



# NPMA Fleet Management – Work Experience Summary

**4. Experience Detail:** Check the boxes that apply to indicate the types of service in which you are hands-on fleet experience, and indicate the number of years you have worked in each field. Include *only* the work experience while employed, not classroom or training experience. Please note that for CFFA there must be a minimum total of one year of experience documented and for CFFM there must be a minimum total of three years of experience documented for each service you choose. Check ALL items that apply to you.

**Completed Fleet Certification Levels:**    CFFS    CFFA    CFFM

**CFFA**

Fleet Experience	Description	Number of Years
<input type="checkbox"/> Vehicle Requirements Planning and Vehicle Type Selection	Determine which vehicles need to be replaced and the resources available to fund the XX year acquisition plan of the replacement program	
<input type="checkbox"/> Budgeting	Creating a budget for operation, maintenance and capitalization expenses	
<input type="checkbox"/> Alternatives to Vehicle Assignment	Evaluating Alternatives to Vehicle Assignment (Rentals, POV, Motor Pool, etc.)	
<input type="checkbox"/> Vehicle Ordering - Owned, GSA Leased and Commercial Leased	Buying, leasing and renting vehicles	
<input type="checkbox"/> Knowledge of Motor Vehicle related U.S.C., C.F.R., FMR's, E.O.s	Compliance with regulatory requirements	
<input type="checkbox"/> Vehicle Receiving/Data Collection	Receive new vehicles when delivered and collect all data required for the FMIS accurately	
<input type="checkbox"/> Vehicle Assignment	Use breakeven point analysis to determine when assignment is justified	
<input type="checkbox"/> Vehicle Inventory Management	Assure accounting for 100% of vehicles	
<input type="checkbox"/> License Plate Management/FMVRS	Assure the security and efficiency of license plate issuance, tracking and accountability	
<input type="checkbox"/> Fuel Management/Alternative Fuels/EVs	Account for fuel usage by fuel type - maximize use of alternative fuels	
<input type="checkbox"/> Environmental Requirements, EPACK, EO 13693, etc.	Compliance with regulatory requirements	
<input type="checkbox"/> Interface with GSA Fleet Management Center	Act as primary point of contact between GSA and your location for fleet management needs	
<input type="checkbox"/> Motor Pool Management	Assure daily readiness of vehicles and know what is available	
<input type="checkbox"/> Utilization Tracking and Analysis	Assure mileage is collected accurately for every vehicle; perform analysis to identify low utilization	
<input type="checkbox"/> Telematics Selection and/or Management and Monitoring	Assure implementation of telematics on vehicles where cost effective; analyze data collected to improve fleet management	
<input type="checkbox"/> Fleet Rightsizing and Vehicle Right-Typing	Minimize the number of vehicles in the fleet & the associated capital & operating costs - assure the smallest vehicle is selected to perform the mission	
<input type="checkbox"/> Lease vs. Buy Analysis	Perform cost analysis to determine whether to buy or lease vehicles in each class	



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<b>Continued...</b>		
<input type="checkbox"/> Risk/Crash Management	Monitor and report costs of losses and assist with investigating preventability	
<input type="checkbox"/> Vehicle Disposal/Screening and Excessing	Utilize the least amount of resources (labor/parts) for the best-anticipated sales price and/or disposal method	
<input type="checkbox"/> Home to Work Management	Track HTW assignments, mileage, and compliance with policy	
Vehicle Parts & Supply Management	Assure parts supplies meet the needs of vehicle maintenance for Inventory/Availability/Reliability	
<input type="checkbox"/> Customer Service Management/Vehicle Coordinator	Coordinate operation and maintenance of vehicles with users	
<input type="checkbox"/> Management	Supervising fleet employees, both union & nonunion	

## CFFA/ CFFM

Fleet Experience	Description	Number of years
<input type="checkbox"/> Maintenance Management - Owned Vehicles	Assure vehicles are properly maintained and Preventive Maintenance is performed on schedule	
<input type="checkbox"/> Garage Management	Staffing/Productivity/Standards - assure high rate of vehicle availability	
<input type="checkbox"/> Contract Management and Quality Assurance	Monitors contract administration and quality control and performance of a variety of auction, maintenance and repair contracts	
<input type="checkbox"/> Information Management/Data Collection/Data Analysis & Reporting	Collecting all information required for management of the fleet and assuring accurate data; analyzing data to find problems and reporting as required for FAST, KPIs, and agency needs	
<input type="checkbox"/> Policy Enforcement	Communicate policy on fleet vehicles for officials and employees in the conduct of official business; identify and report policy violations	
<input type="checkbox"/> Development and Tracking of Performance Metrics;	Establishing relevant performance metrics for the location or agency; tracking and reporting performance; identifying where improvement is needed; rewarding good performance	
<input type="checkbox"/> Development of Long Range Vehicle Capital Funding Plan	Assuring that funding for replacement of agency owned vehicles is planned calculated	
<input type="checkbox"/> Communication with GSA Automotive and/or Fleet	Act as primary point of contact with GSA for fleet needs	
<input type="checkbox"/> Development of Educational and Training Programs	Improving the management, operation and maintenance of motor vehicles through training e.g. vehicle safety, driver education, and vehicle economy and utilization	



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**CFFM**

Fleet Experience	Description	Number of years
<input type="checkbox"/> Fleet Economics/Fleet Cost Data Collection/Monitoring/Reporting	Tracking of expenses to identify and correct deficiencies	
<input type="checkbox"/> Policy Writing	Writing local or agency fleet-related policies and procedures	
<input type="checkbox"/> Participation with Motor Vehicle Executive Council (MVEC)	Attending MVEC and distributing information to all key fleet personnel	
<input type="checkbox"/> Participation with Interfuel	Attending Interfuel and distributing information to all key fleet personnel	
<input type="checkbox"/> Administration of the Fleet Management Information System (FMIS)	Assuring the agency has a fleet management information system that meets all Federal reporting requirements	
<input type="checkbox"/> Determination of Optimum Vehicle Replacement Cycles for Owned Fleet	Assuring that calculations have been performed to determine the optimum life expectancy of owned vehicles in order to minimize Total Cost of Ownership (TCO)	
<input type="checkbox"/> Communication with DOE and DOE contractors	Act as primary point of contact with DOE concerning fleet issues and regulatory compliance	
<input type="checkbox"/> Communication with other Federal agencies	Act as primary point of contact with other Federal agencies regarding fleet issues	

I certify that I have actual hands-on work experience for the period(s) of time and areas(s) shown above. I further certify that the information I have provided on this form is true and correct. I understand that NPMA reserves the right to verify all job history details, and can deny certification to anyone who provides false or misleading work experience information.

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Managers Signature: \_\_\_\_\_

Date: \_\_\_\_\_