



EDWARD M. BIRN  
Director (Direktot)  
ELIZABETH T. FISHER  
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

October 27, 2023

**DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2024-006**

TO: All Department/Agency Heads

FROM: Director of Administration

SUBJECT: Motor Vehicle Registration Program (MVR) & Fuel Purchase Card Program (FPC)

Effective immediately, the management of requests for the MVR and FPC Programs will transition to the Department of Administration's Supply Chain and Contract Support (SCCS) Division, under the oversight of Mrs. Roberta Joyce R. Castro as the designated point of contact. Please direct any enquiries, requests, or concerns to [MVR-FPC@doa.guam.gov](mailto:MVR-FPC@doa.guam.gov).

We appreciate your cooperation as we shift responsibilities from the General Services Agency Division to the SCCS Division.

To ensure a smooth transition, we kindly request the following three (3) actions from your department or agency by no later than October 31, 2023:

**1. Submission of Letter of Authorization for Primary & Alternate Personnel:**

Departments and 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 with the SCCS point of contact. This letter should 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 October 31, 2023, and it should be emailed to [MVR-FPC@doa.guam.gov](mailto:MVR-FPC@doa.guam.gov).

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

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

- Year
- Make
- Model
- License Plate Number
- Vehicle Color
- Vehicle Identification Number (VIN)

- GovGuam Owned Vehicle or Lease Vehicle
- Presence of Logo on both driver and passenger doors (indicate YES or NO in this column)

Additionally, provide photocopies of the following five (5) documents:

1. Department of Public Works Automotive Delivery Checklist and Receipt
2. Department of Public Works Motor Vehicle Pool Trip Ticket
3. Vehicle Safety Inspection from an Authorized Local Vendor
4. Department of Revenue & Taxation Motor Vehicle Registration
5. Photo of Vehicle Driver and Passenger Doors Logo

Failure to submit a current MVR inventory report will lead to a hold on future requests until the report is received. Any currently registered vehicle in question may be subject to removal from the program. The deadline for submitting the MVR inventory report is October 31, 2023, and it should be sent via email to [MVR-FPC@doa.guam.gov](mailto:MVR-FPC@doa.guam.gov).

### **3. Fuel Purchase Card (FPC) Program Inventory Submission:**

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

- Employee's Name
- Position Title
- Employee Dept./Agency I.D. Card Number
- Type of Fuel Card (Fleet or Container)
- Fleet or Container Card Number
- Fleet or Container Card Date Issued
- FPC Card Status (Active [A], Inactive [I], or Deactivated [D])

Additionally, include photocopies of the following three (3) items per fleet and container cardholder:

1. Personnel Department/Agency I.D. Card
2. Fleet and Container Card issued
3. Signed and Dated Fuel Purchase Card Acknowledgement of Receipt Agreement

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 October 31, 2023, and it should be sent via email to [MVR-FPC@doa.guam.gov](mailto:MVR-FPC@doa.guam.gov).

### **4. New Cardholders FPC Orientation:**

The New Cardholders Orientations will now be conducted via Zoom. Program coordinators will receive an email with the date, time, Zoom ID Number, and Passcode for their personnel to join the training session. Attendees must use their full name as written on their government identification card as their Zoom screen name. The Zoom participation report will account for all personnel present during the training by their I.D. card name. Failure to have a name listed on the participation report will result in the inability to issue a fuel purchase card.

### **5. Hours of Operation to Issue Fuel Purchase Cards**

The hours of operation for issuing FPCs are *Tuesdays and Thursdays from 2:00 p.m. to 4:00 p.m.*, until further notice. The location for receiving the FPC is subject to change and will be communicated via email to the designated Primary and Alternate program coordinators.

Please direct all requests and questions to [MVR-FPC@doa.guam.gov](mailto:MVR-FPC@doa.guam.gov). We sincerely thank you for your ongoing support and cooperation.

for EDWARD M. BIRN