

Welcome to GSA Fleet's Desktop Workshop



Audio: Everyone is automatically muted.



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Presentation: Presentations are posted for 30 days and can be downloaded from:
<https://www.gsa.gov/gsa-fleet-training>



Questions: Use the Q&A window to ask questions at any time. You may get a typed response or it may be answered aloud at the end of the presentation.



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Desktop Workshop

FY25

Additional Leased Vehicle Request and Approval Process

You can download a copy of this presentation at: <https://www.gsa.gov/gsa-fleet-training>

For accessibility help email: your group mailbox

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June, 2025

Agenda

Today's Topics Include:

- FY25 Additional Leased Vehicle Request Overview
- Important Reminders
- Demo of Request/Approval Process
- Helpful Resources
- Q&A

Additional Leased Vehicle Request/Approval Overview

FY25 Additional Leased Vehicle Request/Approval Process

What's the same?

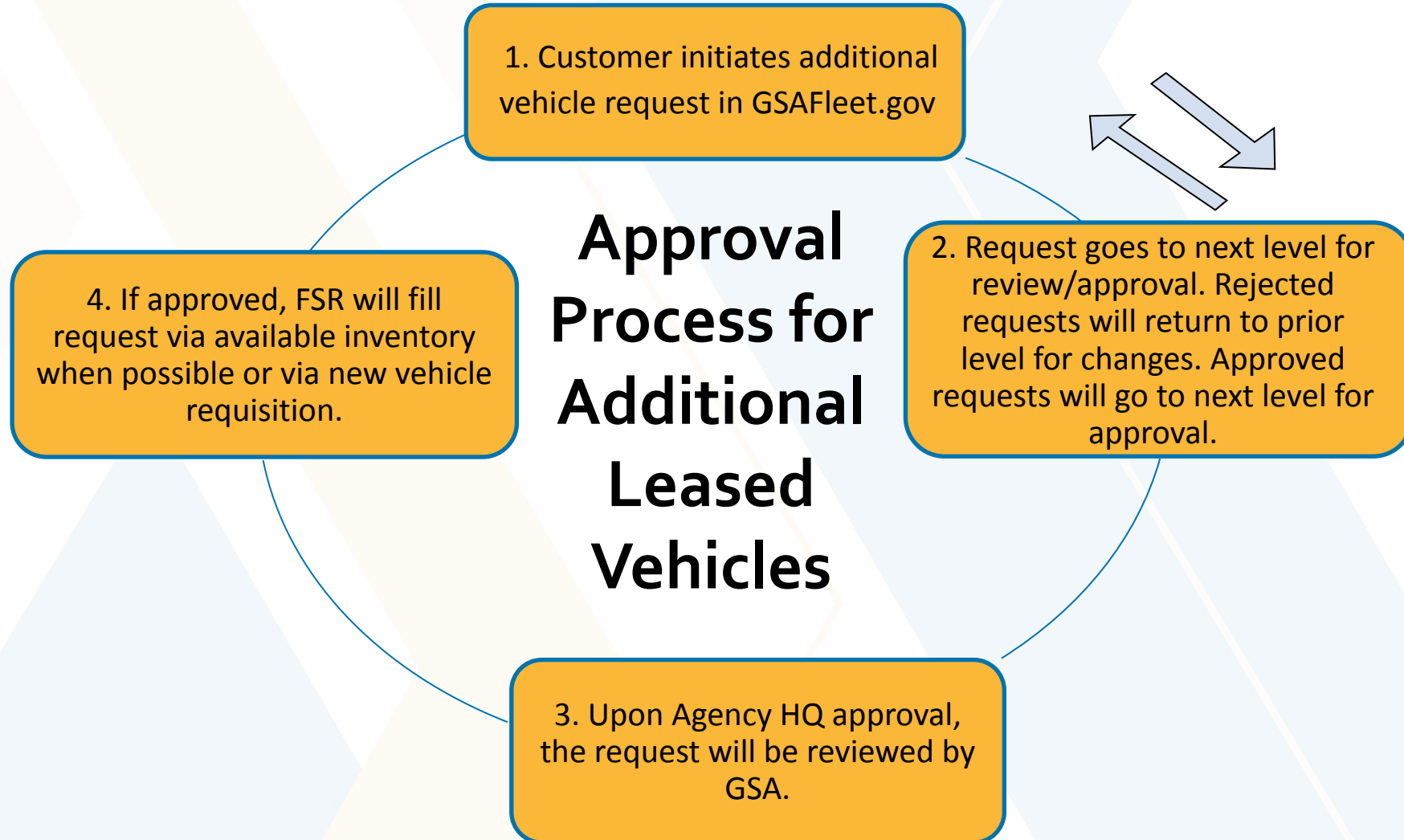
- Requests can be input at any level (Local, Bureau, Agency level)
- Multiple approval levels (optional to be used by agencies)
 - Leverages Replacements hierarchy
- Users will have the ability to:
 - View agency guidance
 - Select vehicle type and SIN - request options and colors
 - Add comments and upload documentation
 - Return for changes or send forward to next level
 - Filter on screen and export reports as needed
- Requests are not guaranteed!
- Requests approved by GSA will be filled via inventory (when possible) or new vehicle requisitions

FY25 Additional Leased Vehicle Request/Approval Process

What's new?

- Only 1 vehicle per request
- Delinquent bill banner will be visible to users in request details (if applicable)
- Alternate approvers at each level (optional and up to 2 at each level)
- Visibility of all requests within your profiles scope, regardless of request status
- Increased filtering capabilities
- Enhanced vehicle/option selection functionality
- Unique requirements can be entered into the Special Instructions text box, e.g. color, delivery location
- Daily email notifications will not be provided to user
- Requestor will receive an email notification if a request is returned back to their level

Approval Process for Additional Leased Vehicles



Approval Hierarchy

Additional Leased Vehicle Approval Hierarchy

Customer Fleet Manager

In the legacy CAM system, this was the local customer. In many cases, the Customer Fleet Manager will initiate an additional vehicle request by selecting the vehicle type, SIN, and options to meet their mission requirements. They should use their Agency Guidance when making their selection.

Bureau Level Approver

In the legacy CAM system, this would have been equivalent to the Mid-Level Approver and is optional to be used by agencies. The Bureau Level Approver will review the additional vehicle request and either approve and send forward to the next approval level or reject back to the Customer Fleet Manager for changes.

Agency Level Approver

In the legacy CAM system, this would have been equivalent to the HQ Level Approver and is optional to be utilized by agencies. The Agency Level Approver will review the additional vehicle request and either approve and send forward to the next level or reject back to the Customer Fleet Manager for changes.

GSA Approval

Once a request receives final agency approval, the GSA Business Management team will review the request and determine if funding is available to fulfill the request. FSRs will either fill the request via inventory or new vehicle requisition.

*****Requests can be initiated at any of these approval levels***

Alternate Approvers at the Agency and Bureau Level

Approvers at each level of review

* Utilization of this functionality is optional

Agency/Bureau Approvers Tier

Primary Approver

OR

Alternate Approver 1

OR

Alternate Approver 2

Agency/Bureau Approvers

Where can I view Bureau and Agency level approvers?

- **Current State** - GSA Fleet Acquisition team maintains the approval list
 - Local Customer Fleet Managers should contact their GSA Fleet Service Representative
 - Bureau and Agency Level Fleet Managers should contact gsa.fleet.acquisition@gsa.gov for list of current approvers or to update their approvers
- **Future State** - Approval hierarchies updated within GSAFleet.gov
 - Agencies will have the ability make real time updates to their approval hierarchy directly within the system
 - Approvers will be visible to users within GSAFleet.gov

Customer's Role

What is the customer's role in the additional leased vehicle request process?

- Ensure there are no billing delinquencies associated with the requesting BOAC
- Initiate additional vehicle request into GSAFleet.gov (can be created at any level)
- Select vehicle SIN and request mission essential options and color
- Save and send request to the next level for review/approval
- Complete final approval of requests prior to GSA review

Fleet Service Representative's Role

What is the FSR's role in the additional process?

- Upon approval by agency and Business Management, FSR will:
 - Review requested vehicle type, options, color, and fuel type
 - Attempt to fill request via inventory/ early turn-ins whenever possible**OR**
 - Create new vehicle requisition
 - Maintain frequent communication with customer on request status

Request Status Descriptions

Below are the request statuses in order of workflow:

- **Draft** - An additional vehicle request that has been initiated but not yet forwarded for review/approval.
- **Bureau Review** - A request that is awaiting review by the Bureau Approver. The Bureau Approver will review the request and either send it forward or return it back to the previous level for changes to be made.
- **Agency Review** - A request that is awaiting review by the Agency Approver. The Agency Approver will review the request and either send it forward or return it back to the previous level for changes to be made.
- **Pending GSA Approval** - A request that has been approved by the Agency. GSA Business Management will review the request for internal purchase funding approval. FSRs will also attempt to fulfill via existing inventory during this period.

Request Status Descriptions (continued)

- **Approved at FSR** - A request that has been reviewed and funded by GSA Business Management. The FSR will attempt to fulfill the request with existing inventory or will create a new vehicle requisition.
- **Filled with Inventory** - The FSR has determined that a vehicle currently in GSA inventory can be used to fulfill the request and coordinates with the local customer.
- **Requisition Created** - The FSR has determined that there are no vehicles currently in GSA inventory that can fulfill the request and has created a new vehicle requisition.
- **Returned** - A request that has been returned to the customer to make necessary changes
- **Cancelled** - A request that is no longer required and has been cancelled. Cancelled requests cannot be reopened. A new request must be created.

Things to highlight

- Additional vehicle requests are not guaranteed and are subject to:
 - Agency policy/approval
 - GSA funding & vehicle availability
- Determine that there is a long-term vehicle need (otherwise consider STR)
- Ensure there are no billing delinquencies for the requesting BOAC
 - Red banner will appear if the BOAC has outstanding unpaid bills
 - Vehicle request will not be funded by GSA Business Management until billing delinquencies are resolved
 - A vehicle request can still move through the approval workflow while the billing delinquency is being resolved, despite the displayed red delinquency banner
- Familiarize yourself with your agency guidance
- Check vehicle availability within the 'Just Browsing' feature of [GSAFleet.gov](https://gsafleet.gov) and/or the Vehicle Availability Listing (<https://store.gsafleet.gov/vehicle-availability>)

Demo

Navigating to request process

Customer Initiates Additional Vehicle Request:

- Select Offerings from the mega menu and then Lease Vehicles from the dropdown menu
- Scroll down to 'Request an additional vehicle'
- Select 'Start Here' button to access the request an additional vehicle feature in order to create an additional vehicle, and review/approve pending additional vehicle requests.

Initial Vehicle Selection

Customer Initiates Additional Vehicle Request:

- Scoped to see only their assigned Agency/Bureau assignment
- Click on blue 'Create a new request' button in upper right corner
- Use filters to locate your customer account - click 'Search' button
- Scroll down to locate your customer account and then click the 'Select' button to the right
- Customer account information will be displayed at the top of the screen
- Click on 'Change customer account number' if needed

Initial Vehicle Selection

Customer Initiates Additional Vehicle Request:

- Select the reason for the request
 - Expansion of mission
 - Replace agency-owned vehicle
 - Replace commercial lease
- Read and acknowledge the statement regarding the vehicle need
- Provide garage address (country and state and postal code required)
- Select whether vehicle will be used for towing - if yes, input towing weight

Initial Vehicle Selection

Customer Initiates Additional Vehicle Request:

- Select the Standard Item Number (SIN)
- Click 'Select' button next to the appropriate selection
- Select blue 'Next' button at the bottom of the page
- Review GSA Minimum Requirements and select required options
- Input comments for particular options as needed
- Click blue 'Next' button at the bottom of the page

Initial Vehicle Selection

Customer Initiates Additional Vehicle Request:

- Review full details of the request
- Indicate if a specific make and model is required
 - If yes, attach justification
- Upload documentation as needed
- Input any special instructions
- Read and acknowledge EISA statement
- Submit request for approval

Other Available Options

Customers may also:

- Change customer account number
- View agency guidance
- Post a comment regarding the request
- Review activity and comments for the request
- Go to previous screen
- Save request as a draft and return to it later
- Cancel request (if no longer needed)
- Export search results

Bureau Level Review (Optional)

Bureau Level Review/Approval:

- Scoped to see eligible vehicles that fall within their Agency/Bureau
- Use filters to select 'Bureau Review' to view additional vehicle requests awaiting approval
- Review details of additional vehicle request
 - Customer account information
 - SIN and options
 - Comments and document uploads
- Add comments as needed
- Return to prior level for changes or submit to next level

Agency Level Review (Optional)

Agency Level Review/Approval:

- Scoped to see all eligible vehicles that fall within their agency
- Use filters to select 'Agency Review' to view vehicle selections awaiting approval
- Review details of additional vehicle request
 - Customer account information
 - SIN and options
 - Comments and document uploads
- Add comments as needed
- Return to prior level for changes or submit to next level

Pending GSA Approval

Pending GSA Approval:

- GSA's Business Management team will review and evaluate requests
- Factors being considered include:
 - Vehicle availability
 - Funding availability (GSA side)
 - Delinquencies within the requesting BOAC
 - Agency not approved for additional vehicles
- FSRs can attempt to fill the request via existing inventory during this approval period

Approved at FSR

Approved at FSR:

- FSRs will fill request via existing inventory when possible
 - Vehicle type and current location will be taken into consideration
 - FSR will coordinate with the local customer to ensure the vehicle meets requirements
 - Status will be updated to 'Filled via inventory' and detailed vehicle information will be added to the comments
- If unable to fill via inventory, FSRs will create new vehicle requisition
 - Status will be updated to 'Requisition Created'
 - Check with assigned FSR for status updates

Helpful Resources

Helpful Tips

- Familiarize yourself with new GSAFleet.gov functionality
- Attend at least one Desktop Workshop session
- Work closely with your FSR on mission and vehicle requirements
- Ensure there are no billing delinquencies within the requesting BOAC
- Review Agency Guidance/AFV Product Guide/Leasing Rate Bulletin
- Check GSAFleet.gov daily for required actions
- Review/approve vehicle requests as soon as they reach your level
- Attach pertinent supporting documents to vehicle request
- Post comments in the request to communicate between approval levels/FSRs

GSAFleet.gov 'VAL - Vehicle Availability Listing'

Use this feature to:

- View available SINS, descriptions, makes, models and contract open/closeout dates

Home

Task Manager

Offerings

Manage my fleet

Accident and maintenance

Marketplace

Run reports

Resource center

Help

Home

>

Vehicle Availability Listing

Contact Vehicle Buying

Vehicle Availability Listing (VAL) 6/18/2025

All vehicle orders must be submitted to GSA Fleet no later than 3:00 PM EST on the closeout date indicator below.

Hide filters

Print

Export

FILTERS

0 filters applied

No filters applied

Vehicle Type

+

Standard Item

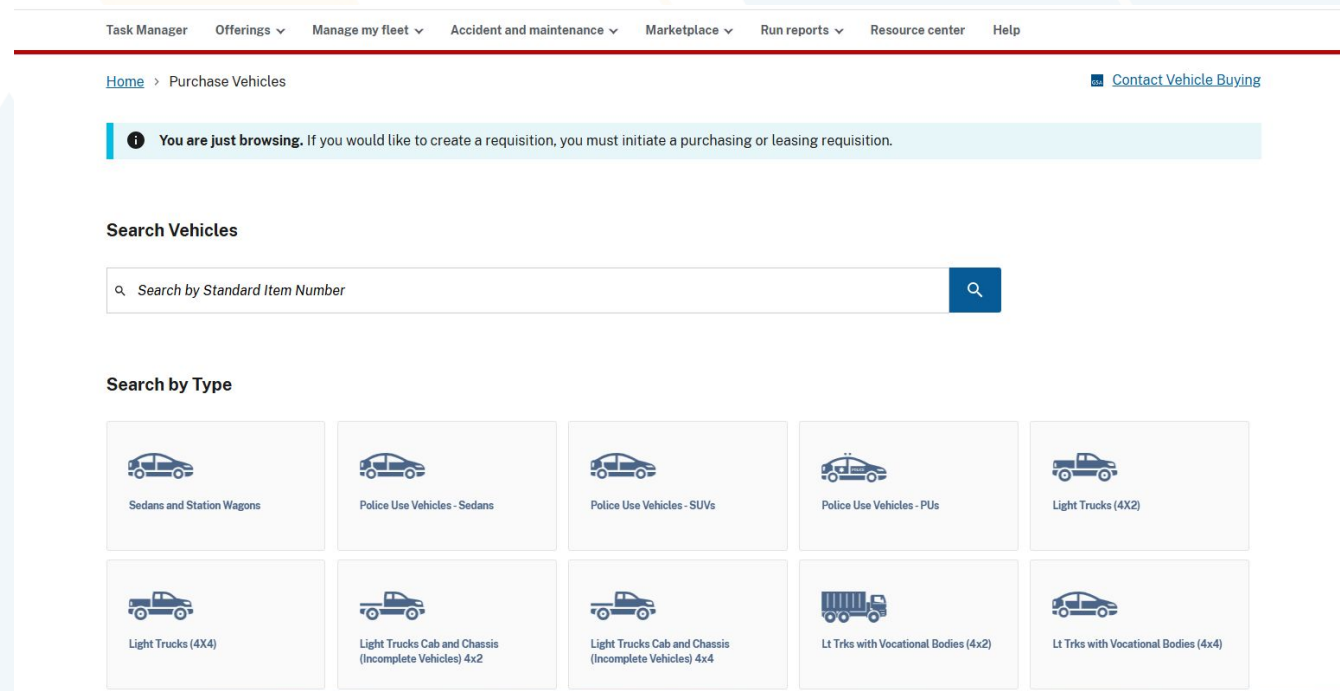
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Vehicle type	Standard Item	Description	Vendor	Manufacturer	Model	Open date	Closeout date
Sedans	7Z	SEDAN, MINICOMPACT, 4 PASSENGER, 4 DOOR, EURO	FORD-WERKE GMBH	FORD	Puma	6/16/25	9/30/25
Sedans	7Z	SEDAN, MINICOMPACT, 4 PASSENGER, 4 DOOR, EURO	Global Automotive, Inc.	TOYOTA	Yaris	6/16/25	9/30/25
Sedans	70	SEDAN, MINICOMPACT, 4 PASSNGER, EXEMPT MARKETS	Global Automotive, Inc.	TOYOTA	Yaris	6/15/25	9/30/25

GSAFleet.gov 'Just Browsing'

Use this feature to:

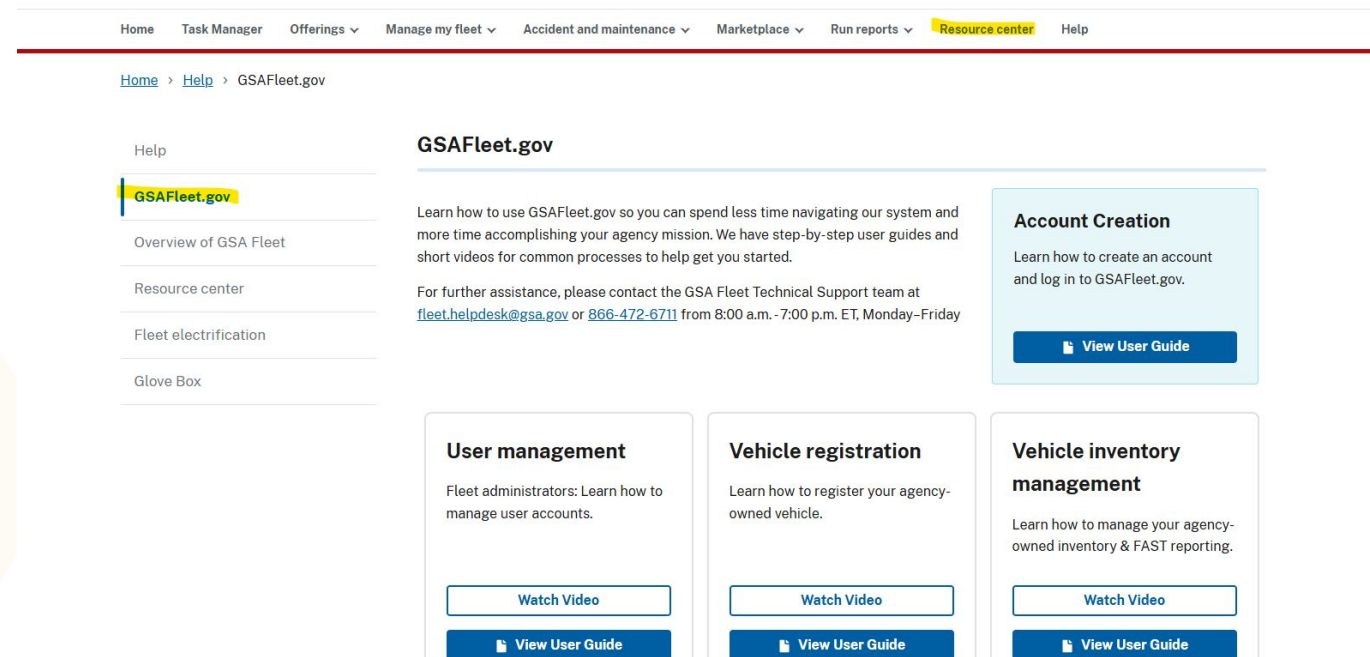
- Search by SIN or browse by vehicle type
- Check vehicle/option availability without placing an order



GSAFleet.gov Resources

Helpful resources include:

- GSAFleet.gov step-by-step user guides
- GSAFleet.gov short video tutorials
- Overview of GSA Fleet
- Training Offerings
- Fleet electrification info
- Glove box - driver information



Desktop Workshop Schedule

Date	Time	Session
6/25/2025	2:00 PM (ET)	Desktop Workshop #1
7/01/2025	11:00 AM (ET)	Desktop Workshop #2

View details and register [HERE](https://www.gsa.gov/buy-through-us/products-and-services/transportation-and-logistics-services/fleet-management/gsa-fleet-training)
<https://www.gsa.gov/buy-through-us/products-and-services/transportation-and-logistics-services/fleet-management/gsa-fleet-training>

Thank You!

- Session will be recorded and posted online
- Questions
 - Email gsa.fleet.acquisition@gsa.gov

Thanks for attending!



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