

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

August 26, 2005

GSA BULLETIN FMR B-9
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal agencies

SUBJECT: Documented Structured Vehicle Allocation Methodology for Agency Fleets

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive Branch agencies (other Federal entities are encouraged to follow this guidance) on the development and maintenance of documented structured vehicle allocation methodologies for agency fleets, i.e., vehicles that are agency-owned, leased from the General Services Administration (GSA), or commercially-leased. Agency adherence to such a methodology will help to ensure that agency vehicle fleets are not over-costly, are correctly sized in terms of numbers, and are the of appropriate type for accomplishing agency missions.
2. What is the effective date of this bulletin? This bulletin is effective upon publication.
3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled.
4. What is the background? In April 2002, the Office of Management and Budget (OMB) requested that all Executive Branch agencies take a closer look at their fleet management operations, particularly the size of their fleets. In coordination with OMB, information was collected from the agencies using a survey developed by the Federal Fleet Policy Council (FEDFLEET) and GSA's Vehicle Management Policy Division. The results of the survey indicated a number of deficiencies in the fleet management operations of the agencies. An interagency working group of FEDFLEET members recommended corrective actions, including the establishment, within each agency, of the subject methodology to identify the optimal allocation of the agency vehicles in terms of number and configuration of those vehicles. The need for such a methodology was further validated in a May 2004 Government Accountability Office report on the acquisition and management of Federal motor vehicles.
5. What is the description of the subject methodology and resultant optimal vehicle allocation? An optimal vehicle allocation results not from a formula per se, but from a methodology which provides agency fleet managers with a standard way to document the objective criteria of a vehicle fleet for a specific or generic (where there are common characteristics) office/facility, program, occupational group, or other entity within an agency. Objective criteria would include, but not necessarily be limited to: number of vehicle users to include, where applicable, user/vehicle ratios; per vehicle mileage; trips per vehicle; mission; terrain; climate; and fleet condition and down-time. The input for

the methodology typically is obtained by surveys and/or in-person interviews of stakeholders. The following is a narrative example of the methodology. The example is also displayed in a standardized format as an attachment to this FMR bulletin.

Narrative Example of a Methodology for Border Patrol Station on the Mexican Border

At a Border Patrol Station (BPS) on the Mexican border, the methodology would display the objective criteria and optimal allocation of vehicles assigned to that station. Although a ratio between numbers of vehicles and users for some offices, programs, occupational groups, etc. may not apply, this illustration uses a ratio determined by the Border Patrol Program as applicable to its Border Patrol Agents (BPAs) of a three BPAs-to-two-vehicles ratio, except for a one BPA-for-one vehicle ratio for managers/supervisors and K-9 officers. Thus, if ABC BPS has 280 BPAs, including 10 managers/supervisors and K-9 officers, the vehicle count would be 190. Factoring in fleet condition and down-time, an additional percentage of “back-up” vehicles for other than the managers/supervisor and K-9 officers might appropriately be as much as 5% (9) to have on hand. Based on mission (together with terrain and climate), the 199 vehicles might be divided into vehicle types such as 68% (129) 4X4 SUVs, 11% (21) carryalls, 11% (21) full-size vans, 5% (9) pick-ups, and 5% (19) large sedans. As law enforcement vehicles, “greening requirements” are not applicable.

For related entities at that BPS supporting the BPAs, such as the garage, facilities, administration, information technology, etc., their mission (together with terrain and climate) and workload would most likely govern the optimal allocation of vehicles for those entities; i.e., user to vehicle ratios would not be applicable. The optimal vehicle allocation would display a set number of tow trucks; special purpose vehicles such as bucket trucks, road graders, and fork lifts; ambulances; fire trucks; vans; pick-up trucks; sedans; etc. Greening requirements would apply to those vehicles that are non-special purpose.

In contrast to the optimal allocation of vehicles at a BPS on the Mexican border, would be the optimal allocation of vehicles at a BPS on the Canadian border which would be different due to differences in operations, fleet condition and down-time, terrain, climate, support entities, etc. Even using the same BPA-to-vehicle ratios, the allocation of vehicles at a BPS on the Canadian border used by the BPAs, as well as by the entities supporting the BPAs would not be in match to that of the BPS on the Mexican border. For example, the condition of the fleet used by BPAs on the Canadian border may be better than the condition of the fleet used by BPAs on the Mexican border, and the additional percentage of back-up vehicles due to vehicle down-time would be less than 5%. In terms of operational differences, the number of illegal aliens is less on the Canadian than Mexican border. As a result, the percentage of vehicles of the type used by BPAs on the Mexican border for carrying illegal aliens, may not be as great on the Canadian border.

Regarding as vehicles for support entities, if BPS' fleet operations on the Canadian border do not have garages, then unlike BPS' on the Mexican border, they would not have vehicles commensurate with garages, e.g., tow trucks.

6. How should the subject methodology and resultant optimal vehicle allocation be recorded? Because agency vehicle fleet inventories and optimal vehicle allocations should be in balance, the methodology and optimal vehicle allocation should ideally be integrated into the agency's vehicle fleet management information system (MIS) and linked to the agency vehicle fleet inventory to serve as a tool indicating inventory changes as "in match" or "not in match" to the inventory. However, other recording formats for the methodology and optimal vehicle allocation may be used, to include a stand-alone screen in the agency vehicle fleet MIS or in a personal computer file such as Excel, or hard-copy documentation.

7. What are the sources for development of the subject methodology and resultant optimal vehicle allocation? The methodology and optimal vehicle allocation may be developed in-house by the agency, or contracted out to logistics or management consulting firms. For contract resources, the GSA Federal Supply Service Schedules should be consulted, and are accessible at <http://gsalibrary.gsa.gov>, under first the "Services" link, and then under either the "Logistics Solutions" link or "Management Consulting Solutions" link.

8. What should I do as a result of this bulletin? Where not already in place, each Federal executive agency is strongly encouraged to develop by the suggested date of September 30, 2006 and thereafter maintain the subject methodology and optimal allocation for their vehicle fleet.

Agency vehicle enhancements and replacements should be made to meet the optimal vehicle allocation. Should there be exceptions to the methodology or optimal vehicle allocation, they should be justified, documented, and appended to the methodology. The methodology and optimal vehicle allocation should be updated, as necessary, upon review at least every five years, or upon factors changing such as mission, staffing, fleet condition, etc.

Agencies are advised that the optimal vehicle allocation should not be met at the expense of expanding the use of privately-operated vehicles.

9. Who should we contact for further information and/or to direct comments regarding the subject methodology and resultant optimal vehicle allocation?

General Services Administration
Office of Governmentwide Policy
Office of Travel, Transportation and Asset Management (MT)
Washington, DC 20405
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G. Martin Wagner
Associate Administrator
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ATTACHMENT TO BULLETIN FMR B-9

Formatted Example of Documented Structured Vehicle Allocation Methodology for Border Patrol Station on Mexican Border

ABC BORDER PATROL STATION						
CRITERIA:						
NO. OF VEHICLE USERS: 3 Border Patrol Agents (BPAs)/2 vehicles ratio, except for 1/1 vehicle ratio for 7 BPA mgrs./supvs. and 3 BPA K-9 officers. Number of support vehicles for non-BPAs determined by mission and workload.						
PER VEHICLE MILEAGE (AVERAGE): 100 miles/shift for BPA vehicles. Indeterminate for BPA mgrs./supvs., K-9 officers, and support vehicles used by non-BPAs.						
TRIPS PER VEHICLE (AVERAGE): In constant use per shift for BPA vehicles. As required for BPA mgrs./supvs., K-9 officers, and support vehicles used by non-BPAs						
MISSION: BPAs patrol border to detect, interdict, and apprehend. Non-BPAs support BPAs.						
TERRAIN: Rough and sandy.						
CLIMATE: Warm to hot.						
FLEET CONDITION: Marginal for vehicles at 3 BPAs/2 vehicles ratio. Requires 5% extra vehicles as back-up. Good for BPA mgrs./supvs. And K-9 officer vehicles. No extra vehicles required. Good for BPA support vehicles used by non-BPAs. No extra vehicles required.						
OTHER CRITERIA/COMMENTS: None.						
MISSION	NO. OF BORDER PATROL AGENTS (BPAs)	4X4 SUVs	CARRY-ALLS	FULL-SIZE VANS	PICK-UP TRUCKS	LARGE SEDANS
BPA MGRS./SUPVS.	7					7
BPA K-9 OFFICERS	3					3
BPAs + 5% BACK-UP VEHICLES	270	129	21	21	9	9
TOTALS	280	129	21	21	9	19
*VEHICLES FOR BPA SUPPORT FUNCTIONS (USED BY NON-BPAs):						
FACILITIES: 2 BUCKET TRUCKS, 2 ROAD GRADERS, 3 FORKLIFTS, 1 AMBULANCE, 1 FIRE TRUCK						
ADMINISTRATION: 1 FULL-SIZE VAN, 1 MINI-VAN, 2 PICK-UP TRUCKS						
INFORMATION TECHNOLOGY: 3 MID-SIZE SEDANS						
* Requisite percentage of non-special purpose vehicles meet greening requirements.						