FY 2022 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE

This document provides the current template for Executive Branch fleet managers to prepare their agencies' Fleet Management Plans (FMPs). FMPs document the steps being taken by agencies to operate fleets most effectively and efficiently. FMPs also satisfy the narrative requirement for OMB Circular A-11 budget submission requirements.

The FMP is a multi-year map of your agency's systematic approach to vehicle acquisition, use, maintenance, refueling, and replacement. The plan should anticipate and account for changes in mission, organization, and resulting vehicle demand. In addition, the plan must establish an agency's strategy for achieving full compliance with current management and sustainability mandates. Furthermore, the plan must define how vehicle selection will 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. 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, and to share successes. 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: FMPs are to be submitted to the Federal Automotive Statistical Tool (FAST) by August 26, 2022 as part of FAST's A-11 budget information submission process!

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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 and how mission requirements translate into needs for particular vehicle quantities and types.
(3) How has your agency's primary/core mission changed since the submission of your previous Fleet Management Plan?
(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 or 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 deliver about $1.3 trillion in payments to over 70 million beneficiaries each year. In addition to administering our core programs, we provide critical services that bring millions of people to our offices or prompt them to call us each year. For example, we issue replacement 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 58,000 Federal employees serve the public from a network of more than 1,500 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, to name a few office types. We also have several Office of the Inspector General (OIG) offices, the agency's Law Enforcement (LE) component, stationed across the country.

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, 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 county and 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 (CDI) components due to their unique official LE duties. At headquarters, we assign vehicles to components for general use amongst its 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(s) for purchasing/owning vehicles compared with 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.

The agency's primary sourcing strategy for acquiring vehicles is to lease vehicles through GSA Fleet. When comparing the cost of owned vehicles to the cost of leased vehicles, we have found that 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.

(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, etc.).
(2) How does your agency limit/document/monitor the additional cost of home-to-work (HTW) use of Federal vehicles? Briefly describe how additional costs are determined.
(3) Describe your agency's efforts to reduce fleet size by encouraging motor pools, car sharing, shuttle buses, and other initiatives designed to reduce your motor vehicle requirements.
(4) Does your agency make use of the GSA Vehicle Dispatch & Reservation Module to help 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.

In previous years, we added a flat 3 percent growth to our future cost projections. This year, we added a flat 5 percent growth into our future cost projections for FYs 2023 through 2024 projections to cover the 2.9 percent rate increase on our GSA-leased vehicles starting in FY 2023. Historically, this increase gives us some flexibility to cover unexpected requirements and rising costs (e.g., the cost of a Zero Emissions Vehicle (ZEV) is higher than a traditional vehicle).

Our two LE components at the agency, OIG and CDI, have unique LE duties that require utilization of home-to-work vehicles to conduct investigative activity related to fraud, including obtaining evidence to resolve questions of fraud in the agency's disability programs. This work supports the agency's goal of ensuring the integrity of our programs. These components are responsible for managing and overseeing the home-to-work usage of their assigned vehicles. In FY 2023, we plan to discuss with OIG and CDI ways to limit, document, and monitor the additional cost of home-to-work use of vehicles.

To reduce fleet size, we operate a motor pool (i.e., U-Drive-It service) at headquarters and offer employee shuttle services as needed. 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. We also conduct an annual analysis of our fleet utilization data to determine if any under-utilized vehicles can be returned to GSA. From FY 2019 through FY 2021, we decreased our agency fleet by 35 vehicles.

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.

(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).

(1) From your most recent VAM study, describe/provide the specific utilization criteria (miles, hours, trips, or other measures) used to justify retention of a vehicle? If different criteria are used within the fleet, provide these criteria.
(2) From your most recent VAM study, include or attach the questions used to conduct the VAM survey (see FMR Bulletin B-43(7)(B)). If you have multiple studies, attach the one most often used in your fleet.

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

- Sedans and station wagons: 12,000 miles per year

- Light trucks (e.g., 4×2s) 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 2018, we conducted the VAM survey. The questions are shown below. During the 2018 VAM survey, we added several questions to help identify potential locations where ZEVs and Electric Vehicle Supply Equipment could be placed.

 2018 VAM Survey Questions
1. What tasks do you accomplish with the vehicle? Describe how those tasks support the agency's mission.
2. How important is the vehicle to accomplishing the mission? Describe critical need to the mission.
3. On a regular basis, how many people will be transported per trip? What is the average miles driven per month?
4. How much and what type of cargo will the vehicle haul on a regular basis?
5. Is the vehicle shared with other employees or other agency organizations?
6. Is there access to alternative fuel within 5 miles or 15 minutes of the vehicle's garaged location, and if so, where is it located and what type of alternative fuel is available?
7. If the vehicle is an alternative fuel vehicle (AFV) and alternative fuel (AF) is unavailable, does it have an approved waiver from using alternative fuel?
8. What type of driving conditions will the vehicle be in (exclusively on campus setting, city, highway, off road, weather etc.)?
9. Describe how vehicles are assigned at your agency (i.e., individuals, offices, job classifications, and motor pools).
10. Describe how home-to-work (HTW) vehicles are justified, assigned, and reported, as well as what steps are taken by your agency to limit HTW use.
11. Do you use vehicles for investigative work?
12. Do you have any vehicles used to perform administrative task?
13. 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.?
14. EO 13693 requires agencies to reduce greenhouse gas (GHG) emissions as compared to a 2014 baseline. Describe your components plans to meet this goal. If funding is required to comply with this mandate, has it been requested?
15. EO 13693 require zero emission vehicles (ZEV) as an increasing percentage of passenger vehicle acquisitions. Describe your components plans to meet this goal. If funding is required to comply with this mandate, has it been requested?
16. EO 13693 requires agencies to incorporate telematics into the fleet. 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 2019 through FY 2021, we decreased our fleet from 436 to 401 vehicles, which was below our VAM target of 479 vehicles. For FY 2022, we reduced our VAM target from 479 vehicles to 450 vehicles. We plan to conduct our next VAM in the fourth quarter of FY 2022.

We also meet with our internal fleet liaisons 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 or 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)

We utilize GSA's "Fleet Drive-Thru" as our primary FMIS and FedFMS to manage our agency-owned vehicles. We use these platforms across our agency at the vehicle custodian level, as well as at the agency headquarters level to confirm vehicle inventory, monitor operational costs, and track acquisitions and disposals. We utilize GSA's "FAST Data Center" tool to produce a Microsoft Excel spreadsheet listing our GSA-leased vehicles. We also enter the data into the spreadsheet for our three agency-owned vehicles 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 one LE classified vehicle, 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:

Steven Redfearn, Transportation Officer / Headquarters Fleet Manager

410-965-4086

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:

Chad Poist, 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.