



# GSA Fleet Vehicle Purchasing Guide

OFFICE OF FLEET MANAGEMENT



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# Chapter 1 - What Is GSA Fleet And What Is It Authorized To Do?

GSA Fleet is a federal vehicle purchasing and leasing entity providing quality vehicles and economical and efficient fleet management services to federal agencies and other authorized entities for the purpose of transporting personnel and property.

GSA Fleet Vehicle Purchasing (hereafter "Vehicle Purchasing") is a federal **mandatory** source, which provides the following services including: low service fees, centralized support, managed accounts, acquisition, customer service, technical engineering assistance, reporting, and centralized billing. Vehicle Purchasing includes the following services: vehicle engineering, quality assurance and program management.

Vehicle engineering ensures that vehicles procured by GSA are safe, durable, and economical. The GSA vehicle engineers and product specialists assist customers with technical expertise who develop the annual Federal Vehicle Standards, and design and engineer specialized vehicles.

Quality assurance consists of industrial operations analysts (IOAs) who perform quality assurance inspections and validate the contractor and supplier quality assurance systems.

Program management support is provided by customer liaison specialists who serve as agents between customers, contracting officers, and manufacturers and vendors, to facilitate the vehicle acquisition process and to ensure customer satisfaction. You can contact a customer liaison specialist at [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov) or (844) 472-1200.

GSA Fleet Vehicle Leasing is one of the largest fleets in the United States. Participating federal agencies are served on a cost reimbursable basis, which makes it possible to offer this diverse fleet at all-inclusive rates that are second to none. Leasing is supported by a network of dedicated professionals who provide customers with superior fleet management support and the data required for agencies to manage their fleets efficiently and effectively. For more information on the GSA Fleet Leasing program, please refer to the [Customer Leasing Guide](#).

Whether purchasing or leasing, GSA Fleet offers customers the *right vehicle, at the right price, with great service, and the data required to effectively and efficiently manage a fleet!*

## Operating Authority and Funding

GSA Fleet is the **mandatory** source for the procurement of all new non-tactical motor vehicles purchased for the Department of Defense, federal executive agencies, and other eligible users in accordance with [41 CFR 101-26.501-1](#). Executive agencies are required to submit orders to Vehicle Purchasing for new non-tactical motor vehicles procured, or with a contracting action originating, in the 50 states, the District of Columbia, and all territories and insular possessions as defined under [Title 48 of the U.S. Code](#).

Vehicle Purchasing provides customers with significant savings through its consolidated buying programs. It also provides customers with value added services such as subject matter expertise and ordering efficiencies. As described in [41 CFR 101-26.501-1](#) and throughout this document, Vehicle Purchasing uses several different ordering programs to ensure customers have access to the right vehicle at the right price across the full spectrum of automotive commodities.

In order to carry out its authorized functions, Vehicle Purchasing has authority to utilize GSA's Acquisition Services Fund (ASF) - [40 U.S. Code § 321](#). The ASF is a revolving fund which operates on the revenue generated from its business lines rather than an appropriation received from Congress. It is the primary fund of the GSA Federal Acquisition Service (FAS). FAS business operations are organized into several business portfolios, including GSA Fleet, based on the product or service provided to customer agencies. FAS consolidates common requirements from multiple federal agencies and uses its negotiating expertise to acquire products and services at better prices and terms than agencies could obtain individually.

The total cost to the agency placing the vehicle request includes a processing fee (listed below):

- Special Order Program (SOP) - one percent (1%) surcharge per vehicle.
- Non-Standards Program - ten percent (10%) surcharge for the first vehicle, then one percent (1%) surcharge for every vehicle after the first vehicle within the same project.
- Multiple Award Schedules (MAS) - one percent (1%) surcharge per vehicle.
  - Customer conducts the planning, awarding and administration.
- MAS Assisted Acquisition - ten percent (10%) surcharge for first vehicle, then one percent (1%) surcharge for every vehicle after the first vehicle within the same project.
  - GSA conducts the planning, awarding and administration.
- Express Desk Program - one percent (1%), except during the months of August and September when the surcharge is five percent (5%).

These rates may be adjusted by GSA as needed to offset program costs. For more information on costs and fees, please visit [chapter 10](#).

## Chapter 2 - Who May Purchase Vehicles Through GSA Fleet?

### **Are Federal Agencies Required to Purchase Through GSA?**

GSA is the **mandatory** source for the procurement of all new non-tactical motor vehicles for the DoD and all federal executive agencies ([41 CFR 101-26.501-1](#)).

### **Can Other Entities Purchase Vehicles Through GSA?**

Entities interested in procuring vehicles using GSA contracts and purchasing programs should review [GSA Order ADM 4800.2I](#) for eligibility. GSA is not a mandatory source for these eligible buyers.

Federal and non-federal customers must first obtain an Activity Address Code (AAC) or Department of Defense Activity Address Code (DoDAAC) from GSA's Global Supply services at [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov) or at (800) 927-7622 or (703) 605-9200. Then a GSA Fleet [customer liaison specialist](#) will verify that the AAC or DoDAAC is valid prior to order placement.

## Chapter 3 - What Types Of Vehicles Does GSA Offer?

GSA Fleet customers have a wide-range of needs for non-tactical motor vehicles to support agency mission requirements. In establishing its vehicle line-up, GSA Fleet strives to offer the widest variety possible of vehicle types, configurations, and options. In addition, GSA Fleet recognizes that energy efficiency is also a significant concern for customers as they must acquire vehicles achieving the maximum fuel efficiency while limiting body size, engine size, and options to only that which is required to meet mission requirements in accordance with [41 CFR 102-34.50](#) (see [chapter 8](#)).

Please note, every vehicle in the marketplace may not be available in a given year because suppliers may not bid on certain vehicle types or their bids are non-compliant with the statutory price limitation per [31 U.S.C. 1343](#).

In this chapter we will explain the different GSA Fleet programs for vehicle purchases.

### ***Special Order Program (SOP)***

The Special Order Program (SOP) uses consolidated purchasing to obtain the best market prices and benefits available through economies of scale. To establish a competitive purchasing environment for vehicles that will meet most mission requirements, Contracting Support works with the automotive industry to determine what is available for the next model year.

GSA provides competitive acquisition solutions which are negotiated annually, semi-annually, or every three years depending on the vehicle type. The customer places requisitions through [AutoChoice](#). There is a one percent (1%) surcharge per vehicle. The following vehicle types are available directly in AutoChoice:

- Sedans
- Station wagons
- Light trucks (includes pickup trucks, SUVs, CUVs, and vans)
- Light trucks with vocational bodies
- Incomplete light-duty cab and chassis
- Medium and heavy trucks
- Wheelchair vans
- Ambulances
- Buses
- Wreckers and carriers

### ***Multiple Award Schedules (MAS) Program***

Unique vehicles that are not available through the SOP and other vehicle related products are available through the MAS program Schedules 23V and 84. The schedules list all vendor contracts and accessories.

The 23V schedule includes, but is not limited to:

- Trailers
- Fire trucks
- Truck bodies
- Tankers
- Trash collectors and recycling vehicles
- Aerial devices and digger/derricks.
- Mobile command centers
- Construction equipment
- Road and snow maintenance equipment
- Low speed vehicles (gas or electric)
- Vehicle accessories and equipment
- Remanufactured engines
- Tires

The 84 schedule includes, but is not limited to:

- Firefighting and rescue equipment
- Law enforcement and security equipment
- Turn key armored vehicles
- Up armoring services for existing vehicles

Both the 23V and the 84 schedules have one percent (1%) surcharge per vehicle purchased through the MAS Program.

To view these items:

- Go to the [GSA e-Library](#).
- Click on Quick Search located on the top right of the screen and select “Select a Contract Vehicle” from the drop down menu.

The screenshot shows the GSA eLibrary homepage with a search bar and a dropdown menu for Multiple Award Schedules (MAS). The MAS dropdown is open, showing a list of schedule numbers and their corresponding categories. The search bar contains the text "Go to" and "Select a Contract Vehicle".

**Multiple Award Schedule (MAS) List:**

- 00CORP - The Professional Services Schedule
- 03FAC - FACILITIES MAINTENANCE AND MANAG
- 23 V - AUTOMOTIVE SUPERSTORE
- 36 - THE OFFICE, IMAGING AND DOCUMENT SOI
- 48 - TRANSPORTATION, DELIVERY AND RELOCA
- 51 V - HARDWARE SUPERSTORE
- 56 - BUILDINGS AND BUILDING MATERIALS/INDL
- 58 I - PROFESSIONAL AUDIO/VIDEO TELEMETRY
- 599 - TRAVEL SERVICES SOLUTIONS
- 621 I - PROFESSIONAL AND ALLIED HEALTHCAR
- 621 II - MEDICAL LABORATORY TESTING AND AN
- 65 I B - PHARMACEUTICALS AND DRUGS
- 65 II A - MEDICAL EQUIPMENT AND SUPPLIES
- 65 II C - DENTAL EQUIPMENT AND SUPPLIES
- 65 II F - PATIENT MOBILITY DEVICES
- 65 V A - X-RAY EQUIPMENT AND SUPPLIES

- Select “Multiple Award Schedules” (MAS).
- Select schedule number.

GSA eLibrary is the online resource for the latest contract award information for GSA Schedules, providing up-to-date information on which suppliers have contracts and what items are available, by using various search options, such as:

- Keywords
- Contract number
- Contractor/Manufacturer name
- Schedule name, schedule number, category/sub-category name, or category number/special item number (SIN)

### **MAS Assisted Acquisitions Program**

If a customer has specialized MAS purchasing requirements and needs assistance in developing their acquisition package, then contact a [customer liaison specialist](#) to connect the customer with an engineer.

### **Non-Standards Program**

If a customer has unique and specialized requirements which are not under the SOP contracts or MAS programs, then they may contact a [customer liaison specialist](#) who will connect the customer with an engineer. The engineer will assist with developing requirements in the form of a purchase description that is suitable for competitive acquisition for a Non-Standard vehicle. This includes the customization of a non-tactical vehicle, and the design and build services. GSA applies a ten percent (10%) surcharge for the first vehicle and one percent (1%) to subsequent vehicles within the same project.

Customers interested in purchasing through the Non-Standards Program are required to enter into an Inter-Agency Agreement (IAA) with GSA Fleet. The IAA provides an organized written agreement where GSA and the customer agree on funds, timelines, and identify expectations for completing the project. Previous projects have consisted of Specialty Vehicles such as pharmacy trailers, interactive display vehicles, communication trucks, mobile health clinics, and various other customized vehicles and trailers.

### ***Express Desk Program***

The Express Desk Program processes vehicle requisitions for government agencies which are needed on an "Unusual and Compelling Urgency" basis (in accordance with [Federal Acquisition Regulation \(FAR\) 6.302-2\(c\)](#)). Agencies must provide justification for using the Express Desk Program, instead of waiting for the normal procurement cycle and delivery time. Prices will generally be higher than the established contract prices as the vehicles are purchased from dealership inventories, not directly from the manufacturer. The following points must be considered prior to requesting access to the Express Desk Program:

- GSA is the ***mandatory*** source for all non-tactical motor vehicles.
- GSA seeks open market sources of competition for the procurement.
- GSA encourages customers to provide the names of dealers within the delivery area to be solicited by GSA. There is no guarantee that a suggested source will receive a contract award.
- Customers should *not* negotiate terms and conditions with a potential contractor prior to sending in a requisition to GSA.
- After being advised by GSA about the price and any exceptions or clarifications covering the vehicle(s) solicited, agencies must expedite final decision. Dealers generally do not hold vehicle(s) for more than 48 hours.
- The government's payment terms are *always* net 30 calendar days after receipt of a proper invoice.
- The GSA surcharge for Express Desk requisitions is one percent (1%), except during August and September, when the surcharge is five percent (5%).
- If a "brand specific" vehicle is required, a complete and comprehensive Justification for Other than Full and Open Competition (JOFOC) must be provided by the customer or the requisition will be rejected. For instructions on how to complete a JOFOC request, contact a [customer liaison specialist](#).

## Chapter 4 - How Do I Order A Vehicle?

When discussing vehicle buying, a variety of terms are often used interchangeably. The vehicle industry refers to the vehicle buying process as purchasing, ordering, buying, or requisitioning. For the purpose of this guide, Vehicle Purchasing will refer to the overall vehicle buying process as "ordering", even though your agency is placing a requisition.

### **Who Can Submit a Vehicle Order?**

[AutoChoice](#) is Vehicle Purchasing's web-based tool to research and order non-tactical vehicles. When you register in AutoChoice, you will automatically have rights to view and create pending orders. However, you will not automatically have rights to submit orders to GSA. User rights are determined and administered by your Agency Headquarters (HQ) Fleet Manager or their designee. To contact your Agency HQ Fleet Manager, visit the [Agency HQ Fleet Manager Information](#) site.

The Agency HQ Fleet Manager must not request or delegate AutoChoice ordering rights for anyone who does not have authority to obligate federal funds. If an individual places a vehicle order with GSA and does not have obligating authority they are making an unauthorized commitment on behalf of their agency. Ratifications for unauthorized commitments are the responsibility of the ordering agency in accordance with [FAR 1.602-3](#).

### **How is the Agency HQ Fleet Manager Designated?**

Agency HQ Fleet Managers can only be assigned in AutoChoice by GSA Fleet. When an individual needs to be set up as the Agency HQ Fleet Manager or designee, an email must be sent to a [customer liaison specialist](#) from the employee's supervisor certifying that the employee is the designated Agency HQ Fleet Manager. The email must certify that the individual:

- Has the authority to obligate federal funds.
- Has the authority to delegate ordering rights.
- Is either a direct employee of the Federal Government or an authorized government contractor.

If the individual is a government contractor the email must indicate that either the agency's Office of Legal Counsel or the agency's Office of Inspector General has certified that the individual has authority to obligate federal funds.

The Manager Tutorial is available to the authorized Agency HQ Fleet Manager by contacting a [specialist](#).

### **Where Do I Place an Order?**

You will place an order using [AutoChoice](#), a Vehicle Purchasing web-based tool for purchasing customers to research and order non-tactical motor vehicles and equipment. Vehicle orders can

be placed year-round. The pricing and delivery times will vary based on the vehicle type, availability, level of customization, delivery location, and method of ordering.

Most customers will place orders through contracts awarded under the consolidated buying program, [Special Order Program \(SOP\)](#). However, options exist for urgent and compelling circumstances with proper justification ([Express Desk Program](#)), unique and specialized requirements not under contract ([Non-Standards Program](#)), and specialty vehicles and equipment ([MAS Program](#) and [MAS Assisted Acquisitions Program](#)). For more information on surcharge rates by program type, refer to [chapter 1](#).

Whether you are a first time user or a frequent buyer, please review the [AutoChoice Tutorial](#). Before starting the ordering process, contact your [Agency HQ Fleet Manager](#) for information on your agency's internal funding requirements and vehicle ordering process.

### **How Do I Access AutoChoice?**

First, obtain your agency and bureau codes from your [Agency HQ Fleet Manager](#) or from a [customer liaison specialist](#). It is important that you register under the correct agency code and bureau code in [AutoChoice](#). When you are making a vehicle purchase, AutoChoice will validate your Activity Address Codes (AACs) against the agency code you are registered under. If your AAC does not match your agency code, you will not be able to save an order and will need to contact a [specialist](#) for assistance.

You need to know the general vehicle type, size, specifications, and capabilities that you are looking for to meet your mission. Once registered in AutoChoice you can view vehicle types, makes, models, minimum requirements, standard equipment, and optional equipment.

Vehicles may be customized in AutoChoice by selecting the [Additional Requirement \(AREQ\)](#) option, however, you can contact a [specialist](#) for assistance if you do not see a vehicle that will meet your agency's mission to discuss other programs. A [specialist](#) may connect you with a vehicle engineer for further assistance. Vehicles are categorized by Standard Item Number (SIN) which you can learn more about in [chapter 7](#). From there you can compare prices and print to discuss with your contracting office. Make sure to go to the [AutoChoice Tutorial](#) and the [Requisition Detail Guide](#) to review funding information needed.

### **How Do I Order a Vehicle With Additional Requirements (AREQs)?**

If you request additional requirements (AREQs) that are not currently awarded under contract, the requisition is forwarded to an engineer for review. Optional equipment which has been previously determined unacceptable will not be considered under the AREQ process. In addition, GSA does not accept AREQ requests for law enforcement equipment.

Before creating an AREQ, customer agencies should perform market research as outlined in [FAR Part 10](#), to ensure that the equipment being requested as an AREQ is not already offered as standard equipment or as optional equipment for that specific line item. Thoroughly read the

manufacturer and vendor clarifications and option notes. GSA may be able to resolve the vehicle need without an AREQ. If you find you need to continue with an AREQ request, follow these steps:

- Complete an Independent Government Cost Estimate (IGCE). A template is provided by the Vehicle Engineering services for your specific project.
- Find the desired SIN in AutoChoice and begin to develop it.
- Select desired options.
- Select the AREQ option.

#### *AREQ Document Requirement*

The AREQ function allows customers to request specific equipment not listed in the options. Selecting the AREQ will result in the manual processing of your order. The AREQ should only be used for mission-related requirements. Do not use the AREQ to list any of the following:

1. GSA minimum requirements.
2. Manufacturer standard equipment.
3. Internal agency data.
4. Vendor selection.

The AREQ cannot be used to request makes/models not offered in AutoChoice, or to request AutoChoice options already shown as not available by the manufacturer. Please list AREQ requirements concisely and include enough information for GSA to obtain valid pricing.

An engineer will review the requested technical specifications. The specifications are then forwarded to a contracting officer to solicit, evaluate and award the AREQ. Once a price is obtained, the contracting officer will contact the customer to review the quotes prior to an award being made.

GSA will submit approved AREQs to each applicable contract holder in [AutoChoice](#) for a price quotation. The quotation(s) is/are referred back to the agency for approval and confirmation of available funding. If funding is available, the contracting personnel will place the requisition through to the manufacturer. If funding is not available, the requisition will not be sent to the manufacturer and will be cancelled.

For more information on how to order a vehicle with the AREQ option, go to the [AutoChoice Tutorial](#).

#### **Can I Research Vehicle Availability Without Placing an Order?**

The following are research methods for vehicle availability:

- The [Vehicle Availability List \(VAL\)](#) is the tool used to keep customers informed of updates from the manufacturer and the vendor on their close-out and open dates in [AutoChoice](#).

- You can access AutoChoice and review vehicle types, options, and compare manufacturers and vendors and cost without a commitment. For more information refer to the [AutoChoice Tutorial](#).

### **Is There A Tutorial for AutoChoice?**

Vehicle Purchasing created the [AutoChoice Tutorial](#) to assist customers with navigating AutoChoice and highlighting any changes to the web tool. The tutorial provides screen by screen instructions on how to register and navigate through AutoChoice for the Special Order Program (SOP).

### **How Do I Place a MAS Order Through AutoChoice?**

Before submitting a requisition through [AutoChoice](#), determine whether you will go through [eBuy](#) or GSA. There are two methods of submitting a Request for Quote (RFQ) under the MAS 23V & 84:

- eBuy.
- Obtaining a minimum of three (3) written quotes from vendors.

For further instructions, go to the [Order Placement Procedures for MAS](#) or contact a [customer liaison specialist](#).

### **How Do I Place a MAS, Non-Standards and Express Desk Order in AutoChoice?**

For further guidance on placing MAS, Non-Standards and Express Desk orders in AutoChoice, please contact a [customer liaison specialist](#).

### **Can I Re-Order What I Already Have?**

Vehicle options and specifications often change from one model year to the next or different manufacturers become available with the same requirements that meet your mission. Research the vehicles by vehicle type and Standard Item Number (SIN) through [AutoChoice](#) and the [Federal Vehicle Standards](#) to determine the best vehicle fit for your mission.

### **How Do I Receive Updates on Vehicle Open and Close-Out Dates, and other Important Vehicle Information?**

To receive the [Vehicle Availability \(VAL\) updates](#), register in [AutoChoice](#) for the email list. For instructions on how to register for the email list, go to the following [AutoChoice Tutorial](#). The VAL is the tool used to keep customers informed of updates from the manufacturers and vendors on their close-out and open dates in AutoChoice.

By registering for these updates you will also receive email alerts from Vehicle Purchasing, titled “Rules of the Road”, which provide important time sensitive information for customers and GSA Fleet employees.

### When Do I Receive the Vehicle?

Shipment times vary depending upon options, method of delivery, vehicle type, and make and model of vehicle. These are the estimated shipment times by vehicle type. These estimates are also available on the Compare Prices tab in [AutoChoice](#).

Vehicle Type	Time After Receipt of Order (ARO) (in calendar days)
Ambulances	150-245
Buses	180
Light Trucks/Sedans	90
Light Trucks with Vocational Bodies	150-225
Medium and Heavy	150-245
Police Vehicles	154+
Wreckers	150-180

Delivery to a dealership or consignee (CNS) typically occurs within 2-3 weeks of shipment, but can be impacted by a variety of factors.

### What Are the Benefits of Using AutoChoice?

[AutoChoice](#) allows customers to:

- Configure vehicles, select equipment, color, and calculate actual vehicle prices that include GSA's 1% surcharge.
- View side by side comparison of different vehicle models.
- Select type of delivery - consignee or dealer delivery.
- Save a requisition for 14 calendar days in a Pending status, depending on your user rights.
- Submit and check your vehicle orders online.
- View available alternative fuel vehicles (AFVs).
- Obtain miles per gallon fuel ratings.
- View vehicle suppliers past performance.
- Permits various levels of usage, such as supervisor and group usage.
- Obtain a copy of the Motor Vehicle Delivery Order (MVDO).
- Run reports.

- Sign up for Vehicle Purchasing's email notifications.

There are also valuable links in AutoChoice to the AFV Guide, Executive Orders on Sustainability Practices, Federal Vehicle Standards/Comment Collector, EPA Fuel Economy, EPA Green Vehicles, EPA Guidance (EISA), National Highway Traffic Safety Administration (NHTSA) Defects and Recalls, NHTSA Five-Star Crash Test and Rollover Ratings, and Vehicle Solutions.

## Chapter 5 - How Do I Arrange For Overseas Deliveries?

GSA serves as the liaison between the manufacturer and the customer throughout the 1611 Export Delivery process, as follows:

- The customer selects the 1611 Export Delivery option in [AutoChoice](#) when ordering a vehicle to be delivered overseas.
- GSA Export:
  - Is notified by the manufacturer via a GSA Form 1611 when the vehicle is ready to ship.
  - Processes requests using the appropriate booking and billing systems.
  - Handles State Department shipments to American embassies via State Department rates and contracts.
  - Handles military shipments processed through the United States Transportation Command (USTRANSCOM) and the Surface Deployment and Distribution Command (SDDC) booking system. International shipments for all other applicable Government agencies are also generally managed using State Department export channels.
  - Incorporates the booking information into the vendor export shipping instructions paperwork and supplies all applicable paperwork and information to the ordering agency or entity.

Once a vehicle is delivered to the port of origin (*not destination*) identified by the requesting agency, it becomes the sole property of that agency and is no longer the responsibility of either GSA or the manufacturer. Any and all claims resulting after vehicle delivery to the port of origin, such as vehicle damage, equipment theft, vehicle loss, etc., are between the requesting agency and the relevant third party.

If a customer chooses to forgo the 1611 Export process and arrange for overseas transportation of purchased vehicles on your own, the 1611 option MUST NOT be selected and the customer is liable for any storage fees or additional transportation costs incurred due to such issues as rejection of delivery at final destination due to missing or incomplete paperwork or any other relevant reason or incident that may cause extra charges to be assessed.

For further assistance, contact a [customer liaison specialist](#).

## Chapter 6 - Who Do I Contact For Assistance With Ordering And Training?

### **Assistance with Ordering and Training**

[Customer liaison specialists](#) serve as the agent between the customer, contracting officers, and manufacturers and vendors, to facilitate the vehicle acquisition process and to ensure customer satisfaction. The specialists provide:

- Communication with customers.
- Assistance with continuity of agencies' mission operations.
- One-on-one or group training for the customer.
- Customer site visits.
- Answers to customer inquiries.
- Assistance in obtaining reports in [AutoChoice](#).
- Information on agencies' historical purchasing information.
- Assistance in resolving agency-specific issues.

For assistance, contact a [specialist](#).

### **Who Can Assist with Unique Requirements?**

Vehicle Purchasing has a Non-Standards Program to assist customers with unique requirements. Contact a [customer liaison specialist](#) to be connected with an engineer for assistance with developing a competitive purchase description. GSA charges ten percent (10%) for the first specialized vehicle and then one percent (1%) for any additional vehicles within the same project. Contact a [specialist](#) to get started.

A team of engineers and product specialists develop the annual [Federal Vehicle Standards](#) and design and engineer specialized vehicles. It assures that vehicles procured by GSA are safe, durable, and economical. The engineer specialists also provide:

- Market Research
- Analysis of Alternatives
- Emerging Technologies
- Systems Engineering and Integration
- Statements of Work
- Inspection and Acceptance
- Warranty and Post Delivery Support
- Project Planning
- Project Management
- Industry Expertise

The engineer specialist assist customers with technical expertise as follows:

- Development of customized specifications for any vehicle and application requirement.
- Proper vehicle selection for the specific application.
- Proper vehicle weight ratings and payloads.
- Proper selection of engines, transmissions, axles, frames and electrical systems.
- Safety issues and vehicle reliability.
- Assistance in resolving warranty issues, vehicle defects or other quality related problems.

To connect with an engineer, contact a [customer liaison specialist](#).

### **What if the Vehicle I Am Looking for is Not Offered?**

GSA is the **mandatory** source for the procurement of all new non-tactical motor vehicles for Executive Agencies and DoD as set forth under [FPMR 101-26.501-1](#). Under *unique* circumstances, an agency may consider to conduct its own procurement if granted a waiver by GSA. The [Agency HQ Fleet Manager](#) must email GSA a detailed waiver letter request. For a complete guidance on details to address in the letter, contact a [customer liaison specialist](#). Vehicle Purchasing will review the waiver letter request and make the decision to approve or deny it.

Waiver approvals are subject to audit. Agency solicitations for non-tactical motor vehicles without a GSA approved waiver letter will be referred to the agency's Office of Inspector General. *Waiver approvals are only valid for use within the fiscal year in which they are issued.*

# Chapter 7 - What Is The Federal Vehicle Standards And How Do I Use It?

The purpose of the [Federal Vehicle Standards](#) is to achieve a practical degree of standardization within the Federal Government's automotive fleet and to simplify competitive procurement of vehicles. GSA establishes the vehicle categories and minimum general equipment for those categories. GSA's contracts with automakers and dealers are then based on those specifications. These categories, vehicles, and specifications are visible to the ordering customer in [AutoChoice](#). The Federal Vehicle Standards are listed in the following vehicle categories:

- Sedans, Station Wagons      Fed Std 122
- SUVs, Light Trucks          Fed Std 307
- Medium Duty Trucks        Fed Std 794
- Heavy Duty Trucks         Fed Std 807
- Buses                         Fed Std 833
- Ambulances                 Fed Specification KKK-A-1822F

Go to the [Federal Vehicle Standards](#) and select the year as seen below:

The screenshot shows the GSA Federal Vehicle Standards website. At the top right, there are links for "Login" and "Help". The main header features the GSA logo and the text "Federal Vehicle Standards". Below this is a navigation bar with "Home", "Standard Items", and "Documentation" tabs. A breadcrumb trail shows "2019 > HOME". The main content area has a heading "Select a year" and a form with a "Select Year:" label, a dropdown menu set to "2019", and a "Go" button. Below the form is a welcome message: "Welcome to the Federal Vehicle Standards Website!". The message explains that the standards classify various types and sizes of commercially available vehicles, establish minimum technical, quality, and optional equipment specifications, and ensure vehicles purchased by GSA are safe, durable, and economical. It also notes that the standards are developed by GSA and published annually to cover current model year vehicles. A final paragraph states that the standards are posted for comments from interested parties for approximately 45 days during certain parts of the year as part of the annual development, coordination, and maintenance of the standards.

Click on the Quick Selection drop down menu if you know the SIN or click on vehicle types listed below it.

The screenshot shows the GSA Federal Vehicle Standards website. At the top right, there are links for 'Login' and 'Help'. Below the GSA logo and 'Federal Vehicle Standards' text, there is a navigation bar with 'Home', 'Standard Items', and 'Documentation'. Below that, a breadcrumb trail shows '2019 > STANDARD ITEM'. The main content area features a section titled 'Enter General Comments' with a note: '\*\*Note: Click [comment icon] to enter or view comments'. Below this is a 'Quick Selection:' dropdown menu with a 'Go' button. The dropdown menu is open, showing a list of vehicle categories with expandable arrows: Sedans and Station Wagons, Police Use Vehicles, Light Trucks (4X2), Light Trucks (4X4), Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2, Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4, Lt Trks v// Vocational Bodies (4x2), Lt Trks v// Vocational Bodies (4x4), Medium and Heavy Duty Trucks, Buses, and Ambulances.

Select a SIN from the Quick Selection:

This screenshot shows a detailed view of the 'Quick Selection' dropdown menu. The 'Quick Selection:' label is on the left, and a 'Go' button is on the right. The dropdown menu is open, displaying a list of vehicle specifications. The list includes SIN numbers and descriptions such as '2 - 4 X2 SPORT UTILITY, COMPACT, 2 DOOR, MIN 4,400 LBS GVWR', '5A - 4X4 SUV, SUBCOMPACT, 2 DR, 4 PASS, MIN 4500 LBS GVWR', '6E - COUPE, MICROCOMPACT, 2 PASSENGER, ELECTRIC VEHICLE', '7 - SEDAN, MINICOMPACT, 4 PASSENGER', '7Z - SEDAN, MINICOMPACT, 4 PASSENGER, 4 DOOR, EURO', '8C - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR', '8E - SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE', '8H - SEDAN, SUBCOMPACT, 4 PASSENGER, HYBRID ELECTRIC VEHICLE', '8J - SEDAN, SUBCOMPACT, 5 PASSENGER, RHD, JAPAN', '8N - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR, DEDICATED CNG', '8P - SEDAN, SUBCOMPACT, 4 PASSENGER, PLUG-IN HEV', '8Z - SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR, DIESEL, EURO', '9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE', '9E - SEDAN, COMPACT, 5 PASSENGER, ELECTRIC VEHICLE', '9F - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, FUEL CELL VEHICLE', '9H - SEDAN, COMPACT, 5 PASSENGER, HYBRID ELECTRIC VEHICLE', '9J - SEDAN, COMPACT, 5 PASSENGER, RHD, JAPAN', '9P - SEDAN, COMPACT, 5 PASSENGER. PLUG-IN HEV', and '9Z - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE, EURO'. The entry '9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE' is highlighted in blue.

Select from the vehicle type list:

- ▼ Sedans and Station Wagons
  - ▶ Sedans
  - ▶ Station Wagons
- ▶ Police Use Vehicles
- ▶ Light Trucks (4X2)
- ▶ Light Trucks (4X4)
- ▶ Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2
- ▶ Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4
- ▶ Lt Trks w/ Vocational Bodies (4x2)
- ▶ Lt Trks w/ Vocational Bodies (4x4)
- ▶ Medium and Heavy Duty Trucks
- ▶ Buses
- ▶ Ambulances
- ▶ Wheelchair Vehicles
- ▶ Wreckers and Carriers

Once the SIN or vehicle type is selected you will see the Federal Minimum Standards:

Login Help Print

**GSA Federal Vehicle Standards**

Home Standard Items Documentation

HOME > 2019 > STANDARD ITEMS > SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE > MINIMUM REQUIREMENTS

\*\*Note: Click  to enter or view comments.

Standard Item: 9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

Minimum Requirements Options

GSA Components	GSA Min Req	FORD FUSION	GM MALIBU	US Fleet Source SONATA
Body/Chassis				
 PASSENGER COMPARTMENT VOLUME - cu ft		102.8	102.9	103.8
 TRUNK VOLUME - cu ft		16	15.8	16.4
 TRIM LEVEL		S	1FL/LS	SE
 MFG. MODEL CODE		P0G	1ZC69	28402

You can click on the top left tabs for:

- Home tab will take you to the main Federal Vehicle Standards screen.
- Standard Items tab will take you back to the screen where you select the SIN by the Quick Selection drop down menu or by vehicle type.

- Documentation tab takes you to the screen with a list of documents for each Standard Item.



- Click on a Doc. Code or Document Category:

The screenshot shows the GSA Federal Vehicle Standards website with the 'Documentation' tab selected. Below the navigation bar, there is a breadcrumb trail: 'HOME > 2019 > DOCUMENTATION'. Below the breadcrumb trail, the text 'Select a document category below to view documentation' is displayed. Below this text is a table with two columns: 'Doc. Code' and 'Document Category'.

Doc. Code	Document Category
122	Sedan and Station Wagons
1822	Ambulances
307	Light Trucks
794	Medium Trucks
807	Heavy Trucks
833	Buses
LEO	Law Enforcement Vehicles
WAC	Wreckers and Carriers
WCV	Wheelchair Vans

- Select the Final version of the document:

**GSA** Federal Vehicle Standards

Home Standard Items **Documentation**

HOME > 2019 > DOCUMENTATION > 122

## 122 - Sedan and Station Wagons

Select a document below to view or download

Type	Documents
DRAFT	<a href="#">FED STD 122BK draft 03.23.18.pdf</a>
FINAL	<a href="#">FED STD 122BK final 06.20.18.pdf</a>

- A Word document will open in your computer:

**Fed Std 122BK  
June 20, 2018**

**Superseding  
Fed Std 122BJ  
June 16, 2017**

**FEDERAL STANDARD**

**AUTOMOBILES: SEDANS, GASOLINE &  
ALTERNATIVE FUEL POWERED**

You can view detailed information about the vehicles, (i.e., explanation of an option's acronym in [AutoChoice](#)). View a short sample below.

**3.5.1.2.1 CODE "ACC", ADAPTIVE CRUISE CONTROL**

ACC- Adaptive Cruise Control. When code "ACC" is specified; an OEM installed adaptive cruise control system shall be furnished. The system shall include the speed maintenance and control capabilities of a standard cruise control system, and utilize on-board sensors to adjust the speed of the vehicle based on the speed and position of the vehicles ahead.

**3.5.1.2.2 CODE "AEB", AUTONOMOUS EMERGENCY BRAKING-COMplete STOP**

When code "AEB" is specified; an OEM installed autonomous emergency braking system shall be furnished. The system shall provide active, auto-applied braking, independent of the driver. The system shall be capable of bringing the vehicle to a complete stop to avoid a forward collision.

**3.5.1.2.3 CODE "AEB1", AUTONOMOUS EMERGENCY BRAKING TO LOW SPEED**

When code AEB1 is specified; an OEM installed autonomous emergency braking system shall be furnished. The system shall provide active, auto-applied braking, independent of the driver, capable of bringing the vehicle to a low speed to avoid a forward collision.

**3.5.1.2.4 CODE "CPT", CUSTOM PAINT**

When code CPT is specified, one of the manufacturer's additional cost paint colors shall be furnished.

**3.5.1.2.5 CODE "FFRS", FOLD FLAT REAR SEAT**

When code FFRS is specified, a rear seat that folds flat to create extended trunk space shall be furnished.

**3.5.1.2.6 CODE "FDC", EV FAST CHARGING DC CAPABILITY**

When code FDC is specified, charging provisions to accommodate the battery charging of an Electric Vehicle via Direct Current shall be furnished.

**3.5.1.2.7 CODE "HB", HATCHBACK**

When code HB is specified, a hatch back body style shall be furnished.

**What is the Comment Collector and How Do I Use it?**

The [Federal Vehicle Standards](#) are updated annually. As part of the standardization process the customers, vendors, and interested parties are able to participate in the annual development of the Federal Vehicle Standards during the comment period. The Comment Collector is an online tool where a draft of the Standards can be viewed, comments made, and changes requested to a vehicle option, style, etc. The comment collector is open for 45 calendar days.

At the end of the comment collection period questions are answered and adjustments, corrections, additions and deletions are made. Once the Federal Vehicle Standards are finalized, they are ready for use by GSA as a competitive landscape to solicit and evaluate.

**How Does GSA Fleet Determine Contract Participation for the Special Order Program (SOP)?**

Through the SOP, GSA provides quick, flexible, and competitively-priced acquisition solutions by using the finalized [Federal Vehicle Standards](#) for the year. Suppliers have an opportunity to

review these standards and submit offers on an annual, semi-annual or every three year basis depending on the vehicle type.

Before these solicitations are open, GSA first works with the automotive industry to determine what is available for the next model year and to assist in developing the applicable Federal Vehicle Standards by vehicle type. GSA then posts the solicitation and invites suppliers to submit proposals. Offerors to these solicitations are evaluated in the areas of responsibility, technical acceptability, past performance, financial resources, and price. The award is then made to one representative brand for each line item in the solicitation.

In addition to the SOP, GSA has several other tools to ensure customers have access to the widest selection of vehicles possible. For more information on Non-Standards, Express Desk and Multiple Award Schedules (MAS) procurements, please review [chapter 3](#).

### **How Does a Vendor Become a Contract Holder?**

For more information on how to become a contract holder, contact a [customer liaison specialist](#).

# Chapter 8 - How Do I Order An Alternative Fuel Vehicle (AFV)?

## **What Types of AFVs are Available?**

GSA Fleet strives to assist you in meeting federal sustainability requirements by:

- Reviewing environmental mandates.
- Monitoring the commercial vehicle market.
- Evaluating GSA Fleet vehicle offerings.
- Communicating with agencies.

The Energy Policy Act (EPAct) of 1992, Section 301 defines alternative vehicles as any “dedicated vehicle or dual-fueled vehicle designed to run on at least one alternative fuel.” In addition, the National Defense Authorization Act of 2008 expanded the definition of an AFV to include:

- A. Advanced lean burn technology vehicles.
- B. Fuel cell vehicles.
- C. Hybrid electric vehicles.
- D. Any type of vehicle that the Administrator of the Environmental Protection Agency (EPA) demonstrates to the Secretary of the Department of Energy (DOE) would achieve a significant reduction in petroleum consumption.
  - a. EPA demonstrated to DOE that low GHG emitting gasoline vehicles, when not within 5 miles or 15 minutes of alternative fuel, achieve a significant reduction in petroleum consumption, therefore they can be counted as AFVs.

The following are the alternative fuel types:

- A. Biodiesel
- B. Denatured alcohol
- C. Electricity
- D. Hydrogen
- E. Methanol
- F. Mixtures containing 85% or more methanol or denatured ethanol
- G. Natural gas
- H. Propane (liquefied petroleum gas)

## **What are the Efficiency Mandates I Need to Comply with?**

There are a variety of environmental laws and regulations affecting the federal fleet. Agencies are required to purchase AFVs, optimize their fleets, acquire all light duty vehicles as low greenhouse gas vehicles, use more alternative fuels and use environmentally preferred products for vehicle

maintenance. Additional resources on vehicle requirements can be found on the [AFV website](#) and on the [List of Current AFVs](#). The following chart shows the federal fuel vehicle requirements that need to be followed:

<b>Summary of Requirements</b>		
<b>Efficiency</b>	<b>EO 13834</b>	Reduce waste, cut costs, enhance resilience, and enable more effective accomplishment of mission
	<b>EISA Section 142</b>	Reduce petroleum consumption by 20% and increase alternative fuel by 10% by FY15 and continuing thereafter
<b>Vehicle Acquisition</b>	<b>41 CFR 102-34.45</b>	Select vehicles with best fuel efficiency for fleet needs
	<b>EPAAct 1992 Section 303</b>	At least 75% of covered light duty vehicles acquired in MSAs/CMSAs must be AFVs
	<b>EISA Section 141</b>	Prohibits agencies from acquiring vehicles that are not low-greenhouse gas emitting (with certain exceptions)
<b>Alternative Fuel Use</b>	<b>EPAAct 2005 Section 701</b>	All dual-fueled vehicles must use alternative fuel if reasonably available
	<b>EISA Section 246</b>	Every federal fleet fueling center must install a renewable fuel pump

## How Do I Identify Alternative Fuel Vehicles (AFVs) in AutoChoice?

The AutoChoice ordering program allows agencies to order a variety of vehicles to help agencies meet federal sustainability requirements. Search for vehicles by alternative fuel type:

The screenshot shows the GSA AutoChoice website interface. The top navigation bar includes links for Home, Place Orders, Your History, Reports, FSR Program, Customer Service, and Links. A dropdown menu is open under 'Reports', with 'By AFV Type' highlighted by a red arrow. Below the navigation, there is a search bar containing the text '7 - SEDAN, MINICOMPACT, 4 PASSENGER'. A sidebar on the left lists various vehicle categories under 'By Type'. The main content area displays a table of search results for 'Sedans'.

Std Item	Description
7	SEDAN, MINICOMPACT, 4 PASSENGER
8C	SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR
8E	SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE
8H	SEDAN, SUBCOMPACT, 4 PASSENGER, HYBRID ELECTRIC VEHICLE
8P	SEDAN, SUBCOMPACT, 4 PASSENGER, PLUG-IN HEV

The screenshot shows the 'Alternative Fuel Vehicles' section of the GSA AutoChoice website. The navigation bar is the same as in the previous screenshot. The breadcrumb trail shows 'Home > Place Orders > AFV > Sedans'. The main content area features a table titled 'Alternative Fuel Vehicles' with columns for 'Sedans', 'Min Std', and 'Options'. A red arrow points to the '8E' row, which is highlighted in blue. Another red arrow points to the '10B' row, which is also highlighted in blue.

Sedans	Min Std	Options
8C	SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR	FB20
8E	SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE	EV
8P	SEDAN, SUBCOMPACT, 4 PASSENGER, PLUG-IN HEV	HEV
9H	SEDAN, COMPACT, 5 PASSENGER, HYBRID ELECTRIC VEHICLE	HEV
9P	SEDAN, COMPACT, 5 PASSENGER, PLUG-IN HEV	HEV
10B	SEDAN, MIDSIZE, 5 PASSENGER, 4 DOOR	E85

Once a vehicle is selected, AFV and Low GHG Indicators highlight our low GHG and AFV offerings. Fuel Economy can also be found on the Comparison Screen below:

Home > Place Orders > AFV > Sedans

**Alternative Fuel Vehicles**

- Sedans and Station Wagons
- Police Use Vehicles
- Light Trucks (4X2)
- Light Trucks (4X4)
- Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2
- Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4
- Lt Trks w/ Vocational Bodies (4x2)
- Lt Trks w/ Vocational Bodies (4x4)
- Medium and Heavy Duty Trucks
- Buses
- Ambulances
- Wheelchair Vehicles
- Wreckers and Carriers

Minimum Requirements Options **Compare Prices** Other Features Clarifications Emissions Vendor Performance

### Compare Prices

● 8E -SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE

**Note:** Incl. (Includes) = The selected option is part of a package that includes the listed options.  
 Req. (Requires) = In order to get the selected option, you must also select from the listed required options.  
 Excl. (Excludes) = The selected option cannot be ordered with the listed options.

= Alternative Fuel Vehicles = Low Greenhouse Gas Vehicles = CARB adherent States will receive gasoline instead of E85.

Vendor	GM 
Model Picture	 <a href="#">See more images</a>
Socio-Economic Indicator	Other than Small Business
Model	BOLT BEV
Model Year	2019
MPG (City/Hwy/Combined) Base Vehicle	128/110/119
gCO2/mile Base Vehicle	0
50-State Emissions Certified Engine Base Vehicle	Yes

## Chapter 9 - What Is The Law Enforcement (LE) Program?

GSA Fleet partnered with the vehicle industry, and federal, state and local law enforcement key stakeholders to develop mission specific LE packages. The partnership is committed to the development and implementation of streamlined government standard LE upfit packages that enhance procurement lead time and maximize the utility of each vehicle.

GSA Fleet; GM, Ford, and Fiat Chrysler Automobiles (FCA); and MAS Schedule 23V and 84 suppliers engineered standard LE packages for all eligible sources.

These standard LE packages and detailed purchase descriptions (PDs) were developed through extensive market research and analysis, and the balancing of competing interests to provide common solutions. Annually, the program impacts over 5,000 vehicle orders.

### **What are the Benefits of Purchasing through the GSA LE Program?**

Purchasing standardized LE packages through this program provides numerous benefits for agencies.

Agencies will realize:

- Significant cost reductions (potentially up to 20% versus a customized vehicle).
- Reductions in the acquisition timeline as vehicles are delivered fully upfitted (excluding radio and laptop).
- Improvements in build quality through standardization and collaboration between the upfitter and the manufacturer.
- Warranty coverage directly through the manufacturer.
- Standardization that eases vehicle transfers and vehicle usage by more than one driver.

### **Who is Eligible to Order from the LE Program?**

Federal customers do not have GSA imposed restrictions on ordering through the LE program. Please review your internal agency guidance.

Vehicle manufacturers may impose restrictions on authorized purchasers.

In addition to general purchasing authorities governed by [GSA Order ADM 4800.2I](#) (see [chapter 2](#)), Tribal organizations must have specific authority for law enforcement activities in order to purchase LE program vehicles. Please contact a representative from the agency administering your contract, grant, or cooperative agreement for clarification on your authorities.

### **What Types of LE Vehicles are Available?**

The following law enforcement vehicle types are available:

- Pursuit and non-pursuit rated sedans
- SUVs

- Pickup trucks
- Prison transport vans

### **How Do I Research and Order an LE Upfit Package?**

Be knowledgeable of your law enforcement vehicle’s mission and review the GSA purchase descriptions (PDs) to determine the law enforcement upfit package (LU) you need for your order. Thoroughly review the contents of the GSA PDs available in the specification documents for all upfit options in the Federal Vehicle Standards. Review all of the LU options which contain detailed technical requirements based upon the needs and requirements of the agency.

*Note: The packages exclude communications equipment.*

Follow these steps to access the PDs in the [Federal Vehicle Standards](#):

- Select the year and click on “GO”.
- Click the “Documentation” tab near the top.
- Click on “Law Enforcement Vehicles”:
  - This will bring up a list of files for each “LU” option code available.
  - Click on the file to open the specification document.
  - Section 3.1 of each document gives a basic description of the upfit contents. Detailed information can be found in the subsequent sections.
- Identify vehicle color and graphics.
- Select additional GSA options as required for the selected LU option.

Once you have selected the SIN and LU option in AutoChoice you can view the cost and submit the order. To make the best value decision and low bid selection to fit your mission need, please contact the [GSA Fleet Law Enforcement Team \(LET\)](#) to ensure the correct package is ordered.

### **What is the LE Vehicle Estimated Delivery Time?**

The following is the breakdown of the vehicle estimated delivery time of 154 calendar days from the date of order to the date of delivery:

(Estimated base vehicle delivery time of 90 calendar days from the date of order to the upfitter)  
 +  
 (Approximately 64 calendar days from the date of upfit to the date of delivery)  
 =  
 Estimated delivery time of 154 calendar days for the vehicle delivery from the date of order.

## Chapter 10 - What Are The Costs And Fees?

Vehicle orders are placed using the FEDSTRIP/MILSTRIP data for payment purposes. Agencies will be billed based on the Activity Address Code (AAC) or Department of Defense Activity Address Code (DoDAAC) provided on each order. Requests for AACs or DoDAACs are firmly controlled, and can only be made by your agency's designated ordering official. For more information, visit "[How do I request an Activity Address Code \(AAC or DoDAAC\)](#)" or contact GSA Global Supply at [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov) or at (800) 927-7622 or (703) 605-9200.

### **What are the Costs Associated with Purchasing a GSA Vehicle?**

The total cost for a vehicle purchased through GSA will include the following:

- Base Vehicle Cost.
- Selected Options.
- Delivery Options:
  - Dealer delivery (default).
    - Includes dealer prep at set fee.
  - Consignee delivery (CNS).
    - No vehicle prep performed.
  - Delivery Outside CONUS.
  - Overseas (1611 export program) delivery.
- Surcharge (applied to Total):
  - Special Order Program (SOP) - one percent (1%) surcharge per vehicle.
  - Non-Standards Program - ten percent (10%) surcharge on the first vehicle, then one percent (1%) surcharge for every vehicle after within the same project.
  - Multiple Award Schedules (MAS) - one percent (1%) surcharge per vehicle.
    - MAS Assisted Acquisitions Program - ten percent (10%) surcharge on the first vehicle, then one percent (1%) surcharge for every vehicle after within the same project.
  - Express Desk Program - one percent (1%), except during the months of August and September when the surcharge is five percent (5%).

### **When Am I Billed?**

After a vehicle is shipped, vendors will submit their invoices to GSA Finance who will validate the invoice and pay the vendor. GSA Finance then invoices the customer based on the AAC or DoDAAC provided on the order. Most customers will be billed through IPAC. Funds are obligated by the requisitioning agency upon order submission. Payment by requisitioning federal agencies to GSA is due within 45 calendar days in accordance with the terms of the Acquisition Services Fund, [40 U.S. Code § 321](#). Non-federal customers must submit payment within 30 calendar days. The [GSA Fleet, Vehicle Purchasing, Program Management Office](#) is partnered with GSA Finance on payment issues and the collection of outstanding debts.

**How Do I See My Bill?**

All invoice statements are available in GSA's [Vendor and Customer Self Service \(VCSS\)](#). You will not receive a paper invoice. Track your vehicle purchase invoices by registering for VCSS.

**What Method of Payment Do I Use?**

Vehicle orders are placed using the FEDSTRIP/MILSTRIP data for payment purposes. Agencies will be billed based on the AAC or DoDAAC provided on each order. We do not accept credit cards for payment.

**How Do I Obtain My AAC or DoDAAC and Other Financial Information Needed to Purchase a Vehicle?**

Requests for AACs or DoDAACs are firmly controlled, and can only be made by your agency's designated ordering official. For more information, visit "[How do I request an Activity Address Code \(AAC or DoDAAC\)](#)" or contact GSA Global Supply at [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov) or at (800) 927-7622 or (703) 605-9200.

Go to the [Requisition Detail Guidance](#) and contact your budget official or contracting officer for financial information to enter in [AutoChoice](#) to purchase a vehicle.

## Chapter 11 - After An Order Is Submitted, What Happens?

After a vehicle is shipped, vendors submit their invoices to GSA Finance which validates the invoice and pays the vendor. GSA Finance then invoices the customer based on the AAC or DoDAAC provided on the initial order. Most GSA customers will be billed through IPAC. You will not receive a paper invoice. To keep track of your invoices, please register for the GSA [Vendor and Customer Self Service \(VCSS\)](#).

### **Do I Receive a Vehicle Purchase Confirmation?**

Customers will receive an AutoChoice order acknowledgment by email within 24 hours of placing the order. The confirmation will include the following details of the order:

- Agency Order No
- Case No
- Requisition Number
- Std Item
- Model
- Qty
- Obligated Amt
- Actual Price \$
- Consignee Delivery Address
- Created By
- Color
- Options

If you notice any discrepancies with your order, contact a [customer liaison specialist](#) as soon as possible.

Below is a sample AutoChoice Order Confirmation:

**AutoChoice Order Confirmation** Inbox x

**AUTOCHOICE.COMMENTS@gsa.gov** Feb 25  
to me

This is to confirm that GSA received your order. Please do not reply to this email. This email is automatically generated and the mail box is not monitored for incoming emails. For inquires or comments, contact GSA AutomotiveCustomer Support at 703-605-CARS (2277) or send email to [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov).

AutoChoice Order Acknowledgment									
Agency Order No	CaseNo	Requisitions Number	Std Item	Model	Qty	Obligated Amt	Actual Price \$	Consignee Delivery Address	Created By
			9C	OPTIMA	1	20844.38	20844.38		



The PDF document attached in email can be viewed below:

**AutoChoice Order Acknowledgement**

Order No [REDACTED] Thu, Sep 27 2018

GSA has received the following orders for processing.

Agency Order No	CaseNo	Requisition Number	Std Item	Model	Qty	Obligated Amt	Actual Price\$	Consignee Delivery Address	Created By
			96B	TRAVERSE	1	41480.70	41480.70		

**Color:1.0=GB8-BLACK**  
**Options:AEFI,PSM,S7**

The above orders will be assigned to the appropriate Contract Specialist for processing. For inquires or comments, please contact GSA AutomotiveCustomer Support at 703-605-CARS (2277) or send email to [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov).

### **Where Can I Find a Copy of My Motor Vehicle Delivery Order (MVDO) document?**

- The MVDO is created when the requisition is submitted through AutoChoice. Most MVDOs are sent to the vendor the next business day. Exceptions include when the [AREQ](#) option is selected and the requisition requires review by an engineer specialist.
- Copies of the MVDO will be emailed to the email addresses listed in the requisition and delivery blocks of your vehicle order.
- To print additional copies of the MVDO, visit the [AutoChoice Tutorial](#).

### **Can I Change Any Information on My Purchase Order?**

To request a change to an order, customers must contact a [customer liaison specialist](#), not the manufacturer or vendor. **GSA Fleet is the only authorized party to negotiate with the manufacturer or vendor regarding contract modifications or changes to an order.**

Therefore, a change request not processed through GSA directly is unauthorized. The customer liaison specialists are contracting officer's representatives (CORs) authorized to make non-monetary changes to an order. A specialist will collaborate with a contracting officer on modifications affecting the cost of an order.

### **Can I Cancel My Purchase Order Once it Has Been Placed?**

Your agency's funds are obligated once an order is placed. GSA Fleet begins processing and dedicating resources to your order as soon as you have submitted it. Therefore, it is advised that your order is thoroughly considered prior to being submitted. Cancelling your purchase order after it has been placed results in unforeseen expenditures of pre-allocated resources, therefore, order cancellations are highly discouraged. If an order cannot be cancelled by the vendor, the customer remains financially responsible for that vehicle.

### **Where Do I Obtain a Status Update on My Purchase Order?**

The vehicle order status is available in [AutoChoice](#), which receives status updates from manufacturers and vendors on a weekly basis. Shipment and Delivery information will be shown as it is made available by the vendor.

For further instructions on how to obtain a status update, go to the [AutoChoice Tutorial](#).

### **When Do I Receive the Certificate of Origin for a Vehicle (COV)?**

The COV is mailed out to the address entered in the Mailing Address section of your AutoChoice order. It will go out in the mail once the vehicle is completely built.

While in most cases the COV arrives prior to vehicle delivery, this is not always the case.

### **What are the Manufacturer's Inspection Requirements?**

Contractors are required to have a quality assurance (QA) system in place, including inspections. For most vehicles, inspections follow pre-shipment commercial practices. Several commodities do have additional requirements imposed by GSA as part of their contracts.

For example, buses have a joint first production vehicle inspection which occurs with both manufacturer and GSA Fleet inspectors, classified as industrial operations analysts (IOAs), present in order to ensure that the vehicle conforms to the contract. For vocational body trucks, medium and heavy duty trucks, and wreckers, the contractor is required to perform an inspection after final assembly.

The GSA Form 1398 is used by contractors to indicate that pre-shipment inspection and servicing of each vehicle has been performed. The contractor is required to complete the GSA Form 1398 (sticker illustrated below) and affix it, preferably, to the lock face or door frame of the right front door after the final inspection. The form should be left in place during the warranty period to permit prompt identification of vehicles requiring dealer repairs pursuant to the warranty.

2.25 by 4.5 inches Nominal

GSA PURCHASED VEHICLE		
RECEIVING AGENCY		
CONTRACT NUMBER	FOB	
RPN NUMBER		
MANUFACTURER'S SERIAL NUMBER		
DATE OF DELIVERY	MONTH	YEAR
WARRANTY	MONTHS	MILES
INSPECTED BY		DATE
NOTE TO CONTRACTOR		
INSERT ALL DATA ABOVE AND APPLY THIS LABEL TO THE BACK OF THE DRIVER'S VISOR OR PLACE IN GLOVE BOX AFTER FINAL INSPECTION IS MADE. REMOVE ALL LABELS AND MARKS FROM WINDOWS AND WINDSHIELD EXCEPT THE MORONY LABEL AND THE LABELS CAUTIONING AGAINST DRAINED OIL IN TRANSMISSION, CRANKCASE AND REAR AXLE.		
GSA Form 1398 (Rev. 3-13)		

### Does GSA Inspect Vehicles?

Vehicles categorized in AutoChoice by type, such as: sedans, station wagons, police use vehicles, and light trucks, are considered commercial products requiring no additional inspection by GSA Fleet. The manufacturers and vendors inspect these vehicle types.

GSA Fleet IOAs perform quality assurance inspections within the United States on all the other following vehicles: vocational, buses, medium and heavy vehicles, and MAS 23V. These inspections ensure built vehicles comply with contract requirements. The IOAs also validate the contractor and supplier QA systems. It is the responsibility of the contractors and subsequent suppliers to maintain adequate QA systems to perform inspections, and verify complete compliance of chassis, and all bodies and equipment in accordance with all contract requirements.

The IOA inspection process is as follows:

- Review inspection requests.
- Establish inspection time and date. (Suppliers should request inspections well in advance, preferably no less than two weeks prior to the desired inspection date to prevent any shipping delays.
- Review the contract terms and obtain:
  - MVDO Copies.
  - Supporting documentation from the suppliers.
  - Copies of all applicable Federal Vehicle Standards.
  - Other pertinent documentation (i.e. Option codes, AREQs, and contract modifications).
- Establish an agenda for the inspection.
- Perform the vehicle inspection and appropriate information documented.
- Conduct close out meeting with the supplier.
- Release vehicles for shipment only after it is inspected and found to be 100% contractually compliant.

### **Can I Request for the Vehicle Inspection to be Waived?**

GSA can waive an inspection depending on the circumstances. If waived, the customer is responsible for final inspection.

### **Do License Plates Come with My Vehicle?**

Customers are responsible for obtaining license plates. Your [Agency HQ Fleet Manager](#) will provide guidance for ordering license plates from UNICOR.

# Chapter 12 - What Happens When The Vehicle Arrives?

## **How Will I Be Notified When the Vehicle is Delivered?**

### *Consignee Delivery (CNS):*

The transport company will contact you.

### *Dealer Delivery:*

The dealer will contact you when the vehicle has arrived on their lot.

### *Neither CNS or Dealer Delivery Were Selected:*

The vehicle will be delivered to the closest participating dealer and that dealer will contact you when the vehicle has arrived on their lot.

Check AutoChoice for updates on the status of the vehicle. If [AutoChoice](#) shows the vehicle was delivered, then contact the dealer.

For assistance, contact a [customer liaison specialist](#).

## **What is Needed by the Dealer When I Pick Up the Vehicle?**

When picking up your vehicle, bring your Federal Government license plates and the COV or the MVDO to provide proof of ownership. The GSA vehicle contract price includes the dealer-prep fee. You are not required to pay any fees to the dealership. If you experience difficulty concerning the release of your vehicle from the dealership, please contact a [customer liaison specialist](#). Vehicles that are delivered directly to your facility cannot be taken to a dealership to be prepped.

## **Do I Need to Inspect the Vehicle Once Arrived?**

Inspect the vehicle thoroughly to ensure the ordered options are included and there is no damage to the vehicle. Compare the Vehicle Identification Number (VIN) on your vehicle to the COV or the MVDO to verify that you are accepting the correct vehicle. *Ensure the delivery receipt form provided by the dealer or transport is completed accurately and retain a copy.*

## **What if the Vehicle was Damaged-In-Transit (DIT)?**

If upon delivery a customer documents there is vehicle damage, then the customer must immediately follow the prescribed [Damaged-in-Transit \(DIT\) Procedures](#) for each manufacturer or vendor. To address these situations, the suppliers have provided streamlined procedures for customer assistance in reporting vehicle damage at the time of delivery. The Damaged-In-Transit Procedures provide the documentation list, contact information, hours of availability, and general information needed to serve you. Each manufacturer or vendor will track your case and ensure a prompt response.

## **What if the Vehicle Does Not Come With Everything it was Supposed to Have?**

If the vehicle arrives without options listed in the MVDO:

1. Do not accept the vehicle on the delivery receipt form and do not take the vehicle off the lot if the vehicle is at the dealership.
2. Contact a [customer liaison specialist](#) who will collaborate with the manufacturer or vendor to remedy the problem.

**Who Do I Contact for Ordering License Plates, Maintenance, Accident Repairs, and Installing Accessory Equipment on My Agency Owned Vehicle?**

Contact your [Agency HQ Fleet Manager](#) for instructions on how to order license plates, maintenance and accident repairs, and installation of accessory equipment for your vehicle.

## Chapter 13 - What If There Is A Problem With The Vehicle After Accepting It?

### **What is the Warranty on My Vehicle?**

GSA follows standard commercial practice as it relates to vehicle warranty. Minimum warranty information is outlined in the [Federal Vehicle Standards](#), though some manufacturers may choose to offer a longer warranty. Specific model warranty is located under the Minimum Requirements Tab in [AutoChoice](#) and may vary. The moment the vehicle is shipped it becomes the customer's possession. Therefore the customer needs to contact the vendor directly for warranty questions.

GSA Fleet has established warranty and customer service procedures with each of our major light duty vehicle suppliers. There may be situations that require additional assistance when a vehicle has been taken to your local dealership for service, and the dealer is unable to provide a resolution, whether it is for parts availability, recall coverage or repairs. To address these situations, the suppliers have provided streamlined procedures for customer assistance. The [Warranty Customer Service Procedures](#) are based on the manufacturer that outlines their specific procedure. The warranties contain contact information, hours of availability, and lists of information needed to serve you. Each manufacturer will assign a case number to track your case and ensure a prompt response.

For Out of the Continental United States (OCONUS) vehicles, the [Federal Vehicle Standards](#) outline vendor responsibility for warranty claims. When vehicles are used outside the fifty States of the United States, the District of Columbia, Puerto Rico, American Samoa, Guam, The Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, and the Virgin Islands, the warranty shall include the furnishing of new parts or assemblies to replace any returned to the manufacturer by the Government which failed or malfunctioned within the warranty period. The replacement parts or assemblies shall be delivered by the manufacturer to the port of embarkation in the United States designated by the Government. The manufacturer shall not be required to bear the cost of the labor involved in correcting defects in vehicles operated in foreign countries.

### **Who Do I Contact for Roadside Assistance?**

Roadside assistance is typically part of the [Warranty Coverage](#) provided by the manufacturer with a new vehicle. The terms and conditions vary among manufacturers. They can also vary by make and/or model under the same manufacturer. Check the [Federal Vehicle Standards](#), your owner's manual or the manufacturer's website for more information on your vehicle. You may also view the [List of Roadside Assistance Phone Numbers by Manufacturer](#).

### **What Should I Do if I Think the Vehicle is Deficient?**

A uniform system for reporting deficiencies in materials or shipments is prescribed in [41 CFR 101-26.803-1](#). The [Quality Deficiency Report \(QDR\)](#) purpose is to report non-conformances,

provide a method to recover material cost, and initiate steps to effect corrective and preventative actions. Reports may be submitted by all civilian executive agencies, including their contractors and subcontractors when authorized. Department of Defense (DoD) activities should follow the applicable DoD or military service/agency regulations in reporting deficiencies.

The first step is to take a vehicle with an issue to an authorized warranty facility. For light duty vehicles it is relatively easy to identify a dealer. For medium and heavy vehicles, including buses, contact the prime contractor that sold the vehicle for authorized warranty facilities near you. If the repair is performed at a non-warranty repair facility, you generally have no recourse for reimbursement and future issues are no longer covered by the manufacturer warranty.

If the vehicle is not repaired satisfactorily, contact a [customer liaison specialist](#). The Quality Deficiency Report (QDR) [form SF-368](#), is the primary tool used by GSA for receiving feedback from vehicle users on the quality of vehicles. To submit a QDR, complete form SF-368 and submit it, along with copies of all pertinent correspondence such as emails, estimates, invoices, and photos, electronically to your [Agency HQ Fleet Manager](#) who will submit to the [customer liaison specialist](#).

### **How Do I Know if My Vehicle has a Recall?**

In accordance with [49 CFR 577](#), manufacturers are legally required to notify vehicle owners of defects related to motor vehicle safety or noncompliance with a federal motor vehicle safety standard. Manufacturers are required to notify vehicle owners by first class mail within 60 calendar days of filing a defect or noncompliance report with the [National Highway Traffic Safety Administration \(NHTSA\)](#). This notification is sent to the registered owner of the vehicle.

NHTSA posts information on all active safety recall campaigns in the following link: [www.safercar.gov](http://www.safercar.gov). Users can enter a vehicle identification number (VIN) to look up safety recall campaigns on light duty vehicle and trailers sold in the United States.

Most light duty vehicle manufacturers also have recall sites where owners can search one or more vehicles by VIN. Examples include:

- [FCA Recall](#)
- [Ford Recall](#)
- [GM Recall](#)
- [Hyundai Recall](#)
- [Kia Recall](#)
- [Mitsubishi Recall](#)

Agencies can use a free bulk recall search tool from CarFax, which provides up to 10,000 records at one time. Interested users need to visit the [CarFax Recall Lookup](#) tool and request an account. Customers must take immediate action if they receive notifications alerting them to open safety recalls on fleet vehicles in their custody. Upon receipt of a safety recall notice, customers must

contact their local manufacturer or vendor dealer location to ensure that parts are on hand and make an appointment to have the recall remedied in a timely manner. Failure to respond promptly to safety recall notifications potentially could lead to the death and/or injury of Federal employees, contractors, and the general public.

# Chapter 14 - What Are The Reporting Requirements For My Agency Owned Vehicle?

## How Do I Notify GSA I Received the Vehicle?

Agencies are required to document the date they receive their vehicle. Simply go to the “Your history” tab in [AutoChoice](#) and select ‘Vehicle Receipt’. Enter the Case, Agency Order or Requisition number of the vehicle and click on “Proceed”. Fill out the “Date Ag Received” column using the calendar and you have completed documenting the receipt of your vehicle.

**Vehicle Receipt** [Print] [Previous]

- Enter the actual date your agency received the vehicle by vehicle identification number (VIN).  
- Select the case number for more detail information on your order.  
- If the order does not have any status data, select the case number to enter date of receipt.  
- VIN is required when entering receipt date

● RECORDING RECEIPT DATE OF VEHICLE

Record the actual date your agency received each vehicle.

Case Number	Vehicle Order Number	VIN	Std Item	Model	Status	Status Date	Contract Shipping Due Date	Contract Address	Tel. Number	Deliver Date	Date Ag Updated	User Ag Updated	Date Ag Received
0AB123	MQHTK4	1GNDV23W920	920	UPLANDER	CC	03/05/2008	04/17/2008	ST LOUIS AUTO AUCTION INC 13813 ST CHARLES ROCK RD BRIDGETON, MO 63045-1221					

[Save]

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
[Previous]

Refer to the [AutoChoice Tutorial](#) for guidance.

## What is the Vehicle Registration Process?

The [Federal Motor Vehicle Registration System \(FMVRS\)](#) operates under the authority of [41 CFR 102-34](#), which provides guidance to executive agencies for the registration and identification of federal motor vehicles. The term "motor vehicle" is defined in [18 U.S.C. § 2311](#). "Motor vehicle" includes road vehicles, such as automobiles, vans, motorcycles, and trucks, off-road vehicles such as self-propelled construction and farming equipment.

Any non-tactical “motor vehicle” with U.S. Government license plates (both GSA Fleet government license plates and Agency-Owned) must be registered in the FMVRS ([41 CFR 102-34.120](#)).

FMVRS automatically updates the VIN, make, model, year, color, fuel-type, and the primary point of contact information of the individual who made the purchase.

The agency is responsible for updating the status of the vehicle’s VIN in FMVRS as follows:

- Change the status of the vehicle from “Shipped from OEM” to "Active".

- Change the primary and secondary points of contact responsible for the life cycle of the vehicle.
- Assign the license plate number to the VIN.
- Update the vehicle status when sold.

**Will Purchase Vehicle Information Automatically Be Loaded Into My Agency's Fleet Management Information System (FMIS)?**

For agency-owned vehicle customers that utilize GSA Fleet's FedFMS as their FMIS, information about purchased vehicles will automatically be loaded. This functionality is not available to agency-owned or operated FMIS system.

For more information, please contact the [FedFMS team](#).

## Chapter 15 - What Documents Should I Be Aware Of?

### **Motor Vehicle Delivery Order (MVDO)**

The MVDO is a detailed summary of the order placed. A scratch file copy of the MVDO is emailed to the requisitioner and to the email address in the delivery block of your order. You may also access a copy of the MVDO through [AutoChoice](#). For instructions on how to print additional copies of an MVDO, please go to the [AutoChoice Tutorial](#).

### **Certificate of Origin for a Vehicle (COV)**

The COV is mailed to the Mailing Address entered in the order. It is typically mailed out once the build of the vehicle is completed.

Note: The COV is also referred to as the COO, MSO or title.

### **How Do I Request a Duplicate COV?**

An email request for a duplicate COV may be sent to a [customer liaison specialist](#) after 60 calendar days from the shipment date of the vehicle. Your email needs to include:

- RPN, case number or order number.
- Vehicle Identification Number (VIN).
- Mailing address.
- Statement confirming you have conducted a thorough search of incoming mail in your facility.

If you are requesting a duplicate COV for a leased vehicle, carbon copy (CC:) the [GSA Fleet Leasing Acquisition Team](#).

### **How Do I Obtain My Invoice?**

All invoices are accessible in GSA's [Vendor and Customer Self Service \(VCSS\)](#). You will not receive a paper invoice. [Register](#) for VCSS to keep track of your invoices for vehicle purchases.

### **Are the Vehicles Covered By Insurance?**

The U.S. Government does not maintain private insurance on its vehicles. The vehicles are self-insured with any claims against the U.S. Government backed by the full faith and credit of the U.S., with claims payable under the Federal Tort Claims Act ([28 USC § 2671](#) et seq). For travel outside the U.S., please contact your agency's office of general counsel for assistance with insurance related questions.

# Chapter 16 - What Do I Do With My Old Vehicle?

## **How Can I Dispose of Excess Agency Owned Vehicles?**

GSA's Office of Personal Property is available to assist with disposal of agency-owned vehicles. There are a variety of [Disposal Options](#) depending on your specific situation.

## **What Regulations Govern the Disposal of Agency Owned Vehicles?**

Federal Management Regulations:

- [41 CFR 102-36](#): Disposition of Excess Personal Property.
- [41 CFR 102-38](#): Sale of Personal Property.
- [41 CFR 102-39](#): Exchange Sale Authority.

## **Can I Trade In my Old Vehicle?**

Vehicle Purchasing does not accept trade-ins to offset costs during the ordering process.

Your agency may be eligible to retain the proceeds from sale and use those proceeds for the purchase of a new vehicle. To do so, you must have exchange sale authority and meet other criteria. For more information, please review [41 CFR 102-39](#) or contact a [GSA Area Property Officer](#).

# Resources

## **Training Events**

### *GSA Fleet Desktop Workshops*

[Register](#) for virtual training sessions offered to all GSA Fleet customers. Typically one topic offered per month. Recordings of Desktop Workshops are posted to [GSA's YouTube channel](#). If you have any questions, please contact [GSA Fleet Desktop Workshops](#).

### *FedFleet/Washington Auto Show*

A national conference held annually allowing GSA Fleet, agency customers, manufacturers, vendors, partners, and consultants to convene and share best practices and participate in hands-on training. The manufacturers provide a world-class showcase of their latest vehicles and engineering.

### *GSA Fleet Customer Meeting*

A nationwide event held at GSA headquarters for customer training and feedback.

### *National Truck Equipment Association (NTEA)*

A large event for attendees to interact with thousands of industry peers in the combined Work Truck Show and NTEA Convention.

For more information on training events, please a [customer liaison specialist](#).

## **Web Links**

- [www.gsa.gov](http://www.gsa.gov) – GSA
- [www.gsa.gov/gsafleet](http://www.gsa.gov/gsafleet) – GSA Fleet
- <https://www.gsa.gov/node/73228> – PMO
- [www.gsa.gov/automotive](http://www.gsa.gov/automotive) – Vehicle Purchasing
- <https://vehiclestd.fas.gsa.gov> – Federal Vehicle Standards
- [www.gsa.gov/afv](http://www.gsa.gov/afv) – AFV
- <https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/vehicle-leasing/alternative-fuel-vehicles-technology/alternative-fuel-vehicle-afv-guides-and-helpful-links> – AFV Guides and Helpful Links
- [www.autochoice.gsa.gov](http://www.autochoice.gsa.gov) – AutoChoice - GSA vehicle ordering program
- <http://www.gsa.gov/portal/content/104212> – Eligibility to use AutoChoice
- <https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/vehicle-buying/vehicle-publications> – AutoChoice Tutorial, Order Placement Procedures for MAS, and Requisition Detail Guide
- <https://www.gsaelibrary.gsa.gov/ElibMain/home.do> – MAS eLibrary - GSA contract award information

- <https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/agency-fleet-manager-information> – Agency Fleet Manager Information
- <https://corporateapps.gsa.gov/applications/financial-apps/vcss/> – Vendor and Customer Self Service (VCSS)
- [www.fbo.gov](http://www.fbo.gov) – Federal Business Opportunities - commonly known as “FedBizOpps” (FBO)
- <https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/vehicle-buying/vehicle-delivery> – Damaged-In-Transit Procedures
- [www.carfax.com/recall](http://www.carfax.com/recall) – CarFax Recall
- <https://www.mopar.com/en-us/my-vehicle/recalls/search.html> – FCA Recall
- <https://owner.ford.com/tools/account/maintenance/recalls/results.html> – Ford Recall
- <https://my.gm.com/recalls> – GM Recall
- <https://autoservice.hyundaiusa.com/campaignhome> – Hyundai Recall
- <https://www.kia.com/us/en/content/owners/safety-recall> – Kia Recall
- <https://www.mitsubishicars.com/recall> – Mitsubishi Recall
- <https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/vehicle-leasing/maintenance-control-center/roadside-assistance> – Manufacturers’ Roadside Assistance Numbers
- <https://fmvrs.fas.gsa.gov> – Federal Motor Vehicle Registration System (FMVRS)
- [https://ecfr.io/Title-41/se41.3.102\\_634\\_1120](https://ecfr.io/Title-41/se41.3.102_634_1120) – FMVRS regulation
- <https://www.govinfo.gov/content/pkg/USCODE-2011-title28/pdf/USCODE-2011-title28-partVI-chap171-sec2671.pdf> – U.S. Government Self-insured Vehicles - Federal Tort Claims Act, 28 USC § 2671
- <https://www.gsa.gov/buying-selling/government-property-for-sale-or-disposal/personal-property-for-reuse-sale/personal-property-management-for-federal-agencies> – Personal Property Management - Disposal
- [https://ecfr.io/Title-41/cfr102-36\\_main](https://ecfr.io/Title-41/cfr102-36_main) – Disposition of Excess Personal Property regulations
- [https://ecfr.io/Title-41/cfr102-38\\_main](https://ecfr.io/Title-41/cfr102-38_main) – Sale of Personal Property regulations
- [https://ecfr.io/Title-41/cfr102-39\\_main](https://ecfr.io/Title-41/cfr102-39_main) – Exchange Sale Authority regulations
- <https://www.gsa.gov/node/2038> – GSA Area Property Manager
- <https://www.gsa.gov/node/33013> – Quality Deficiency Report form SF-368

## Acronyms

- AAC – Activity Address Code
- AFV – Alternative Fuel Vehicle
- AREQ – Additional Requirements
- ASF – Acquisition Service Fund
- CFR – Code of Federal Regulations
- CONUS – Continental United States (48 contiguous States and the District of Columbia)
- COR – Contracting Officer Representative
- COTR – Contracting Officer’s Technical Representative
- COV – Certificate of Origin for a Vehicle (synonymous with COO, MSO, and Title)
- CUV – Crossover Utility Vehicle
- DIT – Damaged-In-Transit
- DLA – Defense Logistics Agency
- DoD – Department of Defense
- DoDAAC – Department of Defense Activity Address Code
- EISA – Energy Independence and Security Act
- EPA – Environmental Protection Agency
- EPACT – Energy Policy Act
- EV – Electric Vehicle
- FAR – Federal Acquisition Regulation
- FAST – Federal Automotive Statistical Tool
- FBO – Federal Business Opportunities (commonly referred to as “FedBizOpps”)
- FMR – Federal Management Regulation
- FMVRS – Federal Motor Vehicle Registration System
- FPMR – Federal Property Management Regulation
- FSS – Federal Supply Schedules
- GOV – Government Owned Vehicle
- GSA – General Services Administration
- IAA – Inter-Agency Agreement
- IDIQ – Indefinite Delivery/Indefinite Quantity – Contract Types
- IGCE – Independent Government Cost Estimate
- IOA – Industrial Operations Analyst
- JOFOC – Justification of Other than Full and Open Competition
- LE – Law Enforcement
- LSEV – Low Speed Electric Vehicle
- MAS – Multiple Award Schedules
- MVDO – Motor Vehicle Delivery Order
- NHTSA – National Highway Traffic Safety Administration
- NMY – Next Model Year
- NTEA – National Truck Equipment Association
- OCONUS – Outside Continental United States

- PD – Purchase Description
- PHEV – Plug-in Hybrid Electric Vehicle
- PMO – Program Management Office
- SIN – Standard Item Number
- SOP – Special Order Program - standardized buying program
- SUV – Sport Utility Vehicle
- VAL – Vehicle Availability Listing