

DON Fleet Card Certification Course

Lesson 3

Approving Official / Certifying Officer Responsibilities



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This is Lesson 3 of the Fleet Card Approving Official and Certifying Officer training; it discusses the major program responsibilities which are unique to these roles.

Please click the forward arrow and we'll review the first 5 objectives of this lesson.

Lesson 3, Part 1: Major Topics

- Identify DoD regulations, policies and procedures applicable to the role of these Fleet Card Accountable Officials
- Check the DON CCPMD Fleet Card Program website on a routine basis
- Understand the responsibilities of the Approving Official and Certifying Officer
- Determine how delinquent accounts are handled by the card provider

Here are the objectives for Lesson 3, Part I. Read the learning objectives listed here and keep them in mind as you proceed through this lesson. The objectives of each lesson define the information you need to learn and are the basis of the certification test.

When you have finished studying these objectives, click the forward arrow to continue.

Regulations, Policies & Procedures

- DoD Directive 4140.25-M, Volume II, Chapter 16:
DoD Management of Bulk Petroleum Products, Natural Gas, and Coal Acquisition and Technology
- DoD Financial Management Regulation 7000.14R
Volume 5, Chapter 33
- DON CCPMD Instruction, Desk Guides & FCPN
<https://www.navsup.navy.mil/ccpmd>
Fleet Card Program > Policies
- Prompt Payment Act of 1998
–Section 3903, Title 31, U.S. Code 31 U.S.C. 3903

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Lesson 2 included an overview of the three levels of policy and procedure that govern the Fleet Card Program. Those levels are the DoD Directive and Financial Management Regulation listed here, the DON CCPMD instruction and your activity's IOP. The FMR states that the APC, AO and Certifying Official are all "Accountable Officials". As an Accountable Official, you must maintain detailed knowledge and an understanding of all policies and procedures regarding the Fleet Card Program as they relate to payment issues.

The DON Fleet Card Instruction and the Fleet Card Desk Guides set forth DoD and DON policy and procedures for the prompt payment of Fleet Card invoices. The instruction and desk guides are available on the DON CCPMD web site listed here. Select Fleet Card Program and go to the Policies Page. In addition to the instruction and guides, the DON CCPMD issues Fleet Card Policy Notices. Your APC will forward these notices to you via email. You can also visit the DON CCPMD website to view previously released notices or subscribe to the email subscription and receive them immediately upon their release.

The Prompt Payment Act of 1998, section 3903, title 31, United States Code (31 U.S.C. 3903), requires agencies to make payment no later than 30 days after an invoice is received or by the payment date established in the contract. The Prompt Payment Act also requires an agency to make payment no earlier than 7 days before the required payment date or earlier as determined by the agency on a case-by-case basis. If an invoice is paid later than 30 days after the invoice is received or later than the payment date established in the contract, the Government is required to pay interest to the contractor.

Click on the forward arrow to learn more about the DON CCPMD website and your need to become familiar with its content.

DON CCPMD Fleet Card Website

<https://www.navsup.navy.mil/ccpmd>

Department of the Navy
CONSOLIDATED CARD
PROGRAM MANAGEMENT
DIVISION

Contact Us | Feedback | Help & FAQ | Email Subscription

Home | Purchase Card | Travel Card | **Fleet Card** | AIR Card | SEA Card™

Home » Fleet Card » Policies

Overview	Policies	Desk Guides
Audits	Instructions	Newly Appointed AO Checklist
Bank Guidance	NWSUP INST 4200.98	Newly Appointed APC Checklist
Metrics	Fleet Card Policy Notices (FCPNs)	Accountable Official Desk Guide 18 SEP 07
Policies	Meeting Minutes	Agency Program Coordinator Desk Guide 16 APR 07
Training	There is no information available at this time. Please check back for updates!	Program Establishment Management Checklist
Smart Pay/2 Transition	Naval Messages	DON Fleet Card Annual Program Review SOP
	There are no FY08 Naval Messages available at this time. Please check back for updates!	Sample Accommodating Officer Appointment Letter
	Naval Messages for FY05 and Prior	Sample Agency Program Coordinator Appointment Letter
	Administrative Notices	Sample Certifying Officer Appointment Letter
	FCAN 22 JUN 08 - SmartPay/2 Transition Media Kit	Sample Fleet Card Loss
	FCAN 24 JUN 08 - FY 08 Standard Fuel Price Increase	Statement of Understanding Template
	FCAN 10 JUN 08 081242Z JUN 08 - Department of the Navy Government Charge Card Transition Message	Sample Fleet Card SOP
	FCAN 12 MAY 08 - Delinquent Accounts	NAVCOP Form 577
	FCAN - 07MAY08 - Card Reader Required for FER Access	Program Updates
	FCAN - 20APR08 - OSA Smart Pay Conference - OSA and NavyUSMC Day Training Announcement	There are no 2008 Program Updates available at this time. Please check back for updates!
		Program Updates for 2007 and Prior
		Links

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This is the Fleet Card Program section of the DON CCPMD website. The URL address is shown here. As an Accountable Official, you should visit this website frequently. There are six major navigation pages including Overview, Audits, Bank Guidance, Metrics, Policies and Training. The Policies page is selected here and includes links to the Fleet Card instruction, the Fleet Card Policy Notices and the Desk Guides.

There are many links on the Policies page to other important websites, for example, the DLA Energy Fleet Card Program Home Page.

Another helpful feature of the DON CCPMD website is its Email Subscription service. This tool, accessed by clicking on "Email Subscription", allows you to sign up to automatically receive card-related updates issued by the DON CCPMD office. This service is a way of helping program participants receive important program information.

Take the time to become familiar with the content of the DON CCPMD website. It contains valuable information to help you meet your Fleet Card Program responsibilities.

Click the forward arrow to continue.

Roles & Responsibilities

- Focal Point for Receipt & Validation of Invoices
- Ensure Timely Reconciliation and Payment
- Adhere to Prompt Payment Act Timeframes
- Validate Both the Fuel and Non-fuel Charges

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The Approving Official/Certifying Officer are both defined as accountable officials in the Financial Management Regulation (FMR). These roles both carry major financial responsibilities within the Fleet Card Program. As stated in DON policy, the approving official and certifying officer can be the same individual. The Approving Official serves as the primary focal point for receipt and validation of invoices and must ensure their timely reconciliation. The Certifying Officer ensures timely payment.

The Prompt Payment Act requires Federal agencies to make payments in a timely manner. If a payment to a vendor is late, an interest payment is also due to the vendor. The Fleet Card Certifying Officer must certify all invoices within the Prompt Payment Act timeframes, namely within 5 working days from the billing closing cycle which is the last business day of the month.

As the focal point for invoices, the Approving Official must oversee the proper processing of invoices. This includes validation of both the fuel and non-fuel charges. The Certifying Officer only certifies the non-fuel purchases. A credit will show on the invoice for fuel since DLA Energy is responsible for paying the card provider for the aggregate fuel bill. DLA Energy is the certifying officer for fuel.

The next two slides will break out each of the responsibilities if there are two people performing the role of Approving Official and Certifying Officer. Click the forward arrow to continue.

Approving Official Responsibilities

- **Validate Fuel Purchases**
 - Receipts and Fuel Logs
 - DLA Energy's Fuel Enterprise System (FES)

- **Validate Non-Fuel Transactions**
 - Unauthorized?

- **Non-Fuel Payment Documentation**
 - Completed Package Goes to Certifying Officer
 - Retain Financial Documentation

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The Approving Official needs to track and reconcile all financial transactions. When the monthly invoice is received the AO must ensure all fuel and non-fuel charges on the invoice match the receipts and fuel logs turned in by the driver.

Fuel purchases create an interfund bill transaction in the DFAS system. Each month the Approving Official must notify the Certifying Officer of the amount of the fuel purchased to ensure obligations are created. The fuel purchases must also be validated against the FES system, which we'll cover in the next section.

All non-fuel purchases should be closely scrutinized to ensure fraud, misuse and abuse do not occur. Non-fuel purchases are a high risk for being unauthorized purchases. During the review the Approving Official may uncover a suspected unauthorized purchase. It is the Approving Official's responsibility to notify the Card User's chain of command in the event of such a discovery. An unauthorized purchase could range from non-compliance or misuse to abuse or outright fraud. Situations that are found to be fraud must be reported up the fleet card hierarchy levels to DON CCPMD.

After Non-fuel purchases are reviewed and deemed correct by the AO, the AO prepares a package with the invoice and an SF1034 form to be sent to DFAS for payment to the card provider. This documentation can only be faxed to DFAS when the Certifying Officer has certified the invoice for payment. Non-Fuel charges will never appear in DLA Energy's FES system and will not be paid by DLA Energy. In accordance with the Financial Acquisition Regulations all payment documentation must be retained 6 years and 3 months. This does not include the actual paper receipt.

Approving Official Responsibilities

- **Disputed Transactions**
 - Invalid Purchase
 - Miscoding of product purchased
- **Outstanding Balances**
 - Credits
 - Delinquencies
- **AO Nomination Form and DD 577**

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The Approving Official must identify and track the reconciliation of disputed transactions. The card provider will only accept disputes through their customer support phone number. Upon notification of a disputed item, the card provider will provide an immediate temporary credit until the issue is resolved. The Approving Official must track the progress of the dispute process and ensure the results are properly recorded in the financial systems. A verbal acknowledgement that a dispute was settled in the Dept of Navy's favor is good but not sufficient. The Approving Official must verify that the correct adjustments are made within the accounting systems.

Approving Officials should familiarize themselves with all the business rules in regards to the dispute process in the AO/Certifying Officer desk guide on the DON CCPMD web site.

The Approving Official must ensure payment is made by DFAS. Outstanding balances must be reconciled in a timely manner to avoid account suspension or cancellation. Outstanding balances can include credit balances and delinquency's. Activity's may request a refund check made out to their activity if the credit occurred in the present fiscal year. Credit balances should not be carried from one fiscal year to another. If they are, the card provider will draft a check made out to the U.S. Treasury. When you receive the credit check, you must fill out a DD1131 which gets sent to DFAS along with the refund check. DFAS registers the LOA and the refund in DCAS and forwards to the Treasury Department.

DLA Energy requires the Accountable Officials fill out the AO Nomination form. This form resides on the DON CCPMD web site under Policies. All AOs and Certifying Officers must ensure this form is updated when personnel change. A copy of the form and a copy of the DD 577 that DFAS requires must be sent to the fax number on the AO Nomination form. These forms may also be sent to DON CCPMD. Ensure the SSN on the DD577 is removed prior to sending it to DLA Energy or DON CCPMD.

AOs and Certifying Officials must comply with DOD and DON training requirements. The training requirements are on the next slide.

Certifying Officer Responsibilities

- Provide Timely and Accurate Data
- Ensure Proper Payments
- Seek Advice Concerning Questionable Entitlements
- Notify of Suspected Unauthorized Purchase

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The Certifying Officer is the program's other major financial player. The Approving Official and the Certifying Officer work as a team to ensure that the card providers invoices are paid promptly to avoid interest payments. The Certifying Officer actually certifies the payment and ensures the invoice is paid promptly to avoid interest payments. The Certifying Officer also ensures an obligation is created to cover the amount of the charges, for both fuel and non-fuel. DLA Energy's FES system provides document numbers for each fuel purchase.

The Approving Official should consult with the Certifying Officer concerning questionable entitlements. The Certifying Officer should be notified in the event of any suspected unauthorized purchases that would indicate non-compliance, fraud, misuse or abuse.

Click the forward arrow to continue.

Training Requirements

- Complete Initial Mandatory Training
 - Role Based DON CCPMD Course
 - Annual Ethics Training
- Retain Certificates of Completion
- Repeat DON CCPMD Training Course
Every 2 Years

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All program participants are required to complete the role based DON CCPMD training, which is the course you are now taking. In addition, the Joint Ethics Regulation DoD Directive 5500.7-R requires that the Annual Ethics Training be completed. The link to take the Joints Ethics training is on the DON CCPMD web site under the Training Page.

All trainees must retain a copy of their certificate and provide a copy to their APC.

This DON CCPMD role based training course must be taken every 2 years as a refresher.

Prevent Delinquencies

- Establish Controls to Prevent Delinquencies
 - Invoice Not Paid in Full Within 30 Days
 - Procedures to Follow Should Delinquencies Occur
- Notifications for Delinquent Account
 - **35 days:** email to AO, CCPMD, DLA Energy
Account is past due - avoid suspension
 - **65 days:** email to AO, CCPMD, DLA Energy
Account is past due - avoid suspension
 - **91 days:** email to AO, CCPMD, DLA Energy
Account is suspended
 - **120 days:** email to AO, CCPMD, DLA Energy
Account cancelled

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An account is considered delinquent whenever its invoice is not paid in full within 30 days of the billing date. This can be the beginning of a bad sequence of events leading to the suspension of an account. The CO and APC need to establish internal controls to prevent delinquencies and have a procedure in place should delinquencies occur.

The card provider has a specific timeline for dealing with delinquent accounts. When an account has been delinquent for 35 days, the card provider sends an email advising that the account is past due to the points of contact. The balance must be paid to avoid having the account suspended.

When the account goes 60 days delinquent, another email is sent advising that the account is past due and that payment must be sent in order to continue service. Keep in mind, all the time an account is delinquent, the Department of the Navy is using tax dollars to pay the prompt payment interest. These are valuable funds that could be spent elsewhere.

After 90 days of delinquency, the card provider emails that the account is suspended. And, finally, if delinquency goes to 120 days, the account is automatically cancelled and cannot be reopened. A new account cannot be created until the balance is paid in full. Special circumstances may warrant the activity to be granted authority to open a fuel only account until the balance can be paid.

Lesson 3, Part 2: Major Topics

- Identify What Information FES Contains
- Explain What The Standard Price Is
- Explain The Process Of Using FES To Retrieve Reports And Generate B1 Transactions For Financial Obligations

Here are the objectives for Lesson 3, Part II which cover topics such as the FES system and how obligations for fuel can be created in STARS.

Read over the learning objectives listed here and keep them in mind as you proceed through this lesson. The objectives of each lesson define the information you need to learn and are the basis of the certification test.

When you have finished studying these objectives, click the forward arrow to continue.

Financial Obligations and “FES”

- FES Used To Determine “Actual” Fuel Cost
- Activities Are Charged The Standard Price
- Download Capability for Some Financial Systems
 - i.e. A “B1” file can be created to upload into STARS-FL to create obligations
- No STARS-FL / DWAS / SABERS?
 - Manual Obligation!
- Interfund Bill Document Numbers

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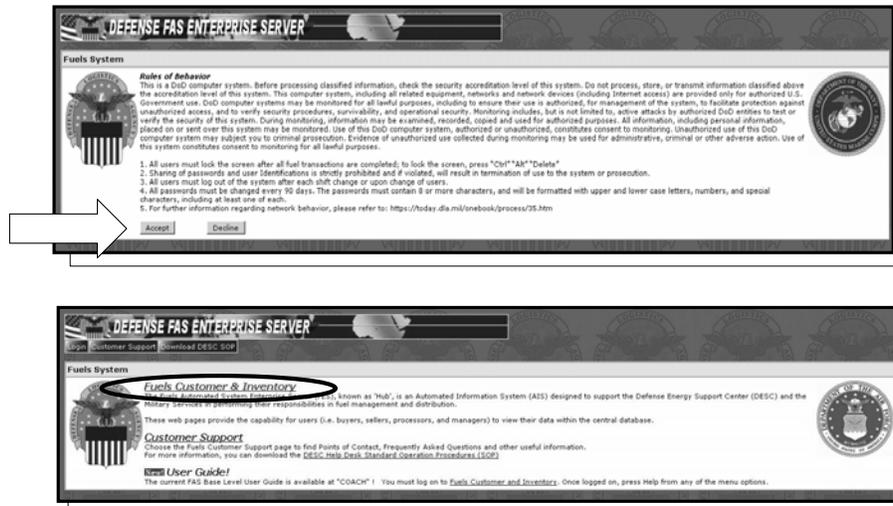
FES is used to determine the “actual” fuel cost to the Navy or USMC. Activities are charged for fuel by the standard price OSD mandates every fiscal year. Activities do not pay the pump price which is shown on the fuel receipt. This is very important fact to know! FES will provide this information for you with the standard price not pump price.

If you use STARS-FL, you can download a file from FES which contains all your fuel purchases. This ‘B1’ file is formatted to upload into STARS. There are also download files available for DWAS and SABERS. Otherwise a manual obligation must be arranged.

The document numbers within FES are those that DFAS has received on the Interfund bill.

Gaining Access to FES

<https://www.feshub.desc.dla.mil>



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The Approving Official uses the Fuels Enterprise System (FES) to validate that the card providers fuel charges are correct. The first step is to gain access to the FES system. AOs or Certifying Officers must fill out a DD2875 form which resides on the DON CCPMD web site under the Policies Page. The DLA Energy Help Desk will email a User ID and Password.

To reach the FES web site, go to the URL address listed here. After reading the rules of behavior, click on the “Accept” button. When the next page is displayed, click Fuels Customer & Inventory link as shown here at the bottom of the slide. A User ID and Password will be entered to actually enter the FES system. Further details on using the FES can be found in the DON CCPMD Accountable Official Desk Guide.

Click the forward arrow now and we’ll review one of this web site’s functions - reviewing and validating fuel transactions.

Validate Charges in FES

DEFENSE FAS ENTERPRISE SERVER

Buyer Information: N00019 NAVAL AIR SYSTEMS COMMAND PAX RIVER
 Select a DODAAC: N00019
 DODAAC Lookup

Fiscal Year Account Report

Buyer Information By DoDAAC | Buyer Information By Program

Program Type: **G** | Report Type: Budget (FES Post Date) | Usage (Transaction Date)

Budget: .00 | Billed: 11,953.59 | Balance: -11,953.59

2009 Fiscal Year Billing Report

October	\$11,953.59	January	April	July
November	\$0.00	February	May	August
December		March	June	September
1st Quarter	\$11,953.59	2nd Quarter	3rd Quarter	4th Quarter
YTD Total		11,953.59		

2009 Fiscal Year Fuel Purchase Summary

Product	NSN Code	Unit Price	Reported Purchase	Challenged Purchase
IAA	9130013054097	\$4.6200	\$0.00	\$0.00
JP5	9130002732379	\$4.0900	\$0.00	\$0.00
JP8	9130010315816	\$4.0700	\$11,953.59	\$0.00
Total			\$11,953.59	\$0.00

Program Type is "G" for Ground Fuels

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This is the DLA Energy FES Buyer information page which is displayed after you enter your DODAAC/UIC, click the Go button, and click Buyer Information in the top menu bar. It's important to know that the Program Type highlighted must be showing as 'G' for ground fuels. 'A' means Aviation fuels. You can view your fuel transactions by clicking the dollar amount link for the time period you'd like to view.

Validate Charges in FES

“Valid” Not-billed Transaction Report *Left and Right Sides*

Account Credit Transaction Report from MAR-01-2002 to MAR-28-2002

Product Code: ALL Customer: ALL Review: ALL
 Vehicle ID: ALL Vehicle Type: ALL
 FES Post Starting Day: MAR 01 2002 FES Post Ending Day: MAR 28 2002 Query

Credit Transaction 0 - 25 of 47

Challenge Reason	Review	TransactionID	Product	Vehicle ID	Vehicle Type	Card Num	Customer	Quantity	Amount
N/A	<input type="checkbox"/>	FP4800RU20584301	JPS	84000025	F015C	N/A	FP4800.001	558.0	\$558.00
N/A	<input type="checkbox"/>	FP4800RU20584302	JPS	83000048	F015D	N/A	FP4800.001	604.0	\$604.00
N/A	<input type="checkbox"/>	FP4800RU20604301	JPS	83000023	F015C	N/A	FP4800.001	1.795.0	\$1,795.00

Purchase Location	Processor	MILSTRIP Document Number	Bill Number	TSN Number	Reverse Flag	Supp Dodao	Fund Code	Signal Code	Transaction Date	FCC Process Date	FES Post Date	Bill Date	Service Legacy	Service File
0	FP4800	FP48002058FF0B	N/A	0294	NO	N/A	30	A	02/27/2002	03/04/2002	03/04/2002	N/A	V	66710003042002.t
0	FP4800	FP48002058FF0C	N/A	0295	NO	N/A	30	A	02/27/2002	03/04/2002	03/04/2002	N/A	V	66710003042002.t
0	FP4800	FP48002060FF03	N/A	0027	NO	N/A	30	A	03/01/2002	03/02/2002	03/02/2002	N/A	V	66710003042002.t
0	FP4800	FP48002061FF03	N/A	0028	NO	N/A	30	A	03/02/2002	03/04/2002	03/04/2002	N/A	V	66710003042002.t
0	FP4800	FP48002061FF03	N/A	0028	NO	N/A	30	A	03/02/2002	03/04/2002	03/04/2002	N/A	V	66710003042002.t
0	FP4800	FP48002061FF03	N/A	0028	NO	N/A	30	A	03/02/2002	03/04/2002	03/04/2002	N/A	V	66710003042002.t
0	FP4800	FP48002061FF03	N/A	0028	NO	N/A	30	A	03/02/2002	03/04/2002	03/04/2002	N/A	V	66710003042002.t

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Here is an example of the transaction data you can see under “Buyer Information”. Several reports are available under this selection including Fiscal Year Summary, Monthly Account Summary and Transaction Detail “Drill Down” reports. The report segment shown here is from a Transaction Detail Drill Down report and shows valid transactions which have not yet been billed. The two highlighted areas actually show one long record for a single transaction.

The Approving Official can use this report to validate transactions before they are billed to the activity. Challenges to fuel transactions must be submitted to the DLA Energy Help Desk.

In addition to reviewing fuel transactions, this system can also be used to create a file to upload into other financial systems. Click the forward arrow now for an overview of this process.

Financial Obligations STARS-FL Only

- Open FES Account for your Activity
- Click on “STARS” link at Main FES Menu
- Select Option
 - Create STARS-FL file: Executes the STARS-FL download
 - Preview STARS-FL file: allows user to view previously downloaded file detail
 - View STARS-FL Archives: Allows user to view file index

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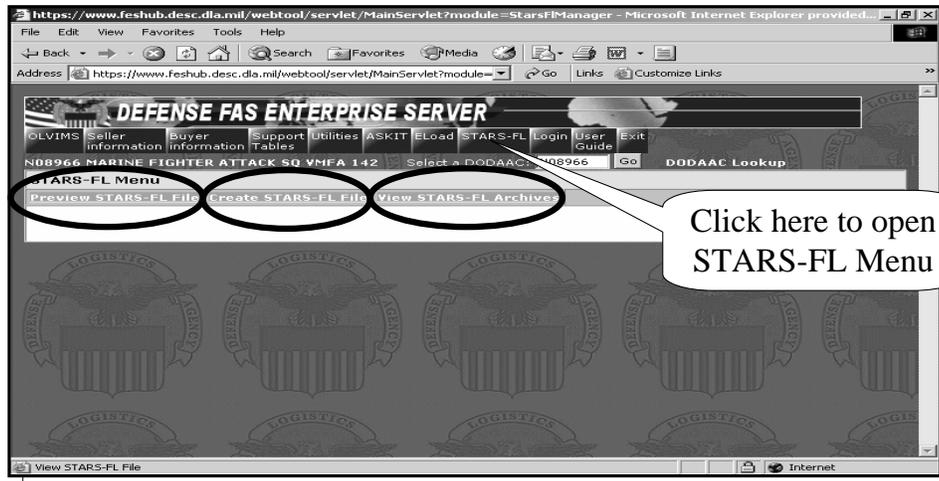
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One of the functions of FES is to facilitate the creation of financial obligations for input into your accounting system. FES can either be used as a reference tool in support of your manual obligations creation process or, if you use STARS-FL, FES can partially automate that process.

The Approving Official can login to FES and download an obligations file in the proper format to be submitted to STARS-FL. In addition, you can select “Preview file” to view a previously downloaded obligations file or select “View Archives” to view an index of available history files.

The basic steps to perform these functions are listed here. Click on the forward arrow to view a snapshot of FES web page which contains these menus.

STARS-FL Download



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Click on the STARS-FL menu selection to open the appropriate menu. The STARS-FL menu is shown here with the three choices highlighted in purple ellipses. The choices are preview, create and view as explained on the previous slide.

Please click the forward arrow to continue.

Lesson 3, Part 1: Major Topics Review

- Identify DoD regulations, policies and procedures applicable to the role of these Fleet Card Accountable Officials
- Check the DON CCPMD Fleet Card Program website on a routine basis
- Understand the responsibilities of the Approving Official and Certifying Officer
- Determine how delinquent accounts are handled by the card provider

That completes the major topics for this lesson. Here are the major topics for Lesson 3, Part 1; part 2 topics are on the next slide. Re-read these topics as a review and then continue to the next lesson.

Lesson 3, Part 2: Major Topics Review

- Identify What Information FES Contains
- Explain What The Standard Price Is
- Explain The Process Of Using FES To Retrieve Reports And Generate B1 Transactions For Financial Obligations

Congratulations ! You have completed Lesson 3 of your Fleet Card Training. Close this lesson and return to the Fleet Card Training Main Menu and click on lesson 4 to continue.