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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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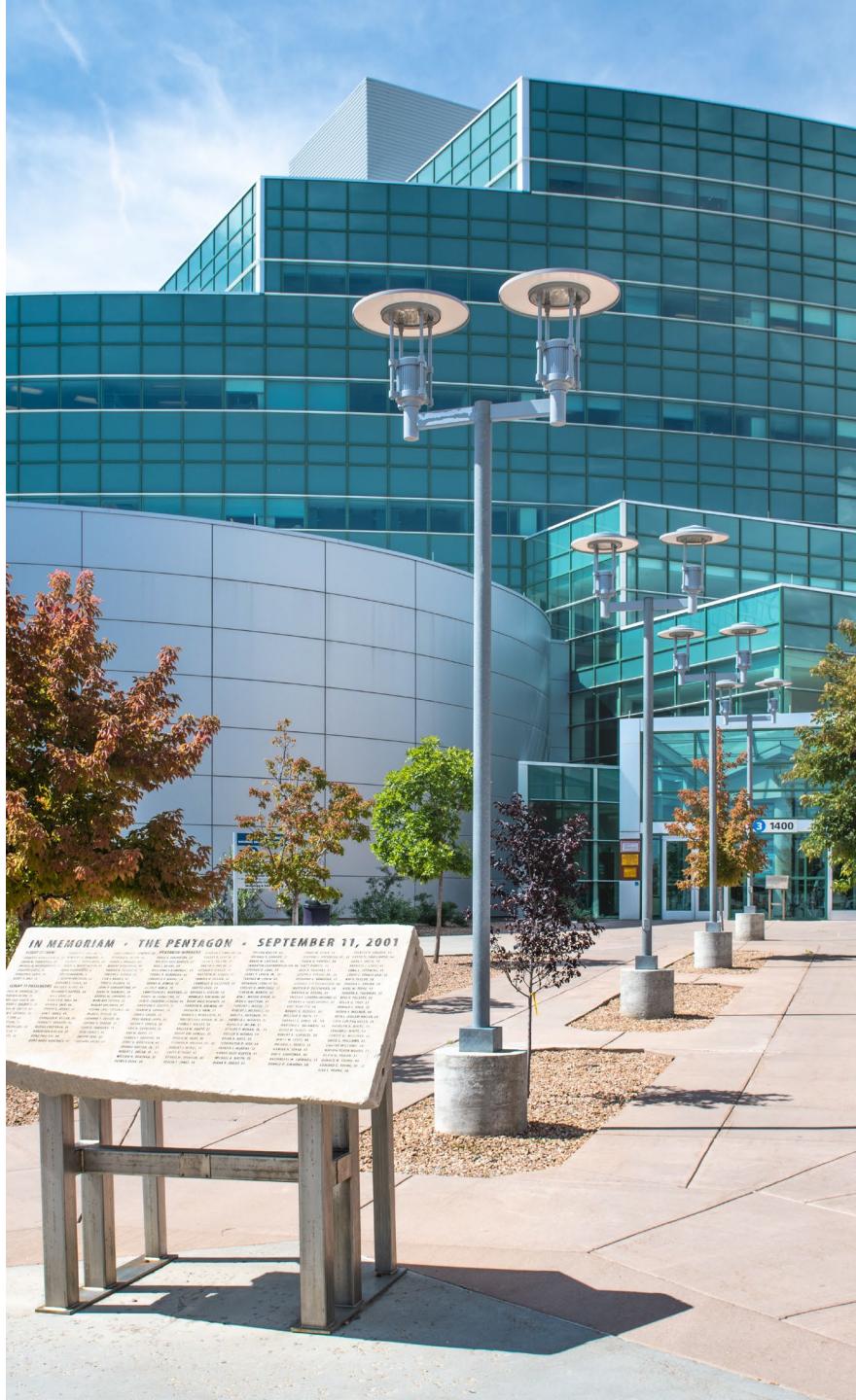
LANL Fleet Maintenance Overview

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June 19, 2023

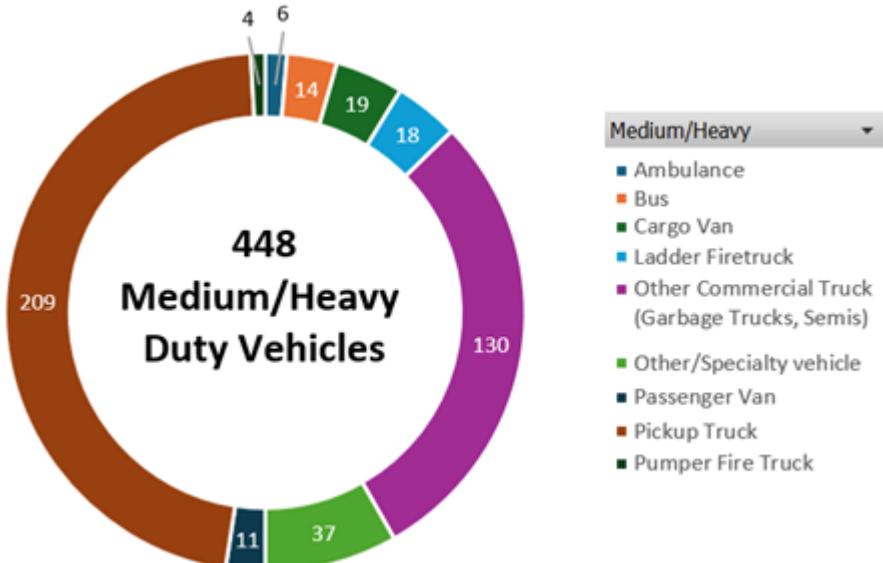
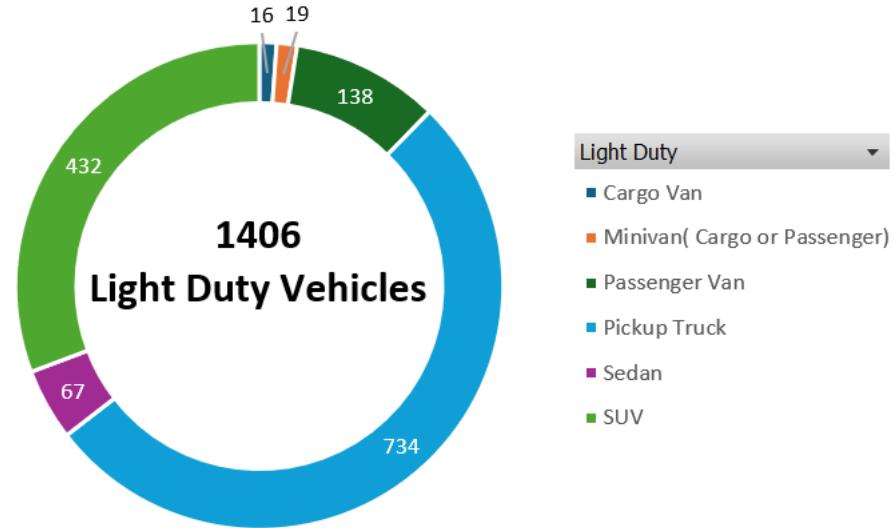
About LANL

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

Tip: Around the 15th 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?

