

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

October 29, 2020

GSA FMR BULLETIN B-53
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Use of Government-issued Fleet Charge Cards

1) What is the purpose of this bulletin? This bulletin provides Government-issued fleet charge card guidance for agency action with regards to Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 (Pub. L. 115-232).

2) When does this bulletin expire? This bulletin remains in effect until cancelled.

3) What is the background?

The Federal Management Regulation authorizes the use of a Government-issued charge card for obtaining fuel and maintenance services for Government motor vehicles. This bulletin focuses on Government-issued fleet charge cards.

Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 (Pub. L. 115-232) prohibits executive agencies from entering into, or extending or renewing, a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, on or after August 13, 2020, unless an exception applies or a waiver is granted. The NDAA defines “covered telecommunications equipment or services” as:

(A) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(B) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(C) Telecommunications or video surveillance services provided by such entities or using such equipment.

(D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

When the Federal Acquisition Regulation Council implemented the requirements of Section 889(a)(1)(B), the language did not require representations or reporting requirements for micro-purchases. When the purchase of fuel, maintenance/repair of vehicles, or other transactions with a fleet charge card fall below the micro-purchase threshold in the Federal Acquisition Regulation, representations or reporting from the seller/provider are not required. You do not need to obtain a representation or a reporting requirement when using a fleet charge card in these instances. However, if you are or become aware of a service station or repair facility which uses prohibited technology, do not buy from that entity and advise your agency card coordinator accordingly.

4) What should we do as a result of this bulletin?

Agencies should establish their own policies addressing Government-issued fleet charge card compliance with Section 889. When these agency policies are established, they need not include provisions to obtain a representation or a report from seller/providers when using the fleet card for micro-purchases.

5) If we are leasing motor vehicles from GSA Fleet, do we need to develop a Government-issued fleet charge card policy for use of the fleet card assigned to those vehicles?


No. The fleet charge cards assigned to motor vehicles leased from GSA Fleet fall under the Fleet Purchase Card Policy that will be issued by GSA. This bulletin provides guidance related to fleet charge cards used for agency-owned or commercially-leased vehicles.

6) What are general best practices regarding Government-issued fleet charge card purchases?

There are measures and best practices agencies and charge card users may implement to lower the security risks associated with fleet charge card transactions. Agencies should consider establishing policies that include:

- A. Limiting the types of sellers/providers at which fleet charge cards may be used;
- B. Indicating what types of purchases comply with agency policies;
- C. Encouraging fleet charge card users to rotate sellers/providers for vehicle fueling and maintenance/repair when practical;
- D. Encouraging fleet charge card users to fuel and obtain maintenance at Government facilities when authorized, available, cost effective, and consistent with applicable policies;
- E. Requiring fleet charge card users to store cards in a secure location, not in the vehicle;
- F. Requiring fleet charge card users to keep any Driver ID/fuel PINs confidential;
 - a. Users should not share the Driver ID/PIN outside of those with a need to know;
 - b. Users should never write the Driver ID/PIN on the fuel card;
- G. Encouraging fleet charge card users to purchase fuel from pumps located closest to the gas station attendant as it is difficult for criminals to install credit card skimmers close to the gas station attendant;
- H. Encouraging fleet charge users, before using a charge card, to check the pump's card reader which should be a solid piece of casing;
 - a. The card reader on a fuel pump should be firmly attached to its casing, whereas skimmers can be easily removed from the pump.
 - b. Make sure that the card reader is firmly attached at the pump.
 - c. Ensure that the card reader looks the same as other card readers at that fuel station.
 - d. When in doubt, fleet charge card users should drive to a different fuel station to fill up.
- I. Fleet charge card users and card managers are encouraged to consult with agency acquisition, information technology and/or supply chain risk management policy officials in accordance with agency policy.

7) Who should we contact for further information? For further information on this guidance, you should contact GSA at vehicle.policy@gsa.gov.

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