

From: Jamison, Brent

Sent: Friday, February 04, 2011 4:45 PM

Cc: OFAM-FAMS; Cook, Rob; Shedd, Richard; Fujii, Gary; Mangrum, Jamie; Valentine, Katrina; Martinez, Toni

Subject: EO B-2-11 Fleet Re-Justification and Reduction Information

Attachments: EO B-2-11 - VHSP Information Template.xls; EO B-2-11 - FAMS Certification Form.doc; EO B-2-11 - VHSP Certification Form.doc; FAMS Required Data Fields EO B-2-11.doc
February 4, 2011

Dear Fleet Coordinators:

The letter is to inform you of the steps that the Department of General Services (DGS) is implementing in support of Executive Order B-2-11 ^[1] as issued by the Governor on January 27, 2011. As I am sure you are aware, the Executive Order requires all Executive Branch agencies and departments to comprehensively analyze their fleets and home storage permits (HSPs) and develop separate plans to eliminate those assets and HSPs deemed non-essential and/or cost-ineffective.

The Executive Order has strict timelines that will require extraordinary effort by all state agencies and departments to work with the DGS in a coordinated effort. To assist in this effort, the DGS is preparing information that will be delivered to you shortly that will include plan and reduction submission schedules as well as a structured fleet analysis and allocation tool kit that each state agency and department will be required to use for their fleet analysis, plan preparation, and implementation. These tools will also ensure that standardized metrics are being considered by all state agencies and departments when analyzing their fleet assets and home storage permits.

OFAM has broken down the re-justification and reduction process into the following phases:

- Data collection;
- Analysis;
- Plan preparation and approval; and
- Fleet asset disposal.

Concurrent to the initial fleet data collection phase, the Executive Order also directs all state agencies and departments to immediately review and eliminate non-essential or cost ineffective HSPs by March 1, 2011. To ensure successful implementation of these re-justification and reduction efforts, you must take following initial actions:

Step One: by February 15, 2011, the Executive Order requires the head of each state agency and department to certify (see attached) to the director of DGS that their agency has updated all the required data fields in the Fleet Asset Management System (FAMS). Attached is a detailed list of the required columns/data fields in the FAMS by each FAMS template that are integral to the success of the fleet reduction. Please note that this FAMS update and reduction effort does not only apply to passenger vehicles but includes all vehicles and mobile equipment. This encompasses all self-propelled mobile assets including boats, planes, forklifts and other heavy-duty equipment as well as non-motorized equipment that you are required to register with the Department of Motor Vehicles.

Step Two: by March 1, 2011, each agency secretary and department director must review their organization's vehicle home storage permits and withdraw those that are non-essential or cost ineffective. The DGS has developed a home storage permit template that must be filled in and returned along with the home storage permit certification form (see attached). This report and certification must be submitted to the director of the DGS by the due date above.

While we understand the challenge that this short time line presents, the value of right-sizing the state's fleet and reducing non-critical expenditures cannot be overstated. Toward that end, I am committing our FAMS team to work closely with you and your staff to ensure that this project is successfully delivered on time. The DGS will be in constant communication with you during this process and will provide you with updates as necessary.

If you have any questions, please contact your designated FAMS analyst.

Best regards,

Brent J. Jamison, Chief
Office of Fleet and Asset Management
Department of General Services

Attachments: FAMS Required Data Fields
FAMS Update Certification Form
Vehicle Home Storage Permit Analysis Template
Vehicle Home Storage Permit Certification Form

[1]

Executive Order B-2-11 <http://gov.ca.gov/news.php?id=16888>