

VAM, FMPs and Budget Narrative

Presenter: Eric Adams (GSA)
Panelists: Panel: Ron Rogers (DOL), Michelle Kirby
(INL), and Dionne Chisolm (DHS)

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.



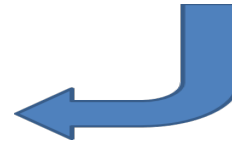
A process that tells the story of where your fleet is now and where it potentially needs to go to obtain that optimal fleet inventory.

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?
- ❖ Does the vehicle positively impact or negatively impact the agency's sustainability goals?

Optimal Fleet Profile - FAST

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

		FUEL TYPES / CONFIGURATIONS					
VEHICLE TYPE		Petroleum Dedicated Vehicles	Petroleum Dedicated LGHG Vehicles	Hybrid & Petrol/Alt Multi-Fuel Vehicles	Alt Fuel Dedicated Vehicles	Zero Emission Vehicles	GRAND TOTAL
PASSENGER	Low-speed Vehicle						-
	Sedan/St Wgn Subcompact						-
	Sedan/St Wgn Compact						-
	Sedan/St Wgn Midsize						-
	Sedan/St Wgn Large						-
	MD Sedan/St Wgn Large						-
	Sedan Limousine						-
	MD Sedan Limousine						-
Subtotal		-	-	-	-	-	-
IGER	LD SUV 4x2						-
	LD SUV 4x4						-
	MD SUV						-

- Update only when completing a new VAM.
- 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

Agency Fleet Management Plan & Budget Narrative

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

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?
 - By August 26, 2022
- HOW?
 - By Submission through FAST

VAM, FMPs, Budget Narratives

Additional Resources and helpful links:

[GSA VAM Bulletin](#)

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

Contact Us

Vehicle Policy Div

vehicle.policy@gsa.gov

Eric Adams

eric.adams@gsa.gov

202-746-5789

