

## **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 similar to 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  
(Social Security Administration)**

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

Few government agencies touch as many lives as the Social Security Administration (SSA). Our programs affect nearly every member of the public at some point in their lives: at birth, when they start work, if they become disabled, lose a loved one, and when they reach retirement age. Our programs include Old-Age and Survivors Insurance; Disability Insurance; and Supplemental Security Income, which is a federal needs-based program financed through the general revenue.

We pay about \$1.4 trillion in payments to over 70 million beneficiaries each year. In addition to administering our core programs, we provide critical services that bring people to our offices or prompt them to call us each year. For example, we issue replacement Social Security and Medicare cards, help administer the Medicare Low-Income Subsidy program, and verify information for other Federal and State programs.

To fulfill our mission, our approximately 59,000 Federal employees serve the public from a network of more than 1,500 field and hearing offices across the country. Our organization consists of our headquarters campus in Woodlawn, Maryland, field and hearing offices across the country, program and teleservice centers dispersed across the nation, among other office types.

Our fleet supports our mission by utilizing approximately 53 vehicles at our headquarters campus, including a motor pool; approximately 87 vehicles at our operational sites throughout the country to conduct site visits to field offices; and approximately 240 home-to-work vehicles used by the Office of the Inspector General (OIG) for law enforcement activities. Our fleet is 95 percent light duty (LD) vehicles and 5 percent medium duty (MD) and heavy duty (HD) vehicles.

Our primary mission has not changed since the last submission of our Fleet Management Plan; however, we reduced some of our routine logistical support, including employee shuttle services, both while the agency was in a maximum telework posture and during reentry to allow time to evaluate our services in an increased hybrid work environment. We assign vehicles to regional offices across the country as well as the headquarters motor pool based on the frequency of official travel performed by full-time personnel, required travel by position, and the location of employees' duty stations. Employees use the vehicles for official business at headquarters, such as attending meetings or training, through our U-Drive-It reservation system.

In our regional offices, employees use vehicles for travel and business training, as well as when 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 they are performing. For example, we assign individual vehicles to employees in the region and in our OIG and Cooperative Disability Investigations units due to their unique official law enforcement (LE) duties. At headquarters, we assign vehicles to components for general use amongst staff, such as our buildings management and security staffs.

**(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.

Our primary sourcing strategy for acquiring and replacing vehicles is to lease vehicles through the General Services Administration's (GSA) Fleet. Leased vehicles are replaced annually during the GSA Customer Acquisition Module replacement cycle and in accordance with the respective GSA guidelines based on vehicle type, years, and/or miles driven. Vehicles are not automatically replaced without evaluating use/benefits and cost effectiveness in support of the mission. Utilization rates are also reviewed prior to requesting replacements. When comparing the cost of owned vehicles to the cost of leased vehicles, we have found it is beneficial and more cost effective to lease vehicles through GSA Fleet versus owning vehicles. When comparing the cost of ownership, fuel, and maintenance of an agency-owned vehicle, that cost exceeds the lifecycle cost of a GSA-leased vehicle. Leasing vehicles through GSA Fleet allows us to maintain a newer, more reliable, and more fuel-efficient fleet. However, in the rare case when no suitable executive vehicle is offered through GSA Fleet, we will acquire a commercially leased vehicle.

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

We are committed to transitioning our vehicle fleet to zero-emission vehicles (ZEV) to the maximum extent possible. Our fleet is 95 percent LD vehicles and 5 percent MD and HD vehicles, and is comprised of three main components: Headquarters, Operations, and Office of Inspector General (OIG).

Beginning in fiscal year (FY) 2024, we will achieve 100 percent LD ZEV acquisitions in our headquarters fleet, and we will continue to procure 100 percent LD ZEVs going forward. In our Operations fleet, we achieved 60 percent LD ZEV acquisitions and will continue to achieve at least 50 percent acquisitions in FY 2024/2025, and 75 percent acquisitions in FY 2026. In FY 2027, the Operations fleet will be at 100 percent ZEVs.

Our OIG fleet intends to incrementally increase acquisitions of ZEVs with plug-in hybrid electric (PHEV) vehicles. However, OIG continues faces challenges charging their PHEVs due to their home-to-work (HTW) usage and the inability to install electric vehicle supply equipment (EVSE) charging stations in employees' residential locations.

Our Operations fleet is geographically dispersed across more than 30 sites, and our OIG fleet is used from home to work, making EVSE deployment challenging. However, we have identified several regional sites to explore EVSE deployment, based on our future utilization of the space. GSA is also in the process of conducting a site survey of our headquarters campus, which we anticipate concluding in FY 2024. We plan to refine our EVSE deployment plans over the next year, as well as when the headquarters campus site survey is complete. We also intend to utilize a "plus one" approach (adding two charging ports for every ZEV) to account for future ZEV acquisitions and potential employee workplace charging.

**(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.).

In previous years, we added a 3 percent increase to our future cost projections. This year, GSA sent out a notice in June that there will be a 7.7 percent overall increase for GSA vehicles effective October 1, 2023, which was factored in our future cost estimates for FYs 2023 through 2025, along with the 3 percent growth cost. In addition, we included the standard, basic GSA \$468 per vehicle indirect costs and surcharges. Historically, this increase gives us some flexibility to cover unexpected requirements and rising costs (e.g., the cost of a ZEV is higher than a traditional vehicle).

(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.

OIG has unique LE duties that require utilization of approximately 240 HTW vehicles (61 percent of the entire fleet) to conduct investigative activities, such as obtaining evidence related to fraud in the agency's disability programs. This work supports the agency's goal of ensuring the integrity of our programs. OIG is responsible for managing and overseeing the HTW usage of their assigned vehicles. In FY 2024, we plan to discuss with OIG ways to document and monitor the additional cost of HTW use of vehicles. However, due to their mission, it is difficult to replace those vehicles with ZEVs due to the unique LE retrofits (e.g., lights and sirens). OIG's strategy is to gradually increase the number of PHEVs in their fleet; however, charging the PHEVs remains a challenge.

(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.

To reduce fleet size, we operate a motor pool (i.e., U-Drive-It service) at headquarters and discontinued routine employee shuttle services (only providing shuttle services on request). We also encourage ride sharing when employees are traveling to the same destination. In addition, we use GSA's Short Term Rental program to fill short-term vehicle requirements, when necessary, instead of procuring additional vehicles. Further, we conduct an annual analysis of our fleet utilization data to determine if any under-utilized vehicles can be returned to GSA. From FY 2021 through FY 2023, we decreased our agency fleet by 18 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.

Currently we do not use GSA's Dispatch Reservation module because most of our vehicles are assigned to an individual conducting LE work or assigned to an office. Vehicle sharing is encouraged in all locations where it is feasible.

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

We use the Code of Federal Regulations (CFR) mileage utilization guidelines to justify retention of a vehicle, shown below:

- Sedans and station wagons: 12,000 miles per year
- Light trucks (e.g., 4x2s) and general-purpose vehicles 1 ton and under: 10,000 miles per year

- Medium trucks and general-purpose vehicles 1½ tons through 2½ tons: 7,500 miles per year
- Heavy trucks and general-purpose vehicles 3 tons and over: 7,500 miles per year

In addition to using the CFR mileage utilization guideline, we use performance indicators, such as mission requirements, operational activities, and the Federal Fleet Data Report, to evaluate underutilize vehicles.

**(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.
- (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.
- (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.

We conducted our most recent VAM survey over a three month period in 2022. The study was conducted over a three month period by agency employees, and we did not expend additional costs above paying for the employees’ time. The questions from the VAM survey are shown below. During the 2022 VAM survey, we added several questions to help identify potential locations where ZEVs and ESVE could be placed.

2022 VAM Survey Questions

1. What is your component?
2. What is the current odometer reading of your vehicle?
3. What is the age of the vehicle (Months)?
4. What type of vehicle do you have?
5. What type of fuel is primarily used in your vehicle?
6. How many hours per day do you use the vehicle?
7. How many trips per day do you use the vehicle?
8. How many days per week do you use the vehicle?
9. How many miles do you plan to travel next year?
10. What are the number of passengers transported in the vehicle more than 50 percent of the time?

11. How much cargo is transported in the vehicle on a daily basis (lbs.)?
12. What is the operating terrain (on road, off-road, congested areas, open road, etc.) in which you primarily operate on?
13. Is your vehicle used for Home to Work use?
14. Is your vehicle used for law enforcement purposes?
15. Is your vehicle used for emergency response?
16. Can the work be done via alternatives to owning or leasing a vehicle such as shuttle bus services, motor pool vehicles, sharing vehicles, with other offices/agencies, public transportation, or short-term rentals when needed, etc.?
17. E.O. 14057 requires 100 percent acquisitions of light-duty vehicles to be zero emission vehicles (ZEV) by the end of fiscal year 2027; it requires 100 percent medium-duty and heavy-duty vehicle acquisitions to be ZEVs by 2035. Describe your components plans to meet this goal. If funding is required to comply with this mandate, has it been requested?
18. E.O. 14057 requires rapid deployment of EVSE, which comprises battery and plug-in hybrid electric vehicle charging infrastructure and other types of refueling infrastructure, such as hydrogen fueling stations for fuel cell electric vehicles. In developing and executing ZEV strategies, agencies also must ensure availability of sufficient EVSE to support a fully ZEV fleet, including planning, financing, and deploying EVSE in advance of vehicle acquisitions. Describe your components plans to meet this goal. If funding is required to comply with this mandate, has it been requested?
19. E.O. 14057 requires agencies must install telematics for all fleet vehicles, unless an agency determines that telematics on a specific vehicle presents risks to national security or law enforcement operations. Describe your components plans to meet this goal. If funding is required to comply with this mandate, has it been requested?

In addition to the VAM, we conduct an annual analysis of fleet utilization data and, from FY 2021 through FY 2022, we decreased our fleet from 412 to 401 vehicles, which was below our VAM target of 479 vehicles. In FY 2023, we reduced our headquarters vehicle fleet by 7 vehicles for a total reduction of 18 from FY 2021 through FY 2023, for a cumulative cost savings of over \$94,000 per year. We plan to conduct our next VAM in the fourth quarter of FY 2027.

We also met with our internal fleet liaisons in Operations and the OIG to inquire about future fleet requirements, such as increasing our partnership with State and local LE agencies and standing up additional LE units. Each unit typically has at least two vehicles used to investigate disability fraud at the lowest level. We are committed to our anti-fraud efforts, and we partner with the OIG to root out and prevent disability fraud wherever it may occur.

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

- (1) Does your agency have a fleet management information system (FMIS)?
- (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?
- (3) Describe the extent to which your FMIS has been implemented agency wide.
- (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)
- (5) Can your agency's FMIS provide the information necessary to satisfy both internal and external reporting requirements? (See FMR 102-34.340)
- (6) Are you able to use your agency's FMIS to monitor vehicle utilization and identify underutilized vehicles based on established utilization criteria?

We utilize GSA's Fleet Drive-Thru as our primary FMIS and FedFMS to manage our agency-owned vehicles. We use these platforms across the agency at the vehicle custodian level, as well as at the agency headquarters level, to confirm vehicle inventory, monitor operational costs, track acquisitions and disposals, and monitor mileage. When the mileage report indicates a vehicle is under-utilized, we use additional performance indicators such as mission requirements, operational activities, and the FAST Federal Fleet Data Report to determine if a vehicle should be returned to GSA.

We also utilize GSA's FAST Data Center tool to produce a Microsoft Excel spreadsheet listing our GSA-leased vehicles to perform advanced analysis outside the functionality of Fleet Drive-Thru. We track our three agency-owned vehicles in the spreadsheet to produce a comprehensive listing of all assigned 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?
- (2) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33? If not, why not?
- (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?

We do not utilize sedans larger than a midsize sedan. We currently use the guidance in FMR B-33 as our LE vehicle classification system. Currently, we have 10 LE classified vehicles, no armored vehicles, and no limousines within our inventory.

**(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.)

(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.)

(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.)

Direct fleet questions to:

William E. Clark, Jr, Transportation Officer / Headquarters Fleet Manager  
410-965-5831

The Chief Sustainability Officer and the Budget Officer participated in the process.

Chief Sustainability Officer:

Marc Mason, Associate Commissioner, Office of Facilities and Logistics Management  
410-966-2772

Budget Officer:

Beth Chaney, Associate Commissioner, Office of Budget  
410-594-2374

Thank you for your effort in providing this information. If you have any questions, email [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).