GSA Fleet: Preparing for the Vehicle Exchange Process
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Vehicle Exchange
Agenda

Pre-Appointment
- Vehicle FLEET Exchange (VFE)
- Good Preparation
- Safety Items
- Repairs

Day of Appointment
- Electronic Vehicle Accountability Form (eVAF)
- Keys – Tags – Fleet Cards

After the Exchange
- Vehicle Evaluation
- Necessary Repairs
- Agency Incurred Expense (AIEs)
- Vehicles Sold
Pre-Appointment
Pre-Appointment

• Schedule appointment via Vehicle FLEET Exchange (VFE)
• VFE: GSA’s automated scheduler
  • Customer is e-notified
  • Simply click on link to access VFE calendar
  • Appointments offered in 15-minute increments
• Schedule exchange within 8 days
• Ensure to schedule separate appointments for each vehicle
The following concerns should be addressed throughout the vehicle life cycle, and in particular as soon as the replacement vehicle is ordered:

- Safety items are repaired
- Recalls are accomplished
- Wash (excessive mud or salt)
- Remove Agency/Personal Items
Day of Appointment
Day of Appointment

- Bring both sets of keys
- Have both license plates/tags and Fleet Card
- Fuel tank at least ¼ full
- Drop-off/pick-up vehicle inspection
- Vehicle assigned to agency after pick-up
Day of Appointment

- Electronic Vehicle Accountability Form (eVAF)
  - A general Marshalling vehicle inspection
  - Accomplished via FMS2Go App
  - Paper copies may be used
After the Exchange
After the Exchange

• Exchanged vehicle evaluated

• Is it excessive IAW GSA Fleet’s Normal Wear and Tear Policy?
After the Exchange

• **Agency Incurred Expense (AIE)**
  • For damaged or inoperative safety equipment
  • Repairs accomplished to stabilize vehicle sales

• **Damaged Sales Vehicles**
  • Non-safety items may not be repaired
  • AIE recoupment determined on actual vehicle proceeds
After the Exchange

- Necessary repairs accomplished
- Sold at auction
- After vehicle is turned in:
  - Vehicle assignment terminated
  - Drop’s from customer’s view in Drive-thru
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