This checklist lays out three distinct phases to transitioning your fleet vehicles to ZEVs: **Plan, Design, and Execute**. There are multiple goals and several actions to take within each phase. The phases serve as a general chronological guide, but may take place in a different order than laid out below. Please use this checklist to ensure that you continue along the path to fleet electrification and you are ready to receive and operate ZEVs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHASE** | **GOAL** | **ACTION** | **COMPLETION DATE** | **PARTIES INVOLVED** |
| **PLAN** | Blueprint with solid fill**Train Team** | [ ]  Review [EV knowledge and training materials](https://www.energy.gov/eere/femp/articles/federal-fleet-electric-vehicle-training-materials). |  |  |
| Signal with solid fill**Identify ZEV & EVSE Opportunities**  | [ ]  Complete the [ZPAC tool](https://www.youtube.com/playlist?list=PLmIn8Hncs7bFqZGrxcJi8YphGloJS8VFI) to identify priority ZEVs and EVSE sites. |  |  |
| [ ]  Complete the DOE [EVSE Planning Form](https://www.energy.gov/eere/femp/articles/electric-vehicle-supply-equipment-planning-form) to inform collaboration, site design, and project management. Consult the report on [EVSE site assessments for Army facilities](https://www.nrel.gov/docs/fy20osti/74538.pdf) for an overview of EVSE options.  |  |  |
| **DESIGN** | Customer review with solid fill**Meet with Key Stakeholders & Design EVSE** | [ ]  Engage with priority site staff, including energy manager, fleet manager, site leadership, and facility owner (PBS if GSA-owned). |  |  |
| [ ]  Contact the local electric utility ([EV U-Finder](https://www.energy.gov/eere/femp/articles/electric-vehicle-utility-finder-ev-u-finder)). |  |  |
| [ ]  Work with leadership to secure funding and leverage other projects or sources (e.g., [ESPCs](https://www.energy.gov/eere/femp/procuring-electric-vehicle-infrastructure)). |  |  |
| [ ]  Determine installer (in-house or contractor). |  |  |
| **EXECUTE** | **Electric car with solid fillAcquire EVs & Install EVSE** | [ ]  Acquire EVSE from GSA’s [EVSE BPA](https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/vehicle-leasing/alternative-fuel-vehicles/electric-vehicle-charging-stations) or [GSA Advantage](https://www.gsaadvantage.gov/advantage/). |  |  |
| [ ]  Lease or purchase ZEVs from the [GSA AFV Guide](https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/vehicle-leasing/alternative-fuel-vehicles/electric-vehicle-charging-stations). |  |  |
| [ ]  Install EVSE and set up accounts for networked chargers. |  |  |
| [ ]  As EVs begin operation, support drivers with resources such as the [Alternative Fuels Data Center](https://afdc.energy.gov/) and [Station Locator](https://afdc.energy.gov/stations/) to identify publicly available charging stations. |  |  |