Request an Additional Leased Vehicle

GSAFleet.gov User Guide

June 2025

Table of Contents

Introduction

What is GSAFleet.gov

The General Service Administration Office of Fleet Management's (GSA Fleet) mission is to provide safe, reliable, low-cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full-service vehicle leases, and offers short-term vehicle rentals. GSA Fleet users previously used 19 disparate system applications to meet this mission. GSAFleet.gov consolidated those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization allows agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

Creating an Account and Logging In

This document details how to create an account in GSAFleet.gov and how to log in.
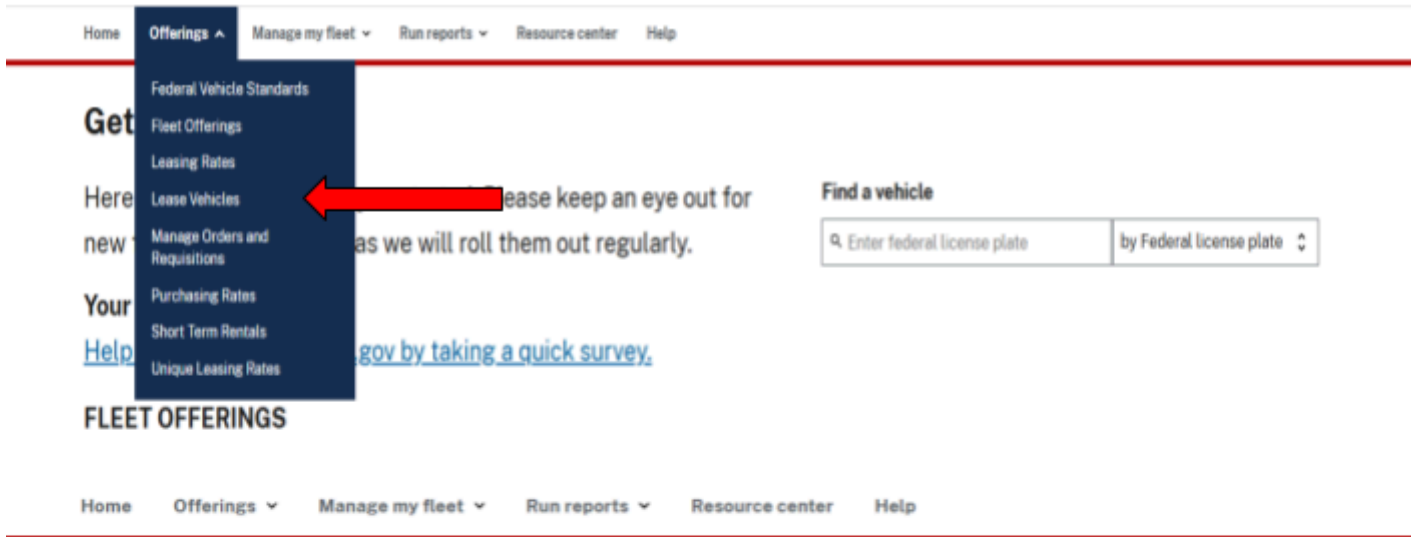
Overview: Request an additional leased vehicle

The leasing request process in GSAFleet.gov, outlined in this user guide, is how GSA Fleet customers request an additional vehicle to add to their leased fleet. Users at any level can initiate an additional vehicle request (Local, Bureau, Agency) and the request will flow through the remaining approval levels. Bureau and Agency level fleet managers will review and ensure additional vehicle requests meet agency guidance, policy, and budget. Please note that at each level, a request can be returned to the initial creator of the request for changes.

How to request an additional vehicle

Step 1: Log into GSAFleet.gov. There are two ways to navigate to the Request an additional vehicle functionality.

> **Method 1:** Navigate to "Offerings" on the menu and select "Lease Vehicles" from the dropdown menu. After that, select the "Start here" button underneath "Request an additional vehicle".

Method 2: On the homepage, find the Fleet Offerings tiles, and select the "Lease Vehicles" tile. Then, click on the "Start here" button underneath "Request an additional vehicle".

Get Started

Here are some links to get you started. Please keep an eye out for new features and updates as we will roll them out regularly.

Your voice matters.
Help us improve GSAFleet.gov by taking a quick survey.

Find a vehicle

🔍 Enter federal license plate	by Federal license plate ⇕

FLEET OFFERINGS

Lease Vehicles ←

Create and manage requests for GSA Fleet lease vehicles, including vehicle selection and approval for replacement vehicles.

Short-Term Rentals

Create and manage requests for your vehicle and equipment short-term rental needs. GSA Fleet's Short-Term Rental Program offers a wide variety of vehicles and equipment to support seasonal work, special events, surge requirements, and replacements during repairs and maintenance.

Lease Vehicles

Request a replacement vehicle

Use this feature to view vehicles referred for replacement, request a replacement, and review and approve pending requests.

Start here →

Request an additional vehicle

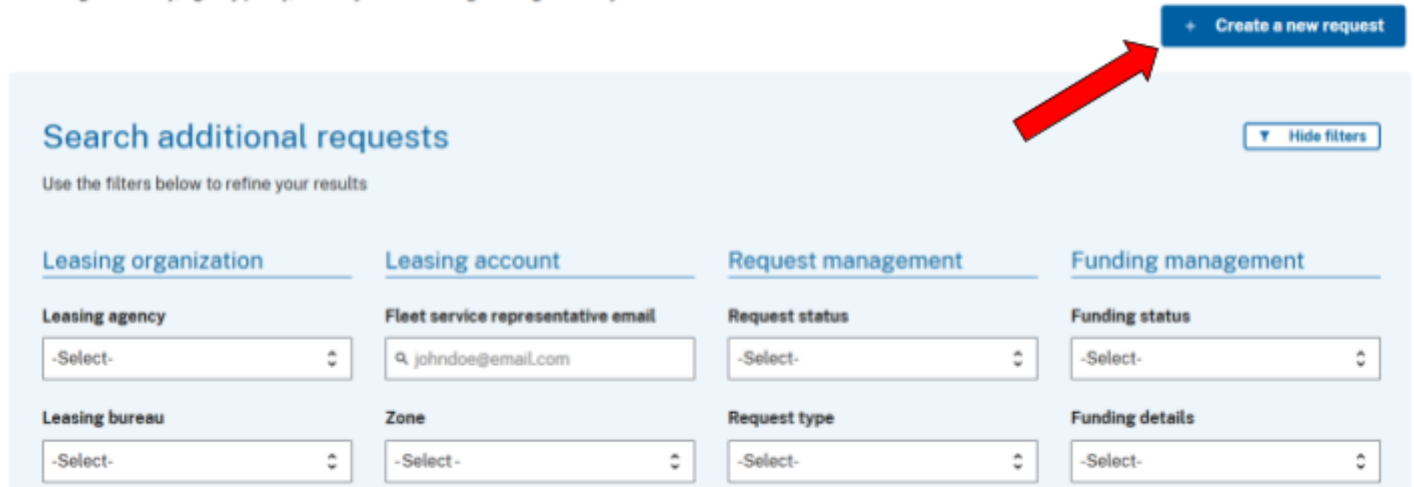Use this feature to request an additional vehicle, and review and approve pending requests.

Start here → ←

Step 2: You will be taken to the "Additional vehicle requests" page, where you can create a new additional vehicle request or search for existing additional vehicle requests. To create a new additional vehicle request select the "Create a new request" button on the top right portion of the page.

Additional vehicle requests

Additional requests will be reviewed and evaluated by your agency and GSA Fleet. All requests are subject to funding availability, agency policy, and may be filled using existing inventory.

+ **Create a new request**

Search additional requests

Use the filters below to refine your results

▼ **Hide filters**

Leasing organization	Leasing account	Request management	Funding management
Leasing agency	**Fleet service representative email**	**Request status**	**Funding status**
-Select- ⇕	🔍 johndoe@email.com	-Select- ⇕	-Select- ⇕
Leasing bureau	**Zone**	**Request type**	**Funding details**
-Select- ⇕	- Select - ⇕	-Select- ⇕	-Select- ⇕

Step 3: The Create new request page is presented. To begin the process to create a new request, you'll need to associate the request with an active customer account. To locate and choose customer accounts, utilize the search filters to narrow down the results, then select the blue Search button.

Create new request

Additional requests will be reviewed and evaluated by your agency and GSA Fleet. All requests are subject to funding availability, agency policy, and may be filled using existing inventory.

Find and select customer account

▼ Hide filters

Use the filters below to find your customer account. Add or remove filters as needed to update viewing results.

✕ Reset all

Leasing agency	BOAC	Zone	Legacy customer number
022-Agency 22 ⬍	221600 ✕	- Select - ⬍	🔍

Leasing bureau	Customer POC email	Fleet management center	
01-TDP OVSGHT BOARD ⬍	🔍	- Select - ⬍	

	FSR email	Customer account number	
	🔍 All	🔍	

Search

Step 4: Once the table of Customer accounts are listed, select the Customer account to proceed with your additional vehicle request.

Create new request

Additional requests will be reviewed and evaluated by your agency and GSA Fleet. All requests are subject to funding availability, agency policy, and may be filled using existing inventory.

Find and select customer account

[▼ Hide filters]

Use the filters below to find your customer account. Add or remove filters as needed to update viewing results.

× Reset all

Leasing agency	BOAC	Zone	Legacy customer number
022-Agency 22	221600 ×	-Select-	

Leasing bureau	Customer POC email	Fleet management center	
01-TDP OVSGHT BOAI		-Select-	

	FSR email	Customer account number	
	All		

Search

Select a customer account to continue

⇕ Customer account	⇕ Customer account name	⇕ BOAC	⇕ Delinquent account ⓘ	Select to continue
⌄ 1021598	FT RILEY FLEET MANAGEMENT	221600	No	Select →

Address	386 DICKMAN AVENUE	**Legacy customer number**	060100221600230
	FORT RILEY, 66442		
		FMC	KANSAS CITY FMC
		FSR	MICHAEL.A.POWELL@GSA.GOV

Step 5: Once you have selected the Customer account to create your request, you will be taken to the first page of the Additionals request. At the top of the page you'll see the Customer account and POC information. There is also a link should you want to change the selected Customer account.

Additionals request

Additional requests will be reviewed and evaluated by your agency and GSA Fleet. All requests are subject to funding availability, agency policy, and may be filled using existing inventory.

FT RILEY FLEET MANAGEMENT | 1021598 ✎ Change customer account number

Agency	Bureau	Office	Customer account	Legacy customer number	Default BOAC
022 - Agency 22	01 - TDP OVSGHT BOARD	X44 -	1021598 FT RILEY FLEET MANAGEMENT	060100221600230	221600

Created by	Primary Customer POC	FSR	Funding status
—	michael.a.powell@gsa.gov	michael.a.powell@gsa.gov	—

Selection details   Activity and comments

Additional vehicle   Agency guidance

Provide reason for request *

-Select-   ⬍

Read and acknowledge statement below *

Step 5 continued: If the requesting BOAC has an outstanding bill over 90 days, a delinquency notification banner will appear at the top of the request and will be displayed throughout the approval process. Please note that while additional vehicle requests can be submitted and moved through the agency approval process, the request will not be fulfilled until the delinquency is resolved.

Step 5 continued: Scrolling down the page, enter the following information:

- Provide reason for request - Options include:
    - Expansion of Mission
    - Replace agency owned vehicle
    - Replace commercial lease
- Acknowledge that the request will fulfill a long term vehicle need
- Provide garage address - Country, State and Postal Code are required
- Towing Requirements - If applicable
- Select Standard Item Number (SIN) - Enter directly into search field or select Vehicle Type tile and browse available vehicle types

---

Selection details   Activity and comments

Additional vehicle   [Agency guidance]

Provide reason for request *

| -Select- | ⇕ |

Read and acknowledge statement below *

☐ By requesting a leased vehicle through GSA Fleet, I acknowledge that this is a **long-term vehicle need** intended for regular, ongoing operational use. For short-term vehicle needs, I can utilize the **Short-Term Rental Program** instead.

Provide garage address ⓘ

Country *

| United States of America | ✕ | ⌄ |

Address line 1

| |

Address line 2

| |

City

| |

State *

| -select state- | ⇕ |

Postal code *

| |

Will the additional vehicle be used for towing? *

○ Yes ● No

Select Standard Item Number

In accordance with FMR 102-34.50, vehicle selections should be limited to the minimum vehicle and engine size that is mission essential, and achieve maximum fuel efficiency

Search Vehicles

🔍 Search by Standard Item Number

Search by Type

Sedans and Station Wagons	Police Use Vehicles - Sedans	Police Use Vehicles - SUVs	Police Use Vehicles - PUs	Light Trucks (4X2)
Light Trucks (4X4)	Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2	Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4	Lt Trks with Vocational Bodies (4x2)	Lt Trks with Vocational Bodies (4x4)
Right Hand Drive Vehicles	Medium and Heavy Trucks, 19,501 LBS. GVWR and Greater	Buses	Ambulances	Wheelchair Vehicles
Wreckers and Carriers	OCONUS All			

Step 5 continued: When searching by vehicle type, you will be able to review all available vehicle Standard Item Numbers (SINs) within that category. Use the "Select" button next to the preferred vehicle Standard Item Number to make your selection. Once the SIN has been chosen, select the "Next" button to continue with the request. You can also choose to "Cancel" the request or "Save/Exit" to return to the request at a later time.

> **NOTE:** While all SINs that are available in the Federal Vehicle Standards will be listed here for selection, not all SINs necessarily have an open contract for ordering. Please refer to the Vehicle Availability Listing (VAL) in GSAFleet.gov Fleet Offerings section for open/close contract dates of specific vehicle SINs, makes and models.

Select a Standard Item

FILTERS	Reset All
1 filter applied	—
Vehicle Type	
Sedans and Station Wagons ⊗	
Vehicle Type	—
Sedans and Stati ⌄	
Vehicle Sub-type	—
-select- ⌄	

- STD Item: 9P, SEDAN, COMPACT, 5 PASSENGER. PLUG-IN HEV — [Select]
- STD Item: 9H, SEDAN, COMPACT, 5 PASSENGER, HYBRID ELECTRIC VEHICLE — [Select]
- STD Item: 9F, SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, FUEL CELL VEHICLE — [Select]
- STD Item: 9E, SEDAN, COMPACT, 5 PASSENGER, ELECTRIC VEHICLE — [Select]
- STD Item: 9C, SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE — [Select]
- STD Item: 988T, OBD TEST MULE (OPTION) — [Select]
- STD Item: 8P, SEDAN, SUBCOMPACT, 4 PASSENGER, PLUG-IN HEV — [Select]
- STD Item: 8H, SEDAN, SUBCOMPACT, 4 PASSENGER, HYBRID ELECTRIC VEHICLE — [Select]
- STD Item: 8E, SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE — [Select]
- STD Item: 8C, SEDAN, SUBCOMPACT, 4 PASSENGER, 4 DOOR — [Select]

10 ⌄ items per page   1 2 ▶ ▶| Displaying 1-10 of **20 items**

[Cancel request] [⤓ Save/exit] [Next →]

Step 6: The next screen will allow you to review all details of the request thus far and then:

1. Request Options: Once the SIN has been selected, you will be prompted to select any additional options they may require to meet your mission. And, if desired, provide a comment regarding the option selection (i.e. qty required, install location, justification for why option is mission essential). Once all of the options have been selected, choose "Next" to save and progress through your request.

Select options

In accordance with FMR 102-34.50, optional equipment selections should be limited to what is mission essential. Not all selected options are guaranteed. Options selected may affect the final lease rate.

Minimum requirements	GSA Minimum requirements	—
AFV CAFE Credit		
CFE8 MPG FOR E85	—	
Body/Chassis		
BRND BRAND	—	
CW BASE CURB WEIGHT W/ GSA MIN REQMTS-LBS	—	
MFMC MFG. MODEL CODE	—	
PVOL PASSENGER COMPARTMENT VOLUME-CU FT	—	
TRNK BODY STYLE	TRUNK	
TVOL TRUNK VOLUME-CU FT	—	
WB WHEELBASE	—	
XLT TRIM LEVEL	—	

Add Options	—

Additional Requirements

☐ AREQ-ADDITIONAL REQUIREMENTS

Alternative Fuel

◯ E85-ETHANOL FLEXIBLE FUEL

Body/Chassis

☐ P13K-REAR SPOILER

Delivery

⬤ CNS-CONSIGNEE DELIVERY (NO DEALER PREP)
  ✎ Add comment

Note: In accordance with FMR 102-34.50, **optional equipment selections should be limited to what is mission essential. Not all selected options are guaranteed.** Note that previous vehicles may have had options included that now may need to be selected. **Options selected may affect the final lease rate.**

2. Supplementary Information:
   a. Users are then prompted to add supplementary information if needed. For some select agencies, this is where you can enter if a specific Make/Model is required, and upload supporting documentation to justify the need. When entering a specific Make/Model, you must mark the uploaded documentation as Make/Model justification type in order to submit the request.
   b. Additional documentation can be uploaded here as well, including the Vehicle allocation methodology (VAM), technical specifications for Medium and Heavy vehicles, etc.
   c. Special Instructions: this section is for leasing customers to tell their FSR anything that may not have already been covered in the other areas. Have a preferred color? Need the vehicle to be delivered to a specific location? All of these notes should be entered here.
   d. Read and acknowledge statement: It is required that all users submitting an additional vehicle request request read and acknowledge the statement that GSA will order a low-GHG vehicle if mandated by EISA and available in the selected SIN. GSA will take into account the size of the vehicle requested, the SIN, the vehicle's location etc. when ordering the vehicle for the customer.

Supplementary information

Do you require a specific make and model to meet your mission? *

◯ Yes ⬤ No

DOCUMENTATION

You may load multiple files; however, the maximum size of an uploaded file cannot exceed 10 MB. File types supported include Word, Excel, PDF, JPEG, GIF and PNG.

[+ Upload File]

No files uploaded

SPECIAL INSTRUCTIONS

500 characters remaining

Read and acknowledge statement below *

☐ In accordance with EISA Section 141, a low greenhouse gas vehicle will be ordered for the SIN selected, if applicable. If no low GHG vehicle is available, then a functional needs exemption will need to be on file with your agency.

Step 7: The final action for a user is to either 'Submit for approval", which will save the request and progress the request to the next approval level or to 'Save/exit"' and return later. The request will be assigned a unique "Additional request ID" that can be used to track the request through the approval process. Requests must be submitted and approved by the Agency's respective approval hierarchy before GSA will attempt to fulfill the request through available inventory or new vehicle order.

← Previous   Cancel request   ⏬ Save/exit   ✓ Submit for approval

How to review requests:

(For users with the Agency and Bureau approver permissions only.)

Step 1: Log into GSAFleet.gov, there are two ways to navigate to the Request an additional leased vehicle functionality.

>   **Method 1:** Navigate to "Offerings" on the menu and select "Fleet Offerings" from the dropdown menu.Then, select the "Lease vehicles" tile. After that, select "Start here" underneath "Request an additional vehicle".

Method 2: On the homepage, find the Fleet Offerings tiles, and select the "Lease vehicles" tile. Then, select the "Start here" button underneath "Request an additional vehicle".

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Start here →

Request an additional vehicle

Use this feature to request an additional vehicle, and review and approve pending requests.

Start here → ⬅

Step 2: On the "Additional vehicle requests" page, use the various filters to populate the vehicle request table at the bottom of the page. Depending on your review level, you can use the Leasing organization, Leasing account, and Request management filters to locate all of the vehicles at Bureau or Agency review level that await your action.

For example, if you are a Bureau reviewer for the Department of the Army, you first need to select the Leasing agency = 021 - Department of the Army, then Leasing bureau = 38 - Material Command (AMC). To further refine your results to only vehicles in Bureau review status, use the Request status filter under Request management. Then select search. Any vehicles in Bureau review status will be displayed in the table at the bottom of the page.

Search additional requests

Use the filters below to refine your results

Leasing organization

Leasing agency

021-Department of the Army

Leasing bureau

38-Materiel Command (AMC)

BOAC

Customer POC email

Leasing account

Fleet service representative email

johndoe@email.com

Zone

-Select-

Fleet management center

-Select-

Legacy customer number

Customer account number

Request management

Request status

-Select-

Request type

-Select-

Requested SIN

-Select-

Additional request ID

Submitter email

johndoe@email.com

Search

Step 3: To review what has been requested, select the "Additional request ID" highlighted in blue.

⬍ Additional request ID	⬍ BOAC	⬍ Customer account number	⬍ Requested SIN	⬍ Request type	⬍ Request status
A2559564	212020	1002880	845	Expansion of mission	● Bureau review
A2570040	212020	1002885	9H	Expansion of mission	● Bureau review
A2538898	211018	1000097	9H	Expansion of mission	● Bureau review

Step 4: Review all pertinent information on the additional vehicle request. . As a reviewer, you can also see the Agency guidance, post a comment, and review the activity and comments.

Post a comment

Selection details   Activity and comments

Additional vehicle   Agency guidance

Selected SIN
9H - SEDAN, COMPACT, 5 PASSENGER, HYBRID ELECTRIC VEHICLE

Garage address   Projected towing weight
VA 22192   —
US

Reason for request

Expansion of mission

☑   By requesting a leased vehicle through GSA Fleet, I acknowledge that this is a **long-term vehicle need** intended for regular, ongoing operational use. For short-term vehicle needs, I can utilize the **Short-Term Rental Program** instead.

Selected options
In accordance with FMR 102-34.50, optional equipment selections should be limited to what is mission essential. Not all selected options are guaranteed. Options selected may affect the final lease rate.

No selected options

Supplementary information

Do you require a specific make and model to meet your mission?
No

DOCUMENTATION

No files uploaded

SPECIAL INSTRUCTIONS

—

☑   In accordance with EISA Section 141, a low greenhouse gas vehicle will be ordered for the SIN selected, if applicable. If no low GHG vehicle is available, then a functional needs exemption will need to be on file with your agency.

Step 5: Once you have reviewed the request, then you can either:

1. Approve and submit to the Agency level for their review, or if the review is being done at the Agency level, approve and send to GSA for review.
2. Return the request to the submitter (Primary POC for the leasing account) with a comment as to why the request is being returned. If you select return, an email will be generated by the system to the Primary POC on the account letting them know it was returned.

← **Return to search**	↩ **Return to submitter**	✓ **Submit to agency reviewer**

Once the Agency reviewer has approved a vehicle request, no further action is required on the part of the customer agency. The status will be updated to "Pending GSA Approval" and GSA's Business Management team will review the request to determine if funding is available to fulfill the requirement. Once approved, the status will update to "Approved at FSR".

The FSR will then fill the request via available inventory or create the vehicle requisition, and the status will update to "Filled with Inventory" or "Requisition Created". You can check with your FSR for a status on your vehicle order once it has been placed.

Defining the approval workflow steps

Below is the list of 'Request statuses' in order of workflow.

- **Draft:** The initial step in the request process where leasing customers initiate an additional vehicle request. This action can be completed at the Local, Bureau, or Agency level.

- **Bureau review (if applicable):** Step 2, where the Bureau approver reviews the request and either sends it forward, or returns to the submitter for changes.

- **Agency review (if applicable):** Step 3, where the Agency approver reviews the request and either approves the request, or returns to the submitter for changes.

- **Pending GSA Approval:** Step 4, where GSA's Business Management team reviews the request for funding approval. FSRs may also attempt to fill via existing inventory during this period.

- **Approved at FSR:** The request has been reviewed and funded by GSA's Business Management team. The FSR can create a new vehicle requisition or attempt to fill via existing inventory.

- **Filled with Inventory**: The FSR has determined that an inventory vehicle can be used to fulfill the request and coordinates with the local customer prior to assigning the vehicle.

- **Requisition created:** The FSR has determined that there are no current inventory vehicles to meet the requirement and creates a new vehicle requisition.

- **Returned**: The request was returned to the submitter for changes to be made.

- **Cancelled:** The request is no longer required and has been cancelled. Cancelled requests cannot be reopened. A new request must be created.