

October 12, 2011

GSA BULLETIN FMR B-32  
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Posting Executive Fleet Vehicles on Agency Websites

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive agencies regarding the identification of executive fleet vehicles and the requirements to post them on agency websites.
2. What is the effective date of this bulletin? This bulletin is effective on October 12, 2011.
3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled by the Associate Administrator for the Office of Governmentwide Policy (OGP).
4. What is the background? On May 24, 2011, the President issued a Presidential Memorandum on Federal Fleet Performance. In accordance with Section 1 (b) of the Presidential Memorandum and pursuant to Federal Management Regulation 102-34.50 (41 CFR 102-34.50), executive fleets are required to achieve maximum fuel efficiency; be limited in motor vehicle body size, engine size, and optional equipment to what is essential to meet agency mission; and be midsize or smaller sedans, except where larger sedans are essential to the agency mission. Within 180 days of the date of the Presidential Memorandum, any executive fleet vehicles that are larger than a midsize sedan or do not comply with alternative fueled vehicle (AFV) requirements must be disclosed on agency websites.
5. What should we do as a result of this bulletin?
  - (a) Agencies shall identify all executive fleet vehicles and determine if any are larger than a midsize sedan (including Sport Utility Vehicles (SUVs) that are larger than intermediate) or are not AFV. Executive fleet vehicles are vehicles used primarily to transport Senior Executives (Heads of Agencies, Senior Executive Service (SES) employees, and General Officers).
  - (b) Executive fleet vehicles that are larger than midsize sedans or are not AFVs must be disclosed on the website of the agency operating the vehicles within 180 days of the date of the memorandum (on or before November 17, 2011). The website must be publicly accessible, in a location that may be found using the search term "executive fleet vehicles". The data posted should include each vehicle's make, model, year of manufacture, fuel type, and the office to which the vehicle is assigned.

(c) Executive Fleet Vehicle listings on agencies' websites should be updated frequently as changes are made to their executive fleets, but must be updated no less than annually.

(d) When the link to each agency's Executive Fleet Vehicle listing is uploaded and available to view, the link should be sent to GSA's Office of Governmentwide Policy at [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).

6. What resources are available to help meet these requirements?

(a) The Presidential Memorandum -- Federal Fleet Performance, May 24, 2011 at <http://www.whitehouse.gov/the-press-office/2011/05/24/presidential-memorandum-federal-fleet-performance>.

(b) GSA has created a web site that is a clearinghouse for information related to the Presidential Memorandum – Federal Fleet Performance and the vehicle allocation methodology process at <http://www.gsa.gov/vam>.

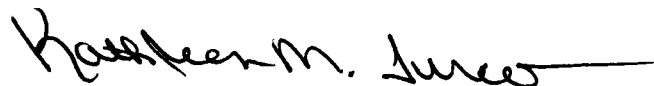
(c) The Department of Energy's *Comprehensive Federal Fleet Management Handbook* offers extensive guidance on right-sizing fleets with a VAM at [http://www1.eere.energy.gov/femp/pdfs/eo13514\\_fleethandbook.pdf](http://www1.eere.energy.gov/femp/pdfs/eo13514_fleethandbook.pdf).

(d) GSA's Federal Acquisition Service offers AFV guides and manuals, including an AFV product guide at <http://www.gsa.gov/portal/content/104224>.

7. Who should we contact for further information and/or to direct comments regarding this bulletin? Agencies are encouraged to send any questions or comments to:

General Services Administration  
Office of Governmentwide Policy  
Office of Travel, Transportation and Asset Management (MT)  
Washington, DC 20417  
E-mail address: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

By delegation of the Administrator of General Services,



Kathleen M. Turco  
Associate Administrator  
Office of Governmentwide Policy