

FAST System Training

Federal Fleet-level User Training

FedFleet 2012 – June 2012 – Louisville, KY

www.inl.gov



We will cover...

- Who should be here?
- What is FAST?
- How does FAST work?
- What do I need to know?
- When do I need to use FAST?
- What do I have to do?
- What's new in FAST?
- Where can I get help?
- Who can I call?
- Q & A

Who should be here?

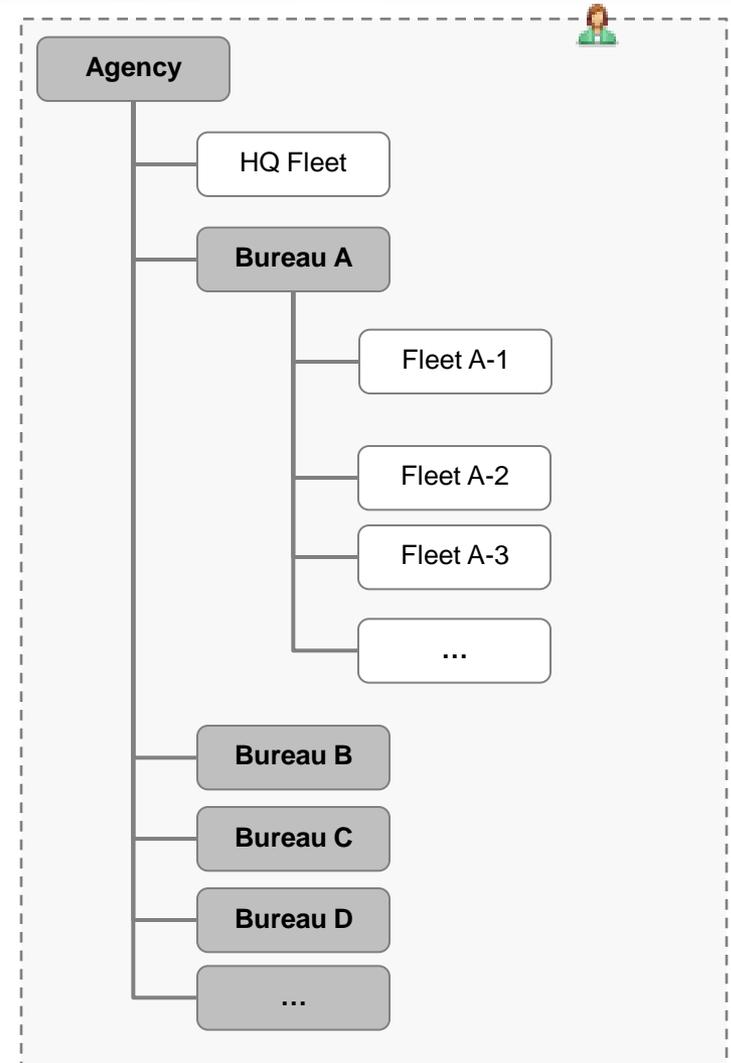
- Anyone with data entry responsibilities in FAST
 - *fleet-level users new to FAST*
 - *fleet-level users wanting a quick refresher*
- New “agency-level” FAST administrators
- New agency help desk POCs

What is FAST?

- Web-based Federal motor vehicle fleet compliance data reporting tool
 - *<https://fastweb.inel.gov/>*
- Collects data about Federal motor vehicle fleet, per
 - *Energy Policy Acts (EPAAct) 2005, 1992*
 - *Executive Orders (EO) 13423, 13514*
 - *Energy Independence Security Act (EISA) 2007*
 - *Federal Property and Administration Services Act*
 - *Federal Energy Administration Act*
 - *OMB Circular A-11*
 - *Presidential Memo, May 2011*
- Jointly managed by DOE, GSA, EIA

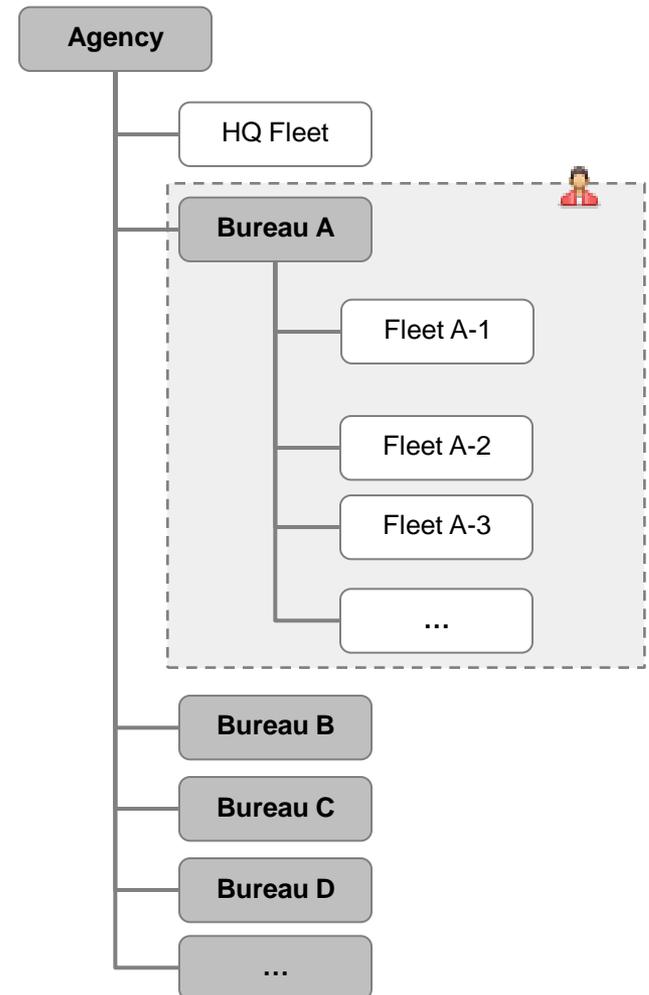
How does FAST work?

- Agency administrative (“Y”) users
 - Define reporting hierarchy
 - Manage user accounts
 - Manage data call dates
 - Agency-level data entry
 - Review, validate, approve data



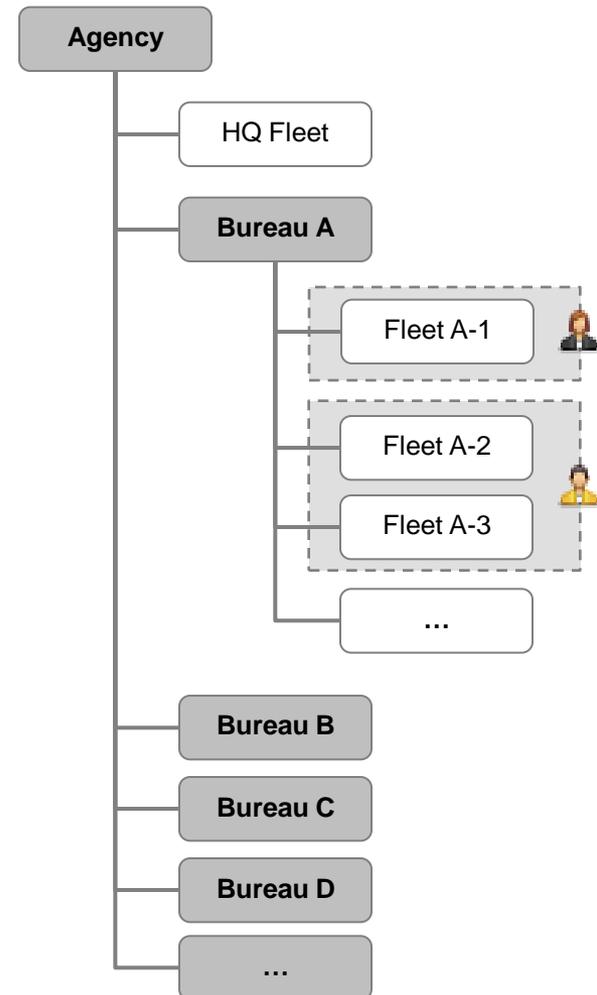
How does *FAST* work?

- Agency administrative (“Y”) users
 - Define reporting hierarchy
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 - Manage data call dates
 - Agency-level data entry
 - Review, validate, approve data
- Intermediate (“X”) users
 - Define reporting hierarchy
 - Manage user accounts
 - Review, validate, approve data



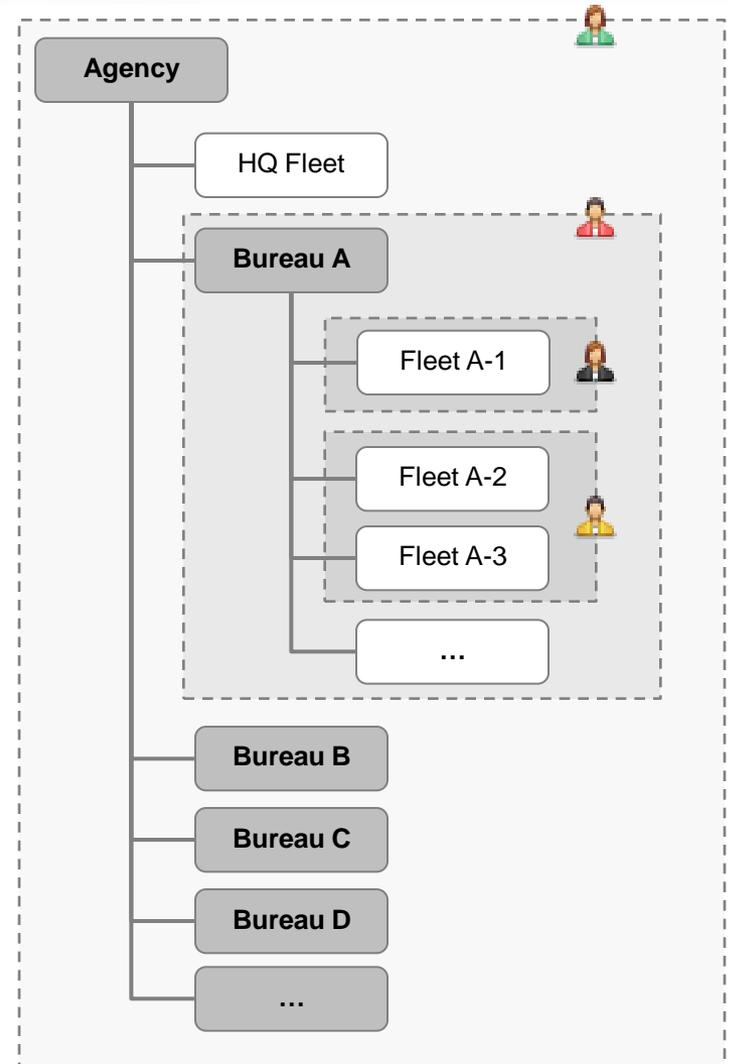
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- Intermediate (“X”) users
 - Define reporting hierarchy
 - Manage user accounts
 - Review, validate, approve data
- Fleet (“A”) users
 - Enter, validate data



How does FAST work?

- Agency administrative (“Y”) users
 - Define reporting hierarchy
 - Manage user accounts
 - Manage data call dates
 - Agency-level data entry
 - Review, validate, approve data
- Intermediate (“X”) users
 - Define reporting hierarchy
 - Manage user accounts
 - Review, validate, approve data
- Fleet (“A”) users
 - Enter, validate data
- Data aggregated at agency level for reports



What do I need to know?

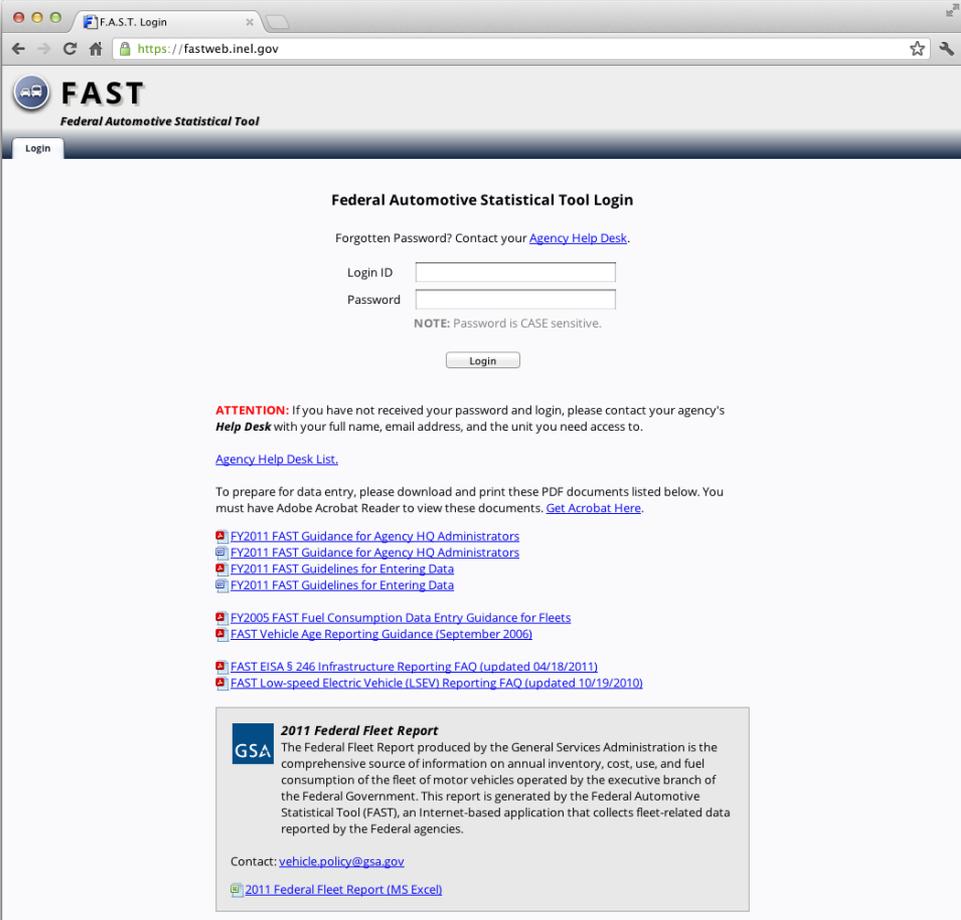
- Your organization's FAST agency administrator and help desk POCs
 - *Full list available on FAST sign-in page*
 - *Also listed at bottom of each page in FAST*
- Fleet composition (vehicle types, quantities, etc.)
- Vehicle turnover information (anticipated acquisitions & disposals)
- Fleet operational data:
 - *Costs*
 - *Mileage*
 - *Fuel cost & consumption*
 - *Availability of alternative fuels for your fleet(s)*
- Basic understanding of fleet-related requirements
 - *Legislation & executive orders*
 - *Agency/bureau policies & practices*

When do I need to use FAST?

- September: preparation for primary data call
- October 1 – December 15: Fleet data call
 - *Inventory, acquisitions, disposals*
 - *Operational costs & mileage*
 - *Fuel cost & consumption*
- June 1 - 30:
 - *EPA Act § 701 alt fuel waiver requests*
 - *EISA § 246 fueling infrastructure data (admins only)*
- August: OMB A-11 AMVFR data call
 - *Fleet budget projections*

What do I have to do?

- Time for a demo...



FAST
Federal Automotive Statistical Tool

Login

Federal Automotive Statistical Tool Login

Forgotten Password? Contact your [Agency Help Desk](#).

Login ID

Password

NOTE: Password is CASE sensitive.

Login

ATTENTION: If you have not received your password and login, please contact your agency's **Help Desk** with your full name, email address, and the unit you need access to.

[Agency Help Desk List](#)

To prepare for data entry, please download and print these PDF documents listed below. You must have Adobe Acrobat Reader to view these documents. [Get Acrobat Here](#).

- [FY2011 FAST Guidance for Agency HQ Administrators](#)
- [FY2011 FAST Guidance for Agency HQ Administrators](#)
- [FY2011 FAST Guidelines for Entering Data](#)
- [FY2011 FAST Guidelines for Entering Data](#)

- [FY2005 FAST Fuel Consumption Data Entry Guidance for Fleets](#)
- [FAST Vehicle Age Reporting Guidance \(September 2006\)](#)
- [FAST EISA § 246 Infrastructure Reporting FAQ \(updated 04/18/2011\)](#)
- [FAST Low-speed Electric Vehicle \(LSEV\) Reporting FAQ \(updated 10/19/2010\)](#)

GSA **2011 Federal Fleet Report**
The Federal Fleet Report produced by the General Services Administration is the comprehensive source of information on annual inventory, cost, use, and fuel consumption of the fleet of motor vehicles operated by the executive branch of the Federal Government. This report is generated by the Federal Automotive Statistical Tool (FAST), an Internet-based application that collects fleet-related data reported by the Federal agencies.

Contact: vehicle.policy@gsa.gov

[2011 Federal Fleet Report \(MS Excel\)](#)

What's new / coming in FAST?

- Important changes deployed in May 2012:
 - new query tool
 - system log now part of query tool
 - updated FAQ, “what’s new”, email message system
- More to come over the next year:
 - more flexible “view-only” users
 - better tools for managing users and reporting hierarchy
 - comprehensive overhaul of FAST help/support content
 - existing SF-82 summary report to be replaced

Improvements to Excel import capabilities

- Detailed validation messages
- Ability to import both .xls and .xlsx formats
- Significantly faster imports, particularly on large files

✖ Import Failed!

Problems found with imported data

- Invalid or missing fuel type found:
 - Row 9: B10
 - Row 19: (missing)
- Invalid GSA leased consumption value found:
 - Row 7: a
- Invalid owned consumption value found:
 - Row 17: 14000000000
- Invalid cost value found:
 - Row 2: -653
- Invalid vehicle exemption found:
 - Row 19: (missing)
- Invalid commercial leased consumption value found:
 - Row 4: b
 - Row 16: 3.72
- Invalid, missing, or inconsistent state found:
 - Row 3: FO

Bulk Data Upload Utility

Click the browse button below to find the file you want to import.
Once you have found the file, press the upload file button.
This could take a few minutes, depending on the size of the file you are uploading. [Click here](#) to download the current template.

What's new / coming in FAST?

- Additional data elements to merge VAM-based optimal fleet reporting into annual fall data call
 - Disposal “actuals” for FY just ended

Report Section Status		Input 2012	Input 2013	Input 2014	Input 2015
Section	Data	Actuals	Planned	Projected	Forecast
		a	b	c	d
I	Vehicle Data by Vehicle Model:	Inventory:	n/a	n/a	n/a
		Acquisitions:			
		Disposals:			
II	Vehicle Cost/Mileage Data by Vehicle Model:				
III	Fuel Cost/Consumption by Fuel Type:		n/a	n/a	n/a
IV	EPACT § 701 Waiver Request: Status:	n/a	n/a		n/a
V	Data Output:	Data Quality/Consistency Report Raw Vehicle Data Report SF82 Report			

Legend:

- Incomplete Input
- Complete Input
- Locked Input
- Report Output
- Data Validation Report (**generate and view**)
- Data Validation Report (**no outstanding issues**)
- Data Validation Report (**1 or more issues**)

EPACT § 701 Waiver Request Status:

- Not Complete
- Complete, not reviewed
- Approved
- Disapproved
- Foreign Fleet

	Input 2012	P
	Actuals	
	a	
Inventory:		
Acquisitions:		
Disposals:		

What's new / coming in FAST?

- Additional data elements to merge VAM-based optimal fleet reporting into annual fall data call
 - Additional field for VAM exemption designation for all vehicles (inv / acq / disp)

Exec Fleet	VAM Exempt	Corr	Action
m	n	o	p
N/A	COV		
N/A	<ul style="list-style-type: none"> ✓ COV - Covered LE - Law Enforcement ER - Emergency Response OS - Overseas OTH - Other 		

Vehicle Disposal Data															
VEHICLE DESCRIPTION						# OF DISPOSALS									
State	LE	Non MSA	Vehicle Type	Fuel Type	EISA § 141 LGHG Acq	Leased		Owned		Comments	Armor	Exec Fleet	VAM Exempt	Corr	Action
						Comm	GSA	#	Age						
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
<i>Sample Entry</i>															
1	N		Sedan/St Wgn Compact	GAS DE	N/A	25	50	35	4.00			N/A	COV		
2	<input type="text" value="N"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>	N/A	COV		<input type="button" value="Add"/>					

What's new / coming in FAST?

- Additional data elements for LE and armored vehicle mileage

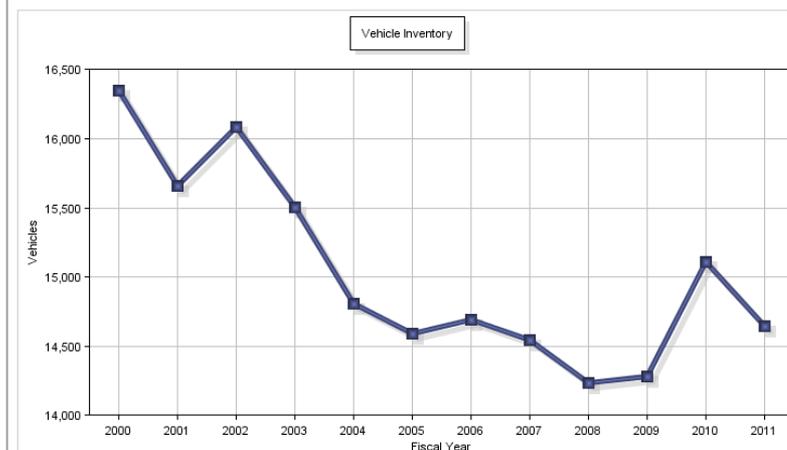
1. Costs and Mileage Associated with Agency-owned Vehicles									
Vehicle Model	Cost Category					Total Operating Costs *	FY 2012 Acquisition Costs @	FY 2012 Miles Traveled @	
	Indirect	Maintenance	Depreciation	Lease	Fuel *				
a	b	c	d	e	f	g	h	i	
1 Sedans & SW	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
2 LSEVs	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
3 Ambulances	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
4 Buses	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
5 LD Trucks (4x2)	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
6 LD Trucks (4x4)	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
7 MD Trucks	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
8 HD Trucks	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0	
9 Totals	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0	
10 Law Enforcement	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0	
11 Armored Vehicles	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0	

What's new / coming in FAST?

- Tools for reviewing data
 - Additional data views in Data Quality & Consistency Report
 - Different fleet subsets (armored, LE) in DQR
 - Additional capabilities in new query tool
 - Semi-automated top-to-bottom DQR-like review of all fleets in agency reporting hierarchy
 - Logging of fleet-level use of DQR

1. Historical Data Trends

1a. Vehicle Inventory



Vehicle Type	Year											
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Sedans/St Wgns	1,657	1,582	1,552	1,432	1,144	1,117	1,080	983	846	840	843	768
LSEVs	0	0	0	0	0	0	0	0	0	0	82	86
Ambulances	54	48	65	53	44	56	58	57	55	62	60	61
Buses	175	173	188	183	163	181	182	187	198	192	182	168
LD Trucks 4x2	6,477	5,804	5,522	4,994	4,717	4,801	4,455	4,271	4,322	4,290	4,244	3,942
LD Trucks 4x4	2,559	2,535	2,601	2,524	2,452	2,740	2,509	2,576	2,420	2,737	3,122	2,970
MD Vehicles	3,496	3,621	4,089	4,245	4,294	3,804	4,449	4,485	4,368	4,114	4,465	4,566
HD Vehicles	1,933	1,896	2,069	2,078	1,994	1,892	1,961	1,985	2,026	2,044	2,110	2,083
Total:	16,351	15,659	16,086	15,509	14,808	14,591	14,694	14,544	14,235	14,279	15,108	14,644

Where can I get help?

- DOE's "Comprehensive Federal Fleet Management Handbook"
 - https://federalfleets.energy.gov/sites/default/files/static_page_docs/eo13514_fleethandbook.pdf
- FAST Help tab, FAQ, "What's New"
- "Federal Fleet Files" monthly newsletter
 - https://federalfleets.energy.gov/newsletters/federal_fleet_files_newsletter
- DOE's Federal Energy Management Program Federal fleets Web site
 - <https://federalfleets.energy.gov/>
- GSA's Motor Vehicle Management Web site
 - <http://www.gsa.gov/vehiclepolicy>
- INTERFUEL: Inter-agency alt fuel working group
 - https://federalfleets.energy.gov/interfuel_working_group
- INL FAST Web team: contact Michelle Kirby

Who can I call?

- **Department of Energy**
Mark Reichhardt
Federal Energy Management Program
mark.reichhardt@doe.gov
(202) 586-4788

Ryan Daley
National Renewable Energy Lab
ryan.daley@nrel.gov
(303) 275-4466
- **General Services Administration**
Ed Lawler
Office of Governmentwide Policy
ed.lawler@gsa.gov
(202) 501-3354
- **Energy Information Administration**
Cynthia Amezcua
Office of Energy Consumption & Efficiency Statistics
cynthia.amezcua@eia.gov
(202) 586-1658
- **INL FAST Web Team**
Ron Stewart
ron.stewart@inl.gov
(208) 526-4064

Jeff Caldwell
jeff.caldwell@inl.gov
(208) 526-5306

Michelle Kirby
michelle.kirby@inl.gov
(208) 526-4273

Additional FAST sessions at FedFleet 2012

- Hands on: FAST Query Tool
 - *Thu, 11:30 am – 12:30 pm – Computer lab*
- Hands On: Reviewing Your Agency's FAST Data Submission
 - *Thu, 2:30 – 4:30 pm – Computer lab*