



EDWARD M. BIRN
Director (Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

GENERAL SERVICES AGENCY DIVISION

(Ahension Setbision Hinirat)

Telephone (Telifon): (671) 475-1705/1706

Email: gsaprocurement@gsadoa.guam.gov



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

July 01, 2025

GENERAL SERVICES AGENCY CIRCULAR NO.: 2025-004

TO: All Department and Agency Heads

FROM: Acting Chief Procurement Officer

SUBJECT: SUPERCEDE'S GSA CIRCULAR NO.: 2025-002
Motor Vehicle Registration Program (MVR) & Fuel Purchase Card Program (FPC)

Hafa Adai!

The Motor Vehicle Registration Program (MVR) & Fuel Purchase Card Program (FPC) has been transitioned to the General Services Agency (GSA) Division. GSA has implemented the following:

1. Submission of Letter of Authorization for Primary and Alternate Personnel:

Department/Agencies participating in the MVR and FPC programs are required to submit a Letter of Authorization appointing Primary and Alternate Personnel authorized to conduct business for the department/agency with the GSA point of contact (POC). The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. Please note that failure to provide a current letter of authorization will result in a hold on any pending requests until the required document is received. The deadline for submitting the letter of authorization is **August 01, 2025**, and it should be emailed to MVR-FPC@doa.guam.gov.

2. Fuel Purchase Card (FPC) Program Inventory Submission:

Participating departments/agencies must provide an FPC Inventory Report containing information on all employees with an issued fleet and/or container card. This report should be submitted in Excel format, with the following columns in the specified order:

- Employee's Name (LAST, FIRST, MI)
- Position Title
- Employee ID No.
- Type of Fuel Card (Fleet or Container)
- Fleet or Container Card Number
- Fleet or Container Card Issued Date
- FPC Card Status (Active [A], Inactive [I] or Deactivated [D])

Additionally, GSA is requiring that the department/agency go through their inventory and send a Letter of Request to terminate all cardholders who are no longer employed within the department/agency. The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. All cards must be sent to the GSA Main Office located at Suite 230, 590 South Marine Corps Drive Tamuning, Guam. The department/agency must contact GSA to schedule a day and time for the terminated fuel purchase card(s) to be surrendered over to GSA. You may either call (671) 475-1705/26 (Customer Service) or email MVR-FPC@doa.guam.gov.

Failure to submit the current FPC Inventory Report will result in a hold on future requests until the report is received. Any current FPC in question may be subject to removal from the program. The deadline for submitting the FPC Inventory report is **August 01, 2025**, and should be sent via email to MVR-FPC@doa.guam.gov.

3. GovGuam Motor Vehicles Registration (MVR) Program Inventory Submission:

Participating departments/agencies are requested to furnish an up-to-date authorized vehicle inventory of their MVR in Excel format. This inventory should include the following columns in the specified order:

- License Plate Number
- Year
- Make
- Model
- Vehicle Identification Number (VIN)
- Vehicle Color
- GovGuam Owned Vehicle or Leased Vehicle
- Presence of Logo on both driver and passenger doors (indicate YES or NO in this column)

Additionally, GSA is requiring that the department/agency go through their inventory and submit a Letter of Request to remove authorized vehicle(s) that is/are no longer operable or has been surveyed/disposed. The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. Be sure to include the vehicle information (YEAR, MAKE, MODEL, VIN, LP #, and Color) on the letter.

Failure to submit a current MVR Inventory Report will lead to a hold on future requests until the report is received. Any current registered vehicle in question may be subject to removal from the program and it should be sent via email to MVR-FPC@doa.guam.gov. The deadline for submitting the MVR inventory report is **August 01, 2025**.

4. Requirements for Requesting NEW and REISSUANCE of Fleet and Container Cards:

- Submit a Letter of Request for new and/or reissue of fleet and/or container cards. The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. Be sure to include the employee's name and employee number in the letter.
- Attach a copy of the employee's Government-Issued Employee ID. Please do not send a copy of the employee's driver's license.
- **NOTE:** If the employee's card(s) is/are still in working condition, there will be no need to request for a reissuance.

- All requests must be sent via email to MVR-FPC@doa.guam.gov.

5. Requirements for Requesting the REPLACEMENT of Fleet and Container Cards:

- Employees must file a Police Report and submit it to the department/agency's POC.
- Submit a Letter of Request for the replacement of fleet and/or container cards. The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. Be sure to include the employee's name and employee number in the letter.
- Attach a copy of the employee's current and legible Government-Issued Employee ID and a copy of the Police Report. Please do not send a copy of the employee's driver's license.
- All requests must be sent via email to MVR-FPC@doa.guam.gov.

6. Requirements for Requesting a Vehicle(s) to be Added to the AUTHORIZED FLEET for Fuel:

- Submit a Letter of Request to add a vehicle(s) to the authorized fleet. The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. Be sure to include the vehicle information (YEAR, MAKE, MODEL, VIN, LP #, and Color) on the letter.
- Attach a copy of the Vehicle Registration.
- Attach a copy of the Safety Inspection.
- Attach a copy of DPW Automotive Delivery Checklist and Receipt.
- Attach a copy of DPW Motor Vehicle Pool Trip Ticket.
- All requests must be sent via email to MVR-FPC@doa.guam.gov.

7. Requirement to TERMINATE FLEET and/or CONTAINER CARDS and AUTHORIZED VEHICLES from Fleet:

- Submit a Letter of Request for the termination of fleet and/or container cards or remove an authorized vehicle(s) from the fleet. The letter must be on the department/agency's letterhead and bear the signature of the department/agency head. For the termination of cards, be sure to include the employee's name and fleet and/or container card number on the letter. For removal of authorized vehicle(s), be sure to include the vehicle information (YEAR, MAKE, MODEL, VIN, LP #, and Color) on the letter.
- Attach a copy of the fuel fleet and/or container cards.
- Submit a letter to remove authorized vehicle(s) with the vehicle information (YEAR, MAKE, MODEL, VIN, LP #, and Color). The letter must be on the department/agency's letterhead and bear the signature of the department/agency head.
- All requests must be sent via email to MVR-FPC@doa.guam.gov.
- Surrender all cards with a written authorization and turn in at the GSA Main Office located at Suite 230, 590 South Marine Corps Drive Tamuning, Guam. The department/agency must contact GSA to schedule a day and time for the terminated fuel purchase card(s) to be surrendered over to GSA. You may either call 475-1726 (customer Service) or email MVR-FPC@doa.guam.gov.

8. Requirements Upon Fleet and/or Container Card ISSUANCE:

- GSA will send a copy of the **Understanding IP&E Fleet Fuel Purchase Card (FPC) Packet**, along with a list of names with a deadline date to the department/agency's POC for the cardholder(s) and a link to schedule an appointment online. POCs must ensure that each employee receives the packet and that they read and understand it before their scheduled appointment. GSA will no longer be issuing a hard copy of the packet; this is to cut down on the usage of paper. Employees will be signing the **Fleet Fuel Card and Container Card Agreement** agreeing that they have read and understood the fleet fuel card and container card terms and agreement, upon issuance of card(s).

Upon receiving the list, the employee has 30 calendar days to pick up the card(s). After 30 calendar days, the card(s) will be deactivated. Employees must reschedule due to not meeting the requirements upon the scheduled appointment. There will be an exception to an extension of deadline if the employee is on leave (POC or employee must contact GSA to make arrangements). If the card(s) is/are a reissuance due to damage and the employee does not pick up his/her new card within the 30 calendar days, the card(s) they currently possess will be deactivated and a new request for reactivation will have to be submitted.

- Fleet and/or container cards will only be issued by **Appointments Only**. There will be no exceptions and walk-ins unless prior arrangements have been made with GSA.
- Fleet cards will only be issued to the employee whose name is on the card. Employees must present their **Government-Issued Employee ID Badge**, not a driver's license. There will be **NO WRITTEN AUTHORIZATION** accepted on behalf of the card holder. Without the Government-Issued Employee ID Badge, the card(s) will not be issued and will have to reschedule their appointment.
- If the employee's card is a reissuance due to damage and/or wear and tear, the employee must surrender the damaged fleet and/or container card upon receiving the new card(s).

It is the responsibility of the department/agency's POC to inform employees of the deadline date and of all requirements.

Should you have any questions, please do not hesitate to contact the General Services Agency at (671) 475-1705/26 or send an email to MVR-FPC@doa.guam.gov and cc Veona.Untalan@gsadoa.guam.gov and Jolene.Manglona@gsadoa.guam.gov.

Your attention and cooperation in this matter will be greatly appreciated.

Si Yu'os Ma'ase!



Andriana U. Quitugua