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Source of document:	Attention: FOIA Request U.S. Office of Personnel Management 1900 E Street, N.W. OPIM/FOIA Room 5H35 Washington, D.C. 20415-7900 Email: FOIA@opm.gov

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UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

February 22, 2024

Sent via Electronic Mail

Re: Final Response to Freedom of Information Act (FOIA) Referral No. 24-FSEMF-0003-R

This letter is the Office of Personnel Management's (OPM) final response to a referral of records by the U.S. General Services Administration (GSA), pertaining to your FOIA request to the GSA, assigned tracking number 2023-002181. In processing your FOIA request, the GSA identified 8 pages of responsive records that originated with OPM. On January 5, 2024, the GSA referred the records to OPM for review and direct response to you. OPM assigned tracking number 24-FSEMF-0003-R to this matter. You had originally requested:

A copy of the most recent Fleet Management Plan for each of these agencies: Department of Agriculture, Department of Commerce, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Justice, Department of State, Department of the Treasury, Department of Veterans Affairs, Office of Personnel Management. GSA collects these plans for OMB Circular A-11.

The referral was processed under the FOIA, 5 U.S.C. § 552. Upon review, OPM has determined to release the records in full.

If you are not satisfied with OPM's determination in response to this request, you may administratively appeal in writing by email to OGCAtty@opm.gov or by U.S. mail to:

U.S. Office of Personnel Management
ATTN: Office of the General Counsel (OGC)
1900 E Street, N.W.
Washington, D.C. 20415

An appeal should include a copy of the initial request, a copy of the letter denying the request, and a statement explaining why you believe the denying official erred. Appeals must be electronically transmitted or postmarked within 90 days of the date of the response to your request. It is recommended that FOIA administrative appeals be submitted via email to avoid processing delays.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services

they offer. You may contact OGIS by e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; facsimile at 202-741-5769; or mail at:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001

You may also contact OPM's FOIA Public Liaison, Camille C. Aponte-Rossini, at Camille.Aponte-Rossini@opm.gov or 202-606-115.

If you need any further assistance or would like to discuss any aspect of your request, please do not hesitate to contact Tonya Carrington at Tonya.Carrington@opm.gov or 202-936-2466.

Sincerely,

**MORRIS
THOMPSON**

Morris J. Thompson
Division Director
Facilities Management
Facilities, Security, & Emergency Management
U.S. Office of Personnel Management

Digitally signed by
MORRIS THOMPSON
Date: 2024.02.22
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Enclosure: GSA Referred Records (8 pages)

Budget Year 2025 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE

This document provides the Budget Year 2025 Fleet Management Plan & Budget Narrative (FMP) template for use by Executive Branch fleet managers. Fleet managers should use the FMP to document the steps being taken and the challenges being encountered to optimize fleet inventory, performance, and sustainability. FMPs also satisfy the narrative requirement for OMB Circular A-11 budget submission requirements.

The FMP is a multi-year description of an agency's systematic approach to vehicle acquisition, use, replacement, and disposal to justify and control fleet size, cost, vehicle types and sizes, and other aspects of fleet operations. The plan should outline any fluctuations in vehicle demand resulting from changes in mission and organization. In addition, the plan must describe in detail an agency's strategy for achieving full compliance with current management and sustainability mandates. Furthermore, the plan must discuss how vehicle selection will achieve maximum fuel efficiency, achieve maximum greenhouse gas emission reduction, maximize deployment of zero-emission vehicles, and limit motor vehicle body size, engine size and optional equipment to what is essential to meet the agency's mission. Finally, the plan should guide the programming of funds necessary to continue fleet operations.

Instructions: Address each of the 7 sections listed below clearly and completely. Take as much space as needed. View this as your opportunity to tell your agency's fleet story, to profile your fleet operations, to explain its unique challenges, to share successes, and justify any funding requests to support your fleet. Recognize that some questions in this template are like those asked regarding agency Zero-emission Fleet Strategic Plan for Executive Order 14057. To reduce duplication of efforts and align fleet data reporting, your responses for each of these planning activities should be consistent. Read the introductory paragraph(s) for each section carefully and fully address each question. If something does not apply to your agency, say so; if the question misses something important that sheds light on your agency's fleet, add it. Be aware that not everyone reading your document may be a fleet expert: communicate in a clear, simple manner as if writing for the layman. Leave the questions in place along with your responses.

NOTE: Budget Year 2025 FMPs are to be submitted to the Federal Automotive Statistical Tool (FAST) by August 25, 2023, as part of FAST's A-11 budget information submission process!

**Budget Year 2025 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
FOR
(Enter agency name here)**

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

The U.S. Office of Personnel Management (OPM) is the President's agent and advisor for the Government's human resources management systems. OPM provides human capital leadership and services for all government agencies to serve the interests of the Government as a single employer by sustaining essential Government-wide values, equip agencies with the flexible policies and systems necessary to recruit, retain, train, and manage employees; and administer Government-wide compensation, earned employee benefits, and automated information systems.

OPM's fleet of 34 vehicles consist of light duty and sedan passenger vehicles to fulfill its mission requirements. 71% of this fleet of vehicles are used by the OPM Office of Inspector General personnel to perform investigations.

(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.

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

During each year's vehicle replacement acquisition cycle, the Agency Fleet Manager validates all replacement requests from program offices to conform to right-sizing of the fleet. The Fleet and Resource Management Officers (RMO) conduct a cost analysis to determine the best vehicle sourcing method and vehicle type. Approval for new and replacement vehicle is performed in compliance with the GSA Fleet Management System (FedFMS) and GSA vehicle standards with consideration for minimum body size vehicle, engine size and type, and optional equipment essential to fulfill the agency's mission. Any deviations for unique mission needs will require written justification prior to approval.

Vehicle leasing versus vehicle purchasing offers the lowest cost per vehicle, fuel, and mileage. The agency lifecycle for owned vehicles is longer than the GSA Lease Fleet

cycle; therefore, GSA-leased vehicles will be newer and benefit from reduced maintenance, breakdowns, and downtime. Purchasing/owning causes maintenance costs to climb, declining resale value, and results in utilizing more fuel than newer, fuel-efficient models. Leasing vehicles through GSA Fleet offers an internal vehicle charge-back program within the Federal government. Acquisition of zero-emission vehicles are incorporated in the replacement cycle through the FedFMS. This strategy to obtain zero-emission vehicles is effective since it follows the GSA vehicle standards. OPMs goal is to fulfill ZEVs and EVs as stated in the ZEV report to fulfill the requirements of EO 14507.

(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.).

OPM's fleet now has 34 vehicles consisting of light duty and sedan passenger vehicles to fulfill its mission requirements. October 1, 2019, OPM's mission changed with the transfer of The National Background Investigations Bureau (NBIB) to the Department of Defense (DoD). During this transition, 2,200 vehicles within OPM's fleet were transferred to DoD. During each year's vehicle replacement acquisition cycle, as well as future costs projections, the Agency Fleet Manager validates all replacement requests from program offices to conform to right-sizing of the fleet. The Fleet and Resource Management Officers (RMO) conduct cost analysis to determine the best vehicle sourcing method vehicle type and projected costs.

(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.

There is close oversight by Integrity Assurance Officers and Resource Management Officers (RMO) who periodically audit the use of vehicles to ensure there is no abuse. Monthly fuel transaction reports are also reviewed to track utilization. Additionally, this protocol works incredibly well for the agents as they often gain efficiencies by using their domiciles as base to visit various locations throughout the U.S. to conduct background investigations and interviews. HTW federal vehicles are the most cost-effective and cost-efficient for special agents to conduct their assignments.

(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.

OPM's Fleet is 100% GSA-leased vehicles, and a robust Fleet Management Information System (FMIS) is provided with the lease. Internally, motor pools, car sharing is used and utilized when appropriate. The GSA Fleet Drive-Thru is used as a reporting tool to monitor vehicle inventory, utilization, and fuel use on an ongoing basis. An additional FMIS system is not required due to GSA wet lease agreement.

(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.

Yes, OPM is currently using the GSA Vehicle Dispatch & Reservation Module (DRM) system to dispatch and reserve government vehicles in our agency. The system allows us to track vehicle usage, mileage driven, inventory, and vehicle reservation history. This system is connected to the GSA Federal Fleet Management System (FedFMS).

(5) Describe your utilization criteria. Describe the decision process(es) regarding how vehicles not meeting utilization criteria are evaluated? OPM believes vehicles are meeting utilization criteria based on observations/reports obtained from the GSA vehicle DRM.

(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.

The last VAM study was conducted on August 21, 2018, and the next VAM study will be in FY2024. The results of the last VAM study show a steady turnover of replacements of gasoline petroleum vehicles to hybrid, alternative fuel vehicles (AFV) and low greenhouse gas vehicles (GHG). Also, the agency recalibrated the law enforcement descriptions for NBIB, OIG, and OPM HQ vehicles. This was due to GSA's reconfiguration of these codes. Ninety-nine percent (99%) of OPM's vehicle fleet is classified as LE2 or LE3 vehicles. In FY19, OPM eliminated several under-utilized vehicles by performing a cost analysis across the fleet; the results produced an agencywide savings of \$36,000 dollars per year. These efforts will help sustain lowered fuel consumption and reduction of gasoline emissions. In FY20, the 2,200 NBIB vehicles were transferred to DoD/Defense Security Services (DSS). In FY21 and FY22, OIG has 13 vehicles classified as LE2 or LE3 vehicles. <https://fastweb.inl.gov/index.cfm?fuseaction=tools.serveFile&t=vam-ofp&f=MDAwMDQ0LTA0NjQ2NS0yMDE4MDUyMjA5MDUxMS54bHN4>

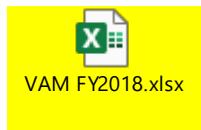
(2) Please discuss the amount of time that was needed to complete your most recent VAM study and approximately how much the study cost to implement.

OPM follows the recommended GSA vehicle replacement standards guide to determine whether a vehicle is retained or disposed. In the event a vehicle is needed, and GSA has no available vehicles, OPM's Fleet Manager will request to keep a vehicle that has passed the recommended mileage replacement turn-in standards.

GSA fleet minimum vehicle replacement standards:

http://www.gsa.gov/portal/mediaId/218887/fileName/Vehicle_Replacement_Standards_04022015.action

(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.



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

Missions suited for ZEVs use and opportunities to replace vehicles with ZEVs were not considered when the VAM study was done in 2018. This was due to due to lack of installed charging system infrastructure.

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

OPM uses GSA FMIS to manage our agency leased vehicles due to its added benefits as well meeting compliance.

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

Yes, OPM is currently using the GSA Vehicle Dispatch & Reservation Module (DRM) system to dispatch and reserve government vehicles in our agency.

(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?

OPM's Fleet is 100% GSA-leased vehicles, and a robust Fleet Management Information System (FMIS) is provided with the lease. The GSA Fleet Drive-Thru is used as a

reporting tool to monitor vehicle inventory, utilization, and fuel use on an ongoing basis. An additional FMIS system is not required due to GSA lease agreement.

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

The GSA Vehicle Dispatch & Reservation Module (DRM) system is used to dispatch and reserve government vehicles in our agency. The system allows us to track all the vehicle usage, mileage driven, inventory, and vehicle reservation history. This system is connected to the GSA Federal Fleet Management System (FedFMS).

(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)

Yes, OPM uses GSA Drive-Thru which identify and collect accurate inventory, cost, and operational data that cover the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal)

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

Yes, the information is tracked in GSA Drive-Thru.

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

OPM is currently using the GSA Drive-Thru to monitor the GSA leased fleet. The system tracks driven mileage.

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

OPM does not have any restricted vehicles. OPM does not have restricted vehicles.

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

Additional vehicle options and vehicles larger than class III are only requested when required to fulfill duties in an agent's assigned territory, e.g., 4-wheel drive vehicles needed for harsh weather conditions or rough terrains. Exceptions will be granted only with compelling justification documentation and approval of the agency's Fleet Manager.

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

Yes, our agency uses the FMR B-33 to classify our agencies LE vehicle fleet.

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

OPM does not have limousines in its fleet inventory.

(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?

OPM does not have armored vehicles.

(5) Are armored vehicles authorized by appropriation?

OPM does not have armored vehicles.

(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.)

If you have any questions, please contact the Agency Fleet Manager, Michael Carr at 202-936-0984, Michael.carr@opm.gov or FSEM's Resource Management Officer, Ericka Monroe at (202) 606-1869, Ericka.monroe@opm.gov.

(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.)

OPM's Agency Budget Officer, Henry Pickens (henry.pickens@opm.gov), his budget staff, and FSEM's RMO Ericka Monroe (ericka.monroe@opm.gov) participated in the VAM and A-11 processes by reviewing and validating OPM's fleet budget plan and reviews all vehicle fleet invoices and documents prior to posting in the financial system.

(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.)

Yes, the OPM's Deputy CSO participates in the VAM, vehicle planning, and vehicle approval process. His contact information is Morris Thompson 202-936-2562, morris.thompson@opm.gov.

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

