

DON Fleet Card Program, Card User Certification Course

Lesson 1

Fleet Card Program Overview



March 1, 2012

This is Lesson 1 of the Fleet Card Program Card User Certification Course. This three lesson course and its associated test are designed to prepare you to correctly use a DON Fleet Card and to perform all the associated administrated tasks to ensure proper documentation of all transactions.

Lesson 1: Major Topics

- The Purpose of the Fleet Card Program
- Program Policies and Procedures
- The Fleet Card Program's key personnel and their major responsibilities including...
 - Commanding Officer
 - Agency Program Coordinator
 - Approving Official (AO)
 - Certifying Officer
 - APC at activity level or Transportation Coordinator
 - Card User
- Authorized & Unauthorized Uses of the Fleet Card

March 1, 2012

Here is a list of the major topics presented in this first lesson. We will begin with an explanation of the purpose of the Fleet Card Program and present policies and procedures that govern the program. We will identify the six key personnel in the program and discuss their major responsibilities. Finally, we will list and discuss several Authorized & Unauthorized Uses of the Fleet Card

Purpose of the Program

1. Effective, Convenient, and Commercially Available
2. Purchase Fuel and Related Maintenance
3. Commercial Service Stations and Repair Facilities
4. DoD-Owned or Leased Vehicles & Equipment

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The Fleet Card Program is designed to reduce costs while improving the management of the government's fleet of vehicles. The program benefits DoD by allowing the DLA Energy to recoup taxes and receive rebates from the card provider. Also, vehicle management is enhanced by the capture of detailed maintenance records.

The Fleet Card Program provides an effective, convenient, and commercially available method to purchase fuel and related maintenance for DoD vehicles and equipment. One of the main advantages of the program is its use of commercial service stations and repair facilities. Please note, use of the Fleet Card is limited to vehicles and equipment owned or leased by the Department of Defense.

Major Policies and Procedures

- DoD Directive 4140.25-M, Volume II, Chapter 16
- NAVSUPINST 4200.98 and Desk Guides
- Local Internal Operating Procedures (IOP)

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There are three levels of policies and procedures that govern the Fleet Card Program; the levels are DoD, DON and the local activity. Each level provides further clarification of the regulations as they apply to the local program.

Major DoD Policy

DoD Directive 4140.25-M, Volume II, Chapter 16
DoD Management of Bulk Petroleum Products,
Natural Gas, and Coal Acquisition and Technology

<http://www.desc.dla.mil>

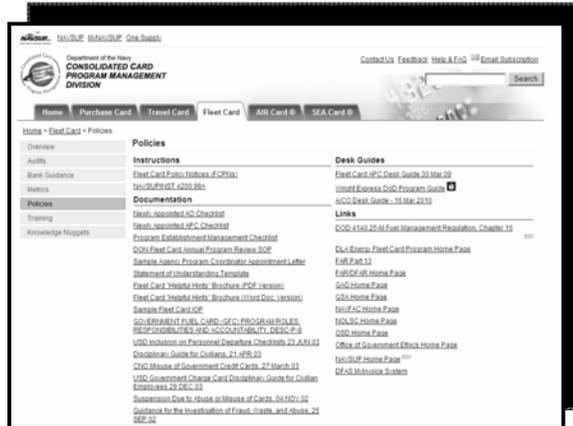


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A DoD Directive 4140.25-M, Volume II, Chapter 16, established the overall program guidance for the Department of Defense Fleet Card Program. It is subtitled, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal Acquisition and Technology. A copy of this directive is available on the DLA website shown here. The DLA Energy program manager establishes policy for the Department of Defense program. Each Military Service then establishes its departmental procedures. These procedures are within the framework of the overall DoD policy and cover details such as establishment of credit limits and necessary authorizations for repairs and services.

Major DON CCPMD Policy

NAVSUPINST 4200.98 and Desk Guides



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

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The DON Consolidated Card Program Management Division of NAVSUP HQ, known as CCPMD, provides oversight for the Navy and Marine Corps Fleet Card Program. The NAVSUPINST 4200.98 and the DON Fleet Card Desk Guides set forth Department of Navy policy for the issuance, use, and management of the Fleet Card. A copy of this instruction is available on the CCPMD website shown here.

Major DON CCPMD Policy

NAVSUPINST 4200.98 and Desk Guides



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

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Select Fleet Card Program tab on the home page

Major DON CCPMD Policy

NAVSUPINST 4200.98 and Desk Guides



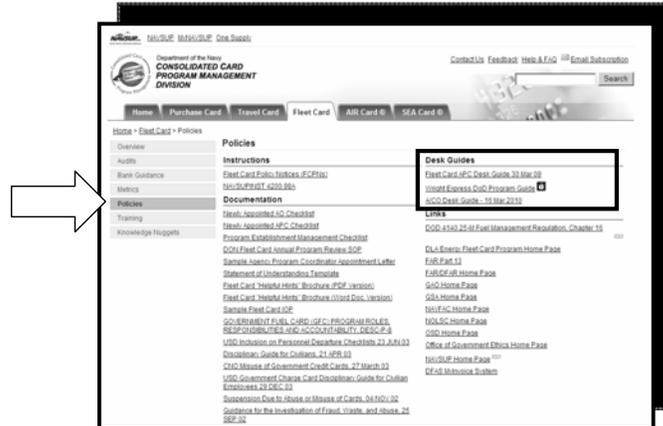
<https://www.navsup.navy.mil/ccpmd>

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...and then, click the Policy menu item to access the NAVSUPINST 4200.98 as highlighted here.

Major DON CCPMD Policy

NAVSUPINST 4200.98 and Desk Guides

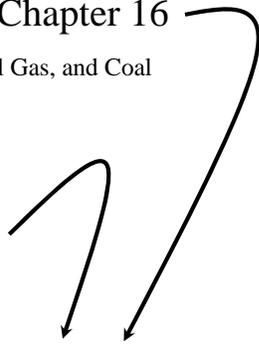


<https://www.navsup.navy.mil/ccpmd>

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The Desk Guides are located on the upper right hand area of this same policies page.

Major DoD and DON Policies

- DoD Directive 4140.25-M, Volume II, Chapter 16
 - DoD Management of Bulk Petroleum Products, Natural Gas, and Coal Acquisition and Technology
 - <http://www.desc.dla.mil>
 - NAVSUPINST 4200.98 and **Desk Guides**
 - <https://www.navsup.navy.mil/ccpmd>
 - Local Internal Operating Procedures (IOP)
- 

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These DoD and DON CCPMD policy documents are supplemented by local Internal Operating Procedures which provide further clarity on the operation of the local program. The IOP tailors higher authority guidance to meet the daily operational needs of each activity.

Major Players

- Commanding Officer
- Agency Program Coordinator (APC)
- Approving Official (AO)
- Certifying Officer
- APC or Transportation Coordinator
- Card User

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There are three organizations that provide Fleet Card Program oversight, management and operations support. The Defense Logistics Agency – Energy, abbreviated DLA-E, manages the overall Fleet Card Program for DoD; the bank issues the cards and the DON Consolidated Card Program Management Division, CCPMD, provides operational guidance. In addition, many individuals at the command level play key roles in the success of the program.

Commanding Officers provide oversight and management of the Program within their commands.

The Agency Program Coordinator is the command's primary liaison for establishing, administering, maintaining, and reporting on the Fleet Card Program. There are different responsibilities associated with each APC at different hierarchy levels within the program.

The Approving Official is responsible for validating fuel card transactions. The AO may be held liable for erroneous payments.

The Certifying Officer is responsible for creating obligations and certifying non-fuel transactions and forwarding the invoice to the local payment office for payment.

The APC at the activity level is the point of contact at the command who is responsible for the physical receipt of the Fleet Cards from the bank and is responsible for the vehicles, training of Card Users, and the maintenance of documentation, such as Fleet Card log sheets.

The Transportation Coordinator may also perform these responsibilities as their job is the same as those of an APC who is at the activity level.

And, of course, the Card User is the individual that uses the Fleet Card for the purchase of authorized goods and services.

So, these are the major players who make the Fleet Card Program work. Now let's review a list of which goods and services are authorized for purchase with a Fleet Card and which are not.

Appropriate Purchases



- **Fuels:**
- **Fluids:** (Fuel & Service Cards Only)
- **Filters & Batteries:** (F & S Cards Only)
- **Tires & Cleaning:** (F & S Cards Only)
- **Parts:** (F & S Cards Only)
- **Repairs:** (F & S Cards Only)
- **GSA “Dry” Lease Contract**
- **Boats, Tugs or Barges:**

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DoD and DON policies are very specific regarding the appropriate uses of the Fleet Card. First and foremost, the program is used for obtaining fuel and services for DoD owned or leased vehicles from commercial service stations. The intent of the program is to facilitate easy access to necessary fuels under appropriate circumstances. Intentional use of the Fleet Card for other than authorized purchases may be considered an attempt to commit fraud against the U.S. Government.

Let's look in more detail at each of the appropriate purchases listed here.

Appropriate Purchases

OK

Fuels:

- *Regular unleaded gasoline, gasohol, diesel, diesel marine fuel, etc.*

Fluids: (Fuel & Service Cards Only)

- *Lubricating services and lubricants*

Filters & Batteries: (F & S Cards Only)

- *Air and oil filters; batteries & charging*

Tires & Cleaning: (F & S Cards Only)

- *Vehicle washing & cleaning*
- *Mounting & dismounting snow tires and chains*

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Many types of fuels qualify for acquisition using the Fleet Card. Some examples are regular unleaded gasoline, gasohol, diesel or diesel marine fuel, propane, and liquefied petroleum gas. This includes compressed natural gas ethanol and methanol, E85, and bio-diesel fuels. Premium or special unleaded fuels are authorized only if required by the vehicle manufacturer.

Appropriate Purchases

Fuels:

- *Regular unleaded gasoline, gasohol, diesel, diesel marine fuel, etc.*

OK

Fluids: (Fuel & Service Cards Only)

- *Lubricating services and lubricants*

Filters & Batteries: (F & S Cards Only)

- *Air and oil filters; batteries & charging*

Tires & Cleaning: (F & S Cards Only)

- *Vehicle washing & cleaning*
- *Mounting & dismounting snow tires and chains*

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There are two basic types of Fleet Cards – Fuel Only Cards and Fuel and Service Cards. In addition to fuels, your APC may authorized the purchase of non-fuel items in which case you would need a Fuels and Services Card. One example of non-fuel items could be fluids such as antifreeze, lubricating services and lubricants, including differential and transmission fluids. These are legitimate purchases under Fleet Card policy using a Fuels and Services Card.

Appropriate Purchases

Fuels:

- *Regular unleaded gasoline, gasohol, diesel, diesel marine fuel, etc.*

Fluids: (Fuel & Service Cards Only)

- *Lubricating services and lubricants*

OK

Filters & Batteries: (F & S Cards Only)

- *Air and oil filters; batteries & charging*

Tires & Cleaning: (F & S Cards Only)

- *Vehicle washing & cleaning*
- *Mounting & dismounting snow tires and chains*

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Maintenance items may also be allowed, such as air and oil filter parts and servicing, as well as batteries and battery charging.

Appropriate Purchases

Fuels:

- *Regular unleaded gasoline, gasohol, diesel, diesel marine fuel, etc.*

Fluids: (Fuel & Service Cards Only)

- *Lubricating services and lubricants*

Filters & Batteries: (F & S Cards Only)

- *Air and oil filters; batteries & charging*

OK

Tires & Cleaning: (F & S Cards Only)

- *Vehicle washing & cleaning*
- *Mounting & dismounting snow tires and chains*

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Other allowable maintenance parts and services include vehicle washing and cleaning or mounting and dismounting of snow tires and chains.

Appropriate Purchases

OK Fuels:

–

OK Fluids: (Fuel & Service Cards Only)

–

OK Filters & Batteries: (F & S Cards Only)

–

OK Tires & Cleaning: (F & S Cards Only)

–

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In summary, the first four major groups of allowed Fleet Card uses include fuels, fluids, filters and batteries, and tires and cleaning.

Appropriate Purchases

OK

Parts: (F & S Cards Only)

- *Spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.*

Repairs: (F & S Cards Only)

- *Collision repair and painting up to agency authorized limit; emergency roadside service including towing*

GSA “Dry” Lease Contract:

- *Purchase fuel for vehicles leased under the GSA “Dry” Lease contract*

Boats, Tugs or Barges:

- *Obtain fuel for small boats, tugs or barges*

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The parts category is fairly broad and covers normal “wear and tear” expendable parts. It includes items like spark plugs, fan and generator belts, windshield wiper arms and blades and lamps.

Appropriate Purchases

Parts: (F & S Cards Only)

- *Spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.*

OK

Repairs: (F & S Cards Only)

- *Collision repair and painting up to agency authorized limit; emergency roadside service including towing*

GSA “Dry” Lease Contract:

- *Purchase fuel for vehicles leased under the GSA “Dry” Lease contract*

Boats, Tugs or Barges:

- *Obtain fuel for small boats, tugs or barges*

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The Fleet Card can also be used for collision repairs and painting but the expense cannot exceed the agency’s authorized limit or the micro purchase threshold of \$3,000 per transaction. Emergency roadside service, including towing, is also an allowable charge.

Appropriate Purchases

Parts: (F & S Cards Only)

- *Spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.*

Repairs: (F & S Cards Only)

- *Collision repair and painting up to agency authorized limit; emergency roadside service including towing*

OK

GSA “Dry” Lease Contract:

- *Purchase fuel for vehicles leased under the GSA “Dry” Lease contract*

Boats, Tugs or Barges:

- *Obtain fuel for small boats, tugs or barges*

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GSA “Dry” Lease Contract vehicles do not come with a fuel credit card. A Fleet Card can be used to purchase fuel for these vehicles.

Appropriate Purchases

Parts: (F & S Cards Only)

- *Spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.*

Repairs: (F & S Cards Only)

- *Collision repair and painting up to agency authorized limit; emergency roadside service including towing*

GSA “Dry” Lease Contract:

- *Purchase fuel for vehicles leased under the GSA “Dry” Lease contract*

OK

Boats, Tugs or Barges:

- *Obtain fuel for small boats, tugs or barges*

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The final category includes purchases for boats, tugs or barges. The Fleet Card can be used to obtain fuel for small boats, tugs or barges as authorized by the local command. This type of usage should be documented in the command's local Internal Operating Procedure.

Single Purchase Limit

Must not exceed

\$3,000

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Several appropriate purchase categories could represent some very expensive acquisitions, for example, collision repair costs.

Single Purchase Limit



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Independent of whether or not the purchase category is appropriate, there is an overriding single purchase limit of \$3,000. A single purchase with the Fleet Card can not exceed \$3,000.

Unauthorized Fleet Card Uses



In general, restricted to use by *Military* or *Civilian Employees*. All others are Prohibited.

Premium and Special Unleaded Fuel is
Strictly Prohibited

Unless Specifically Required by Vehicle Manufacturer

Products Not on the Authorized Use List Are, by
Definition, Unauthorized!

Aviation Fuel at Commercial Locations is
Unauthorized

March 1, 2012

There are four major categories of prohibited Fleet Card usage.

The first category specifies who can and who can not use the a Fleet Card. In general, the Fleet Card Program is for the sole use of military or civilian government personnel. In the very limited circumstance where the operation of a DoD owned or leased vehicle has been contracted out, the contracting agency shall determine whether it will permit contractor personnel to use a Fleet Card for that vehicle. APCs should consult the DLA Energy's Interim Guidance for Contractors and Fuel Card Usage.

Unauthorized Fleet Card Uses

In general, restricted to use by *Military* or *Civilian Employees*. All others are Prohibited.



Premium and Special Unleaded Fuel is Strictly Prohibited

Unless Specifically Required by Vehicle Manufacturer

Products Not on the Authorized Use List Are, by Definition, Unauthorized!

Aviation Fuel at Commercial Locations is Unauthorized

March 1, 2012

Use of the Fleet Card to purchase premium and special unleaded fuel is strictly prohibited unless required by the vehicle manufacturer.

Unauthorized Fleet Card Uses

In general, restricted to use by *Military* or *Civilian Employees*. All others are Prohibited.

Premium and Special Unleaded Fuel is
Strictly Prohibited

Unless Specifically Required by Vehicle Manufacturer



Products Not on the Authorized Use List Are, by
Definition, Unauthorized!

Aviation Fuel at Commercial Locations is
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March 1, 2012

Previous slides listed categories of Fleet Card authorized uses. Products not specifically included in those lists should be considered unauthorized purchases.

Unauthorized Fleet Card Uses

In general, restricted to use by *Military* or *Civilian Employees*. All others are Prohibited.

Premium and Special Unleaded Fuel is
Strictly Prohibited

Unless Specifically Required by Vehicle Manufacturer

Products Not on the Authorized Use List Are, by
Definition, Unauthorized!



Aviation Fuel at Commercial Locations is
Unauthorized

March 1, 2012

And finally, aviation fuel purchases are not authorized from commercial locations; the AIR Card is available for aviation fuel purchases.

Please keep in mind that improper use of any government charge card carries financial and legal consequences.

Lesson 1: Major Topics Review

- The Purpose of the Fleet Card Program
- Program Policies and Procedures
- The Fleet Card Program's key personnel and their major responsibilities including...
 - Commanding Officer
 - Agency Program Coordinator
 - Approving Official (AO)
 - Certifying Officer
 - APC at activity level or Transportation Coordinator
 - Card User
- Authorized & Unauthorized Uses of the Fleet Card

March 1, 2012

This completes Lesson 1 of the Fleet Card Card User Course. Review the major topics listed here and then, close this lesson, return to the main menu and select Lesson 2 to continue.