



OPERATIONAL SERVICES DIVISION

The Commonwealth of Massachusetts

Executive Office for Administration and Finance

Operational Services Division

Charles D. Baker, Governor

Karyn E. Polito, Lieutenant Governor

Michael J. Heffernan, Secretary

Gary J. Lambert

Assistant Secretary for Operational Services

TO: Commonwealth Secretariats, Chiefs of Staff, Department Heads, Chief Procurement Officers, Chief Fiscal Officers, General Counsels, Agency Fleet Administrators

FROM: Gary Lambert, Assistant Secretary for Operational Services

DATE: August 31, 2022

RE: **Notification of Fleet Rightsizing**

Decarbonizing and minimizing the environmental impacts of the Executive Branch fleet, as mandated in [Executive Order 594](#) (EO594), is a top priority for the Office of Vehicle Management (OVM). The OVM team is highly focused on the success of this Executive Order and plans to help agencies meet these goals through a strategy of fleet optimization and electrification. This focus has resulted in the implementation of the Fiscal Year 2023 Fleet Rightsizing Initiative.

As part of the Fleet Rightsizing Initiative, OVM performed a robust evaluation of the Executive Branch fleet. Using telematics data and business intelligence tools, OVM identified areas of significant underutilization and policy noncompliance.

In the coming weeks, OVM will be contacting agency fleet managers to schedule an initial fleet performance review. The goal of these meetings is to discuss fleet optimization and the elimination of underutilized assets. Utilization and idle compliance data will be provided, in addition to a current fleet lifecycle analysis.

Agencies with underutilized and noncompliant vehicles may expect an initial 10-15% reduction in vehicle count. By restructuring their fleets' composition and size, agencies will optimize vehicle use, and reduce costs for the taxpayers of the Commonwealth, eliminating the need to repair and replace these vehicles. These efforts should position Executive Branch fleets to meet or exceed the targets of EO594, requiring fleets be comprised of 5% Zero Emission Vehicles by 2025.

OSD and OVM are committed to working closely with Executive Branch entities involved in this initiative to ensure the seamless transition to a more efficient and optimized fleet. Should you have questions regarding this memorandum, please contact OVM's Director of Fleet Policy and Administration, Vincent Micozzi, at vincent.micozzi@mass.gov.