

C16. CHAPTER 16

GOVERNMENT FUEL CARD PROGRAM MANAGEMENT OFFICE
DoD FLEET CARD, AIR CARD®, AND SEA CARD®

TABLE OF CONTENTS

	<u>Page</u>
C16.1. GENERAL	1
C16.2. RESPONSIBILITIES	1
C16.3. MANAGEMENT CONTROLS	9
C16.4. DoD FLEET CARD PROGRAM	10
C16.5. DoD ADMINISTRATIVE CONTROL	12
C16.6. PROCEDURES FOR REQUESTING THE DoD FLEET CARD	13
C16.7. U.S. GOVERNMENT AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARD® PROGRAM	13
C16.8. UNAUTHORIZED USE OF THE U.S. GOVERNMENT AIR CARD®	16
C16.9. FUEL PURCHASES AT DESC INTO-PLANE CONTRACT LOCATIONS AND NON-CONTRACT LOCATIONS THAT ACCEPT THE U.S. GOVERNMENT AIR CARD®	17
C16.10. STANDARD FORM (SF) 44 FUEL PURCHASES WHERE MERCHANT AGREES TO INVOICE DESC FOR PAYMENT	19
C16.11. SF 44 PURCHASES WHERE THE MERCHANT REQUIRES CASH PAYMENT	19
C16.12. LOST OR STOLEN U.S. GOVERNMENT AIR CARD®	21
C16.13. SHIPS' BUNKERS EASY ACQUISITION (SEA) CARD® PROGRAM	21
C16.14. TRAINING	22
<u>APPENDIXES</u>	
C16.A1. POINTS OF CONTACT	23

C16.A2. SF 44 DATA REQUIREMENTS	24
C16.A3. SF 44 EXAMPLE	27

C16.1. GENERAL

In accordance with DoD Directive 5101.8, DoD Executive Agent (DoD EA) for Bulk Petroleum, August 11, 2004, the Defense Energy Support Center (DESC), the Executive Agent for bulk petroleum products, as delegated by the Director, Defense Logistics Agency, provides the Department of Defense with comprehensive energy solutions, negotiates fuel discounts, and awards various fuel supply and service contracts. DESC prepares and administers the DoD Fleet Card Task Order under the General Services Administration (GSA) SmartPay® contract and the U.S. Government Aviation Into-Plane Reimbursement (AIR) Card® and Ships' Bunkers' Easy Acquisition (SEA) Card® contract. DESC also provides fuel support to authorized customers. This Manual provides DESC policy regarding roles, responsibilities, and accountability of the DESC sponsored Government Fuel Card (GFC) Programs under Defense Federal Acquisition Regulation (DFAR), Subpart 213.3(4).

C16.2. RESPONSIBILITIES

C16.2.1. GFC Program Management Office (GFC-PMO). The DESC GFC-PMO is designated as the Fuel Card Program Management Office (DESC-K). DESC-K shall perform overall DESC GFC program management responsibilities. The GFC-PMO shall:

C16.2.1.1. Serve as the catalyst for implementing and integrating GFC initiatives, guidance, and oversight; electronic enterprise integration efforts; and making DESC fuel card processes more efficient and effective.

C16.2.1.2. Serve as the GFC advocate and coordinate extensively within the Department of Defense and Federal agencies.

C16.2.1.3. Serve as the primary point of contact (POC) for fuel charge card best practices. Provide business rules and interim guidance and identify innovations and share them throughout the Government.

C16.2.1.4. Develop overarching policy, procedures, and training with regard to the GFC programs.

C16.2.1.5. Establish user permissions and access criteria, within DESC, for DESC's Fuels Automated System (FAS) Enterprise Server (FES), currently known as Enterprise Business Systems.

C16.2.1.6. Provide support to DoD Component program managers with issues related to the GFC program.

C16.2.1.7. Perform delinquency management and fraud or audit analysis.

C16.2.1.8. Ensure fuel card processes are functional, operational, and optimized from a system perspective.

C16.2.1.9. Sponsor and coordinate fuel card technical reviews, proposed system change requests, interface agreements, testing, remediation of performance issues, and other contract related actions with the applicable contracting office. Coordinate all contract actions through the DESC Contracting Office.

C16.2.1.10. Support the Defense Logistics Agency (DLA) technology evolution by infusing electronic commerce best practices into DESC and supporting customers' business process re-engineering efforts.

C16.2.1.11. Manage and add value through centralized operational control and oversight for all DESC-sponsored fuel card programs.

C16.2.1.12. Develop a comprehensive, outcome-based metrics collection and management program. Provide metrics information and statistics to DoD Component Program Managers.

C16.2.1.13. Work directly with the DoD Purchase Card and DoD Travel Card Program Management Offices, the GSA SmartPay® Program Office, Office of Management and Budget (OMB) representatives, and the DoD Inspector General Office and Government Accounting Office (GAO) to coordinate all Government-wide charge card guidance.

C16.2.1.14. Notify applicable offices and activities in cases of misuse of Government fuel cards.

C16.2.1.15. Provide fuel card processing contractors with file transfer protocol formats and applicable data fields to receive transaction files.

C16.2.2. Component Program Manager (CPM). Each Military Service or Federal agency, and supported foreign government will establish a CPM that will provide Service or agency-specific program management and execution. CPMs ensure continuity and accountability of the program in compliance with the DoD Government Charge Card Guide Book for Establishing and Managing Purchase, Travel, and Fuel Card Programs, Service, and OMB Circular A-123, Appendix B. Military Service and Federal agency CPMs are provided in Appendix 1 of this Chapter. CPMs shall:

C16.2.2.1. Where necessary, develop, coordinate, publish, and disseminate supplemental DoD Fuel Card policy and training materials for each of the fuel card programs.

C16.2.2.2. Provide access to agency-specific training sites and customer technical assistance. Ensure Accountable Officials (AO) complete both DESC AO training found at www.desc.dla.mil and Service specific training in accordance with OMB Circular A-123, Appendix B, Section 3.4. Ensure that Agency Program Coordinators (APCs), Alternate APCs, AOs, and Certifying Officers (AOs):

C16.2.2.2.1. Are trained prior to appointment.

C16.2.2.2.2. Take refresher training, at a minimum, every 3 years.

C16.2.2.2.3. Certify that they have received the training, understand the regulations and procedures, and know the consequences of inappropriate actions.

C16.2.2.3. Ensure that copies of all APC, AO, CO, and user training certificates are maintained pursuant to U.S. National Archives and Records Administration (NARA) requirements, General Records Schedule 1, Item 10a.

C16.2.2.4. Perform delinquency management as required.

C16.2.2.4.1. Ensure that responsible points of contact and their chains of command are aware of delinquent account status.

C16.2.2.4.2. Perform data analysis to identify patterns of delinquency or misuse and bring those to the attention of all involved parties. Take all required actions to resolve fuel card delinquencies and misuse.

C16.2.2.5. Notify DESC-K promptly of the departure and replacement of CPM personnel.

C16.2.2.6. Provide fraud or audit analysis by:

C16.2.2.6.1. Performing data analysis to identify questionable transactions and/or patterns of suspicious activities.

C16.2.2.6.2. Researching those transactions or activities to determine if they need to be referred to appropriate audit or investigative agencies.

C16.2.2.6.3. Cooperating and coordinating with formal internal or external audits and inspections of fuel card programs.

C16.2.2.6.4. Notifying DESC-K of any Service-initiated audits or investigations of potential fraud, misuse, or abuse of DESC sponsored fuel charge cards. POCs are provided in Appendix 1 of this Chapter.

C16.2.2.6.5. Acting as the liaison between DESC and affiliated DoD, Federal agencies or program participants as applicable.

C16.2.2.6.6. Notifying the DESC-K Account Manager when a fuel card comes under investigation for misuse or abuse. The CPM will be responsible for notifying the applicable Agency Program Manager for the Government Purchase Card and the Government Travel Card accordingly.

C16.2.2.7. Develop and submit to DESC-K, any recommended changes to the program or systems along with justification and impact statements.

C16.2.2.8. Assist DESC's GFC-PMO Account Managers and fuel card processors to resolve issues of mutual interest.

C16.2.2.9. Assist all program participants in relevant aspects of program execution. Ensure they have access to adequate guidance, training, and assistance in routine program matters. Provide help in resolving local problems, answering questions, and/or referring units to the appropriate POC for resolving problems.

C16.2.2.10. Ensure that intermediate command levels have access to information systems that contain transaction data from their subordinate units. In coordination with those commands, develop standard reports or queries to allow the commands to monitor purchases by units within their commands.

C16.2.2.11. Oversee any private label fuel cards that maybe used by Military Service personnel for overseas programs where the DoD Fleet Card, SEA Card®, or U.S. Government AIR Card® are not accepted.

C16.2.3. Agency Program Coordinators (APC) or Agency/Organization Program Coordinator (A/OPC). Military Services, Federal agencies or authorized foreign governments using a fuel charge card sponsored by DESC are required to provide an APC or A/OPC (command or equivalent) account manager who will report to the Service or agency CPM. The CPM will determine how many levels and at what level the APC should be. These duties could be shared between the CPM and the APC or A/OPC. If, however, the function of account manager remains a separate function, the account manager will provide support and oversight to all participants in the program and ensure that periodic program management reviews are conducted. Nominations for APCs and AOs/Certifying Officers (COs) should be forwarded to the CPM in accordance with applicable Service guidelines. In accordance with chapter 33, Volume 5 of the DoD Financial Management Regulation, AOs/COs must be either military personnel or Federal civil service personnel, to include foreign nationals that are Government employees. They may not be contract support employees. Activities may elect to identify different people for different accounts, (e.g., U.S. Government AIR Card®, SEA Card® or DoD Fleet Cards). The APC shall:

C16.2.3.1. Ensure the local program is being executed in accordance with OMB Circular A-123, Appendix B, and the DESC and CPM-sponsored fuel charge card requirements as stated throughout this Manual.

C16.2.3.2. Establish effective internal management controls to ensure appropriate management, operation, and oversight of the Service or Agency local Fuel Card Program whether it be a U.S. Government AIR Card®, SEA Card®, or DoD Fleet Card.

C16.2.3.3. Ensure APCs, Alternate APCs, AOs/COs, and transportation coordinators (if required) are properly appointed in writing, trained, certified, and capable of performing their

respective duties sufficiently to meet the DESC-sponsored fuel charge card requirements or respective CPM guidance.

C16.2.3.4. Enhance program integrity by ensuring a proper separation of functions is established.

C16.2.3.5. Refer suspected fraudulent or improper use of any fuel card transactions for further investigation when appropriate.

C16.2.3.6. Ensure that appropriate administrative and disciplinary action is taken and documented when fraudulent, improper, and/or abusive U.S. Government AIR Card®, SEA Card®, or DoD Fleet Card transactions are found. The command, installation, or consuming unit account manager is to simultaneously provide a memorandum to the card user's chain of command, local official investigative agency, and the GFC PMO. The account manager shall follow up to ensure appropriate actions are taken and documented.

C16.2.3.7. Ensure documented disciplinary actions are reported to the CPM on all fraudulent transactions.

C16.2.3.8. Establish local guidance and procedures that ensure card users are aware of proper use of the cards, any limitations on use, and where and when to turn in receipts from transactions.

C16.2.3.9. Notify the CPM immediately when any investigation is initiated involving alleged or suspected fraud, misuse, or abuse of any DESC sponsored fuel charge cards.

C16.2.3.10. Maintain detailed knowledge and understanding of policies and procedures regarding the DoD Fleet card, U.S. Government AIR Card®, and SEA Card® Programs and communicate this information to Accountable Officials, managers, and other responsible officials. The APC cannot be a contract support employee. The APCs shall:

C16.2.3.10.1. Establish and ensure execution of the local program in accordance with OMB Circular A-123, Appendix B requirements, local procedures, and DESC-sponsored fuel charge card guidelines.

C16.2.3.10.2. Ensure U.S. Government AIR Card®, SEA Card®, and DoD Fleet Card users are properly trained in accordance with OMB Circular A-123, Appendix B, section 3.4. Ensure that Alternate APCs, AOs, and Certifying Officers (AOs):

C16.2.3.10.2.1. Are trained prior to appointment.

C16.2.3.10.2.2. Take refresher training, at a minimum, every 3 years

C16.2.3.10.2.3. Certify that they have received the training, understand the regulations and procedures, and know the consequences of inappropriate actions.

C16.2.3.10.2.4. Ensure that copies of all APC, AO, CO, and user training certificates are maintained pursuant to U.S. National Archives and Records Administration (NARA) requirements, General Records Schedule 1, Item 10a..

C16.2.3.11. Ensure that personnel requesting DESC sponsored fuel charge cards for mission requirements are trained to use the fuel cards and that cards are only issued for authorized Government aircraft, vehicles, vessels, and equipment.

C16.2.3.12. Maintain a complete list of accounts and POC information (name, e-mail address, telephone number, and fax number) for financial matters and notify the CPM and the card processor of any changes that affect management, reporting, or billing.

C16.2.3.13. Maintain all information for account establishment, including ,but not limited to, identification and address of unit or office, DoD Activity Address Code (DoDAAC) or other office identification, accounting data, vehicles, aircraft, or vessels for which cards will be issued, and POC information. Notify the CPM and card processor of any changes that effect management, reporting, or billing.

C16.2.3.14. Receive, verify, and issue DESC sponsored cards as appropriate.

C16.2.3.15. Ensure that appropriate action is taken when local reviews reveal non-compliance, misuse, and/or abuse and follow-up with the CPM which is responsible for notifying DESC-K.

C16.2.3.16. Use the Automated Information Systems associated with the individual card program to access available reports to monitor program activity.

C16.2.3.17. Specify appropriate authorization limits and restrictions for any fuel card accounts or specific cards when applicable. These controls shall be stringent but allow the flexibility to meet mission requirements.

C16.2.3.18. Understand the policies and procedures regarding the use of the DESC sponsored fuel charge cards which are posted on the DESC Web Page.

C16.2.3.19. As directed by the applicable Military Service CPM, all DoD Fleet Card Users must sign a Statement of Understanding (SOU) prior to initial card use that outlines the unit authorizations. A template SOU and DoD Fleet Card user instructions are available on the DESC Web Page.

C16.2.3.20. Notify the card processor provider no later than 60 days prior to the expiration date, of any cards issued which are not to be renewed and/or reissued.

C16.2.3.21. Immediately notify the CPM, the local chain of command, and command security clearance personnel when any investigation is initiated involving alleged or suspected

fraud, misuse, or abuse of the DESC sponsored fuel charge cards by personnel under their command.

C16.2.3.22. Ensure that local agency clearance and/or out-processing procedures include the surrender of any U.S. Government AIR Card®, SEA Card® or DoD Fleet Cards by personnel to whom cards were previously issued.

C16.2.3.23. Ensure that local agency procedures include the cancellation of the U.S. Government AIR Card®, SEA Card®, or DoD Fleet Card upon the retirement of the subject equipment from service.

C16.2.4. Alternate APCs and A/OPCs are also responsible for the duties outlined above in Section C16.2.3.1. through C16.2.3.23. as coordinated through the primary APC.

C16.2.5. Certifying Officer. The Certifying Officer serves as the primary focal point for receipt of invoices and obligation of funds. Non-fuel purchases are “split” from fuel purchases and are forwarded to applicable Certifying Officer(s) for validation and payment from an Operations & Maintenance account, paid through the unit home station payment office or equivalent finance office for Federal agencies, Local Law Enforcement Agencies and authorized Foreign Governments. The Certifying Officer’s responsibilities are covered on DoD 7000.14-R, Volume 3, Chapter 8 and Volume 5, Chapter 5.

C16.2.6. Accountable Official. The Accountable Official (AO) is responsible for supporting the certification of payment vouchers and documents for vendor payment. AOs shall:

C16.2.6.1. The AO shall sign for and be responsible for charge cards to ensure fuel cards are distributed for use only to authorized Government aircraft, vehicles, equipment and card users.

C16.2.6.2. Ensure that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous payments. Additionally, ensure that all procedural safeguards affecting proposed payments are observed.

C16.2.6.3. Comply with OMB Circular A-123, Appendix B and all applicable DoD regulations and/or equivalent agency regulations, policies and procedures, including local standard operating procedures.

C16.2.6.4. Support the respective Certifying Officer with timely and accurate data/information to ensure proper payments, i.e., payments that are supportable, legal and computed correctly.

C16.2.6.5. Request advice from a Certifying Officer concerning any doubtful matters with certification of (i) an entitlement to payment, (ii) a document for payment or (iii) other information/data associated with payment. Take timely action in response to inquiries initiated by a review official with regard to possible or actual erroneous payments.

C16.2.6.6. AOs who also have the responsibilities of certifying invoices for non-fuel invoices billed directly to the organization shall be held accountable for the Certifying Officer responsibilities and duties.

C16.2.6.7. Remind their commands that new officials need to be appointed when they are reassigned or depart their AO positions and that records shall be updated to reflect their departure.

C16.2.7. Activity or Organization Point of Contact (APOC) (DoD Fleet Card Only). Within the Military Services, if requested by the AO or Certifying Officer, the APOC obtains the DoD Fleet Card, vehicle, training, and other related materials. The APOC cannot be a contract support employee. The APOC shall:

C16.2.7.1. Understand the policies and procedures regarding authorized DoD Fleet Card purchases and record keeping requirements.

C16.2.7.2. Maintain a list of authorized drivers/vehicles and other relevant information.

C16.2.7.3. Maintain DoD Fleet Card logs and vendor receipts as discussed in the Management Controls section.

C16.2.7.4. Notify the Component Manager and immediate supervisor in the event of any suspected unauthorized purchases (purchases that would indicate non-compliance, fraud, misuse, or abuse).

C16.2.7.5. Ensure any single purchase transaction does not exceed the small purchase threshold in accordance with subpart 213 of the Defense Federal Acquisition Regulation (DFARS).

C16.2.8. Card User. All Card Users are held responsible to the government for any transaction not made for official government use. For specific guidance regarding contract support personnel using fuel cards, please visit the DESC website at Fuel Card Program Management Office, Interim Guidance Concerning Contractors and Fuel Cards. Card Users shall:

C16.2.8.1. Understand the policies and procedures regarding authorized U.S. Government AIR Card®, SEA Card®, and DoD Fleet Card purchases and record keeping requirements.

C16.2.8.2. Maintain all log data as required by respective Military Service or DoD agency.

C16.2.8.3. Fleet Card users must use self-service fuel pumps whenever available. Vehicle operators shall purchase the appropriate fuel grade as specified by the vehicle manufacturer.

C16.2.8.4. Purchases of authorized non-fuel items are the responsibility of the card user's Command or authorized Agency, and will be billed separately by the charge card contractor and directly paid by the unit's home station payment office.

C16.2.8.5. Ensure all purchase receipts are retained and used to validate fuel and non-fuel charges.

C16.2.8.6. Priority for Fuel Resources: Military installations fuel resources and related services shall be used whenever possible due to significant cost savings relative to prices charged at commercial contract and non-contract facilities. DESC has established Into-Plane and Ships' Bunkering contracts to provide fuel support for instances when military resources are unavailable. Flight crews/vessel operations shall restrict fuel and service purchases to DESC Into-Plane and Ships Bunkers contracts at commercial locations where DESC Into-Plane or Ships Bunkers contract fuel and services are available. Customers are authorized to purchase fuel and services from any available source when no DESC Into-Plane or Ships Bunkers contract exists at the commercial locations. Aircrews should use U.S. Government AIR Card® merchants for aviation fuel purchases where available.

C16.2.8.7. U.S. Government AIR Card® refusal at Non-Contract Locations: U.S. Government AIR Cards® are accepted at over 7,000 commercial locations, but not at all commercial non-contract locations. Flight crews may contact the U.S. Government AIR Card® Contractor (ACC) for assistance to obtain authorization for a one-time acceptance of the AIR Card at these locations. The 24/7 customer support telephone number is printed on the back of all the fuel cards. In the event acceptance is not allowed, aircrews shall use an SF 44, Purchase Order-Invoice-Voucher, for payment purposes.

C16.2.9. Billing Offices.

C16.2.9.1. Billed offices shall review all charges to ensure that items billed were ordered and that obligations are adjusted when appropriate in accordance with DoD 4000.25-7-M, Chapter 3.

C16.2.9.2. DoD policy prescribes that a disbursement be matched to its corresponding detail-level obligation and be recorded as promptly as current systems and business practices reasonably permit in accordance with DoD 7000.14-R, Volume 3, Section 110301, Chapter 11.

C16.3. MANAGEMENT CONTROLS

All Components having a role in managing a Government Fuel Card Program are responsible for ensuring the following management controls are in place. This requires coordinating processes among Service components, accountable and responsible officials, agency program managers and card users.

C16.3.1. In accordance with chapter 9, volume 1 of the DoD Financial Management Regulation and for the purpose of accountability, delivery receipts and invoice-supporting documentation shall be retained for 6 years, 3 months for the U.S. Government AIR Card® and SEA Card® and 3 years for the DoD Fleet Program.

C16.3.2. Ensure all transactions on fuel card statements or Military Standard Billing System (MILSBILLS) statements are legitimate by matching the transaction to applicable delivery receipts.

C16.3.3. In accordance with OMB Circular A-123, Appendix B, Section 3.4, ensure all government fuel cards are properly secured at all times, especially when not in use. Further, ensure card users and unit personnel have received adequate training prior to card issuance on the use of fuel charge cards, outlined herein at Section C16.2.3.10. maintaining integrity and ethical behavior within specified guidelines.

C16.3.4. Ensure DoD Fleet Cards are assigned unique Personal Identification Numbers (PINs) to reduce the potential for fraudulent use. PINs shall not be written or etched into cards or on invoices. Codes such as a unit's US Postal ZIP Code should not be used.

C16.3.5. Ensure that the ratio of AO assignment(s) to number of cards is manageable and reasonable. The AO is responsible for ensuring the accuracy of transactions. Therefore, the number of transactions to be reviewed must be kept to an amount that affords a more comprehensive and thorough validation.

C16.3.6. Ensure that separation of APC, AO, and card user functions are properly established and not performed by the same individual. Changing AOs should be officially documented in a timely manner as part of every in-processing/out-processing action.

C16.3.7. Ensure that any established single purchase limits and monthly purchase limits for assigned cards are matched to organizational needs. Do not allow such purchase limits to be higher than that required to the assigned vehicle type and use. All DoD Fleet Card transactions are limited to the small purchase threshold in accordance with Defense Acquisition Regulation System (DFARS), subparts 213.270 and 213.301.

C16.3.8. Ensure that non-fuel payment delinquencies incurred by card holding activities are aggressively managed and resolved.

C16.3.9. The DoD Government Charge Card Guidebook For Establishing, Managing Purchase, Travel and Fuel Card Programs provides expanded guidelines for management controls outlined above.

C16.4. DoD FLEET CARD PROGRAM

This section provides administrative and operating controls, procedures, and data instructions for the DoD Fleet Card Program. As DESC is the Policy and Program Management Office, the

DESC program manager for the DoD Fleet Card will establish policy and oversight for fleet card issues for the Department of Defense. The Military Services and the DoD Agencies shall establish their respective local operating procedures to include establishment of limits and authorizations for repairs and emergency roadside services, within the framework of the overall DoD policy. The term “DoD Fleet,” as used herein, refers to vehicles that are owned or are under individual lease by the Military Services and the DoD Agencies. GSA-leased vehicles operating under a wet lease program or with a GSA Fleet Card are NOT included under this chapter. Fuel, oil, vehicle accessories, repair, and emergency roadside services may be purchased with the DoD Fleet Card.

C16.4.1. Authorized Supplies and Services. The DoD Fleet Card is the primary card authorized by the Department of Defense for obtaining supplies and services from commercial service stations. However, if (1) the unit is stationed outside the continental United States, or (2) the unit does not have reasonable access to DoD Fleet Card-accepting service station vendors (e.g., the Army Corps of Engineers supporting dredging work on the waterfront), or (3) the unit only possesses minor equipment (e.g., lawnmower, snow blower), use of an alternate card is not in violation of this Manual. Service stations that accept the DoD Fleet Card are identified at the point of sale but since suppliers are being added frequently, consult the DESC website for information on current contractors’ websites. The DESC website also provides a complete listing of companies including Army Air Force Exchange Service (AAFES) and Navy Exchange Service Command (NEXCOM) stations that accept the card. The DoD Fleet Card will allow transactions for the following supplies and services (as authorized by agency policy):

C16.4.1.1. Fuels. Gasoline, gasohol, regular unleaded, premium unleaded, special unleaded, diesel/diesel marine fuel, propane, utility fuels, and liquid petroleum gas including CNG, ethanol and methanol, E85, and bio-diesels.

C16.4.1.2. Lubricating services and lubricants (includes differential and transmission fluids).

C16.4.1.3. Antifreeze (ethylene glycol).

C16.4.1.4. Air and oil filters and servicing.

C16.4.1.5. Batteries and battery charging.

C16.4.1.6. Tires and tire and tube repairs.

C16.4.1.7. Washing and cleaning.

C16.4.1.8. Mounting and dismounting snow tires and chains.

C16.4.1.9. Replacement of spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.

C16.4.1.10. Collision repair and painting up to agency authorized limit.

C16.4.1.11. Emergency roadside service including towing.

C16.4.2. The primary source of fuel for DoD-owned vehicles should be refueling facilities located on a military installation. The DoD Fleet Charge Card can be used at commercial service stations including selected domestic United States AAFES/NEXCOM stations. Contact GSA for guidance on GSA-wet leased vehicles with a GSA-provided charge card.

C16.4.3. The DoD Fleet Card is NOT authorized to obtain aviation fuel at commercial locations.

C16.4.4. For GSA-leased vehicles operating under a “dry” lease (DoD owned vehicles), the DoD Fleet Card is authorized for fuel purchases. “Wet”-leased vehicles are not permitted to fuel with a DoD Fleet Card. Contact GSA for further guidance on GSA-leased vehicles.

C16.4.5. The DoD Fleet Card can be used to obtain fuel for small boats, tugs or barges as authorized by the activity and not to exceed the micro-purchase threshold.

C16.5. DoD ADMINISTRATIVE CONTROL

DoD Fleet Card users shall ensure that supplies and services purchased with the card are for official use only; administrative control should be written and maintained by the Military Services and the Defense Agencies to prevent unauthorized use of cards. The Military Services and the Defense Agencies shall develop and maintain adequate procedures and physical safeguards to ensure strict compliance with the procedures prescribed in this section.

C16.5.1. General Information. Lost or stolen account numbers and cards must be reported immediately to the contractor's Client Services Center that is staffed 24 hours a day/7 days a week to accept calls. Refer to the DESC website for calling information. Notification is mandatory whether or not the fuel card is to be replaced to enable the contractor to update the data file.

C16.5.1.1. Fuel cards that have been replaced for any reason, including those reported as lost and subsequently found, shall be destroyed immediately.

C16.5.1.2. The individual responsible for ordering fuel cards can contact the contractor requesting a replacement card for those cards that have become damaged or are in need of replacement. Information for ordering replacement fuel cards may be found on the DESC web page.

C16.5.1.3. The contractor shall be notified immediately of changes to a user's account including telephone numbers, addresses, POCs, Certifying Officials, DODAACs, etc. Subsequently, if the user's agency is disbanded or relocated, the POC responsible for the fuel cards is required to provide the contractor with a forwarding address where any unpaid invoices can be sent. Further, if the agency or unit is disbanded, the agency or unit is responsible for

proper disposition of the cards and personal identification numbers (PIN) to prevent unauthorized use or fraudulent activity.

C16.5.1.4. The PIN associated with each DoD Fleet Card is not to be divulged to unauthorized personnel. When a PIN has been compromised, the cardholder shall contact the contractor immediately for card cancellation or resetting of the PIN.

C16.5.2. Invoicing. Invoices shall be prepared by the contractor and sent to the designated billing office. In the case of the DoD Fleet Card the designated billing officer is the Certifying Official.

C16.5.3. Payment. Payment terms and conditions for the DoD Fleet Card are in accordance with the Prompt Payment Act. The Certifying Official shall ensure that all invoices are paid (i.e., paid in the thirty-day timeframe stipulated in the Prompt Payment Act). DESC retains the right to deny reactivation of suspended accounts, and may refuse to reissue commercial cards on accounts that have been repeatedly suspended due to delinquent payments. Agency procedures shall be followed to effect payments. Disputed transactions shall be brought to the contractor's attention immediately. The DESC Program Manager shall intercede when necessary.

C16.6. PROCEDURES FOR REQUESTING THE DoD FLEET CARD

Procedures to request and make application for the DoD Fleet Card can be obtained from the DESC home page.

C16.7. U.S. GOVERNMENT AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARDSM PROGRAM

The U.S. Government AIR Card® is a co-branded commercial purchase card that is used to obtain fuel, fuel related supplies, and ground services. It uses the same technology as any other commercial fuel card. The embossed card shows the aircraft tail or side number, or Navy Unit Identification Code, Branch or Agency, the ACC logo and AIR Card number. The U.S. Government AIR Card® can be electronically swiped (if the facility is so equipped), mechanically imprinted, or hand-scribed onto a commercial delivery ticket or a DD Form 1898. The card data, merchant data, and the variable sales information is then electronically transmitted or can be mailed/faxed to the ACC. The ACC electronically forwards contract invoices within 24 hours of receipt to the Defense Finance and Accounting Service - Columbus (DFAS-Columbus) for payment.

C16.7.1. U.S. Government AIR Cards® are issued to the aircraft, not the personnel. Aviation Managers can easily track fuel expenditures to better manage flying hour programs. The U.S. Government AIR Card® is only authorized for purchasing aviation fuel and authorized ground services. The card is a payment mechanism for non-contract refuelers and the ACC acts as an agent or clearinghouse for DESC contractors.

C16.7.2. The U.S. Government AIR Card® can be used at either DESC contract or non-contract locations for fuel and/or ground services. The ACC separates fuel invoices from any ground services and bills your home station accordingly. The squadron commander is responsible for providing any unique guidance to their aircrews regarding authorized ground/ramp service purchases. Eventually, DESC will install electronic equipment at military installations.

C16.7.2.1. Canadian National Defense Contracts (CNDCs) enable DoD Military Services and U.S. Federal Agencies aircraft to purchase fuel and ground services at CNDC locations. DD Form 1896 is the only authorized purchase card at CNDC locations. Purchases at CNDC locations with DD Form 1896 are exempt from Canadian excise taxes and will result in billing at the applicable DoD Standard Price. Fuel purchases made with the U.S. Government AIR Card® at CNDC locations will result in billing at the DoD Local Purchase Price.

C16.7.2.2. A complete listing of contract locations and available services may be viewed at the DESC Web Site or the ACC Web Site.

C16.7.3. U.S. Government AIR Card® Users. The following Ordering Officers and customers are authorized to order fuel, ground services, and/or related purchases at commercial airport locations that have a current Into-Plane Contract in place:

C16.7.3.1. Pilot, flight commander, aircraft commander, or crew chief.

C16.7.3.2. Contracting Officers.

C16.7.3.3. Defense Attaché Officers.

C16.7.3.4. The following represent the most common categories of authorized Into-Plane contract customers. Questions regarding authorized U.S. Government AIR Card® customers shall be directed to DESC-K (reference Appendix API POC information):

C16.7.3.4.1. All Department of Defense military aircraft including National Guard and Reserve components.

C16.7.3.4.2. U.S. Government Agency and Federal Civilian aircraft.

C16.7.3.4.3. All Canadian military aircraft and Canadian Department of Transportation aircraft.

C16.7.3.4.4. All German military aircraft.

C16.7.3.4.5. All U.S. Government sponsored Foreign Military Sales aircraft.

C16.7.3.4.6. Other aircraft with written Program Manager authorization.

C16.7.3.4.7. Special mission and obscured identity aircraft with written contracting officer authorization.

C16.7.4. Authorized Products and Services. The following fuel products and related ground services are authorized for purchase with the U.S. Government AIR Card®:

C16.7.4.1. Aviation fuel.

C16.7.4.2. Callout fees.

C16.7.4.3. Flowage fees.

C16.7.4.4. Overtime charges.

C16.7.4.5. Rapid/hot refueling fees.

C16.7.4.6. Taxes. Department of Defense, National Guard, and foreign military aircraft must pay the Federal Leaking Underground Storage Tank tax. Department of Defense, National Guard, and foreign military aircraft are exempt from Federal Excise Tax (FET) levy on aviation fuel, but Federal agencies are not FET exempt. Many states also provide State Excise Tax (SET) exemption for Federal government purchases of aviation or jet fuel. FET and SET information may be viewed at the DESC web page. Payment of FET and/or SET for non-fuel items is the responsibility of the purchasing unit/organization. Units should consult the Foreign Clearance Guide for exemptions or the application of taxes at overseas locations.

C16.7.4.7. Other products or services directly related to aircraft support and associated mission requirements

C16.7.4.8. Authorized ground and ramp services include the following:

C16.7.4.8.1. Aircraft housekeeping such as trash collection, lavatory and potable water service, etc.

C16.7.4.8.2. Aircraft landing fees.

C16.7.4.8.3. Aviator breathing oxygen.

C16.7.4.8.4. De-icing service.

C16.7.4.8.5. Defuel and re-service fees.

C16.7.4.8.6. Ground equipment fees such as passenger stairs, auxiliary power unit, ground power unit and so forth.

C16.7.4.8.7. Hydraulic fluids.

C16.7.4.8.8. Lube oils.

C16.7.4.8.9. Parking fees and ramp fees.

C16.7.4.8.10. Security services.

C16.7.4.8.11. Block/slot time fees.

C16.7.4.8.12. Supplies, maps, and navigational aids.

C16.7.4.8.13. Catering for passenger flights (passengers only)

C16.8. UNAUTHORIZED USE OF THE U.S. GOVERNMENT AIR CARD®

Aviation unit Certifying Officers and AOs are responsible to exercise due diligence in management of U.S. Government AIR Cards® issued to assigned unit/wing/squadron aircraft. Severe penalties are imposed for misuse and/or abuse of the U.S. Government AIR Card®. Transactions for aircrew meals, food, beverages, and alcohol are strictly prohibited. Additionally, aircrews are not authorized to accumulate or earn points or rewards for any U.S. Government AIR Card® purchases that may be commercially offered by merchants. Certifying and Accountable Officials shall immediately investigate and simultaneously report any suspected card misuse to the appropriate local investigative office, the respective CPM, and the GFC PMO. AOs shall consult the DoD Foreign Clearance Guide for any taxes or fees that may be applicable at overseas airport locations.

C16.8.1. DoD policy directs AOs to notify responsible Commanders/Supervisors in a timely fashion of each case of improper, fraudulent, abusive, or negligent use of the U.S. Government AIR Card® by subordinate individuals or parties. Misuse includes any U.S. Government AIR Card® use at establishments or for purposes that are inconsistent with DoD Official Business, applicable governing regulations, and part 2635 of title 5, Code of Federal Regulations. Misuse includes the illegal acceptance of gratuities. See the DESC Web Site for more information on gratuities. U.S. Government AIR Card® users are severely cautioned that the Standards of Ethical Conduct prohibit misuse of government positions/resources and may result in Uniform Code of Military Justice (UCMJ) or civilian agency disciplinary action. See the DESC Web Site for more information.

C16.8.2. Specific examples of fraud include, but are not limited to, the following:

C16.8.2.1. Any U.S. Government AIR Card® transaction by an unauthorized user.

C16.8.2.2. U.S. Government AIR Card® fuel and ground service charges billed for a date when and/or at a location where the aircraft was not deployed.

C16.8.2.3. U.S. Government AIR Card® transactions for fuel quantities in excess of what was actually serviced to the aircraft.

C16.8.2.4. U.S. Government AIR Card® transactions for fuel quantities that exceed the aircraft capacity.

C16.8.2.5. U.S. Government AIR Card® transactions for unauthorized fuel products and ground services.

C16.8.2.6. Duplicate billings for identical fuel products and/or ground services to an aircraft.

C16.8.2.7. Offers to or acceptance by aircrew members of illegal gratuities from merchants.

C16.8.2.8. Any U.S. Government AIR Card® transaction not performed as official DoD business.

C16.9. FUEL PURCHASES AT DESC INTO-PLANE CONTRACT LOCATIONS AND NON-CONTRACT LOCATIONS THAT ACCEPT THE U.S. GOVERNMENT AIR CARD®

C16.9.1. DESC shall furnish imprinters, embossed metal station plates that reflect merchant specific and location information, and DD Form 1898, when the merchant manually records point of sale data for DESC contracts. Instructions for ordering DD Form 1898, imprinters, and station plates are contained in DESC Interim Guidance located at the DESC Web Site. All commercial vendors are authorized to use a commercial delivery ticket in lieu of DD Form 1898. Merchants have been supplied customized commercial U.S. Government AIR Card® slips that will capture all required data. If this ticket type is not available, any commercial charge card form is acceptable if required data is captured. When used, the commercial delivery ticket shall reflect all pertinent Into-Plane contract point of sale data and copies shall be provided to the aircrew member.

C16.9.2. The merchant shall manually record required point-of-sale (POS) data for all authorized into-plane purchases when an electronic POS reader is not available.

C16.9.3. A minimum of one aircrew member (ordering official) shall be present during aircraft servicing to verify the accuracy of the recorded POS data (product grade, quantity, unit of issue, receipt date) and to ensure safe performance of the refueling operation.

C16.9.4. The aircrew member shall present the U.S. Government AIR Card® to the refueling personnel for imprinting/swiping of aircraft POS billing data. Aviation fuel/services purchased without aircrew presentation of a U.S. Government AIR Card® will not be paid by the ACC and shall be processed by the home station Certifying Officer and/or AO as a local purchase.

C16.9.5. The aircrew member shall ensure that fuel products and ground services are separately, accurately, and legibly recorded on the DD Form 1898 or commercial delivery ticket. The aircrew member shall ensure that the date of delivery is also correctly and legibly reflected on the form.

C16.9.6. The aircrew shall provide all U.S. Government AIR Card® or commercial delivery ticket purchase receipts to the designated flying squadron Certifying Officer and/or AO upon return to home station to enable validation and obligation establishment in the financial system of record.

C16.9.7. The U.S. Government AIR Card® merchant shall ensure the following minimum POS data are recorded, either printed or a combination of printing and imprinting, on the DD Form 1898 or commercial delivery ticket receipt upon aircrew member presentation of the U.S. Government AIR Card®:

C16.9.7.1. Merchant Identification Number (MIN) or the four character International Civil Aviation Organization (ICAO) airport identifier.

C16.9.7.2. U.S. Government AIR Card® Number or CARNET number (CARNET refers to the Aircraft Tail Number or Nose Number).

C16.9.7.3. Purchase date reflected as the Julian Date.

C16.9.7.4. Fuel Grade.

C16.9.7.5. Net fuel quantity purchased in whole U.S. gallons.

C16.9.7.6. Specify any additional charges for additives, call out fees, or applicable taxes (i.e. Federal, state, local, or airport).

C16.9.7.7. Overtime charges. The merchant shall record start and stop times on the DD Form 1898 or commercial delivery ticket with the total overtime annotated in fractional hours (e.g., 1 hour, 15 minutes = 1.25 hours).

C16.9.7.8. The merchant and aircrew member shall jointly sign the DD Form 1898 or commercial delivery ticket to certify accuracy of the purchase transaction. The merchant shall provide a copy of the DD Form 1898 or commercial delivery ticket to the aircrew member.

C16.9.8. The merchant shall transmit POS purchase transaction data to the ACC for subsequent processing into the ACC database and the Defense Fuels Automated Management System for customer billing.

C16.9.9. Non-contract merchants shall transmit POS purchase transaction data to the ACC for subsequent processing into the ACC database and to the FAS Enterprise Server (FES).

C16.9.10. Aircrews utilizing Canadian National Defense Locations need to present the DD Form 1898, Fuel Identaplate to receive contract pricing. U.S. Government AIR Cards® can be presented for non-fuel items. If the U.S. Government AIR Card® is presented for fuel, the transaction will be processed as a retail sale and adjustment will be made on the fuel price.

C16.10. STANDARD FORM (SF) 44 FUEL PURCHASES WHERE MERCHANT AGREES TO INVOICE DESC FOR PAYMENT

The aircrew shall present SF 44 as the purchase invoice when a non-contract refueling or ground service merchant refuses to accept the U.S. Government AIR Card®. The aircrew shall complete the SF 44 and attach it to the merchant vendor ticket/invoice when the merchant also declines use of the SF 44 and uses its own invoice/receipt.

C16.10.1. Appendix 2 provides data necessary to accurately record fuel purchase transactions for subsequent billing and payment. Fuel purchases shall be documented on a separate SF 44 from ground services and other authorized products since the merchant must invoice DESC for the fuel portion of the invoice and the customer home station payment office for any non-fuel product and services.

C16.10.2. The merchant shall be provided or retain Copies 1 and 2 of the SF 44. In-turn, copy 1 of the SF 44 and one copy of the merchant's commercial invoice, if applicable, shall be forwarded by the merchant to the following address to bill/invoice DESC:

DESC-RR
Building 1621-K
1014 Billy Mitchell Blvd
San Antonio, TX 78226

C16.10.3. Aircrews shall be provided or retain copy 3 of the SF 44 and one copy of the merchant commercial invoice if applicable. Aircrews shall present all fuel purchase receipts to the designated aviation squadron Certifying Officer and/or AO upon return to home station to enable timely validation and financial obligation.

C16.10.4. Retail Management Division, Financial Operations, (DESC-RR) shall certify and process the merchant invoices for fuel through DFAS Columbus for merchant payment. DESC-RR shall also record the transaction to the FAS for tracking and customer billing.

C16.10.5. In accordance with the National Archives Records Administration General Records Schedule 3, Defense Financial Accounting Service, Columbus (DFAS-CO) shall retain a copy of the SF 44 and all supporting documentation on file for a period of 6 years and 3 months after payment is made to the vendor. DFAS-CO shall only retain SF 44s for petroleum purchases.

C16.11. SF 44 FUEL PURCHASES WHERE THE MERCHANT REQUIRES CASH PAYMENT

Cash fuel purchases are only authorized when either the DoD 4500.54-G, "DOD Foreign Clearance Guide" requires cash payment or when refueling operators outside the United States and U. S. Territories refuse U.S. Government AIR Card® and/or SF 44 invoicing processes.

C16.11.1. Aircrews required to pay cash for aviation fuel purchases shall employ the following procedures. These procedures do not apply to non-fuel products or services.

C16.11.1.1. Prior to departure from home station, the aircrew shall obtain cash from the supporting DoD finance office in accordance with service-specific guidance. Cash advances shall be accounted for and resolved in accordance with service-specific guidance.

C16.11.1.2. Aircrews shall complete the SF 44 and obtain the required annotations from the merchant on the SF 44 according to the instructions provided at Appendix 2.

C16.11.1.3. Aircrew shall present the completed SF 44 (for non-fuel charges only) to the appropriate home station personnel for processing (e.g., Wing Refueling Document Control Officer, Finance Office).

C16.11.1.4. Commanders may request reimbursement for fuel purchases from DESC-RR via written request. Reimbursement requests shall not be approved unless sufficient supporting documentation is provided.

C16.11.1.5. Approved DESC reimbursement actions will be provided to DFAS-CO with the appropriate documentation for processing. DFAS-CO shall reimburse the applicable DoD finance office from the Defense Working Capital Fund.

C16.11.1.5.1. DFAS-CO shall process the reimbursement and provide DESC-RR copies of the completed SF 44 and the supporting documentation for the reimbursement.

C16.11.1.5.2. DESC-RR shall provide a copy of the completed SF 44 to the fuel customer advising that the reimbursement action is completed.

C16.11.1.6. DESC-RR shall process the purchase and subsequent sale transactions into the DLA/DESC system of record. Completion of this processing formally acknowledges the purchase and sale of product by DoD which results in the end-use customer being billed at the DoD Local Purchase Standard Price for non-contract commercial purchases.

C16.11.2. SF 44 Purchases of Ground Services and Other Approved Products (Not Fuel):

C16.11.2.1. Complete a separate SF 44 in compliance with instructions at Appendix 2.

C16.11.2.2. Provide the merchant copies 1 and 2 of the SF 44. The merchant shall use copy 1 and one copy of the merchant commercial invoice, if applicable, to directly bill/invoice the purchasing organization. The SF 44 shall reflect the organization name and address of the finance office responsible for payment to the merchant.

C16.11.2.3. The purchasing organization shall make payment to the merchant upon receipt of an invoice.

C16.12. LOST OR STOLEN U.S. GOVERNMENT AIR CARD®

The aircrew shall immediately notify the home station flight squadron Certifying Officer and/or AO, the Card Contractor, and respective CPM whenever a card is lost or suspected stolen.

C16.13. SHIPS' BUNKERS EASY ACQUISITION (SEA) CARD® PROGRAM

The SEA Card® Program is implemented by the DESC Government Fuel Card Program Office (DESC-K). Under this program commercial ship propulsion fuels and ancillary services are procured for the military and other U.S. Government organizations at commercial and military ports worldwide. It uses commercially available technology to provide on-line order/receipt services to all DoD and Coast Guard customers. A primary and alternate Ordering Officer (OO) and Accountable Official (AO) are designated for each vessel to execute all transactions which are electronically processed. Purchases made are generally for fuel from a DESC contract, but non-contract local purchases are also charged. Under this program, the SEA Card® is not a standard "charge card," rather the SEA Card® program provides a secure and efficient Internet-based ordering mechanism for vessels at DESC Bunker contract locations using an order/receipt system called the SEA Card® Order Management System (SCOMS®) or DoD-SCOMS®. This system allows an electronic capture of the actual fuel type and quantity delivered, facilitating a more efficient and timely payment method. It allows the SEA Card® program contractor to directly reimburse merchants for non-contract ancillary charges, for example, demurrage and backhaul. Ancillary charges incurred during a fuel lift are also processed through DoD-SCOMS® and billed directly to the vessel's home station. The system provides DESC and the Military Services reporting and audit capability. Phase III of the SEA Card® Program may include a swipe charge card that will be authorized for small and mid-size vessels for fuel purchases up to the Federal Acquisition Regulation simplified acquisition dollar threshold.

C16.13.1. Account numbers are assigned to vessels. Each vessel must have a primary and alternate assigned Ordering Officer and Accountable Official. If personnel staffing is sufficient for only one person in each position, the Service CPM has the authority to authorize only a primary OO and AO. A specified hierarchy structure of personnel responsible for vessel fuel procurements shall be established for each vessel. Vessel OOs and AOs in addition to other designated personnel shall be issued individual login IDs and passwords to obtain access to DoD-SCOMS®. The PIN associated with each individual's access to DoD-SCOMS® must not be divulged to other personnel.

C16.13.2. Deployment of Vessels. The SEA Card® Program shall be used whenever possible to acquire fuel in situations wherever governmental fuel sources are unavailable. The Service CPM shall determine the vessel roll out schedule for the SEA Card® Program. Service CPMs will determine when Open Market DoD-SCOMS® will be used for local purchases. The SEA Card® Program shall be used whenever there is no government fuel source available. The manual DD Form 1155 process should only be used when merchants are not available in DoD-SCOMS®.

C16.13.3. Allowable Purchases. Charges for bunker fuel are centrally paid by DESC. Other ancillary charges for services such as backhaul, demurrage, overtime, and other non-fuel charges are directly billed to the vessel/home station payment office.

C16.13.4. AOs and Certifying Officers.

C16.13.4.1. The vessels' AOs are designated as the Certifying Officer for all ancillary non-fuel charges. AOs are responsible for providing information or data to the certifying or disbursing official in support of the payment process. The AO's responsibilities are addressed in paragraph C16.2.5.

C16.13.4.2. The SEA Card® contractor and Military Service CPM shall be notified immediately of decommissioned vessels or changes to their account including telephone numbers, email addresses, POCs, DODAACs, etc.

C16.14. TRAINING

DESC and the applicable Fuel Card Contractors supporting the AIR/SEA or DoD Fleet Card Programs may provide assistance in the initial training of Military Service CPMs, Ordering Officers, AOs, Agency Program Coordinators, and other personnel within the designated hierarchy level. DESC may assist with follow-on training by providing a "train the trainer" course when required or by assisting in training workshops sponsored by the Military Service. Funding for follow-on training of Military Service personnel shall be the responsibility of the Military Service.

AP1. APPENDIX 1

POINTS OF CONTACT

C16.AP1.1. DESC-K Government Fuel Card Program Management Office points of contact can be contacted via email at aircard@dla.mil or by phone as follows:

Director	703-767-8606
Deputy Director	703-767-9665
SEA Card® Program Manager	703-767-0687
U.S. Government AIR Card® Program Manager	703-767-9747
DoD Fleet Card Program Manager	703-767-8142
Program Analyst	703-767-0688
Program Analyst	703-767-2386
Account Manager (Army)	703-767-3422
Account Manager (DOD Agency & non-DOD)	703-767-0689
Account Manager (Navy)	703-767-9552
Account Manager (Air Force)	703-767-0673
Technical Integrator	703-767-2028
Technical Integrator	703-767-9738

C16.AP1.2. DESC Fraud Counsel, 703-767-5020.

C16.AP1.3. The assigned CPM for each service is listed below:

Navy & USMC:	ALL Fuel Cards – DON Consolidated Card Program Management Division
Army:	ALL Fuel Cards – Headquarters Army, G4
Air Force:	U.S. Government AIR Card® – USAF, Operations Group, AF/A30-AO
AF DoD Fleet:	Vehicle, Equipment and Management Support Office (VEMSO)
Coast Guard:	ALL Fuel Cards - Department of Homeland Security (DHS)
Other Agencies	Contact non-DoD Account Manager for CPM points of contact

AP2. APPENDIX 2

SF 44 DATA REQUIREMENTS

C16.AP2.1. SF 44 is a controlled form available through the Federal Supply Service using stock number 7540-01-152-8068. Users may contact Federal Supply customer assistance at 800-525-8027 to order the forms.

C16.AP2.2. Mandatory Data requirements for fuel purchases using the SF 44 are as follows:

1. Date of Order Block. Enter the date purchase was made.
2. Order Number Block. Leave blank if for fuel purchase only. (Units are no longer required to provide a Requisition/Transaction Document number since a Military Standard Requisitioning and Issue Procedures (MILSTRIP) Document Number will be assigned by the FAS Enterprise Server (FES) using the following construct: Customer DODAAC + Julian date + FA + 2 Alpha/Numeric character sequence number, (e.g., FP44184145FA01). For non-fuel product and services enter appropriate Document Serial Number for purchaser's unit.
3. Print Name and Address of Seller Block. Print Name and Address of Merchant/Fuel Vendor selling the fuel.
4. Furnish Supplies or Services To Block. Print the Wing/Squadron/Unit name and complete mailing address. Note: Information may be pre-printed to forms by the units.
5. Supplies and Services Column. Enter an itemized list of fuel or other authorized services/products purchased. Indicate the grade of the fuel purchased (i.e., Jet A-1 with Fuel System Icing Inhibitor, Jet A without additives, Jet B, etc.). Fuel purchases should be documented on a separate SF 44 from ground services and other authorized products.
6. Quantity Column. Enter the quantity of each itemized purchase item. For fuel also enter the unit of issue (i.e., U.S. Gallons or Liters, etc.).
7. Unit Price Column. Unit price for each itemized purchase item and type currency (e.g., U.S. dollar, Euro, Lira).
8. Amount Column. Total cost for each itemized purchase item and type currency (e.g., U.S. dollar, Euro, Lira).
9. Agency Name and Billing Address. Fuel purchases should be documented on a separate SF 44 from ground services and other authorized products.
 - a. For ground services and authorized non-fuel items, enter the Name and Address for the purchaser's billing/paying office.
 - b. For Fuel Purchases only, enter the following address:

Retail Management Division, Financial Operations (DESC-RR)
1014 Billy Mitchell Blvd
Bldg 1621-K
San Antonio TX 78226

10. Total Block. Enter the total of purchase cost and currency type (e.g., U.S. dollars, EURO \$, Lira).
11. Discount Terms Block. Leave blank. To be completed by paying office.
12. Date Invoice Received Blocks. Leave blank. To be completed by paying office.
13. Ordered By Block. Signature of crew member acknowledging receipt of products and/or services.
14. Purpose and Accounting Data Block. Enter the following purchaser line-of-accounting data.
 - a. DODAAC of purchasing organization.
 - b. Sub-Account Code: Account Processing Code (Army); TEC (Navy and Marines); Org Code (AF).
 - c. Aircraft Type (TMS or MDS) and tail number for AF and Army, or bureau number (BUNO) for NSN/USMC.
 - d. Fund Code and Signal Code.
 - e. Supplemental DODAAC if other than Signal Code A is used (Identifies Bill-to Activity).
15. Received By Block. Printed name of aircrew member receiving the product or service.
16. Title Block. Title of aircrew member receiving the product or service.
17. Date Block. Date of signature/purchase.
18. Seller Section, Payment Received. To be completed by the merchant.
 - a. If cash payment is made ensure that the SF 44 indicates the total cash paid/received in the appropriate block.
 - b. Merchant representative must sign and date the SF 44.
19. Certifying Officer Blocks. To be completed by office processing the invoice.
 - a. DESC-RR shall certify and complete this section for all fuel items, and forward the invoice to DFAS Columbus for payment to the merchant.
 - b. The purchasing organization or their paying office shall certify and complete this section for non-fuel services and products.
20. Paid By/Date Paid/Voucher No Blocks. To be completed by office making payment to the merchant.

- a. These blocks will be completed by DFAS Columbus when the item is a fuel item.
- b. The purchasing organization's paying office shall complete this section of the form for non-fuel services and product.

AP3. APPENDIX 3

SF 44 EXAMPLE

<p>Fuel Purchase: SF 44 Example</p>	<p>PURCHASE ORDER-INVOICE-VOUCHER</p> <p>DATE OF ORDER: <u>Date Prepared</u> ORDER NO. _____</p> <p>BUYER NAME AND ADDRESS OF HEADQUARTERS (Number, Street City, and State) _____</p> <p>SELLER'S NAME _____</p> <p>SELLER'S ADDRESS _____</p> <p>FURNISH SUPPLIES OR SERVICES TO (Name and Address) _____</p> <p>NAME AND ADDRESS OF UNIT _____</p> <table border="1"> <thead> <tr> <th>QUANTITY OR SERVICES</th> <th>QUANTITY</th> <th>UNIT PRICE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>List fuel Type Purchased</td> <td>QTY</td> <td>Unit\$</td> <td>Total</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Unit of Issue: (USG, liters, etc.) _____ Local Currency: (US\$, Euro\$, etc.) _____</p> <p>If Cash purchase, Print Below: "Vendor Paid In Cash" _____</p> <p>BUYER NAME AND ADDRESS (DESC-RRF (SF 44)) _____</p> <p>Bldg 1621-K 2261 Hughes Ave, Suite 128 Lackland AFB, TX 78236</p> <p>TOTAL in US\$ _____ DISCOUNTS (If applicable) _____ DATE INVOICE BACKLOG _____</p> <p>ORDERED BY: (Signature and title) _____ Signature and Title of Ordering/Receiving Officer</p> <p>PURCHASER AND ACCOUNTS DATA DoDAAC; Sub Act Code; Type A/C; TNO; FC; SC; Sup DoDAAC _____</p> <p>PURCHASER: To sign below for own-the-vehicle delivery of items</p> <p>ORDERED BY: _____ Printed Name of Ordering/Receiving Officer</p> <p>TITLE: _____ Title of Receiving Officer</p> <p>DATE REC'D: _____ Date Rec'd</p> <p>SELLER: Please read instructions on Copy 2</p> <p><input type="checkbox"/> CASH & RECEIVED <input type="checkbox"/> CASH & RECEIVED</p> <p>NO FURTHER INVOICE NEED BE SUBMITTED</p> <p>SELLER'S SIGNATURE: _____ Vendor's Signature</p> <p>DATE: _____ Date</p> <p>ACCOUNT RECEIVED: _____ ACCOUNT NO: _____</p> <p>PAID BY: _____ DATE PAID: _____</p> <p>ISSUE NO: _____ ISSUE NO: _____</p> <p>* PLEASE INCLUDE SIP CODES (See Instructions on Copy 2)</p> <p>U.S. GOVERNMENT PRINTING OFFICE: 1985-652-353</p>	QUANTITY OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT	List fuel Type Purchased	QTY	Unit\$	Total													<p>Leave Blank for Fuel Only; Enter Unit Invoice/Control # for Non-Fuel and other Services</p>
QUANTITY OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT																			
List fuel Type Purchased	QTY	Unit\$	Total																			
<p>For Fuel Purchases: Enter the unit of issue, (USG, liters, etc.) & Local currency (US \$, lira, etc.)</p>	<p>Enter the purchase quantity, unit cost and total cost (use local unit of issue and currency here)</p>	<p>Buyer Line of Accounting Data</p> <ol style="list-style-type: none"> 1. Unit's DoDAAC 2. Sub Account Code (APC, TEC, or Org) 3. Type Aircraft (MDS or TMS) 4. Aircraft Tail Number or BUNO 5. Fund Code and Signal Code 6. Supplemental DoDAAC (include d if other than Signal Code A is used) 																				
<p>Fuel Purchase Address to: DESC-RRF (SF 44) For Non-Fuel Products/Services: Address to Home Station Paying Office</p>	<p>Amount to be Invoiced (In local currency)</p>	<p>Vendor's Signature and date. Print "Vendor refused SF 44" if Vendor refuses to use the SF 44 for Invoice/Payment Documentation. Attach signed copy of Vendor receipt/invoice to SF 44. Vendor must sign SF 44 for Cash Purchases.</p>																				
<p>Ordering, Receiving Officer Signature and printed Name. (May be the name/signature of Paying Agent for Cash Purchases)</p>																						
<p>Amount Paid in Cash (Note: If cash payment print "Vendor Paid in Cash" on the bottom line of the Supplies and Services Section of the Form.)</p>																						