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**Title:** LANL Fleet Maintenance Overview

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**Intended for:** For release to the general public, in particular fleet managers of other organizations.

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# LANL Fleet Maintenance Overview

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June 19, 2023

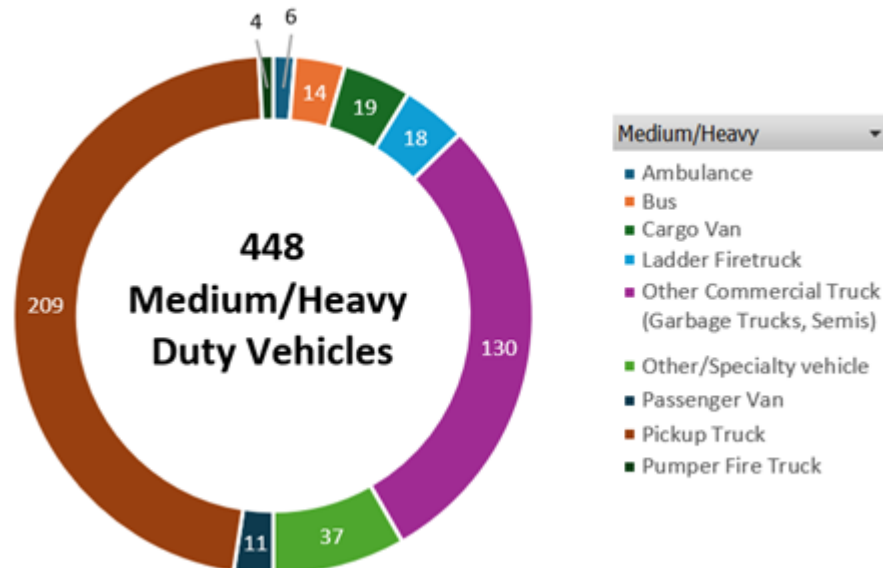
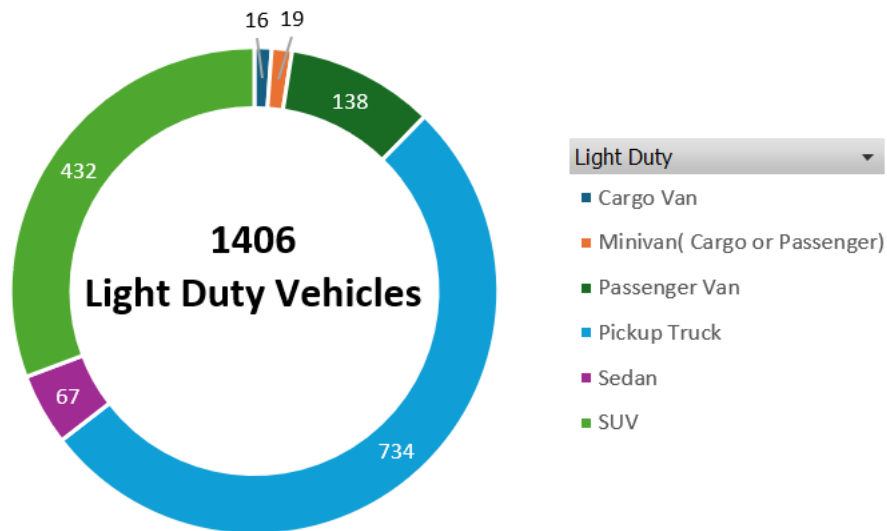
# About LANL

- Established in 1943 to conduct scientific research for the Manhattan Project.
- LANL is a multi-program, federally funded research and development center for the National Nuclear Security Administration of the U.S. Department of Energy.
- Los Alamos is located in the high desert of northern New Mexico, 35 miles from the state capital of Santa Fe.
- LANL spans almost 35 square miles of DOE-owned property and has almost 900 individual facilities.
- Our total workforce is ~15000.
- ~35% of employees live in Los Alamos.
- Beautiful skies and sunsets.
- Four distinct seasons.



# LANL Fleet Overview

- Logistics Division
  - Property Management.
    - Fleet Management.
- Fleet Team & Vehicle Support system
  - 7 team members and 1 Student.
  - ~40 Property Specialist – deployed field support for property/vehicles.
  - ~600 Vehicle Custodians (VC).
  - ~13,000 Vehicle Operators.
- Fleet Composition
  - LANL has ~1,800 vehicles.
  - this includes Pro-force and Los Alamos Fire Department.
  - ~ 133 Agency Owned.
  - ~ 1,721 GSA Leased.





# Onsite and Off-Site Maintenance

- Onsite Maintenance.
  - Heavy Equipment, Roads and Grounds Maintenance Shop (HERG).
    - HD, LAFD, Pro-force, and specialty vehicles.
- Off-site Maintenance
  - LD and MD only.
  - Access to other vendors 70+ mile round trip.
  - 4 vendors in Los Alamos.
  - No dealerships in town 35 – 90 miles to the nearest dealerships.



# Tracking and Communication

LANL Fleet creates a monthly fleet deliverable report for the field Property Specialists (PS). This report includes:

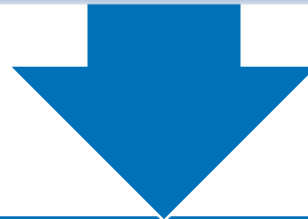
Preventative  
Maintenance  
(PM's)

Recalls

Telematics

Vehicle  
Replacements

Current  
Vehicle Listing



*Tip: GSA requires maintenance to be completed by month end, we give a deadline of the 20<sup>th</sup>. This allows the Fleet team to follow up with PS and Vehicle Custodians that have not completed the maintenance.*

*Tip: Around the 15<sup>th</sup> of the month, we send a mid-month reminder on any open deliverables to the PS and their manager.*

# Preventative Maintenance: Challenges and Solutions

Challenge:  
Completing 120-200 PMs each month

- **Solutions:**

- Both Operator, and Vehicle Custodian Support the PM process
- 11-month PM schedule.
- For scheduling and planning purposes, an agency can run a report forecasting upcoming PM's using customized inventory report in GSA Drive-thru. (Select next and overdue PMs).

Challenge:  
Vehicles that idle

- **Solution:**

- PM's are scheduled quarterly instead of yearly.
- Work with GSA to assist you with special circumstances and situations.



# PM Control Sheet Example

| Past Due PM's      |           |           |                  |           |          |                    |              |                       |
|--------------------|-----------|-----------|------------------|-----------|----------|--------------------|--------------|-----------------------|
| PS                 | Class-Tag | Fund Code | Acct No 1        | Acct No 2 | PM Month | PM Mileage         | PM Completed | Notes                 |
| Valdez, N          | G31-0142V | FD        | 7H140C           | W7D00101  | 1        |                    |              |                       |
| Valdez, N          | G31-0198W | FD        | 7H140C           | W7D00101  | 3        |                    |              |                       |
| Garcia, J          | G62-0552S | 3C        | 3C070A           | XA310007  | 4        |                    |              |                       |
| Abeyta, L          | G13-3668Y | 3P        | 3P030A           | XA330007  | 5        |                    |              |                       |
| Padilla, M         | G10-1558W | 9R        | 9R000C           | XA940005  | 6        |                    |              |                       |
| 1 Month Past Due   |           |           | 2 Month Past Due |           |          | 3+ Months Past Due |              |                       |
|                    |           |           |                  |           |          |                    |              |                       |
| June 2023 PM's Due |           |           |                  |           |          |                    |              |                       |
| PS                 | Class-Tag | Fund Code | Acct No 1        | Acct No 2 | PM Month | PM Mileage         | PM Completed | Notes                 |
| Montoya, N         | G10-0928W | 36        | 36R60C           | XA360007  | 7        |                    |              |                       |
| Abeyta, L          | G10-1855W | 3S        | 3S000A           | XA330007  | 7        | 15369              | 6/9/2023     | entered in drive thru |
| Gallegos, J        | G41-1005S | 3F        | 3FC00C           | W89J0007  | 7        |                    |              |                       |
| Padilla, M         | G41-1382S | 20        | 2P000C           | W50J0000  | 7        |                    |              |                       |
| Gallegos, J        | G41-1384S | 36        | 36U00C           | X7N10005  | 7        |                    |              |                       |
| Gonzales, J        | G41-1394S | 9W        | 9WIS0A           | XN13GOVY  | 7        |                    |              |                       |
| Gomez, K           | G41-1410W | HK        | HK131C           | XACM0007  | 7        |                    |              |                       |
| Romero, L          | G41-1676S | 8B        | 8B020A           | XA760007  | 7        |                    |              |                       |
| Sanchez, T         | G41-2214W | 77        | 77020C           | XA720007  | 7        |                    |              |                       |
| Romero, L          | G41-4048X | 8B        | 8B040A           | XA760007  | 7        |                    |              |                       |
| Martinez, B        | G41-4399Y | 3N        | 3N020A           | XA330007  | 7        |                    |              |                       |
| Gomez, K           | G41-4700W | HD        | HD100C           | XACM0005  | 7        |                    |              |                       |
| Melton, S          | G41-4704Y | 7C        | 7C090C           | XA720007  | 7        |                    |              |                       |
| Velasquez, L       | G42-1015S | RG        | 7C030C           | XVEH0352  | 7        |                    |              |                       |

# Recalls: Challenges and Solutions

## Challenge: Lack of available parts

### • **Solutions:**

- LANL Fleet contacts dealers to ensure parts are available prior to adding them to the deliverable report.
- Follow up with the dealership until the parts are available at which time, we notify the customer immediately.
- Started scheduling for the customer once part become available.

## Challenge: Distance - dealerships are 35-90 miles away

### • **Solution:**

- Worked with the Ford dealership to use their portable maintenance vehicle that will come to Los Alamos and complete specific recalls onsite.

## Challenge: Recall completed before it populates on GSA's recall list

### • **Solution:**

- Validate the receipt and add the recall to the control sheet. If the recall populates on next month's list, we can catch it before it is added to the deliverable report. Lastly, we send a copy of the receipt to our FSR.

# Vehicle Detailing

- GSA Covers the cost of a carwash monthly up to \$25.
  - Only vendor in town that charged under \$25 was an automated carwash that does not accept the WEX fuel card.
  - LANL Fleet worked with this vendor to develop a solution.
    - Provide an attendant 1 day a week to manually input the credit card.



Questions?

