least life cycle costs

Complies with all mandates

Justified

Vehicle Allocation Methodology in Regulation

- Federal Management Regulation (FMR) 102-34.50(b) requires that executive agencies must establish and document a structured vehicle allocation methodology (VAM) to determine the appropriate size, number, and types of motor vehicles.
- GSA Bulletin FMR B-43

NOTE: This regulation does NOT exempt any vehicle from a VAM

Conduct a Vehicle Allocation Methodology Study

- Conduct a VAM study of each vehicle in your fleet at least every five (5) years
  - Suspect that most fleets complete some sort of vehicle evaluation every year at vehicle acquisition/replacement time
  - Conduct a VAM study when your agency and fleet missions change
- The study results should be sufficient to:
  - Justify the size and composition of the agency fleet,
  - Identify unnecessary vehicles

VAM Study: Obtaining Optimization

- The vehicle is used to accomplish what tasks?
- Is the vehicle important for accomplishing the agency's mission? How?
- Are there non-vehicle alternatives for accomplishing the mission?
- Does the vehicle need to carry more people, cargo, equipment that exceed its current capacity?
- Can a smaller vehicle carry the required number of people, cargo, or equipment?
- Does the vehicle really need to carry that many people, that much cargo, or that much equipment?
- Can a vehicle be shared among several employees or offices?

Optimal Fleet Profile - FAST

A by the numbers snapshot of the optimal fleet identified by your VAM

O   Update only when completing a new VAM

O   FMP/Budget Narrative describes progress toward this optimal fleet.

Telling the Fleet Story: OMB Budget Submission

FAST input of inventory, acquisition, disposal, cost & budget projections data

Submitted through FAST for a complete Agency OMB A-11 Submission

Agency Fleet Management Plan & Budget Narrative

Agencies make two submissions to complete annual OMB A-11 reporting.

Fleet Management Plan & Budget Narrative

- Fleet Management Plan & Budget Narrative template available through FAST
  - Describe efforts on:
    - Vehicle Acquisition/Replacement strategies
    - Controlling fleet size and cost
    - VAM efforts and results
- Annual Fleet Budget Summary
  - Prior Year /Current Year / Budget Year
  - Operating Inventory /Planned Acquisitions / Planned Disposals
  - Operating Inventory Costs – Annual Acquisition Costs

Telling the Fleet Story: Fleet Management Plans

- WHY?
  - Budget narrative as part of the OMB A-11 process to support expenditures and projections
  - Describe progress toward optimal fleet inventory identified by the VAM
- WHEN?
  - Fall 2025
- HOW?
  - Submission through FAST

Additional Resources

- [GSA VAM Bulletin](#)
- [OMB A-11 FAST Submission Guide](#)

Contact Us

GSA Motor Vehicle Policy Division   vehicle.policy@gsa.gov

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Thank you!

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