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Freedom of Information Act Services (005R1C)
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Washington, DC 20420
Fax: 202-632-7581
[Veteran Affairs FOIA Public Access \(PAL\) Website](#)

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U.S. Department
of Veterans Affairs

1/23/2024

This is in response to your Freedom of Information Act (FOIA) request dated 9/29/2023 to the General Services Administration in which you requested:

“A copy of the most recent Fleet Management Plan for each of these agencies: . . . Department of Veterans Affairs . . . GSA collects these plans for OMB Circular A-11.”

Your request was forwarded to the Department of Veterans Affairs (VA) and received by my office on 1/16/2023. Your request was assigned case number 24-00019-R. Please refer to this number in any correspondence with VA regarding this case.

The Office of Asset Enterprise Management (OAEM) conducted a search of documents responsive to your request and is providing you with the most recent Fleet Management Plan. Your request was processed by the undersigned. You may appeal the determination made in this response to:

General Counsel (024)
Department of Veterans Affairs
810 Vermont Avenue, N.W.
Washington, D.C. 20420

If you should choose to make an appeal, your appeal must be postmarked no later than sixty (60) calendar days after the date of the adverse determination. It must clearly identify the determination being appealed and must include any assigned request number.

The appeal should include:

1. The name of the FOIA Officer
2. The address of the component
3. The date of the component's determination, if any
4. The precise subject matter of the appeal

If you choose to appeal only a portion of the determination, you must specify which part of the determination you are appealing.

The appeal should include a copy of the request and VA's response, if any. The appeal should be marked "Freedom of Information Act Appeal".

Sincerely,

David Wagner

David Wagner
OAEM FOIA Officer

Attachments:

VA FY 2025 Fleet Management Plan - Final

**FY 2025 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE FOR
U.S. DEPARTMENT OF VETERANS AFFAIRS (VA)**

(A) Describe the agency mission, organization, and overview of the role of the fleet in serving agency missions.

(1) Briefly describe your agency's primary/core mission.

VA Response: VA's primary mission is to serve the needs of Veterans. VA is comprised of three Administrations and eight staff offices. The three Administrations are the Veterans Health Administration (VHA), the Veterans Benefits Administration (VBA) and the National Cemetery Administration (NCA). VA facilities are located throughout the nation to reach Veterans in their communities. VA's fleet provides services to Veterans, including home health visits and transportation to medical appointments, among many other critical functions.

(2) Describe how your agency's vehicles are primarily used to support your primary/core mission(s) and describe what particular vehicle types and quantities best support your mission requirements.

VA Response: VA currently has over 22,761 vehicles in its fleet based on fiscal year (FY) 2022 data. The vehicles serve a variety of missions and requirements related to delivering services for Veterans.

VHA requires a full range of vehicles to fulfill its mission, including light-duty vehicles such as minivans and sedans, as well as buses, emergency-response vehicles, and mobile clinics. These vehicles are critical for safety at the facilities, transporting Veterans and transporting employees to reach Veterans. VHA accounts for 89% of VA's vehicles.

VBA's mission is to provide benefits and services to Veterans and their families in a responsive, timely and compassionate manner, in recognition of their service. VBA's fleet is composed almost entirely of light-duty vehicles used to transport VBA staff members to meetings with Veterans in support of their mission. VBA accounts for 5% of VA's vehicles.

NCA honors Veterans and their families with final resting places in national shrines and with lasting tributes that commemorate their service and sacrifice. NCA's fleet is composed primarily of light-duty vehicles used to lead funeral processions within the cemeteries and heavy-duty vehicles to maintain the cemetery grounds. NCA accounts for 5% of VA's vehicles.

(3) How has your agency's primary/core mission changed since the submission of your previous FMP? If so, how has this change impacted your agency's fleet?

VA Response: VA's primary/core mission has not changed since the previous Fleet Management Plan submission. Vehicles are in continuous use to support mission services to Veterans.

- (4) Describe the organizational structure and geographic dispersion of your fleet.

VA Response: VA has a presence throughout the United States, including in its territories and in the sovereign nation of the Philippines.

In general, each VHA medical center, VBA regional office, NCA cemetery or other organization manages its own fleet. Together, the three Administrations manage 99% of the vehicles in the Department. VA's Office of the Inspector General and other staff offices/organizations manage the remainder of the fleet. VA's Fleet Management Program is in the Office of Asset Enterprise Management and provides policy and program oversight at the Department-level for VA's fleet.

- (5) Describe how vehicles are assigned within your agency (i.e., to individuals, to offices, by job series, to motor pools) to support your agency's mission.

VA Response: Vehicles in VA are assigned by need. Some vehicles are assigned to specific offices or individuals due to mission requirements. Others are assigned to VA motor pools for further assignment on an as-needed basis.

(B) Describe the agency's vehicle acquisition/replacement strategies.

- (1) Describe your agency's vehicle sourcing strategy and decision process(es) for purchasing/owning vehicles versus leasing vehicles through GSA Fleet or commercially. When comparing the cost of owned vehicles to leased vehicles, you should compare all direct and indirect costs projected for the lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost-effective source. Note: Information on calculating indirect cost is contained in FMR Bulletin B-38, Indirect Costs of Motor Vehicle Fleet Operations.

VA Response: VA has determined that leasing from GSA is generally the most cost-effective way of acquiring light-duty vehicles, largely due to GSA's volume purchasing discounts. VA purchases vehicles needed for mission requirements that cannot be acquired through GSA's leasing program and selects larger vehicles that are more cost effective for direct purchase. Examples include recreational vehicles for Mobile Vet Clinics, vans for bariatric wheelchairs and vehicles with adaptive-driver capabilities. VA also acquires some vehicles through commercial leases and donations from Veteran service organizations.

To optimize service to Veterans while maintaining efficiency, VA strives to minimize the number of underutilized vehicles instead of the number of vehicles

on hand. VA uses two acquisition tools to meet its requirements: the VA Vehicle Allocation Methodology (VAM) tool and a cost analysis spreadsheet. The VAM tool is designed to prevent acquisition of unnecessary vehicles. The VAM tool recommends a type of vehicle based on specific questions and criteria, then defaults to the smallest vehicle type that will fulfill mission requirements. This process helps to ensure VA vehicle acquisitions are well-controlled and underutilization is minimized.

The cost analysis spreadsheet is used to determine the most appropriate procurement method based on specific criteria entered. The spreadsheet includes GSA leasing, purchasing through GSA AutoChoice and commercial leasing options. VA policy prohibits acquiring vehicles oversized for the mission. Over the past several years, VA has continued to “right-size” its fleet by replacing older generation sedans and trucks with more fuel-efficient vehicles.

- (2) Describe your agency’s acquisition and sourcing strategies for obtaining and incorporating zero-emission vehicles into your fleet’s operations.

VA Response: To align with the ZEV goals of E.O. 14057, VA is using GSA for its acquisitions of leased ZEVs. VA is focusing on plug-in hybrid vehicles (PHEVs) which will offer more stability to our mission requirements. For agency-owned vehicles, VA is moving to identify and consolidate those into GSA-leased vehicles. Operational costs will increase to support ZEV acquisitions and their associated incremental costs.

(C) Describe your agency’s efforts to control fleet size and cost.

- (1) Discuss the basis used for your future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, mission changes, zero-emission vehicle acquisitions, etc.).

VA Response: To electrify the fleet in alignment with the ZEV goals of E.O. 14057, VA’s operational costs will increase to support ZEV acquisitions and their associated incremental costs. VA is continually replacing its light-duty vehicles, when available from GSA. However, medium, and heavy-duty vehicles, which will also be replaced, will have a larger price tag due to their size. VA is projecting increased funding requirements for future ZEV acquisitions in FY 2024, FY 2025 and beyond.

VA is also projecting a reduction of their Agency-owned vehicle operational costs by replacing those vehicles with GSA-leased vehicles. VA is engaged in an ongoing collaborative effort with GSA to consolidate VA-owned vehicles to GSA-leased vehicles.

VA’s leasing costs increased from 3% to 7.7% due to rate change increases provided by GSA. GSA also projects additional increases for fiscal years to

come. Additionally, GSA has advised commercial lease data (acquisitions, disposals, and costs) will be made available to VA in October 2023. For this budget cycle, VA is submitting best available data for the OMB A-11 submission. The source of this data is GSA's vehicle management systems which only includes Agency-owned, and GSA leased vehicles. Due to this limitation, VA cannot complete future projections on its commercially leased vehicles. VA will continue to work with GSA to update FAST.

- (2) If your agency authorizes home-to-work transportation (HTW), how does your agency limit/document/monitor the impact on fleet size and additional cost of HTW? Briefly describe how additional costs are determined. Discuss whether ZEVs are used for HTW applications and if the agency provides electric vehicle supply equipment (EVSE) to employees using ZEVs for HTW.

VA Response: Consistent with legislative authority, VA requires head of agency approval for each HTW agreement, which would minimize the use of these agreements. Furthermore, VA has revised its HTW policy to streamline a clear process for authorization requests, recertification of approved authorizations, how authorizations are sent for notification to Congress, and addresses how HTW ZEVs would be used and governed.

In the revised policy, VA will not be supplying EVSE to employees granted HTW authority. Those with HTW authority will be using local public charging infrastructure. Therefore, no costs would impact fleet operations.

- (3) Describe your agency's efforts to encourage the use of motor pools, car sharing, shuttle buses, and other initiatives designed to reduce your motor vehicle requirements.

VA Response: VA does make efforts to reduce its fleet size using motor pools for general usage and shuttle buses to ferry Veterans and employees among properties at VA medical centers. Select VA offices informally share vehicles among their employees that are within a geographic location, however sharing is not feasible for many VA programs. VA assigns vehicles to employees that cover specific and/or multiple locations to provide care and services to Veterans, which often prevents the ability to share vehicles.

- (4) Does your agency make use of the GSA Vehicle Dispatch & Reservation Module to help with pooling/sharing your GSA Fleet and agency-owned vehicles? This application allows users to schedule vehicle appointments, dispatch vehicles to drivers, and produce reports based on the data captured within the module.

VA Response: Yes, VA program offices are encouraged to use the GSA Fleet Dispatch & Reservation module, yet some VA fleets are managed by internal systems for vehicle reservations and dispatch. VA has seen an increase in requests within the Vehicle Dispatch & Reservation Module since its migration

into GSAFleet.gov. The module has been working well for fleet managers to assign vehicles to VA personnel requests in a timely manner.

- (6) Describe your utilization criteria. Describe the decision process(es) regarding how vehicles not meeting utilization criteria are evaluated?

VA Response: VA's vehicles are utilized in accordance with its directive and all relevant statutes. Vehicles must be adequately utilized in accordance with 41 C.F.R. 101-39-301. VA recognizes that some vehicles that are otherwise adequately utilized do not accrue the mileage expectations of 41 C.F.R. 101-39-301. VA has developed a list of specialized vehicles that are exempt from utilization criteria to fulfill mission requirements, such as ambulances and fire trucks. It is VA's policy that vehicles shall not be driven unless necessary and shall not be driven to the exclusive purpose of meeting utilization standards. Vehicles that repeatedly fail the utilization standards are to be disposed.

| VA Utilization Standards for Motor Vehicles | | |
|---|---|---|
| Standards Vehicle Type | Mileage | Time Criteria |
| All vehicles | 10,000 miles per year, per vehicle or time criteria | 144 days per year, per vehicle or mileage |

(D) Describe the agency's Vehicle Allocation Methodology (VAM) efforts.

NOTE: For this section, your "most recent VAM study" refers to your last comprehensive, fleet-wide study (which should be conducted at least every 5 years or when an agency mission change significantly impacts motor vehicle needs).

- (1) Please provide the date of completion for your most recent VAM study and the frequency at which VAM studies are completed.

VA Response: VA completed its VAM study on March 7, 2021. VA completes a study every 5 years. The next study will be conducted in 2026.

- (2) Please discuss the amount of time that was needed to complete your most recent VAM study and approximately how much the study cost to implement.

VA Response: It took 1 year and 7 months for VA to complete its VAM study, largely due the fact that VA's fleet is geographically dispersed and due to scheduling delays resulting from the COVID-19 pandemic. The study was completed in 2 phases and cost \$1,048,769.

- (3) From your most recent VAM study, include or attach the questions used to conduct the per vehicle survey. If you have multiple VAM studies, attach the per vehicle survey most often used in your fleet.

VA Response: VA's most recent VAM study consisted of an inventory review in accordance with a set of established criteria rather than a survey of questions. VA developed a detailed inventory of all vehicles on site classified as agency-owned, commercially leased or donated to VA. Data collected was used to verify the accuracy of asset level data and to update FedFMS as needed. Verified data allows VA to improve the accuracy of its fleet management systems. VA collected and compiled the vehicle data listed below.

- Date of inventory
- Location
- Registered vehicle tag number and expiration date
- Vehicle Identification Number (VIN)
- Photo of VIN, vehicle
- Commercially leased, agency-owned or donated
- Donor name, as applicable and available
- Verification that donated vehicle is being used in support of VA mission
- Acquisition date, if known
- Vehicle type to include year, make, model, donor
- Current mileage
- Accident (yes/no) and relevant damage
- Gross Vehicle Weight Rating (GVWR)
- Law enforcement vehicle (Yes/No)
- Emergency Response Vehicle (Yes/No)
- Type of fuel (gas, diesel)
- Alternative Fuel (yes/no)
- Type of alternative fuel (E85, electric, biodiesel, etc.)
- Telematics installed (yes/no) and service provider, as applicable
- Inventory bar code number
- Attributes to include Administration (NCA or VHA), region designation (MSN, VISN), station number and garaged location
- Home to work approval status
- GSA excess status
- Documentation of any unresolved Issues
- Vehicle appearance (undamaged, surface wear, minor damage)
- Vehicle operational status (operational, non-operational, in for repair)
- Local fleet manager's contact information
- Additional Notes

- (4) Discuss whether your VAM study identifies missions suited for ZEVs use and opportunities to replace vehicles with ZEVs.

VA Response: During the last VAM study, VA did not address or identify mission suited ZEV usage and/or opportunities. The VAM study was completed before the E.O. 14057 implementation instructions were given by The White House Council on Environmental Quality (CEQ). However, VA has a VAM Tool which identifies the smallest and most fuel-efficient vehicle(s) to meet its mission requirements. ZEV Standard Identification Numbers (SINs) were added to the tool so that future selections would be made to meet E.O. 14057.

(E) Describe your agency-wide fleet management information system.

- (1) Does your agency have a fleet management information system (FMIS)?

VA Response: Yes. VA uses GSA Fleet DriveThru for GSA-leased vehicles and GSA Federal Fleet Management System (GSAFleet.gov) for agency-owned and commercially leased vehicles.

- (2) Is your agency using a commercially off-the-shelf (COTS) FMIS, personal property management system, an in-house developed system, or GSA's Federal Fleet Management System (FedFMS)? If none of these, how does your agency manage and track your fleet data?

VA Response: VA uses GSAFleet.gov. VA fleet managers have been assigned separate office codes so they can access, update and report on their vehicles in GSAFleet.gov

- (3) Describe the extent to which your FMIS has been implemented agency wide.

VA Response: In March 2016, VA adopted the use of GSA Fleet DriveThru and GSA FedFMS, now GSAFleet.gov as its Fleet Management Information Systems. VA has conducted continual training on these FMIS with tools provided by GSA.

- (4) Does your agency's FMIS identify and collect accurate inventory, cost, and operational data that cover the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal)

VA Response: Yes, VA uses GSAFleet.gov and GSA Fleet DriveThru databases to track vehicle-level data for its vehicles.

- (5) Can your agency's FMIS provide the information necessary to satisfy both internal and external reporting requirements? (See FMR 102-34.340)

VA Response: Yes, VA can provide fleet management information for external and internal reporting requirements. However, in FY 2021, transition to the GSA SmartPay 3 charge card resulted in a loss of FedFMS functionality to receive vehicle mileage and fuel consumption data from the VA Fleet Cards. Loss of this functionality created significant data challenges for VA that could not be manually corrected due to the volume of transactions. VA has discussed this issue with GSA and hopes to resume automated and accurate data transfer with updates to GSAFleet.gov, and this issue is still pending resolution.

- (6) Are you able to use your agency's FMIS to monitor vehicle utilization and identify underutilized vehicles based on established utilization criteria?

VA Response: Yes, VA uses GSAFleet.gov and GSA Fleet DriveThru databases to track vehicle-level data, which includes the ability to identify any potential underutilized vehicles.

(F) Describe how your agency justifies acquiring restricted vehicles.

- (1) If your agency uses sedans larger than class III (midsize), is the justification for each such vehicle documented?

VA Response: VA has specific mission requirements that necessitate vehicles larger than Class III (midsize). Most of VA's larger vehicles are used to transport groups or people who cannot be comfortably accommodated in smaller vehicles. Vehicle size requirements are documented in the VAM tool.

- (2) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33? If not, why not?

VA Response: Yes, VA uses the referenced LE vehicle classification system.

- (3) If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29?

VA Response: VA's inventory does not include limousines.

- (4) For armored vehicles, do you use the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01, and restrict armor to the defined types?

VA Response: VA's fleet includes only one armored vehicle, which was donated. Classification was completed by its previous owner.

- (5) Are armored vehicles authorized by appropriation?

VA Response: No, VA does not purchase or lease armored vehicles for its fleet.

(G) Summary and contact information.

- (1) Who should be contacted with questions about this agency fleet plan? (Provide the name and contact information for the agency headquarters fleet manager and the person preparing this report, if different.)

VA Response: This report was prepared by the Fleet Management Program within VA's Energy, Environment and Fleet Program Service in the Office of Asset Enterprise Management. For questions, please contact:

David Jackson
VA Agency Fleet Manager, Energy, Environment and Fleet Program Service
Office of Asset Enterprise Management
David.Jackson10@va.gov / 202-508-0278

- (2) Indicate whether the budget office participated in the VAM and A-11 processes. (Provide the name and contact information for the budget office reviewing official.)

VA Response: VA's budget official has reviewed the fleet budget data in accordance with the A-11 process but does not directly participate in the VAM process. Contact information for VA's budget officer is below.

Jennifer Farrar
Director, General Administration Service
Office of Budget
Jennifer.Farrar@va.gov / 412-298-3400

- (3) Indicate whether the Chief Sustainability Officer (CSO) participated in the VAM, vehicle planning, and vehicle approval processes. (Provide the name and contact information for the CSO reviewing official.)

VA Response: VA's CSO oversees the execution of the fleet program, approved funding for the most recent VAM efforts, and received updates on its progress and completion. The CSO is not directly involved in the vehicle planning and vehicle approval process yet receives reports of all fiscal year vehicle acquisitions and replacements. VA's CSO is listed below.

C. Brett Simms
VA Chief Sustainability Officer, and
Executive Director, Office of Asset Enterprise Management
Brett.Simms@va.gov / 202-276-5387

Thank you for your effort in providing this information. If you have any questions, email vehicle.policy@gsa.gov.