

VEHICLE REQUESTS

Unit Vehicle Allowance Change Request Workflow

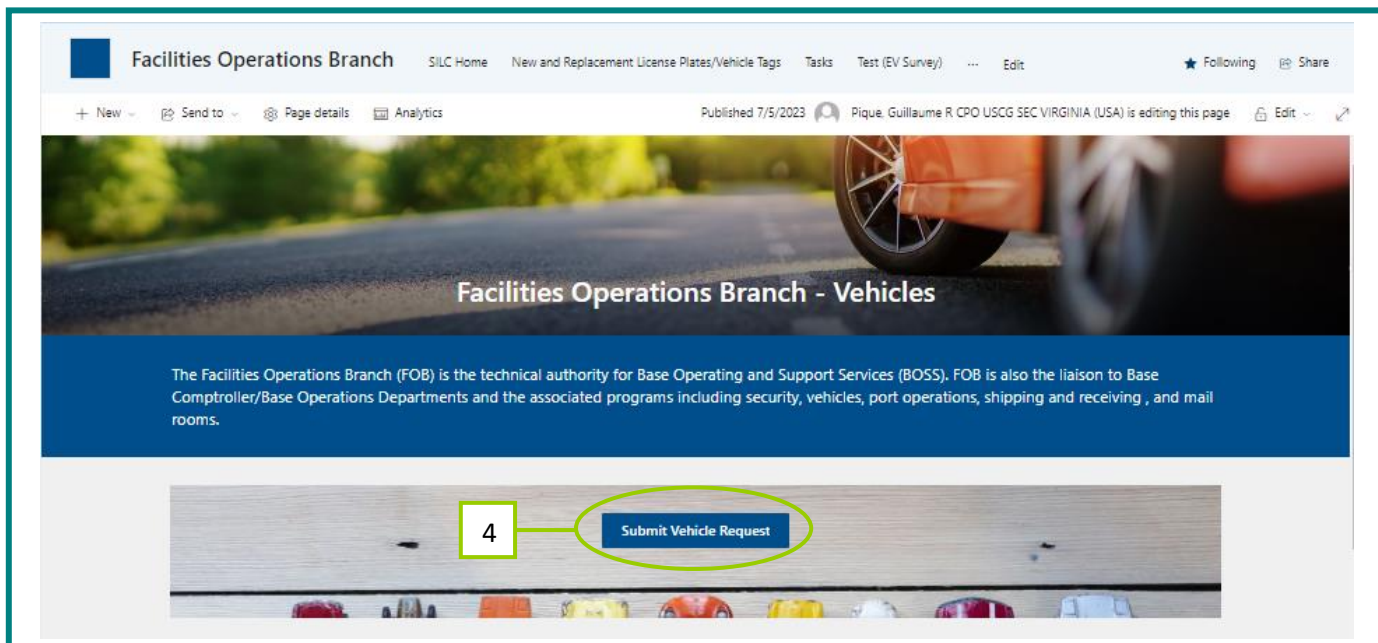
Quick Guide

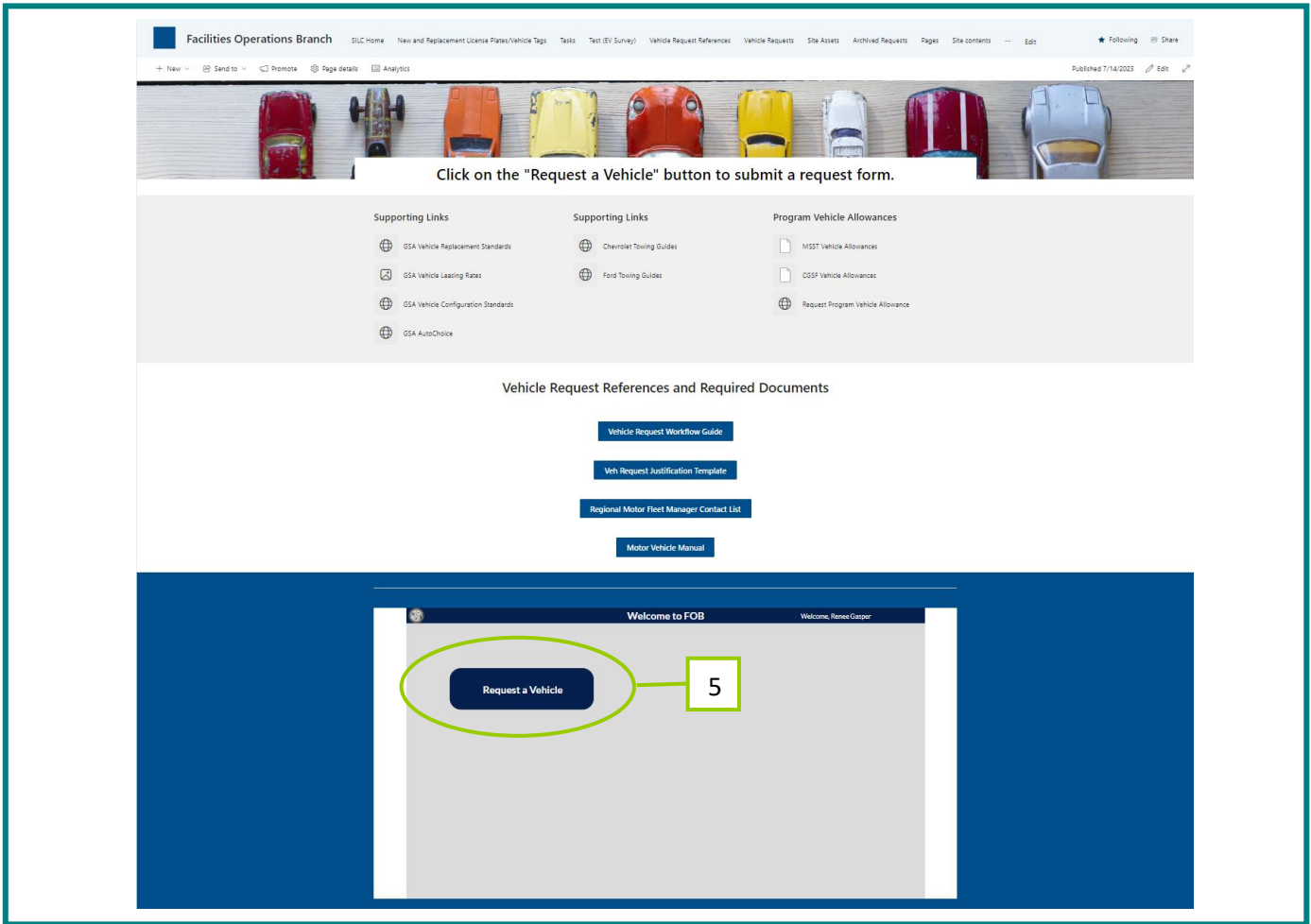
To help streamline the request process for additional vehicles and vehicle upgrades, SILC has developed a [Vehicle Request Workflow](#) available on the [SILC FOB SharePoint Site](#). This workflow replaces the need for completing a Unit Vehicle Allowance Change Request Memo. Through the Portal workflow, customers are able to forward their request through the approval chain, while receiving email updates throughout the process. Those within the approval chain will receive reminders if the workflow has not been approved or denied within a timely manner. Please send all concerns or questions to [Mr. David McDonald](#) or [LTJG Renee Gasper](#).

1. Identify your Funds Manager and who in the Command will be reviewing your request, and when required - your Legal Services Command Representative.
2. Complete [Veh Request Justification Template](#). This template is *not* required for aftermarket modification requests. After opening document, click *File, Save As*.

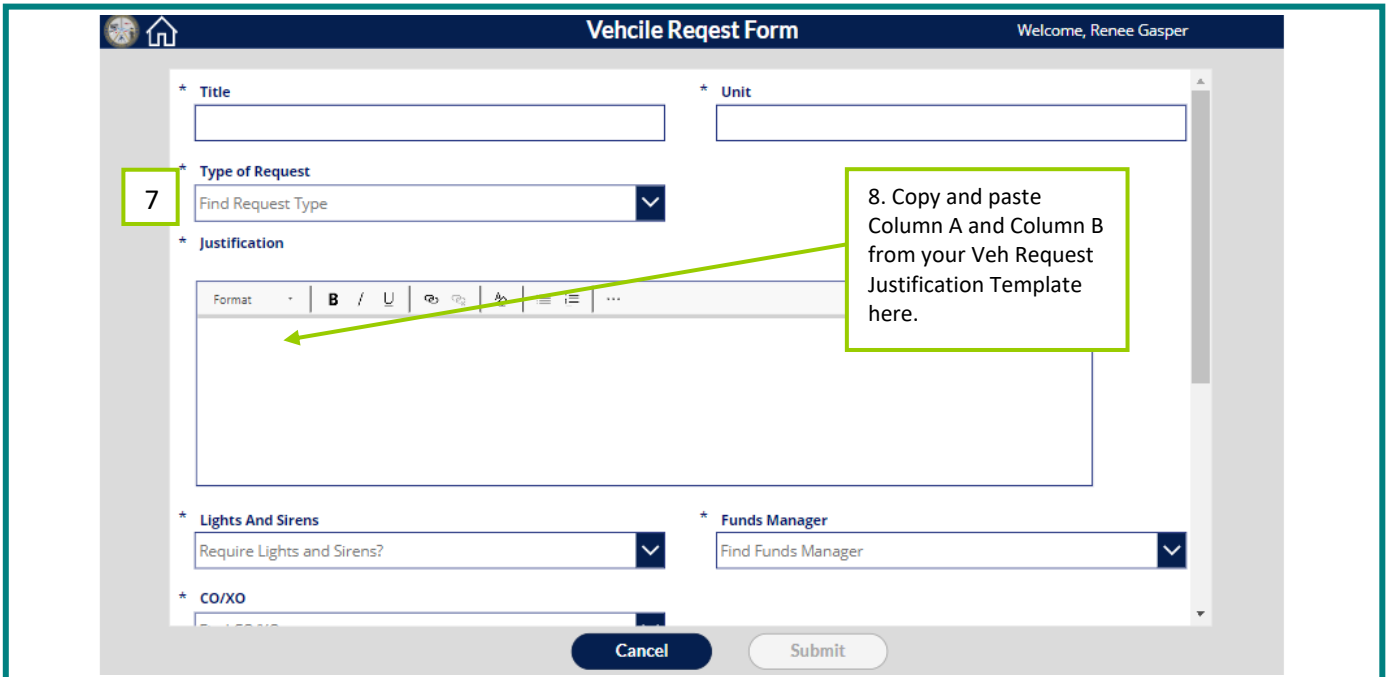
Note: Once you start a new request, you cannot save data with the intention of forwarding your request to the next level at a future date. If you close out of the window prior to sending to the next level, all data will be lost. Please ensure you are prepared to complete your request in its entirety.

3. Access the workflow on the SILC FOB SharePoint Site: [Click Here](#)
4. Click *Submit Vehicle Request* button.
5. Click *Request a Vehicle*.





6. Complete all data fields.
7. Select appropriate type of request, IE Additional Vehicle, Replacement Vehicle Upgrade, Existing Vehicle Modification.
8. For additional vehicle or replacement vehicle upgrade requests, copy and paste Column A and Column B from your completed [Veh Request Justification Template](#) and paste into the justification text box.



The screenshot shows a web form titled "Vehicle Request Form" with a user greeting "Welcome, Renee Gasper". The form contains several sections:

- Lights And Sirens:** A dropdown menu labeled "Require Lights and Sirens?" with a callout box containing the number 9.
- CO/XO:** A dropdown menu labeled "Find CO/XO".
- Regional Vehicle Manager:** A dropdown menu labeled "Find Regional Vehicle Manager" with a callout box containing the number 10.
- CG-435 Manager:** A dropdown menu labeled "Find CG-435 Manager" with a callout box containing the number 12 and the text: "12. Anthony Bailey is CG-435, no other name should be selected for this block."
- Funds Manager:** A dropdown menu labeled "Find Funds Manager" with a callout box containing the number 11 and the text: "11. David McDonald".
- SILC Vehicle Manager:** A dropdown menu labeled "Find SILC Vehicle Manager" with a callout box containing the number 11 and the text: "11. David McDonald".
- Attachments:** A section with the text "There is nothing attached." and a callout box containing the number 13. Below it is an "Attach file" button.
- Buttons:** "Cancel" and "Submit" buttons at the bottom. The "Submit" button has a callout box containing the number 14.

Two central text boxes provide instructions: "This works just like Outlook. Type in a Last, First name and click the correct name from the list." and "12. Anthony Bailey is CG-435, no other name should be selected for this block."

9. If you are requesting lights and sirens, an additional text box will pop up to enter Unit's Legal Servicing Rep.
10. Use the [Regional Motor Fleet Manager Contact List](#) to identify the correct Regional Vehicle Manager.
11. Select David McDonald for SILC Vehicle Manager.
12. Select Anthony Bailey for CG-435.
13. Attach relative documents as necessary, IE current inventory, aftermarket modification quote, etc.
14. Click *Submit*. This will automatically send your request to the Funds Manager.