

GENERAL SERVICES ADMINISTRATION

Washington, DC 20417

July 11, 2011

GSA BULLETIN FMR B-29
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Accurately Reporting Passenger Vehicle Inventory within the Federal Automotive Statistical Tool

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive agencies regarding the reporting of their passenger vehicle inventory within the Federal Automotive Statistical Tool (FAST).
2. What is the effective date of this bulletin? This bulletin is effective on **(July 11, 2011)**
3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled.
4. What is the background? Federal Management Regulation (FMR) 102-34.335 (41 CFR 102-34.335) requires agencies to annually submit fleet inventory data to GSA via FAST. When reporting to FAST, agencies report passenger vehicle data broken down into 10 categories of vehicle types ranging from low-speed vehicles to medium duty passenger vans. "Limousines" is one of these categories. Based upon information GSA has received, it appears as though agencies have been reporting vehicles as limousines incorrectly (e.g., reporting shuttle buses as limousines). This bulletin clarifies reporting requirements for limousines to enhance the accuracy of passenger vehicle inventory within FAST.
5. What practices should I implement regarding the reporting of passenger vehicle inventory data to FAST?

For purposes of reporting vehicle inventory to FAST, agencies should report vehicles as limousines if they meet the following criteria:

A limousine is a vehicle with a lengthened wheelbase, generally driven by a dedicated driver. The chassis of a limousine may have been extended by the manufacturer or by an independent coachbuilder. A limousine may have originated as a Federal Class V vehicle (see FMR 102-34.45), or have been a Class IV or smaller sedan or a Sport Utility Vehicle (SUV), which was subsequently upfitted for limousine use, after which it is considered a Class V vehicle for reporting purposes. Limousine customization commonly includes one or more of the following: privacy panel between driver and

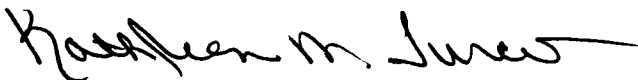
passenger compartments, stretching the chassis to increase passenger capacity and comfort, and/or appointments and amenities not typically found in commercial-design sedans. Vehicles, including shuttle buses, without the aforementioned characteristics should not be reported as limousines.

6. What should I do as a result of this bulletin? Executive agencies should establish or update their internal FAST reporting policies, procedures, and practices as necessary to ensure accurate reporting of limousines as defined by this bulletin.

7. Who should I contact for further information and/or to direct comments regarding this bulletin? This bulletin is a precursor to adding similar language to FMR Part 102-34, *Motor Vehicle Management* (41 CFR Part 102-34). Therefore, 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)
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By delegation of the Administrator of General Services,



Kathleen M. Turco

Associate Administrator

Office of Governmentwide Policy