

**AGENCY REPORT OF MOTOR VEHICLE DATA**  
*(Read Instructions carefully before completing this form.)*

FISCAL YEAR ENDING *(Sept. 30)*

VEHICLES BASED *(Check one)*

- DOMESTIC  
 FOREIGN

DEPARTMENT OR AGENCY

BUREAU, SERVICE, ETC.

DATE PREPARED

INTERAGENCY REPORT CONTROL NO.

**1102-GSA-AN**

DESCRIPTION	LINE NO.	TOTAL <i>(All vehicles)</i> (a)	SEDANS AND STATION WAGONS (b)	AMBULANCES (c)	BUSES <i>(16 or more passengers)</i> (d)	TRUCKS & TRUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING (GVWR)			
						8,500 LBS./ KILOS & UNDER		8,501 TO 16,000 LBS./ KILOS (g)	16,001 LBS./ KILOS AND OVER (h)
						4 X 2 (e)	4 X 4 (f)		
<b>SECTION I</b>									
OWNED VEHICLES ON HAND	1								
<b>AGENCY-OWNED AND LEASED VEHICLES</b>									
AVERAGE COMMERCIAL LEASED VEHICLES	2								
TOTAL COMMERCIAL LEASE COST	3								
<b>SECTION II</b>									
FUEL COST	4								
DIRECT MAINTENANCE COST	5								
INDIRECT COST	6								
TOTAL COSTS <i>(Optional)</i>	7								
TOTAL MILES/ KILOMETERS OPERATED	8								

<b>SECTION III</b> SEDAN/STATION WAGON INVENTORY DATA	VEHICLE CLASS	OWNED	LEASED	REMARKS
	CLASS I - SUBCOMPACT	9		
	CLASS II - COMPACT	10		
	CLASS III - MIDSIZE	11		
	CLASS IV - LARGE	12		
	CLASS V - LIMOUSINE	13		
	<b>TOTAL</b>	14		

RESPONSIBLE OFFICIAL

CONTACT FOR ADDITIONAL INFORMATION			SIGNATURE		TITLE		
NAME	AREA CODE						
TITLE	PHONE NUMBER	EXTENSION	NAME	AREA CODE	PHONE NUMBER	EXTENSION	

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						8,500 LBS./ KILOS & UNDER		8,501 TO 16,000 LBS./ KILOS (g)	16,001 LBS./ KILOS AND OVER (h)
						4 X 2 (e)	4 X 4 (f)		
SECTION IV PART A  AGENCY OWNED AND COMMERCIALY LEASED TOTAL FLEET	BIODIESEL	15							
	DIESEL	16							
	ELECTRIC	17							
	E-85	18							
	GASOLINE	19							
	HYDROGEN	20							
	M-85	21							
	LPG	22							
	NG	23							
	OTHER	24							
TOTAL	25								
SECTION IV PART B  ACQUISITIONS OWNED AND LEASED  <i>(Acquired During the Fiscal Year)</i>	BIODIESEL	26							
	DIESEL	27							
	ELECTRIC	28							
	E-85	29							
	GASOLINE	30							
	HYDROGEN	31							
	M-85	32							
	LPG	33							
	NG	34							
	OTHER	35							
TOTAL	36								

DESCRIPTION	LINE NO.	GASOLINE EQUIVALENT GALLONS	USED FUEL COSTS <i>(Actual)</i>	FUEL CONVERSION RATIO TABLE		
				<u>Alternative Fuel</u>	<u>Natural Units</u>	<u>Gasoline Equivalent Gallons (GEG)</u>
BIODIESEL	37			Biodiesel	gallons.liters	No conversion needed
DIESEL	38			Diesel	gallons.liters	No conversion needed
ELECTRIC	39			Electric	kilowatt hours (KWH)	TBD
E-85	40			E-85	gallons/liters	70% (gal. X 0.7 = GEG)
GASOLINE	41			Hydrogen	Hundred cu. ft./cu. m.	26% (ccf X 0.26 = GEG)
HYDROGEN	42			M-85	gallons/liters	60% (gal. X 0.6 = GEG)
M-85	43			Liquified Petroleum Gas (LPG)	gallons/liters	73% (gal. X 0.73 = GEG)
LPG	44			LNG	gallons/liters @ 14.7 psi & -264°F	70% (gal. X 0.7 = GEG)
NG	45			CNG	Hundred cu. ft./cu. m.	82% (ccf X 0.82 = GEG)
OTHER	46			REMARKS		
TOTAL	47					

## INSTRUCTIONS

### GENERAL INFORMATION

1. **Due Date.** Each of the required agency submission(s) are due to GSA's Office of Governmentwide Policy (MTV) no later than December 15 following the end of the fiscal year. Each agency may have earlier deadlines to compile the agency-wide report from their reporting components.
2. **Submission Requirements.** Each agency is required to complete separate SF 82s for:
  - a. All bureaus with large fleets (2,000 or more vehicles);
  - b. Agencies without bureaus with large fleets;
  - c. Each foreign fleet; and
  - d. Aggregate of domestic small fleets, if not reported with large fleet(s).

The FPMR 101-38 has been replaced with FMR 102-34 Subpart I. The reporting requirements previously stipulated remain the same.

Agencies who do not acquire, commercially lease, or have any inventory of motor vehicles in a fiscal year are required to submit a negative report (§102-34 Subpart I).

Fleet managers should send their SF 82s to their Agency Fleet Manager for approval. Agency submissions should be sent from the Agency Fleet Manager directly to:

General Services Administration  
Federal Vehicle Policy Division (MTV)  
1800 F Street, NW  
Washington, DC 20405

3. **Reportable Vehicles on SF 82:**
  - a. All sedans, station wagons, buses, ambulances, vans (classified as 4x2 or 4x4), utility motor vehicles, trucks and truck tractors (Federal Management Regulation (FMR) § 102-34 Subpart I).
  - b. Include all vehicles named which utilize alternative fuels as defined in Section 301 of the Energy Policy Act of 1992 (Pub. L. 102-486) that are integrated into normal agency fleets. Alternative fuels include, but are not limited to, electric, hydrogen, methanol (M-85), ethanol (E-85), natural gas, and propane (or any fuel combination). Regularly fueled vehicles (gasoline, diesel and biodiesel) must be similarly reported.
  - c. Small, large, domestic and foreign fleet vehicles.
  - d. Commercially Leased Vehicles: These include all vehicles that are obtained from a commercial source for at least 60 continuous days.
4. **Do NOT report:**
  - a. Vehicles leased from GSA Fleet (Formerly IFMS) on any part of the SF 82. This includes ANY associated information such as fuel used, mileage, etc.

- b. Semi-trailers, trailers and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies.
- c. Trucks with permanently mounted specialized equipment (e.g., generators, air compressors, etc.). These include all vehicles that can not be easily adapted for other uses.
- d. Fire trucks, motorcycles, military combat related or emergency rescue vehicles, except ambulances.
- e. Vehicles leased for less than 60 consecutive days in the fiscal year. Vehicles leased for less than 60 days are considered rentals that are not reported.

5. **Large and Small Fleets:** An agency that has a bureau with a large fleet(s) must complete all sections of the SF 82 for the bureau with the large fleet. If the remainder of the agency's bureaus are small fleets, you are not required to complete Section II for the small fleets. Small fleets are encouraged to complete Section II, but it is not required. Separate submissions are required for each foreign fleet. Foreign fleets should follow the rules on small and large fleets as to whether they should complete Section II.

### DATA ENTRY INSTRUCTIONS

Report data by type of motor vehicle as indicated in the column headings. Indicate in remarks if column weight is reported in kilograms. The kilogram conversion table is shown below.

Column	Pounds (LBS)	Kilograms (KILOS)
E (4x2) and (4x4)	Under 8,500 LBS	Under 3,859 Kilograms
G	8,501 - 16,000 LBS	3,859 - 7,264 Kilograms
H	Over 16,001 LBS	7,265 Kilograms

Indicate if miles reported in Section II, Line 8 are in kilometers operated, and in Section IV Part C if gallons equivalent are in metric units.

### SECTION I - AGENCY-OWNED AND LEASED VEHICLES

**Line 1 Owned Vehicles On Hand.** Record the number of owned vehicles, by class, available for use. Include reserve storage and on hand vehicles for the fiscal year ending September 30. Exclude vehicles ordered, but not received, and any vehicles removed from use awaiting disposal.

**Line 2 Average Commercially Leased Vehicles.** This entry is determined by adding the number of commercially leased vehicles (leased for 60 days or more) on hand for each month in the fiscal year, then dividing by 12. For example, if you lease 4 vehicles for 10 months and 2 vehicles for 2 months of the fiscal year, you would record 4 in the appropriate column of this row  $(4 \times 10 = 40) + (2 \times 2 = 4) = 44/12 = 3.667 = 4$ . Round any fractions up to the next whole number.

**Line 3 Total Commercial Lease Cost.** Enter total payments during the fiscal year, by class, for commercially leased vehicles. Include payments to lessors and all costs associated with using the vehicle (fuel, maintenance/repairs, etc.).

**SECTION II - AGENCY-OWNED VEHICLES**

**Large fleets with 2,000 or more vehicles MUST complete this section. Round entries to the nearest dollar. See Cost Classification Chart (right) for lines 4, 5, and 6.**

**Line 4 Fuel Costs.** List all fuel costs attributable to specific vehicle types (sedans and station wagons, ambulances, buses, etc.).

**Line 5 Direct Maintenance Costs.** List all maintenance costs for work which can be attributed to each vehicle class for Agency-owned vehicles.

**Line 6 Indirect Cost.** Enter your total indirect costs. Include all costs for work not readily identifiable to specific vehicles including all applicable overhead costs from the Headquarters or Central Office level down through the field operation level. **DO NOT INCLUDE DRIVERS' SALARIES.** MTV will allocate these costs according to the number of vehicles of each type (sedans, buses, etc.). The same formula will be used for all agencies.

**Line 7 Total Cost.** Provide the total direct and indirect cost to operate and maintain Agency-owned vehicles. Add lines 4, 5, and 6. This is optional for an agency to complete. If entries are in kilometers, enter in the "Remarks" block, "Entries on line 8 are in kilometers."

**Line 8 Total Miles/Kilometers Operated.** Enter the number of miles/kilometers operated (round to nearest thousand) by Agency-owned vehicles for the fiscal year. If kilometers are recorded, round up to the nearest thousand and note in "Remarks."

**SECTION III - SEDAN/STATION WAGON INVENTORY DATA**

Break down, by vehicle class, the total number of Agency-owned sedans and station wagons shown on line 1, column (b) and the number of commercially leased vehicles line 2, column (b).

**SECTION IV - SECTION FOR DOE ENERGY REPORTING REQUIREMENTS**

**Part A - Agency Owned and Commercially Leased Total Fleet.** Report the total number of fleet vehicles on hand, by fuel type. The number of vehicles reported should be the same as reported in Section I, Agency Owned and Leased Vehicles (sum of lines 1 and 2).

**Part B - Acquisitions Owned and Leased (Acquired during the fiscal year).** List by fuel type, all vehicles acquired by the agency this fiscal year. Include purchased, converted for alternative fuel use, and commercially leased (leased for 60 days or more). **NOTE:** A flexible fuel or bifuel vehicle should be shown only in the appropriate alternative fuel column, and not also shown in the gasoline column. For example, a vehicle capable of operating on either E-85 or gasoline would only be shown in the E-85 column. A vehicle capable of operating on natural gas or gasoline should be shown in the NG (natural gas) column. Do not report vehicles ordered, but not received.

**Part C - Annual Fuel Consumption Report, By Fuel Type.** Report total fuel consumed by fuel type for all vehicles. The major fuel types are listed, including alternative fuels. The alternative fuels are as defined in the Energy Policy Act of 1992. Include owned, and commercially leased vehicle fuel consumption. For alternatives fuels usage (anything other than pure gasoline, diesel and biodiesel), convert the fuel used to Gasoline Equivalent Gallons (GEG) using the Fuel Conversion Ratio Table. For example, 100 gallons of E-85 (85% ethanol, 15% gasoline) is recorded, after conversion, on the E-85 line as 70 GEG. A gallon of gasoline with a 10% ethanol additive would be shown on the gasoline line. Pure gasoline, diesel and biodiesel do not require any conversion.

Natural Gas (NG) includes CNG and LNG. There are two dispensation methods for CNG.

GEGs for LNG to arrive at the total of NG. Similarly add the costs for each CNG type and LNG to arrive at total NG "Used Fuel Costs."

If other fuels are used, call MTV for assistance or develop a GEG factor by dividing the heat content of the fuel in BTUs (higher heating value) by the heat content of a gallon of gasoline. Use 125,000 BTUs for the value of a gallon of gasoline. Where fuel consumption data has been gathered in any measure other than U.S. gallons, convert it to U.S. gallons before entering. Enter the gallons or GEG of fuel used by type.

**COST CLASSIFICATION CHART**

DESCRIPTION	DIRECT COST CATEGORIES		IN-DIRECT COSTS
	OPERATIONS	MAINTENANCE	
<b>PERSONNEL LABOR COSTS (MILITARY AND CIVILIAN)</b>			
Driver testers ( <i>when funded by transportation</i> )			X
Headquarters, Regional, and other overhead personnel			X
Individuals in charge of both operations and maintenance ( <i>if applicable</i> )			X
Inspectors, estimators, cost clerks, dispatchers, maintenance planners, production control personnel			X
Maintenance officer, service manager, and shop supervisors			X
Mechanics, machinists, welders, painters, lubricators, and other allied craftsmen who perform labor on reportable vehicles.		X*	
Service station attendants, supply personnel, shop stock personnel			X
Tire and battery repair.		X*	X
<b>MATERIALS COSTS</b>			
Fuel ( <i>all including alternative fuels</i> )	X		
Motor oil, lubricant, fluids		X*	X
Replacement parts		X**	
Pre-expensed items ( <i>benchstock</i> )			X
Equipment needed to meet special operating requirement ( <i>such as cargo covers, sideboards, racks, fire extinguishers</i> )		X	
<b>MISCELLANEOUS COSTS</b>			
Maintenance when accomplished by facility other than that controlled by the Agency		X	
Custodial, office supplies, printing ( <i>forms</i> ), etc.			X
Printing identification insignia		X	
Preventive maintenance		X	
Rental of commercial buildings			X
Repair of accident damage ( <i>including all direct labor, parts, accessories, and materials used</i> )		X	
Washing, polishing, and servicing			X
Small tools and equipment			X
Utility costs			X
Capital improvements to facilities			X

**FOOTNOTES:**

\*Charge as direct if a work order is issued; charge as indirect for minor work not on a shop repair order.

\*\*Charge as direct if a work order is issued unless these are pre-expensed