

## **Budget Year 2026 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE**

This document provides the Budget Year 2026 Fleet Management Plan & Budget Narrative (FMP) template for use by Executive Branch fleet managers to satisfy the narrative requirement for OMB Circular A-11 budget submission requirements. Fleet managers should use the FMP to document the steps being taken and the challenges being encountered to optimize fleet inventory, performance, and sustainability.

The FMP is a multi-year description of an agency's systematic approach to vehicle acquisition, use, replacement, and disposal. The plan should describe how fleet size, cost, vehicle types and sizes, and other aspects of fleet operations are managed and controlled. The plan should also 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. In particular, the FMP should detail how the agency seeks to 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 request and programming of funds necessary to continue fleet operations.

**Instructions:** Address each of the 8 sections listed below clearly and completely. This is 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 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 2026 FMPs are to be submitted to the Federal Automotive Statistical Tool (FAST) by August 23, 2024, as part of FAST's A-11 budget information submission process!**

**Budget Year 2025 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE  
FOR  
SOCIAL SECURITY ADMINISTRATION (SSA)**

**(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 used to support your primary/core mission(s).
- (3) Describe what particular vehicle types and quantities best support your mission requirements.
- (4) 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?
- (5) Describe the organizational structure and geographic dispersion of your fleet.
- (6) 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.

In fiscal year (FY) 2023, we paid about \$1.4 trillion in payments to over 74 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 58,000 Federal employees serve the public from a network of about 1,200 field and 351 hearing offices (including Permanent Remote Sites) across the country. Our footprint consists of our headquarters (HQ) 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 and currently consists of 55 vehicles at our HQ campus, including a motor pool; 80 vehicles at our operational sites throughout the country to conduct site visits to field offices, and for other official business in the local area; and 252 home-to-work (HTW) vehicles and one support vehicle used by the Office of the Inspector General (OIG) for law enforcement (LE) activities. Our fleet is comprised of 91 percent light duty (LD) vehicles, and 9 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 continue to evaluate and make logistical support changes as needed. We assign vehicles to regional offices across the country, as well as the HQ 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 HQ, 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 perform. For example, we assign individual vehicles to employees in the region and in our OIG and Cooperative Disability Investigations (CDI) units due to their unique official LE duties. At HQ, 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 the process(es) used to decide whether to purchase/own vehicles versus leasing vehicles through GSA Fleet or commercially.

The agency's primary sourcing strategy for acquiring vehicles is to lease vehicles through the General Services Administrations' (GSA) Fleet. When comparing the cost of owned vehicles to the cost of leased vehicles, we find it beneficial and more cost effective to lease vehicles through GSA Fleet versus owning vehicles. The cost of ownership, fuel, and maintenance of an agency-owned vehicle exceeds the lifecycle cost of a GSA-leased vehicle. Leasing vehicles through GSA Fleet allows us to maintain a newer and more reliable fuel-efficient fleet. However, in the rare instance a suitable executive vehicle is not offered through GSA Fleet, we will acquire a commercially leased vehicle.

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 first evaluating utilization rates, benefits, and cost effectiveness in support of the agency's mission.

(2) Describe your agency's rationale for acquiring vehicles from other than the most cost-effective source.

The agency only acquires vehicles from GSA, which is the most cost-effective source for vehicle acquisitions.

(3) 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 and are on track to replace 100 percent of our LD eligible dedicated gasoline and ethanol fuel vehicles with ZEVs by FY 2027 as their leases expire. We use GSA's vehicle replacement data to monitor our vehicles' projected replacement timeframe, which aides in planning our conversion to ZEVs. Additionally, we are assessing the results of a recently completed Electric Vehicle Supply Equipment (EVSE) feasibility study and site assessment to determine future projects that will expand our charging station infrastructure to accommodate the increase in our use of ZEVs at HQ. Future projects are dependent on available funding.

Our motor vehicle fleet is used by HQ, Operations, and OIG personnel.

Currently, our HQ motor vehicle fleet is comprised of 31 LD vehicles of which 74 percent are ZEVs. Using the GSA's replacement cycle, HQ will increase its ZEV acquisition target to 83 percent in FY 2025 and is on target to have a 100 percent ZEV HQ LD fleet by the end of FY 2027.

Our Operations fleet, which includes 71 LD vehicles of which 21 percent are ZEVs, is geographically dispersed across 35 sites. By following GSA's replacement cycle, Operations will convert 31 LD vehicles to ZEVs by 2026, one year ahead of the 2027 LD goal established by EO 14057, by increasing its ZEV acquisition target to 45 percent in FY 2024 (14 ZEVs); 65 percent in FY 2025 (6 ZEVs); and 100 percent in FY 2026 (11 ZEVs).

OIG's fleet is comprised mainly of LE vehicles used from HTW, but the transition to ZEVs has been a challenge due to limited access to adequate charging infrastructures. Currently, OIG has 253 LD vehicles in their fleet; however, only 2 percent are ZEVs. Over the next three years, OIG will reach 52 percent ZEV acquisitions by transitioning 69 of their eligible GSA leased vehicle replacements in FY 2025 and then incrementally increasing its acquisitions of ZEVs to 72 percent in FY 2026 (27 vehicles) and 100 percent in FY 2027 (40 vehicles). The OIG will meet these targets through transitioning to plug in hybrid electric vehicles (PHEV), which will help address the challenge of limited charging stations.

Deploying EVSE is challenging given Operations' geographically dispersed locations and the OIG's HTW requirement. However, we have identified several regional sites to explore EVSE deployment based on our planned future utilization of the space. Furthermore, GSA concluded a feasibility study and site survey at our HQ campus in February 2024 to determine future projects that will expand our charging station infrastructure to accommodate the increased use of ZEVs. Based on the survey results, we are exploring the expansion of four additional dual Level 2 ports and one dual Level 3 port, as well as the possibility of adding employee workplace charging stations. We will continue to revise our EVSE deployment plans and implement a "plus one" approach, which involves adding two charging ports for every ZEV, to accommodate

future ZEV acquisitions and allow for the expansion of employee workplace charging. Expanding our ESVE deployment is contingent on available agency funding.

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

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

Last year, we increased our FY 2024 vehicle fleet budget to cover GSA price increases and ZEV acquisitions. On June 12, 2024, GSA sent a notification indicating there will be a 15 percent overall increase in leased GSA vehicle costs effective October 1, 2024, due to rising vehicle acquisition, maintenance, and repair costs. We will account for these increases along with GSA's indirect costs and the alternate fuel charge (AFV) in our funding requests for future fiscal years. Historically, these increases have given us the 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 document/monitor the impact on fleet size and additional cost of HTW?
- Briefly describe what are the additional costs related to HTW and 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 requiring the utilization of approximately 252 HTW vehicles (65 percent of the agency's entire fleet) to conduct investigative activities, such as obtaining evidence related to fraud in the agency's disability programs, that directly support the agency's goal of ensuring the integrity of our programs. OIG is responsible for managing and overseeing the HTW use of their assigned vehicles.

The Agency Assistant Inspector General for Investigations and the Fleet Manager attended the Department of Homeland Security's Fleet Electrification Law Enforcement Working Group meeting on May 15, 2024. The meeting centered around developing a government-wide solution for LE and HTW mission vehicles. During the meeting, our OIG expressed their commitment to replacing their LE or HTW vehicles with PHEV; however, there are challenges due to the lack of an accessible charging infrastructure. We are discussing the potential implementation of a vehicle test pilot program focused on determining suitable locations in regional areas for installing charging stations near the residences of OIG's HTW employees. Additionally, we are exploring the option of investing in home or mobile charging solutions, as well as utilizing existing public charging stations in the vicinity.

(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.

We are encouraging employees to utilize mass or public transportation for official travel when it is advantageous for the Government and providing transportation services for employees on official business in and around the Baltimore and Washington D.C. metropolitan areas as needed. In addition, we are consolidating transportation requests and encouraging car sharing when employees are traveling to the same destination at the same time and providing an HQ motor pool for U-drive it vehicles or motor vehicle operator-driven vehicles for larger groups of employees.

(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?

We do not currently use GSA's Dispatch Reservation Module because the agency has its own dispatch and reservation system for U-Drive-It, executive services, hotel shuttle, and other special transportation services.

(5) Describe your utilization criteria and how the criteria is used to control fleet size.

Our primary mission has not changed since the last submission of our agency's Vehicle Allocation Methodology (VAM); however, we reduced some of our routine logistical support, including HQ employee shuttle services and fleet vehicles that were underutilized. As stated above in Section A of this narrative, we assign vehicles to regional offices across the country as well as the HQ 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 HQ, 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 and program benefit related interviews with the public. We assign vehicles both to individuals and offices based on the type and frequency of work they perform. For example, we assign individual vehicles to employees in the region and in our OIG and CDI units due to their unique official LE duties. At HQ, we assign vehicles to components for general use amongst staff, such as our buildings management and security staffs.

(6) Describe the decision process(es) and strategies regarding how vehicles not meeting utilization criteria are evaluated.

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., 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, we use performance indicators, such as mission requirements, operational activities, and the Federal Fleet Data Report as other sources of information in evaluating underutilized vehicles. We also conduct a monthly and annual analysis of our GSA fleet.gov mileage utilization report to determine whether any under-utilized vehicles can be returned to GSA. From FY 2021 through FY 2023, we decreased our agency fleet by 18 vehicles and will continue our efforts where feasible to reduce vehicle underutilization.

(7) Please describe the rationale for keeping in the fleet those vehicles not meeting established criteria.

A number of factors may justify keeping fleet vehicles not meeting the utilization criteria, but the primary reason is the need for individuals conducting LE work to have an assigned vehicle.

**(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.
- (2) Please indicate the frequency at which VAM studies are completed.
- (3) Please indicate whether a new or updated optimal fleet profile was uploaded to the Federal Automotive Statistical Tool (FAST) after completion of your most recent VAM study.
- (4) 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.
- (5) 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.
- (6) Discuss whether your VAM study identifies missions or opportunities suited for ZEVs use and opportunities to replace vehicles with ZEVs.
- (7) Please describe how your agency uses utilization criteria in VAM studies.

We conduct VAMs every five years with our most recent survey conducted in 2022. The questions we pose are shown below, and during the 2022 VAM survey we added several questions to help identify potential locations where ZEVs and ESVE could be placed. This VAM survey took approximately three months to complete at no cost to the agency due to using internal resources. While our current mission requirements have not changed much since the 2022 VAM, we did add one electric vehicle charging station at 250 E St in Washington, DC, after the 2022 VAM study.

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. We are committed to our anti-fraud efforts and partner with the OIG to root out and prevent disability fraud wherever it may occur.

#### 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% 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% acquisitions of light-duty vehicles to be zero emission vehicles (ZEV) by the end of fiscal year 2027; it requires 100% 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 conducted an annual analysis of fleet utilization data in FY 2023 and reduced our HQ vehicle fleet by 18 vehicles, saving over \$94,000 per year. Our current fleet is at 388 vehicles, which is still below are VAM target of 479 vehicles. We plan to conduct our next VAM in the fourth quarter of FY 2027.

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

- (1) Does your agency have a fleet management information system (FMIS)?
- (2) Discuss the extent to which your FMIS has been implemented agency wide.
- (3) 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?
- (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?
- (7) Is your agency's FMIS able to accept/incorporate data obtained from vehicle telematics?

We utilize GSA's Fleet.gov and Fleet Drive-Thru as our primary FMIS and FedFMS to manage our leased and agency-owned vehicles. We use these platforms across the agency at the vehicle custodian level, as well as at the agency HQ level, to confirm vehicle inventory, monitor operational costs, fuel, 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, OIG has 162 vehicles hardwired with lights/sirens. The remaining 91 vehicles have non-hardwired lights (visor lights/bubble lights).

**(G) Describe your agency's efforts to deploy vehicle telematics.**

(1) Describe the percentage of your agency's leased and owned vehicles, respectively, which will be equipped with telematics devices and supported by telematics data plans by the end of FY 2024.

(2) If some or all of your agency's fleet vehicles are equipped with telematics devices, provide an estimate of your agency's fleet expenditures on vehicle telematics devices, supporting telematics data plans, and any other telematics-related fleet costs incurred during FY 2024. If the expenditure estimate includes costs other than telematics devices and telematics data plans, describe the other costs included.

(3) Describe whether it would be straightforward or challenging for your agency to report fleet telematics-related costs as a separate category of cost, if required, as part of your fleet's actual and planned/budget cost submissions for OMB Circular A-11 purposes. If challenging, indicate why (i.e., what specific barriers make separating telematics-related fleet costs challenging?).

We currently have 260 vehicles (67 percent of the total agency fleet) with installed telematics. GSA installs and absorbs the cost for telematics devices in all newly leased vehicles and will equip all existing leased vehicles by 2026. In addition, GSA announced the GSA Fleet monthly lease rate will include the ProPlus telematics subscription, effective Oct 1, 2024, which will eliminate the previous separate charge of \$13 per month per enrolled vehicle. The ProPlus subscription offers a wealth of valuable, data-driven insights to help optimize fleet management and drive cost savings.

**(H) 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).