FY 2014 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE

Developing a Fleet Management Plan is critical to an agency in defining and describing how the motor vehicle fleet serves their mission needs. A Fleet Management Plan maps out over a number of years a systematic approach to vehicle acquisition, use, maintenance, refueling, and replacement. This plan anticipates changes in mission, organization, and resulting vehicle demand. The plan must establish a strategy for achieving 100 percent compliance with mandates to acquire alternative fueled vehicles, utilize alternative fuels including bio-based fuels, acquire low greenhouse gas vehicles, and reduce petroleum. The plan must also define how vehicle selection is determined to advance sustainable acquisition, achieve maximum fuel efficiency, and limit motor vehicle body size, engine size and optional equipment to what is essential to meet the agency's mission. The plan should guide the programming of funds necessary to continue fleet operations.

This document provides the template for Executive Branch agencies to prepare and update Fleet Management Plans to obtain an optimal fleet inventory and document the steps being taken to operate those fleets most effectively and efficiently. Agency adherence to this guidance will ensure compliance with the May 24, 2011, Presidential Memorandum's requirement to develop a Fleet Management Plan to achieve optimal inventory targets, and incorporate it into the agency Annual Strategic Sustainability Performance Plan prepared in compliance with Executive Order 13514. It will also satisfy the instructions in OMB Circular A-11 entitled "Fleet Data Reporting in FAST" for a narrative section to explain and support inventory and cost data.

Instructions: Address each of the 12 areas listed below clearly and completely. Take as much space as needed. Please view this as your opportunity to tell your agency's story, to profile your agency's fleet operations, to explain its unique challenges, and to present its successes and failures. Read the introductory material carefully and address all of the questions. 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 so communicate clearly as if writing for the layman. You may leave the questions in place, or delete them once you have addressed each of the 12 areas.

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FOR
The Social Security Administration

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

(1) Briefly, what is the agency's primary/core mission and how is the fleet configured to support it?
(2) Please describe the organizational structure and geographic dispersion of your fleet.
(3) What are the ancillary missions, such as administrative functions, and how are they supported?
(4) How are vehicles primarily used, and how do mission requirements translate into the need for particular vehicle quantities and types?

Our mission is to deliver quality disability decisions and services that meet the changing needs of the public. Few government agencies touch the lives of as many people as we do. The programs we administer provide a financial safety net for millions of Americans, and many people consider them the most successful large-scale Federal programs in our Nation's history. Social Security initially covered retired workers. Later program expansions added dependent and Survivor benefits, as well as Disability Insurance. We also administer the Supplemental Security Income (SSI) program, a Federal needs-based program financed through the general revenue funds. In fiscal year (FY) 2013, we provided benefits to approximately 63 million people and infused about $71 billion each month into the economy through benefits.

We have over 75,000 employees and deliver services through a nationwide network of about 1,500 offices. We also have a presence in several United States embassies around the globe. Our field offices and card centers are the primary points of contact for in-person interaction with the public. Our teleservice centers primarily handle telephone calls to our national 800 number. Employees in our processing centers primarily handle Social Security retirement, survivors, and disability payments, but also perform a wide range of other functions, which include answering calls to our National 800 Number. We depend on State employees in 54 State and Territorial Disability Determination Services to make disability determinations. The administrative law judges in our hearing offices and administrative appeals judges in our Appeals Council make decisions on appeals of denied Social Security and SSI claims. Geographically, we are divided into 10 regional offices and a Headquarters.

Our fleet is comprised of 22 heavy-duty vehicles, 23 medium-duty vehicles, 125 light-duty vehicles (minivans, pickup, etc.), and 303 sedans for a total of 473 vehicles. We use these vehicles throughout the 10 regions and at Headquarters. Employees use passenger vehicles for official business when conducting investigations or retirement, survivors, and disability interviews with the American public. The large passenger vehicles operate as shuttles to carry employees to central locations for meetings and training. The agency utilizes trucks and trailers to transport mail, supplies, equipment, and furniture throughout the regions, Headquarters, and between offices in the Baltimore and Washington D.C. metropolitan areas.

(B) Criteria for justifying and assigning vehicles (including home-to-work vehicle assignments).

(1) What are the factors and considerations used for assigning vehicles?
(2) Are vehicles assigned to individuals, offices, job classifications?
(3) What alternatives are considered to meet mission requirements before adding a vehicle or vehicles to the fleet?
(4) How are home-to-work vehicles justified, assigned, and what steps are taken to limit HTW use?

We assign vehicles to regional offices and the Headquarters motor pool based on the frequency of official travel performed by full time personnel, if their position requires travel, how often they travel, and the location of their duty station. The employees use the vehicles for official business such as attending meetings and conducting investigative, retirement, survivors, disability, and supplemental income interviews with the public. We assign vehicles both to individuals and offices based on the type of work we are performing. We assign individual vehicles to our Office of the Inspector General (OIG) employees due to their unique official duty requirements. To minimize the number of required vehicles, we:

- Encourage employees to seek mass or public transportation for official travel when it is more advantageous for the Government;
- Provide shuttle services for employees on official business requiring movement in and around the Baltimore and Washington D.C. metropolitan areas; and
- Provide a Headquarters motor pool for U-drive it vehicles or motor vehicle operator-driven vehicles for larger groups of employees.

We base the amount of medium and heavy-duty vehicles on the requirements for delivering equipment, supplies, and furniture to facilities in the Baltimore/Washington D.C. metropolitan areas and offices located throughout the 10 regions.

In accordance with the General Services Administration (GSA) Bulletin FMR B-35, we limit home-to-work authorizations to the Commissioner and the Deputy Commissioner as well as approved OIG special agents stationed in the regions.

(C) Vehicle Allocation Methodology (VAM) target development and explanation for reported fleet size and cost changes or not meeting agency VAM targets.

(1) Provide information on the methods used to produce your agency's VAM targets. (Recommendation #2 from GAO report: GAO-13-659. See FMR Bulletin B-30 for guidance on conducting a VAM study and developing VAM targets)

(a) From your most recent VAM study, what was the specific utilization criteria used to determine whether to retain or dispose of a vehicle? Provide the miles, hours, vehicle age or other means used to make this determination. If a different criterion was used in different bureaus or program areas, provide the criteria for each.

(b) From your most recent VAM study, what were the questions used to conduct the VAM survey? If different questions were used in different bureaus or program areas, provide the questions for each.

(2) Provide an explanation for any measurable change in fleet size and/or cost or if you are not meeting your annual VAM targets. What are the plans to correct any deficiencies, and indicate factors that hinder attainment of your annual VAM targets (e.g., budgetary, other resource issues, mission changes, etc.)?

We set our initial VAM target based on specific individual vehicle usage data we received by utilizing the sample VAM survey questions provided in the initial VAM guidance release. Subsequently in March 2013, we conducted a review and validation of all agency vehicles that averaged less than 200 miles a month for six months straight. We turned in 13 underutilized vehicles after completing this review. In January 2014, we again reutilized the original VAM survey questions to validate the continued need of all assigned vehicles.

In FY 2013, we decreased our fleet from 502 to 473 vehicles, and today we are at 454 vehicles, which is below our VAM target of 488 vehicles for FY 2015. As stated above, we reissued the vehicle survey questionnaires for all assigned vehicles to assist us with establishing a new projection for our optimal fleet size.

We meet with our internal fleet liaisons to inquire about future fleet requirements. Such as, increasing our partnership with Local and State Law Enforcement agencies and standing up seven additional Cooperative Disability Investigative (CDI) units, each unit typically has at least two vehicles, to combat disability fraud at the lowest level. We are committed to our anti-fraud efforts and partnership with the Office of the Inspector General to root out and prevent disability fraud wherever it may occur. Acting Commissioner Carolyn Colvin recently communicated these initiatives to members of Congress. The testimony reviewed and reported on our practices in light of the recent fraud cases in New York and Puerto Rico. The Acting Commissioner stated we are always ready to do more to strengthen those activities. We recently re-established our National Anti-Fraud Committee (NAFC). This committee, co-chaired by the Deputy Commissioner for Budget, Finance, Quality, and Management and the Inspector General, will be a focal point for our anti-fraud efforts, supporting national and regional strategies to combat fraud, waste, and abuse.

After careful review of the surveys and taking into account our future fleet needs, we adjust our VAM target to 479 vehicles for FY 2015.

(D) Description of efforts to control fleet size and cost.

(1) How and why have the size, composition, and cost of your agency's fleet changed, and how are they projected to change in the future?
(2) Does the agency ever acquire vehicles from other than the most cost-effective source and, if so, explain why?
(3) Discuss any trends toward larger, less fuel-efficient vehicles and the justifications for such moves.
(4) Discuss the basis used for your reported future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, mission changes, etc.)

In FY 2013, we centralized the vehicle requisition process through the agency fleet manager assigned to the transportation office at Headquarters. These process changes allowed the fleet manager to control the number and type of vehicles we bring into the agency fleet. This initiative assisted us in reducing our fleet size to the current 454 vehicles. Our FY 2013 actual costs were 5 percent lower than FY 2012 costs due to a decrease in our fleet inventory, fuel used, and a reduction in miles traveled. To develop our future budget estimates for FY 2015 and FY 2016, we added a 2 percent inflation factor to our projected FY 2014 operating costs and projected a $125,000 increase in costs to account for additional CDI vehicles in the fleet. We also used GSA Fleet notices, published inflation estimates, and FAST historical trends to formulate our future budget estimates.

(E) Explanation of how law enforcement vehicles are categorized within the agency (See FMR Bulletin B-33).

(1) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33?
(2) Does your agency exempt only Level 1 LE vehicles from Energy Policy Act and VAM reporting?
(3) If your agency does not use the LE vehicle classification system, explain how LE vehicles are categorized and which are exempted from Energy Policy Act and VAM requirements.

We have nine Law Enforcement (LE) vehicles used for investigative purposes. However, we have elected not to exempt any vehicles from the Energy Policy Act of 2005 or VAM reporting.

(F) Justification for restricted vehicles.

(1) If your agency uses larger than class III (midsize) vehicles, is the justification for each one documented?
(2) Are executive fleet vehicles posted on your agency's website as required by the Presidential Memorandum of May 2011?
(3) If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29?
(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?
(5) Are armored vehicles authorized by appropriation?

In accordance with the implementation guidance for the Energy Independence and Security Act of 2007, Section 141, we have an approved agency exception letter on file and maintain exception data for all vehicles within our fleet that are larger than a class III (midsize) vehicle. We posted the executive fleet on the agency's website as required by the Presidential Memorandum of May 2011. SSA has no limousines or armored vehicles.

(G) Description of vehicle replacement strategy and results.

(1) Describe the schedule the agency will follow to achieve its optimal fleet inventory, including plans for acquiring all light duty Alternative Fueled Vehicles (AFVs) by December 31, 2015.
(2) Describe agency plans and schedules for locating AFVs in proximity to AFV fueling stations.
(3) What is the agency's approach in areas where alternative fuels are not available?
(4) Are AFVs that are not dependent on infrastructure, such as electric vehicles and qualifying low greenhouse gas (LGHG) vehicles, being placed in such areas?
(5) Describe the agency's vehicle sourcing decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing cost of owned vehicles to leased vehicles, 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.

We used surveys, questionnaires, and Fleet Drive-Thru data to determine our original optimal fleet inventory target of 488 vehicles. Other determining factors in setting our optimal fleet size were the guidelines established by GSA Bulletin FMR B-33 and the GSA vehicle replacement cycle, which considers vehicle age, mileage, and condition. We have compared our future fleet requirements against our VAM reporting goals and determined that we need to reset our target for FY 2015 to 479 vehicles.

We will place AFV's in areas where AFV fueling stations are within the established 5 mile, 15 minute guidelines. We will place electric vehicles or qualified low GHG vehicles in areas where the infrastructure does not support AFV fueling capability.

We currently maintain six vehicles not leased through GSA, one commercially-leased vehicle and five agency-owned vehicles. Three of the agency-owned vehicles are special purpose vehicles not available through GSA leasing. We will consider GSA leasing for the other two agency-owned vehicles when they are ready for replacement. The one commercially-leased vehicle comprises our executive fleet.

(H) Description of the agency-wide Vehicle Management Information System (See FMR 102-34.340)

(1) Is there a vehicle management information system (MIS) at the Department or Agency level that:

(a) Identifies and collects accurate inventory, cost, and use data that covers the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal); and

(b) Provides the information necessary to satisfy both internal and external reporting requirements, including:

- Cost per mile;
- Fuel costs for each motor vehicle; and
- Data required for FAST reporting (see FMR 102-34.355.)

(2) If the agency does not have such a system, what is being used to capture vehicle information, or is there no MIS at all?

(3) If there is no MIS, what obstacles are preventing implementation and compliance with §102-34.340, "Do we need a fleet management information system?"

We utilize GSA's "Fleet Drive-Thru" Management Information System as our primary fleet management tool. We utilize this system's "reports carryout" tool to produce a Microsoft Excel listing of our GSA-leased vehicles. We enter the data for our five agency-owned and one commercially-leased vehicle to provide us a comprehensive listing of all assigned vehicles.

(I) Plans to increase the use of vehicle sharing.

(1) Describe efforts to share vehicles internally or with other Federal activities.
(2) Describe pooling, car sharing, and shuttle bus consolidation initiatives.
(3) Describe efforts to reduce vehicles assigned to a single person.

We provide shuttle services for employees between facilities located in and around the Baltimore area to attend official meetings and training events. We also provide shuttle services to and from local Baltimore hotels for agency employees from our regional and field offices that are at Headquarters for official business. This shuttle service negates the need for individual rental vehicles or usage of Headquarters motor pool vehicles. In addition, we collaborate with the Centers for Medicare and Medicaid Services to provide a ride sharing shuttle service between our Baltimore and Washington D.C. metropolitan area offices. In accordance with the Administration's "No Net New" real estate policy, we are reducing the number of off-site facilities, which will reduce the number of shuttles required to move employees between facilities for official business in the future. Finally, all requests for vehicle assignments require a detailed explanation of the intended vehicle need and usage to support the agency mission. We rarely provide individual employees with assigned vehicles, with the exception of our OIG Criminal Investigators who require dedicated vehicles to accomplish their assigned duties.

(J) Impediments to optimal fleet management.

(1) What obstacles does the agency face in optimizing its fleet?
(2) In what ways is it hard to make the fleet what it should be, operating at maximum efficiency?
(3) If additional resources are needed, have they been documented and requested?
(4) Do you feel hampered by specific laws, Executive Orders, GSA's government-wide regulations or internal agency regulations, budget issues, or organizational obstacles? What exactly are they and how do they constrain you? Be specific and include examples. If you have a solution, describe it and indicate whether we can share the solution with other agencies as a potential best practice.

We do not foresee any obstacles in obtaining our optimal fleet size. Note, based on projected mission essential vehicle requirements in FY 2014 and FY 2015, our initial VAM target will decrease to 479 vehicles.

(K) Anomalies and possible errors.

(1) Explain any real or apparent problems with agency data reported FAST.
(2) Discuss any data fields highlighted by FAST as possible errors that you chose to override rather than correct. Examples would be extremely high annual operating costs or an abnormal change in inventory that FAST considers outside the normal range, or erroneous data in prior years causing an apparent discrepancy in the current year.
(3) Any flagged, highlighted, or unusual-appearing data within FAST should be explained.

We have not experienced any anomalies or errors.

(L) Summary and contact information.

Who should be contacted with questions about the agency fleet? Provide the name and contact information for the agency headquarters fleet manager and the budget office reviewing official. Indicate whether the budget officer participated in the VAM and A-11 processes.

Direct fleet questions to:

Jerome Walker,
Transportation Officer
410-965-4082

Direct budget questions to:

Douglas Nivens, II
Budget Analyst
410-965-8182

The Budget Office POC reviewed the inputs prior to our submission.