FAMS Minimum Required Fields for Vehicles and Equipment							
FAMS Data Field	**Vehicle Template**	**Usage Template**	**Fuel Template**	**Applies to Vehicles, Equipment or Both**	**Requirement Rationale**	**Associated Business Rule/Process to Resolve Gap**	**Reporting Period**
Month Ending	✓	✓	n/a	Both	Historical Tracking, Rprt Mngmt		N/A (no gaps)
Agency Key	✓	✓	✓	Both	Agency ID for All Rprts		N/A (no gaps)
Mobile Equipment Number	✓	✓	NR	Both	Asset ID, Fleet Mngmt, EPAct, Annual MobileEquipment Report, Mobile Equipment Insurance Fee	For those agencies that do not use an equipment number, you may substitute the value with the VIN number.	To process FAP, require data from 2014 to present
Vehicle Category	✓	n/a	n/a	Both	SB 552, EIA 886, Mobile Equipment, EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
Model Year	✓	NR	n/a	Both	SB 552, EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
VIN	✓	NR	n/a	Vehicles	Vehicle ID; enable VIN-decoding; EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
Make	✓	NR	n/a	Both	SB 552, EIA 886, EPAct, Fleet Mngmt, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
Model	✓	NR	n/a	Vehicles	SB 552, EIA 886, EPAct, Fleet Mngmt, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
(E-plate) License Number *(ground only - not for GNP, CONS, FARM & RLM)*	✓	n/a	n/a	Vehicles	Vehicle ID		To process FAP, require data from 2014 to present
Vehicle Location Zip Code	✓	n/a	n/a	Both	SB 552 (PRC 25722.5), EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
Agency Billing Code	✓	n/a	n/a	Both	Agency ID, Mobile Equipment, EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee	Requires 6 characters or will create a gap. Departments must insert leading zeros in the event their billing code is less than 6 digits.	To process FAP, require data from 2014 to present
Vehicle Type	✓	n/a	n/a	Both	SB 552, EIA 886, EPAct, EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
GVWR Range *(ground only)*	✓	n/a	n/a	Vehicles	EPAct, Fleet Mngmt, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
GVWR Actual *(ground only - for vehicles in GVWR Range 2 only- not for NSP, GNP, CONS, FARM & RLM))*	✓	n/a	n/a	Vehicles	EPAct, Fleet Mngmt		To process FAP, require data from 2014 to present
Color Major - Light Duty only (primary paint color)	✓	n/a	n/a	Vehicles	Historical Tracking, Fleet Mngmt; MM 12-03		To process FAP, require data from 2014 to present
Wheel Type *(ground only - not for NSP, GNP, CONS, FARM & RLM)*	✓	n/a	n/a	Vehicles	SB 552		To process FAP, require data from 2012 to present
Fuel Type Key *(not for NSP)*	✓	n/a	✓	Both	SB 552, EIA 886, EPAct		To process FAP, require data from 2012 to present
Engine Configuration *(not for NSP)*	✓	n/a	n/a	Both	EIA 886, EPAct, Annual MobileEquipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
Confidential Asset	✓	n/a	n/a	Both	Fleet Mngmt, EPAct, Annual MobileEquipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
Primary Application	✓	n/a	n/a	Both	EIA 886, EPAct, Annual MobileEquipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
Acquisition Delivery Date	✓	n/a	n/a	Both	SB 552, EIA 886, EPAct, EPAct, Annual MobileEquipment Report, Mobile Equipment Insurance Fee	If the acquisition delivery date is unknown, enter as January 1st of the asset model year. (Similar methodology used during EO B-2-11.)	To process FAP, require data from 2012 to present
SUV Justification *(if acquired 2008/later)*	✓	n/a	n/a	Vehicles	SB 552		To process FAP, require data from 2012 to present
4x4 Truck Justification *(if acquired 2008/later)*	✓	n/a	n/a	Vehicles	SB 552		To process FAP, require data from 2012 to present
Acquisition Method *(Purchase or Lease)*	✓	n/a	n/a	Both	SB 552, EPAct, Annual MobileEquipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2012 to present
Acquisition Reason *(if acquired 2008/later) (Replacement or Additional)*	✓	n/a	n/a	Both	Fleet Mngmt		To process FAP, require data from 2014 to present
Purchase Price *(if purchased 2008/later)*	✓	n/a	n/a	Both	SB 552		To process FAP, require data from 2012 to present
Annual Lease/Rent Rate *(if leased 2008/later)*	✓	n/a	n/a	Both	SB 552		To process FAP, require data from 2012 to present
Acquisition Mileage *(if acquired 2008/later) (ground only - not for NSP, GNP, CONS, FARM & RLM)*	✓	n/a	n/a	Vehicles	Fleet Mngmt	Prior to January 1, 2016, vehicles purchased off of a statewide contract: If the acquisition mileage is unknown, enter "50". After January 1, 2016, actual data must be collected.	To process FAP, require data from 2014 to present

RED TEXT= VIN-Decoded in
NR= Not Required

FAMS Minimum Required Fields for Vehicles and Equipment

FAMS Data Field	Vehicle Template	Usage Template	Fuel Template	Applies to Vehicles, Equipment or Both	Requirement Rationale	Associated Business Rule/Process to Resolve Gap	Reporting Period
Disposition Date (date vehicle actually leaves the facility)	✓	n/a	n/a	**Both**	Determine status of asset; All reports	Date asset permanently leaves department for disposition (i.e., auction, salvage, transfer, etc.).	To process FAP, require data from 2014 to present
Disposition Method	✓	n/a	n/a	**Both**	EIA 886, EPAct, Fleet Mngmt, Annual MobileEquipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
Disposition Mileage (ground only - not for NSP, GNP, CONS, FARM & RLM)	✓	n/a	n/a	**Vehicles**	Fleet Mngmt	Report same mileage that is used on the Property Survey Report (STD 152).	To process FAP, require data from 2014 to present
Disposition Sold Amount	✓	n/a	n/a	**Both**	EPAct, Annual Mobile Equipment Report, Mobile Equipment Insurance Fee		To process FAP, require data from 2014 to present
Odometer Reading (ground only - not for NSP, GNP, CONS, FARM & RLM)	n/a	✓	NR	**Vehicles**	SB 552, EIA 886, Fleet Mngmt	*Footnote 1*	To process FAP, require data from 2012 to present.
Days Used	n/a	✓	n/a	**Both**	Fleet Mngmt	*Footnote 1*	To process FAP, require data from 2014 to present
Hours Meter	n/a	✓	n/a	**Both**	Fleet Management	*Footnote 1*	To process FAP, require data from 2014 to present
Transaction Date	n/a	n/a	✓	**Both**	SB 552, EIA 886	*Footnote 1*	To process FAP, require data from 2012 to present
Source System Transaction ID	n/a	n/a	✓	**Both**	SB 552	*Footnote 1*	To process FAP, require data from 2012 to present
Fuel Quantity	n/a	n/a	✓	**Both**	SB 552, EIA 886	*Footnote 2*	To process FAP, require data from 2012 to present

---

[1] Currently, Departments are allowed to report on an annual basis (i.e., enter data for December 2014 and December 2015 which allows us to get annual mileage usage for the applicable year). Submission on an annual basis for 2012, 2013, 2014 and 2015, will not be recognized as a data gap. **Beginning January 1, 2016, reporting will be required on a monthly basis.**

[2] Currently, Departments are allowed to report on an annual basis (i.e., enter data for December 2014 and December 2015 which allows us to get annual mileage usage for the applicable year). Submission on an annual basis for 2012, 2013, 2014, 2015 and 2016, will not be recognized as a data gap. **Beginning January 1, 2017, reporting will be required on a monthly basis.**

Rev. 1/06/2016

RED TEXT= VIN-Decoded in FAMS Vehicle Template for vehicles 1980/later
NR= Not Required