



DoD MANUAL 4140.25, VOLUME 3

DoD MANAGEMENT OF ENERGY COMMODITIES: FUEL CARDS

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Purpose: This manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5134.12 and DoD Instruction 4140.25:

- This manual implements policy, assigns responsibilities, and provides procedures for the supply chain management, quality assurance and quality surveillance, and storage of energy commodities and related services.
- This volume assigns responsibilities and provides procedures to prepare and administer government fuel card (GFC) programs, including the DoD Fleet Card, U.S. Government Aviation Into-Plane Reimbursement (AIR) Card®, and the DoD Ships' Bunkers' Easy Acquisition (SEA) Card®, including the Swipe SEA Card®.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This volume applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security, by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within DoD (referred to collectively in this manual as the “DoD Components”).

b. Federal departments and agencies participating in DoD supply chain management of energy commodities with the DoD Components, referred to collectively in this manual as “Participating Agencies,” but only when and to the extent they adopt the terms of this volume.

1.2. INFORMATION COLLECTIONS. The suspected fraudulent or improper use of Defense Logistics Agency (DLA) Energy-sponsored fuel cards report, referred to in Paragraphs 3.4.f. and 7.3.d. of this volume, does not require licensing with a report control symbol in accordance with Paragraph 1.b.(8) of Enclosure 3 of Volume 1 of DoD Manual 8910.01.

1.3. SUMMARY OF CHANGE 2. This change is administrative and updates references and organizational titles in accordance with the reorganization begun by the July 13, 2018 Deputy Secretary of Defense Memorandum.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DLA. Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, through the Assistant Secretary of Defense for Sustainment, the Director, DLA:

a. Administers the GFC programs: DoD Fleet Card and Swipe SEA Card Task Order under the General Services Administration (GSA) SmartPay® contract and the U.S. Government AIR Card®, SEA Card®, and Swipe SEA Card® contract.

b. Provides energy commodity support to authorized customers.

c. Administers the GFC programs in accordance with Subpart 213.3(4) of the Defense Federal Acquisition Regulation Supplement (DFARS).

d. Coordinates with the Office of Charge Card Management on guidance for the GSA SmartPay® 2 Program.

2.2. DOD COMPONENT AND PARTICIPATING AGENCY HEADS. The DoD Component and Participating Agency heads:

a. Establish GFC programs for using the procedures in the DoD Government Charge Card Guide Book for Establishing and Managing Purchase, Travel, and Fuel Card Programs (referred to in this issuance as the “DoD Government Charge Card Guide Book”) as directed by the Office of Management and Budget (OMB) Circular No. A-123.

b. Appoint a component program manager (CPM) for each GFC service according to the procedures in the DoD Government Charge Card Guide Book.

SECTION 3: GFC

3.1. GENERAL. The Director, DLA, designates the DLA Energy Fuel Card Program Management Office (DLA Energy-QEVK) as the GFC Program Management Office (PMO) to:

- a. Provide the DoD Components and Participating Agencies with comprehensive energy commodity solutions.
- b. Negotiate energy commodity discounts.
- c. Review various energy commodity supply and service contracts.
- d. Prepare and administer the DoD Fleet Card and Swipe SEA Card® Task Orders under the GSA SmartPay® contract and the U.S. Government AIR Card®, and SEA Card® GFC programs in accordance with Subpart 213.301(4) of the DFARS.
- e. Provide energy commodity support to authorized customers.

3.2. GFC PMO. The GFC PMO:

- a. Implements and integrates GFC program initiatives, guidance, and oversight; electronic enterprise integration efforts; and improves the DLA Energy fuel card processes.
- b. Advocates and coordinates the GFC program extensively within the DoD Components and Participating Agencies.
- c. Serves as the primary point of contact (POC) and best practices focal point for the GFC program.
- d. Provides business rules, interim guidance, and identifies innovations for the GFC program, including Participating Agencies.
- e. Develops policy, procedures, and training with regard to the GFC programs.
- f. Provides GFC program support to CPMs when needed.
- g. Performs delinquency management and fraud or audit analysis.
- h. Ensures that fuel card system processes are functional, operational, and optimized.
- i. Coordinates all contract actions through the DLA Energy Mobility Fuels Card Programs Division (DLA Energy-PH) contracting office. Sponsors and coordinates 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.
- j. Provides management oversight and maintains centralized operational control for all DLA Energy-sponsored fuel card programs.

- k. Develops a comprehensive, outcome-based metrics collection and management program.
- l. Works directly with the DoD Purchase Card and DoD Travel Card PMOs, the GSA SmartPay® 2 Program Office, and OMB representatives to coordinate all government-wide charge card guidance.
- m. Notifies the applicable offices and activities in cases of GFC misuse.
- n. Provides fuel charge card contractors with file transfer protocol formats and applicable data fields to receive transaction files.

3.3. CPM. Each DoD Component and Participating Agency that is a GFC program participant will have a CPM who:

- a. Ensures continuity and accountability of the GFC program in compliance with the DoD Government Charge Card Guide Book and OMB Circular No. A-123.
- b. Develops, coordinates, publishes, and disseminates supplemental procedures and training materials for each fuel card program.
- c. Provides access to agency-specific training sites and customer technical assistance. Ensures accountable officials (AOs) complete the DLA Energy AO training found on the DLA Energy website at <http://www.dla.mil/energy> unless superseded by completion of comparable Service-specific training in accordance with Section 3.4 of OMB Circular No. A-123.
- d. Ensures that agency or organization program coordinators (A/OPCs), AOs, and certifying officers (COs):
 - (1) Are properly appointed in writing, capable of performing their respective duties sufficiently to meet the DLA Energy-sponsored fuel charge card requirements or respective CPM guidance.
 - (2) Are trained before their appointment.
 - (3) Complete refresher training every 3 years.
 - (4) Certify training compliance; and understand the applicable regulations, procedures, and consequences for inappropriate actions.
- e. Performs delinquency management as required.
 - (1) Ensures that responsible POCs and respective chains of command are aware of the delinquent account status.
 - (2) Analyzes data that may identify patterns of delinquency or misuse and notifies all involved parties. Takes all required actions to resolve fuel card delinquencies and misuse.

- f. Notifies the DLA Energy-QEVK promptly when positions become vacant or filled by new personnel.
- g. Provides fraud or audit analysis to:
 - (1) Identify questionable transactions or patterns of suspicious activities.
 - (2) Research suspected fraudulent transactions or activities and contact the appropriate audit or investigative agencies.
 - (3) Coordinate and cooperate with formal internal or external audits and inspections of fuel card programs.
- h. Notifies the DLA Energy-QEVK of Service-initiated audits or investigations of potential fraud, misuse, or abuse of DLA Energy-sponsored fuel charge cards.
- i. Notifies the DLA Energy-QEVK account manager when a GFC program is under investigation for misuse or abuse.
- j. Develops and submits recommended program or systems changes to the DLA Energy-QEVK along with justification and impact statements.
- k. Helps the DLA Energy GFC PMO account managers and charge card contractors resolve issues of mutual interest.
- l. Ensures that GFC program participants have access to adequate guidance, training, and assistance with routine program matters and assists in relevant aspects of program execution. Helps with local problem resolutions and questions and, when necessary, refers units to the appropriate POC for specific assistance.
- m. Ensures that intermediate command levels have access to information systems that contain transaction data from their subordinate units. In coordination with those commands, develops standard reports or queries to allow the commands to monitor purchases by units within their commands.
- n. Oversees the use of the private label fuel card used by GFC program participants for overseas programs where the DoD Fleet Card® or U.S. Government AIR Card® are not accepted.

3.4. A/OPC. Participating Agencies using a DLA Energy-sponsored fuel charge card are required to provide an A/OPC (command or equivalent) who will report to the CPM. The CPM determines how many A/OPCs and at what level they should be. The CPM and the A/OPC could share these duties. However, if the A/OPC function remains separate, the A/OPC will provide support and oversight to all participants in the program and ensure that periodic program management reviews are performed.

a. DoD Components and Participating Agencies will forward all nominations for A/OPCs, AOs, or COs to their respective CPM in accordance with applicable internal guidelines. Nominees:

(1) May not be contract support employees.

(2) In accordance with Chapter 33, Volume 5 of the DoD Government Charge Card Guide Book, must be either federal military personnel or federal civil service personnel.

(3) Must comply with the guidance in the DoD Government Charge Card Guidebook if they are foreign nationals or direct hires.

b. DoD Components and Participating Agencies may identify different people for different accounts, such as the U.S. Government AIR Card®, SEA Card®, Swipe SEA Card®, or DoD Fleet Cards.

c. The A/OPC:

(1) Ensures that local program is executed in accordance with OMB Circular No. A-123, and the DLA Energy and CPM-sponsored fuel charge card requirements as stated throughout this manual.

(2) Establishes effective internal management controls to ensure appropriate management, operation, and oversight of the Service or Participating Agency local fuel card program whether it is a U.S. Government AIR Card®, SEA Card®, Swipe SEA Card®, or DoD Fleet Card.

(3) Ensures that personnel requesting DLA Energy-sponsored fuel charge cards for official mission requirements receive proper training, while further ensuring cards are issued to authorized government aircraft, vehicles, vessels, and equipment.

(4) Enhances program integrity by establishing a proper separation of functions.

(5) Notifies the command, installation, or unit A/OPC of suspected fraudulent or improper use of DLA Energy-sponsored fuel cards for further investigation.

(6) Ensures that appropriate administrative and disciplinary actions are taken and documented when fraudulent, improper, or abusive U.S. Government AIR Card®, SEA Card®, Swipe SEA Card®, or DoD Fleet Card transactions are found. The command, installation, or unit A/OPC must provide a memorandum to the card user's chain of command, local official investigative agency, and the GFC PMO. The A/OPC will follow-up to ensure appropriate actions are taken and documented.

(7) Establishes local guidance and procedures to ensure card users are aware of proper card use, any limitations on use, and where and when to turn in transactions receipts.

(8) Maintains detailed knowledge and understanding of policies and procedures regarding the DoD Fleet Card, U.S. Government AIR Card®, SEA Card®, and Swipe SEA

Card® programs and communicate this information to AOs, managers, and other responsible officials.

(9) Establishes and ensures execution of the local program in accordance with OMB Circular No. A-123 requirements, local procedures, and DLA Energy-sponsored fuel charge card guidelines.

(10) Ensures that U.S. Government AIR Card®, SEA Card®, Swipe SEA Card®, and DoD Fleet Card users are trained in accordance with Section 3.4 of OMB Circular No. A-123. Ensure Alternate A/OPCs, AOs, and COs are trained before appointment and complete refresher training, at a minimum, every 3 years.

(11) Maintains a complete list of accounts and POC information (name, e-mail address, telephone number, and fax number) for financial matters and notifies the CPM and the charge card contractor of any changes that affect management, reporting, or billing.

(12) Maintains all account establishment information, including 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. Notifies the CPM and charge card contractor of changes that affect management, reporting, or billing.

(13) Receives, verifies, and issues DLA Energy-sponsored cards as appropriate.

(14) Takes appropriate action when local reviews reveal non-compliance, misuse, or abuse and follow-up with the CPM, who notifies the DLA Energy-QEVK.

(15) Uses the Automated Information Systems reports to monitor program activity associated with the individual card program.

(16) Specifies appropriate authorization limits and restrictions for fuel card accounts or specific cards when applicable.

(17) Understands the policies and procedures posted on the DLA Energy Website regarding the use of the DLA Energy-sponsored fuel charge cards.

(18) Ensures, as directed by the applicable CPM, that all U.S. Government AIR Card® and DoD Fleet Card users sign a statement of understanding (SOU) that outlines the unit authorizations before the initial card use. An example SOU and user instructions are available on the DLA Energy Website at <http://www.dla.mil/energy>. Notifies the charge card contractor no later than 60 days before the expiration date of any cards that will not be renewed or reissued.

(19) Immediately notifies the CPM, the local chain of command, and command security manager when any investigation is initiated involving suspected fraud, misuse, or abuse of DLA Energy-sponsored fuel charge cards by personnel under their command. Additionally, ensures that documented disciplinary actions are reported to the CPM on all fraudulent transactions.

(20) Ensures that local agency procedures include the cancellation of the U.S. Government AIR Card®, SEA Card®, or DoD Fleet Card upon the disposal of the subject government-owned or leased equipment from service.

3.5. ALTERNATE A/OPCS. Alternate A/OPCs will comply with the responsibilities of an A/OPC.

3.6. CO. The CO follows the procedures in Volume 3, Chapter 8 and Volume 5, Chapter 33 of the DFARS and:

- a. Serves as the primary focal point for receipt of invoices and obligation of funds.
- b. Validates and initiates payment from an operations and maintenance account paid through the unit home station payment office or equivalent finance office for federal agencies.

3.7. AO. The AO supports the certification of payment vouchers and documents for vendor payment. AOs:

- a. Sign and are responsible for charge cards and ensure fuel cards are distributed for use only to authorized government aircraft, vehicles, equipment, and card users.
- b. Ensure that a system of internal procedures and controls is in place to minimize erroneous payments.
- c. Comply with OMB Circular No. A-123 and all applicable DoD regulations or equivalent agency regulations, policies, and procedures, including local standard operating procedures.
- d. Support the respective CO with timely and accurate data and information to ensure proper payments, (i.e., payments that are supportable, legal, and computed correctly).
- e. Request advice from a CO concerning any doubtful matters with certification of:
 - (1) An entitlement to payment;
 - (2) A document for payment; or
 - (3) Other information or data associated with payment.
- f. Respond quickly to inquiries initiated by a review official about possible or actual erroneous payments.
- g. Cannot perform the duties of the CO.
- h. Remind their commands that new officials need to be appointed when they are reassigned or leave their AO positions and that records must be updated to reflect their departure.

3.8. CARD USERS. All card users are financially liable for any unauthorized purchases. Card users:

- a. Use U.S. Government AIR Card®, SEA Card®, Swipe SEA Card®, and DoD Fleet Card only for authorized purchases.
- b. Follow the DLA Energy Fuel Card Program’s Customer Resources guidance for contract support personnel using fuel cards on the DLA Energy Website at www.dla.mil/energy.
- c. Maintain all log data required by the respective DoD Component or applicable federal agency.
- d. Use self-service fuel pumps whenever available.
- e. Use only regular grade (87 octane or lower) unleaded gasoline unless otherwise specified by the vehicle or equipment manufacturer.
- f. Separate payment for purchases of authorized non-fuel items which are the responsibility of the card user’s command or authorized agency. Ensure that the charge card contractor bills separately, and the unit home station payment office pays for purchases of the authorized non-fuel items which are the responsibility of the card user’s command or authorized agency.
- g. Retain all purchase receipts and use them to validate fuel and non-fuel charges.
- h. Whenever possible, use military installations fuel resources and related services due to significant cost savings.
 - (1) When military resources are unavailable, use DLA Energy into-plane and ships’ bunkering contracts for fuel support.
 - (2) For flight crews and vessel operations, restrict fuel and service purchases to DLA Energy into-plane and ships’ bunkers’ contracts at commercial locations where available.
 - (3) Purchase fuel and services from any available source when no DLA Energy into-plane or ships’ bunkers’ contract exists at the commercial locations.
 - (4) Use U.S. Government AIR Card® merchants for aviation fuel purchases where available.

3.9. BILLING OFFICES. Billing offices:

- a. Review all charges to ensure that billed items were ordered and that obligations are adjusted when appropriate in accordance with Chapter 3 of Defense Logistics Manual 4000.25-7-M.
- b. Match each disbursement to detail-level obligation and promptly record them in accordance with Section 110301, Chapter 11, Volume 3 of the DFARS.

3.10. MANAGEMENT CONTROLS. DoD Components and Participating Agencies:

- a. Establish coordinating processes to manage the GFC programs.
- b. Retain delivery receipts and invoice-supporting documentation for accountability purposes in accordance with Schedule 3, Paragraph 3.1(1) and 3.1(2) of the U.S. National Archives and Records Administration Records Schedule 1.
- c. Ensure that all fuel card statement transactions or Military Standard Billing System transactions are legitimate. Compare and validate all fuel card statement transactions to the applicable delivery receipts.
- d. In accordance with OMB Circular No. A-123, ensure that GFCs are properly secured at all times, especially when not in use. Before issuing fuel charge cards, ensure card users and unit personnel have received training within the specified timeframe.
- e. Ensure DoD Fleet Cards are assigned a unique driver identification number (DIN) to reduce the potential for fraudulent use. To guard against unauthorized use, do not write or etch the DIN into the card or invoices. Do not use U.S. Postal Service ZIP codes as DINs.
- f. Ensure that the AO assignment to number of cards ratio is manageable and reasonable. The AO will ensure the accuracy of transactions; therefore the number of transactions to be reviewed must be kept to an amount that allows for a comprehensive and thorough validation.
- g. Ensure that separation of A/OPC, AO, CO, ordering officer (OO), and card user functions are properly established and not performed by the same individual. Complete official documentation reflecting the changing of A/OPCs in a timely manner as part of every in-processing or out-processing action.
- h. Ensure that established single purchase limits and monthly purchase limits for assigned cards are aligned with organizational needs. Purchase limits will not exceed the assigned vehicle or equipment type and use requirements. All DoD Fleet Card transactions are limited to the micro-purchase threshold of \$3,500 but the transaction is not higher than the simplified acquisition threshold of \$150,000 in accordance with Subparts 213.270 and 213.301 of the DFARS.
- i. Ensure non-fuel invoices are paid within 30 days from the invoice date. Card holding activities must aggressively manage and resolve delinquent accounts.
- j. The DoD Government Charge Card Guide Book provides expanded guidelines for the management controls of GFC programs.

3.11. FRAUD. It is the responsibility of each individual related to the use or management of the GFC programs to ensure that cards are used appropriately, and that transaction records are reviewed and maintained to ensure that highest integrity of the GFC programs. In addition, each individual will ensure the appropriate administrative and disciplinary action is taken and documented when fraudulent fuel card transactions are found. The AO will provide a

memorandum to the card user’s chain of command of the infraction and follow up to ensure that appropriate actions are taken and documented, including:

- a. Reporting any documented disciplinary actions to the respective CPM on all fraudulent transactions.
- b. Establishing local guidance and procedures to ensure that card users are aware of proper card use, limitations on use, and when and where to turn in transaction receipts.
- c. Notifying the respective CPM when an investigation for alleged or suspected fraud, misuse, or abuse of the DLA Energy-sponsored fuel charge cards is initiated.

3.12. POCS.

- a. The DLA Energy-QEVK GFC PMO e-mail addresses and website are included in Table 1.

Table 1. DLA Energy-QEVK GFC PMO E-mails and Website

E-mail	aircard@dla.mil, seacard@dla.mil, dodfleetcard@dla.mil, or fuelcards@dla.mil
DLA Energy Website	www.dla.mil/energy

- b. The assigned CPMs are listed in Table 2.

Table 2. CPMs

Military Service or Agency	Assigned CPM
Navy and United States Marine Corps, all fuel cards	Navy Consolidated Card Program Management Division, Naval Supply Systems Command
Army, all fuel cards	Headquarters Army, G4
Air Force, U.S. Government AIR Card®	Air Force/A3, Operations
Air Force DoD Fleet	441st Vehicle Support Chain Operations Squadron
Coast Guard	Department of Homeland Security for all fuel cards
Other Agencies	Contact non-DoD account manager for CPM POCs

SECTION 4: DOD FLEET CARD PROGRAM

4.1. GENERAL. This section provides administrative and operating controls, procedures, and data instructions for the DoD Fleet Card Program. As the PMO for the DoD Fleet Card Program, the DLA Energy-QEVK establishes procedures in DLA Energy P-8 and has direct oversight for fleet card issues for the DoD. The DoD Component heads:

- a. Ensure that fleet cardholders use the GSA Fleet Card, not the DoD Fleet Card, for GSA-leased vehicles operating under wet lease terms.
- b. Ensure that cardholders do not use the DoD Fleet Card to purchase aviation fuel.

4.2. AUTHORIZED SUPPLIES AND SERVICES. The DoD Fleet Card is the primary card authorized by DoD for obtaining fuel and authorized supplies and services from commercial service stations according to the procedures outlined in Enclosure 4 of DLA Energy Policy-8.

- a. The use of an alternate card is not in violation of this manual if any of these apply:
 - (1) The unit is stationed outside the continental United States.
 - (2) The unit does not have reasonable access to DoD Fleet Card-accepting service station vendors.
 - (3) The unit only possesses minor equipment, e.g., lawnmower, snow blower.
- b. DoD Components:
 - (1) Consult the DLA Energy Website at <http://www.dla.mil/energy> for:
 - (a) Service stations that accept the DoD Fleet Cards and are identified at the point of sale (POS).
 - (b) Information on current charge card contractors' websites.
 - (c) A complete list of companies including Army and Air Force Exchange Service and Navy Exchange Service Command stations that accept the card.
 - (2) Use the DoD Fleet Card to purchase authorized supplies and services:
 - (a) Fuels:
 1. Gasoline.
 2. Gasohol.
 3. Regular unleaded.

4. Premium unleaded.
5. Special unleaded.
6. Diesel or diesel marine fuel.
7. Utility fuels.
8. Liquid petroleum gas.
9. Compressed natural gas.
10. Ethanol.
11. Methanol.
12. E85.
13. Bio-diesels.

- (b) Lubricating services and lubricants (includes differential and transmission fluids).
- (c) Antifreeze (ethylene glycol).
- (d) Air and oil filters and servicing.
- (e) Batteries and battery charging.
- (f) Tires and tire and tube repairs.
- (g) Washing and cleaning.
- (h) Mounting and dismounting snow tires and chains.
- (i) Replacement of spark plugs, fan and generator belts, windshield wiper arms and blades, and lamps.
- (j) Collision repair and painting not exceeding the micro-purchase threshold.
- (k) Emergency roadside service including towing.
- (l) Small boats, tugs, or barges, as authorized by the activity, and not to exceed the micro-purchase threshold.

(3) Use refueling facilities located on a military installation as the primary fuel source for DoD-owned non-tactical vehicles and equipment and GSA-leased non-tactical vehicles operating under a dry lease.

c. DoD Components may use DoD Fleet Cards at commercial service stations, including selected domestic Army and Air Force Exchange Service or Navy Exchange Service Command stations.

4.3. DOD ADMINISTRATIVE CONTROL.

a. DoD Components prevent any unauthorized use of the cards and maintain administrative control over the use of the cards.

b. DoD Fleet Card users:

(1) Ensure that fuel and any authorized supplies or services purchased with the card are for official use only.

(2) Report lost or stolen account numbers and cards immediately to the charge card contractor's Client Services Center, which accepts calls 24 hours a day and 7 days a week. Consult the DLA Energy website for the Client Services Center contact information at <http://www.dla.mil/energy>.

(3) Immediately destroy replaced fuel cards, including those previously reported as lost and subsequently found.

(4) Notify the contractor regardless of the card replacement status.

(5) Coordinate with the charge card contractor to request a replacement card for damaged cards using the procedures and contact information for ordering replacement fuel cards on the DLA Energy Website at <http://www.dla.mil/Energy>.

(6) Notify the contractor immediately of changes to a user's account, including telephone numbers, addresses, POCs, COs, DoDAACs, and so forth.

(7) Provide the charge card contractor with a forwarding address for any unpaid invoices if the user's unit is disbanded or relocated. If disbanded, the user's unit is responsible for proper disposition of the cards and DINs to prevent unauthorized use or fraudulent activity.

(8) Do not divulge the DIN associated with each DoD Fleet Card to unauthorized personnel.

(9) Contact the charge card contractor immediately for card cancellation or resetting of the DIN when compromised.

c. The charge card contractor prepares invoices and forwards them to the designated billing office or posts the invoice on the WEX Bank website <https://go.wexonline.com/online/>. For the DoD Fleet Card, the designated billing officer is the CO.

d. Payment terms and conditions for the DoD Fleet Card are in accordance with the Prompt Payment Act in Section 1315 of Title 5, Code of Federal Regulations. The CO ensures all non-

fuel invoices are paid as stipulated in Title 5, Code of Federal Regulations. All disputed transactions must be immediately reported to the charge card contractor. DLA Energy retains the right to deny reactivation of suspended accounts, and may refuse to reissue DoD Fleet Cards on accounts repeatedly suspended due to delinquent payments. DLA Energy may issue “fuel only” cards for repeatedly suspended accounts.

4.4. ESTABLISHING A DOD FLEET CARD ACCOUNT. To establish a DoD Fleet Card account, the DoD Components will:

a. Complete the web-based training and application process on the DLA Energy Website at <http://www.dla.mil/energy>.

b. Complete a DD Form 577, “Appointment/Termination Record - Authorized Signature,” in accordance with the procedures in Chapter 5, Volume 5 of DoD 7000.14-R. The DD Form 577 may be found on the DoD Forms Management Program website at <http://www.esd.whs.mil/DD/>. Provide AO nomination information and DoD Fleet Card account information to establish an account as listed on the DLA Energy Website at <http://www.dla.mil/energy>.

c. Send requests for DoD Fleet Card accounts with the DD Form 577, AO nomination information, vehicle set up information, and training certificate by fax to 703-767-8746 or e-mail to DoDFleetCard@dlam.mil. Include vehicle card set up information:

- (1) Unit name and mailing address.
- (2) Unit DoDAAC.
- (3) Unit POC with phone number (Defense Switched Network (DSN) and commercial).
- (4) Billing address to forward invoices (fuel or non-fuel), or a fax number to forward the non-fuel bills.
- (5) Sub-account code (account processing code, job order number (JON), type equipment code (TEC), organizational code), if applicable.
- (6) Fund code.
- (7) Signal code.
- (8) Supplemental DoDAAC, if required by the signal code.
- (9) Billing office POC with phone number (commercial number).
- (10) Vehicle information.
- (11) Addresses of other offices to receive information copy of invoices (optional).
- (12) E-mail address of unit or activity POC.

d. Ensure that both the AO and his or her supervisor sign the DD Form 577 before sending it to DoDFleetcard@dla.mil or fax to 703-767-8746.

4.5. OBTAINING, REPLACING, AND CANCELLING DOD FLEET CARDS. The DoD Components will:

a. Obtain new or replacement cards by e-mailing the vehicle card set-up information to DoDFleetcard@dla.mil or fax it to 703-767-8746.

b. Cancel a card by faxing the cancellation request to 703-767-8746 or via e-mail to DoDFleetCard@dla.mil. The request must include the unit DoDAAC, DoD Fleet Card account number, and card number.

4.6. DISPUTED OR ERRONEOUS DOD FLEET CARD BILLINGS. The AO, billing contact of record, or other contact of record within the same hierarchy up to and including the DLA Energy-QEVK:

a. Immediately contacts the charge card contractor customer service to initiate disputes for fuel or non-fuel items, including all related items purchased during the same transaction.

b. Supplies all pertinent information regarding the disputed transaction, e.g., the receipt of the transaction.

c. Resolves the dispute for the most common dispute types:

(1) For duplicate charges:

(a) The charge card contractor reviews both charges to verify a duplicate transaction has occurred.

(b) The charge card contractor requests the commercial fuel vendor provide ticket receipts whenever a duplicate charge is not obvious.

(c) The commercial fuel vendor provides the requested ticket receipts within 60 days to the charge card contractor, who will review both transactions to determine if a duplicate transaction occurred.

(d) Pending the official decision, the customer is not obligated to make the payment for the disputed transaction.

(2) For questionable or unknown charges.

(a) The commercial fuel vendor requests the Defense fuel supply point or on-site personnel an examination of the challenged transaction to determine if the purchase record is either manual or electronic.

(b) Does not dispute electronic purchases at pump card readers except when the card has been reported lost, stolen, or there is evidence of fraudulent activity before the sale.

(c) Asks the commercial fuel vendor to provide a copy of the purchase ticket receipt to verify customer signature on the transaction, when necessary.

(d) Allows the commercial fuel vendor 60 days to provide copy of the purchase receipt slip to the charge card contractor. Comparison of the challenged transaction receipt slip against a previously validated purchase slip provides a method to validate signature authenticity.

(3) For suspected fraud:

(a) The AO immediately notifies the charge card contractor, the DLA Energy-QEVK, and the CPM to cancel a DoD Fleet Card whenever a card is lost, stolen, or suspected of being used for unauthorized purchases.

(b) The customer is not liable for fraudulent transactions and must notify DLA Energy QEVK and the CPM immediately to avoid further fraudulent transactions.

(c) The AO coordinates with the charge card contractor regarding the:

1. Research of transactions that occurred before card cancellation to validate POS device identification, card purchase patterns, and purchase receipt signatures.

2. Forwarding of the challenged transaction receipt slips to the AO for driver signature authentication.

(d) The charge card contractor reviews disputed transactions and may issue a ticket request to the merchant, which is subject to the same process for resolution as if initiated by an AO or the DLA Energy-QEVK.

(4) For incorrect coding requiring a transaction diversion request, the AO:

(a) Notifies the charge card contractor, the DLA Energy-QEVK, and the CPM when a valid purchase is incorrectly coded for fuel or non-fuel.

(b) Initiates the transaction diversion request only for the purposes of correcting product code assignments associated with the transaction to facilitate correct billing and taxation records.

(c) Provides evidence of the product miscoding by faxing or scanning and e-mailing a copy of the original receipt displaying the correct product type and gallon quantity.

(d) Corrects miscoded transactions:

1. Submits a copy of the fuel receipt to the charge card contractor if the receipt accurately reflects fuel purchased, but the transaction charged is billed as a non-fuel purchase.

The charge card contractor prepares a transaction diversion request, crediting the non-fuel charge from the unit account and reposting the transaction as the proper fuel product.

2. Requests that the merchant correct the transaction before processing if the receipt reflects a non-fuel product, but the transaction should reflect fuel. Annotates the actual product on the receipt if the merchant cannot or will not correct the transaction, including number of gallons and unit price. Requests the merchant or sales clerk initial or sign the receipt or provide a written declaration along with the receipt to the AO upon return to the home station. The declaration of receipt correction must contain the verbiage in Figure 1 with the name printed, signature, and date along with the reason for altering the receipt.

Figure 1. Declaration of Receipt Correction

Reason for altering the receipt. _____ Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury the foregoing is true and correct. Name _____ Signature _____ Date _____

SECTION 5: DoD SEA CARD® PROGRAM

5.1. GENERAL. The DoD SEA Card® Program, sponsored by the DLA Energy-QEVK:

- a. Is used by the DoD Components and Participating Agencies to procure commercial ship propulsion fuels and ancillary services at commercial ports worldwide.
- b. Is not a standard charge card.
- c. Provides a secure and efficient Internet-based ordering mechanism at DLA Energy bunker contract locations listed in the Open Market module in the DoD SEA Card® Program.
- d. Allows an electronic capture of the actual fuel type and quantity delivered by facilitating a more efficient and timely payment method.
- e. Allows the DoD SEA Card® program contractor to reimburse merchants directly for non-contract fuel and authorized ancillary charges, for example, demurrage and backhaul.
- f. Allows direct billing to the vessel home station for ancillary charges incurred during a fuel lift.
- g. Provides DLA Energy, the DoD Components, and Participating Agencies reporting and audit capability.
- h. Provides a mechanism for the designated primary and alternate OO and AO for each vessel to execute all transactions which are electronically processed.
- i. Allows merchants to submit price quotes against DoD and Participating Agencies fuel requests through the Open Market module where a DLA Energy bunker contract is not in place.

5.2. DEPLOYED VESSELS.

- a. DoD Components and Participating Agencies use the DoD SEA Card® Program to acquire fuel in situations where government fuel sources are unavailable.
- b. CPMs determine when to use the Open Market DoD SEA Card® Order Management System for local purchases.
- c. The DoD SEA Card® Program is required for all lifts using a DLA Energy Bunker contractor.
- d. DoD Components and Participating Agencies use the manual DD Form 1155, “Order for Supplies or Services,” process only when a vessel has no internet connectivity and has been unsuccessful in contacting the DoD SEA Card® Customer Support Team to assist in placing an order.

5.3. BILLING FOR ALLOWABLE PURCHASES.

- a. DLA Energy pays bunker and non-contract fuel charges, then bills the DoD Components or Participating Agencies.
- b. The vessel or home station payment office will receive bills directly from the charge card contractor for bunker contract ancillary service charges such as backhaul, demurrage, and overtime, boom fee, wharfage, and laytime and fuel surcharges.
- c. Vessel AOs are the approval authority for all ancillary non-fuel charges and will provide information or data to the CO or disbursing official in support of the payment process.

5.4. ESTABLISHING A DOD SEA CARD® ACCOUNT.

- a. Account numbers are assigned to vessels and require establishment of a specified hierarchy structure of responsible personnel for each vessel.
- b. Vessel OOs, AOs, and other designated personnel are assigned individual login identification numbers and passwords to obtain access to the DoD SEA Card® Program.
- c. Open Market Contracting Officers (KOs) are warranted OOs. The Coast Guard and Army use their own warranted OOs. The Navy and Military Sealift Command use the DLA Energy bunker KO for their Open Market award support.
- d. To nominate a primary and alternate OO, AO, and A/OPC and to register a vessel for DoD SEA Card® accounts, the Navy and Coast Guard will provide the CPM with the:
 - (1) Role of the OO (warranted or non-warranted), AO, and A/OPC.
 - (2) Rank.
 - (3) First and last name.
 - (4) Address if different than vessel address.
 - (5) Commercial and DSN phone and facsimile numbers.
 - (6) E-mail address.
 - (7) Last 4 digits of social security number, in accordance with DoD Instruction 1000.30.
 - (8) Training date.
 - (9) Vessel information:
 - (a) Unit name or department.
 - (b) Vessel name.

- (c) Vessel number or hull number.
 - (d) DoDAAC or unit identification code (UIC).
 - (e) Mailing address.
 - (f) City.
 - (g) State.
 - (h) ZIP code.
 - (i) Signal code.
 - (j) Fund code.
 - (k) Supplementary DoDAAC (if applicable).
 - (l) Financial office name, address, and phone number for ancillary billing.
 - (m) Line of accounting for ancillary charge.
 - (n) Fuel capacity of vessel.
- e. To nominate a primary and alternate OO, AO, and A/OPC and to register a vessel for DoD SEA Card® accounts, the Army provides the CPM with the:
- (1) Role of the OO (warranted or non-warranted), AO, and A/OPC.
 - (2) First and last name.
 - (3) Address.
 - (4) Commercial and DSN phone and facsimile numbers.
 - (5) E-mail address.
 - (6) Last 4 digits of Social Security number, in accordance with DoD Instruction 1000.30.
 - (7) Vessel information.
 - (a) Army service.
 - (b) Vessel.
 - (c) Hull.
 - (d) Type vessel.
 - (e) Address.

- (f) City.
 - (g) State.
 - (h) ZIP code.
 - (i) Class.
 - (j) DoDAAC.
 - (k) Fuel type.
 - (l) Operator.
 - (m) Homeport.
 - (n) Fleet.
 - (o) UIC, A/OPC, or JON.
 - (p) Signal code.
 - (q) Fund code.
 - (r) Supplementary DoDAAC.
 - (s) Fuel capacity of vessel.
 - (t) Financial office name, address, and phone number for ancillary billing and line of accounting for ancillary charge.
- f. CPMs forward the data to the charge card contractor to complete vessel registration.
- g. The Army, Navy, and Coast Guard will immediately notify the DoD SEA Card® Program charge card contractor and CPM when vessels are decommissioned or account information is changed, including telephone numbers, e-mail addresses, POCs, DoDAACs, and lines of accounting.

5.5. DISPUTED OR ERRONEOUS DOD SEA CARD® BILLINGS.

- a. For DLA Energy contract award orders:

(1) The AO initiates the dispute within the DoD SEA Card® Program, and the DLA Energy bunker contract merchant and the DLA Energy bunker KO or specialist instantaneously receive e-mail notification that a dispute is forthcoming.

- (2) The DLA Energy bunker KO:

(a) Mediates dispute resolution when the AO and DLA Energy bunker contract merchant contractor are unable to mutually resolve a delivery dispute.

(b) Requests a copy of the delivery receipt notice from the DLA Energy bunker contract merchant.

b. For Open Market orders:

(1) The AO initiates a dispute within the DoD SEA Card® Program, providing instant notification e-mails to the warranted OO and the Open Market merchant.

(2) The warranted OO:

(a) Mediates a dispute resolution when the AO and Open Market merchant are unable to mutually resolve a delivery dispute.

(b) Requests a copy of the delivery receipt notice from the Open Market merchant.

(3) The AO prepares and processes a DD Form 1155, or Standard Form (SF) 1449, "Solicitation/Contract/Order for Commercial Items," through the DoD SEA Card® Program to pay the DLA Energy bunker contract merchant or Open Market merchant the undisputed portion of the invoice.

(4) The DLA Energy KO resolves the dispute outside of the DoD SEA Card® Program based on the claim to recover the disputed portion of the invoice submitted by the DLA Energy bunker contract merchant or Open Market merchant.

SECTION 6: SWIPE SEA CARD® PROGRAM

6.1. GENERAL. DLA Energy sponsors the Swipe SEA Card® Program. The DoD Components and Participating Agencies use the Swipe SEA Card®:

- a. As a gas-and-go swipe charge card for small vessels with worldwide acceptance.
- b. For the purchase of fuel for vessels where the purchase price exceeds the micro-purchase threshold.
- c. For vessels that cannot meet the minimum lift quantity or when the minimum order delivery time cannot be met due to operational need on DLA Energy bunker contracts.
- d. For purchases up to the simplified acquisition threshold as authorized by the SEA Card and Aircraft Ground Services procedures in Section 213.306 of the DFARS.
- e. When using the GSA SmartPay® 2 contracting vehicle under solicitation number FCXC-G1-060001-N with exceptions to the defaults in a DLA tailored task order.

6.2. AUTHORIZED PURCHASES. DoD Components and Participating Agencies may only purchase fuel using the Swipe SEA Card® Program to purchase fuel. Purchases for items other than fuel will not be tolerated and cardholders will lose card privileges.

6.3. ESTABLISHING A SWIPE SEA CARD® ACCOUNT.

- a. DoD Components and Participating Agencies:
 - (1) Nominate personnel as primary or alternate AOs or as A/OPCs at the unit level by completing the appropriate appointment forms.
 - (2) Appoint a CO to ensure that fuel charges are obligated.
- b. Each nominee must complete DLA Energy or Service-specific role based training before an account can be established.
- c. Upon completion of nomination and training, the AO or A/OPC may request an account by following the DLA Energy account setup procedures and providing the account or vessel information to the CPM.
- d. CPMs convert the information to the auto-enroll file and forward the file to the DLA Energy account managers for approval.

6.4. CONTROLS.

a. Cardholders must sign an SOU and complete role-based training. Training certificates and signed SOUs will be kept on file by the AO or A/OPC.

b. Transactional controls are required to validate purchases.

(1) Cardholders:

(a) Validate the information is accurate on the receipt before signing. After signing the receipt, cardholders will document purchases on a fuel card purchase log.

(b) Give the receipts and fuel log to the AO upon return to the base or unit. If a fuel receipt is missing, cardholders must document the purchase information with an explanation regarding the missing fuel receipts in accordance with the procedures on the DLA Energy Website and submit the information to the AO upon return to the base or unit.

(2) AOs:

(a) Validate purchases against transactions recorded in bank system, bank invoice, and DLA Enterprise Business Systems.

(b) Ensure that obligations cover the cost of the fuel. Swipe SEA Card® transactions are billed at the DLA Energy standard price.

(c) Use the template of merchant category codes (MCCs) assigned to the cards to reduce the possibility of non-fuel purchases.

(d) Allow for locations where smaller vessels may purchase fuel at locations other than marinas.

(3) The CPM or A/OPC may authorize an MCC not on the template to permit a transaction to process by using the electronic access system or when conferring with the charge card provider's customer support.

(4) AOs may submit requests for additional MCCs to be added to the template on a permanent basis to the DLA Energy GFC PMO.

(5) Approved MCCs are listed in Table 3.

Table 3. MCCs

MCC	Merchant Category
4225	Public Warehousing and Storage
4468	Marinas, Fuel Services
4900	Utilities
5085	Industrial Supplies - Not Elsewhere Classified

Table 3. MCCs, Continued

MCC	Merchant Category
5172	Petroleum
5399	General Merchandise
5499	Miscellaneous Food Stores
5541	Service Stations (with or without services).
5542	Fuel Dispenser, Automated
5551	Boat Dealers
5941	Sporting Goods Stores
5983	Fuel Dealers
5999	Specialty Retail
7011	Lodging - Hotels, Motels, Resorts - Not Elsewhere Classified
7033	Park or Campground
7399	Business Services
7991	Tourist Attractions and Exhibits
7999	Recreation Services - Not Elsewhere Classified
9399	Government Services

(6) Cardholders will not use the card to access cash at an automated teller machine or from a merchant.

c. Sampling controls are required to ensure that purchases are for fuel only.

(1) DLA Energy performs random sampling to ensure that purchases are for fuel only.

(2) If purchases for non-fuel items transactions are identified, the CPM will notify the activity or unit that non-fuel purchases are in violation of policy and, if repeated, the activity or unit may lose the privilege of having a DoD Swipe SEA Card® account.

6.5. DISPUTED OR ERRONEOUS DOD SWIPE SEA CARD® BILLINGS.

a. When a question arises as to whether a transaction actually occurred or was the result of a purchase by a valid DoD card user, DLA Energy:

(1) Electronically reconciles the invoice.

(2) Notifies the contractor of any items in dispute. This notification of transaction dispute may occur via e-mail, telephone, or any other means (e.g., facsimile, mail) but must be followed up in writing if required by the contractor.

(3) Initiates a dispute within 90 calendar days from the date that the transaction was processed.

b. In a transaction dispute, DoD card users can expect the contractor to take actions as specified in the contract, e.g.:

- (1) Provide immediate temporary credit to the account.
- (2) Provide sufficient transaction data to identify the charge.
- (3) Promptly investigate disputed items and use best efforts to resolve transaction disputes, including working with merchants and the transaction dispute office.
- (4) Provide a copy of the charge in dispute, if required.
- (5) Provide a copy of all the contractor correspondence regarding disputed items, if requested.
- (6) Charge back the merchant where appropriate.
- (7) Provide details about the disputed charge in accordance with the terms of the contract.
- (8) Where appropriate, re-bill allowable charges in the subsequent billing period and include complete transaction data for the re-billed charge if available.

c. The AO will initiate a dispute by contacting customer service by e-mail or by the phone number on the back of the contractor card designated for account questions.

d. Dispute reasons are:

- (1) Suspected duplicate transactions.
- (2) Suspected fraud.
- (3) A request to validate signature on the purchase ticket.
- (4) Questionable transaction activity (not including incorrect product code or billing diversion).

e. Disputes are not allowed based on signature for transactions with MCC 5542, as this represents an automated fuel dispenser where no signature is taken.

f. Disputes apply to the total transaction and will be identified on the invoice. If the receipt does not reflect the actual purchase, then the vessel cardholder needs to initiate corrective action or provide a written declaration of the actual transactions that transpired pursuant to Section 1746 of Title 28, United States Code, and under penalty of perjury.

g. Only authorized individuals may initiate a dispute, if their authorization cannot be verified, they will be directed by the Customer Service department to contact their CPM or DLA Energy account manager.

h. The AO must:

(1) Supply all pertinent information for the disputed transaction, e.g., DoDAAC, vessel name, hull number, unit, location, card number.

(2) Initiate a dispute for reasons listed in Paragraph 6.5.e. when there is a:

(a) **Duplicate Charge.** Upon being notified of a possible duplicate charge, the contractor reviews both charges to verify if in fact a duplicate transaction has occurred. The contractor requests the card merchant to provide ticket receipts whenever a duplicate charge is not obvious.

(b) **Suspected Fraud.** The AO will immediately notify the contractor, DLA Energy, and the CPM to cancel a Swipe SEA Card® whenever loss, theft, or unauthorized card use is detected.

(c) **Questionable or Unknown Charge.** The AO will notify the contractor to examine the challenged transaction to determine if the purchase record is either manual or electronic. Electronic purchases at island card readers are not disputable unless the card has been reported lost or stolen or the fraudulent activity occurred before the sale.

SECTION 7: U.S. GOVERNMENT AIR CARD® PROGRAM

7.1. GENERAL. DoD Components and Participating Agencies use the U.S. Government AIR Card® to purchase aviation fuel, authorized fuel related supplies, and ground services. The merchant electronically transmits sales data to the charge card contractor. When connectivity presents an issue, the merchant mails or faxes legible sales data (i.e., invoices) to the charge card contractor. The charge card contractor electronically forwards fuel invoices within 24 hours of receipt to the Defense Finance and Accounting Service-Columbus (DFAS-CO) for payment. The charge card contractor bills non-fuel purchases to the home station payment office.

7.2. U.S. GOVERNMENT AIR CARD® USAGE.

a. U.S. Government AIR Cards® are:

- (1) Issued to the aircraft, not to personnel.
- (2) Authorized for aviation fuel purchasing and authorized ground services only.
- (3) Used as a payment mechanism for non-contract refuelers where the charge card contractor acts as an agent or clearinghouse for DLA Energy contractors.
- (4) Used to purchase fuel or ground services at military installations, DLA into-plane contract locations, and card accepting locations.

b. The card user's home station units receive the fuel invoices and bills for ground services from the charge card contractor.

c. The unit commander will provide individualized supplemental guidance to the unit's aircrews regarding authorized ground or ramp service purchases.

d. For the complete listing of contract locations and available services see the DLA Energy or charge card contractor website.

e. Personnel authorized to use U.S. Government AIR Cards® are:

- (1) Pilots, flight commanders, aircraft commanders, or crew chiefs (military or government personnel) or contractors (in accordance with the provisions of their contract).
- (2) KOs.

f. Card users may direct questions regarding authorized customers of the U.S. Government AIR Card® to the DLA Energy-QEVK. The most common categories of authorized into-plane contract customers are:

- (1) DoD military aircraft.

- (2) Participating Agencies.
- (3) U.S. Government-sponsored foreign military sales aircraft.
- (4) Other aircraft with written program manager authorization.
- (5) Special mission and obscured identity aircraft with written KO authorization.

g. The card users may address questions to their AO, CPM, or the DLA Energy-QEVK regarding authorized purchases using the U.S. Government AIR Card®. Examples of the fuel products and authorized ground services authorized for purchase with the U.S. Government AIR Card® are:

- (1) Aviation fuel.
- (2) Callout fees.
- (3) Flowage fees.
- (4) Overtime charges.
- (5) Rapid or hot refueling fees.
- (6) Authorized ground and ramp services:
 - (a) Aircraft cleaning.
 - (b) Aircraft landing fees.
 - (c) Aviator breathing oxygen.
 - (d) De-icing service.
 - (e) Defuel and re-service fees.
 - (f) Ground equipment fees such as passenger stairs, auxiliary power unit, and ground power unit.
 - (g) Hydraulic fluids.
 - (h) Lube oils.
 - (i) Parking fees and ramp fees.
 - (j) Security services.
 - (k) Block or slot time fees.
 - (l) Pilot supplies (i.e., charts, maps, and navigational aids).

(m) Catering for passenger flights only (i.e., food and non-alcoholic beverages for non-per diem passengers only).

h. DoD aircraft must pay the federal leaking underground storage tank tax. DoD is exempt from the 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 is available on the DLA Energy website for review. Payment of FET or SET for non-fuel items is the responsibility of the purchasing unit or organization. Units should consult DoD Directive 4500.54E for exemptions or the application of taxes at overseas locations.

7.3. UNAUTHORIZED USE OF THE U.S. GOVERNMENT AIR CARD®.

a. Aviation unit COs and AOs will exercise due diligence in managing U.S. Government AIR Cards® issued to assigned unit, wing, or squadron aircraft. Severe penalties are imposed for misuse or abuse of the U.S. Government AIR Card®.

b. Aircrew meals, food, beverages, and alcohol purchases are strictly prohibited.

c. Aircrews will not accumulate or earn points or rewards for any U.S. Government AIR Card® purchases commercially offered by merchants.

d. COs and AOs will immediately investigate and report suspected card misuse to the appropriate local investigative office, the respective CPM, and the GFC PMO.

e. AOs will notify responsible commanders or supervisors promptly in cases of improper, fraudulent, abusive, or negligent use of the U.S. Government AIR Card® by subordinate individuals or parties.

f. COs and AOs will investigate the misuse or abuse of the U.S. Government AIR Card® when it is used:

(1) At establishments or for purposes that are inconsistent with this volume or Part 2635 of Title 5, Code of Federal Regulations.

(2) For the illegal gratuities described on the DLA Energy Website.

(3) By an unauthorized user.

(4) For fuel and ground service charges billed on a date when or at a location where the aircraft was not deployed.

(5) For fuel quantities in excess of quantities actually serviced to the aircraft.

(6) For fuel quantities that exceed the aircraft capacity.

(7) For unauthorized fuel products and ground services.

(8) For duplicate billings for identical fuel products or ground services to an aircraft.

(9) Any U.S. Government AIR Card® transaction for fuel or ground services not required for official government business.

7.4. FUEL PURCHASES AT DLA ENERGY INTO-PLANE CONTRACT LOCATIONS AND NON-CONTRACT LOCATIONS THAT ACCEPT THE U.S. GOVERNMENT AIR CARD®.

a. DLA Energy furnishes imprinters, embossed metal station plates that reflect merchant specific and location information, and the DD Form 1898, "Energy Sale Slip," located at <http://www.esd.whs.mil/DD/>, when the merchant manually records POS data for fuel purchases at DLA Energy into-plane contract locations that accept the U.S. Government AIR Card®.

b. DoD Components and Participating Agencies may obtain the DD Form 1898, imprinters, and station plates by following the instructions located on the DLA Energy Website at <http://www.dla.mil/energy>.

c. Commercial vendors may use a commercial delivery ticket in lieu of the DD Form 1898.

d. Merchants that have been supplied customized commercial U.S. Government AIR Card® documents capture all required data. If this document is not available, any commercial charge card form that captures the required data is acceptable. The AO may accept a manual record from the merchant for authorized into-plane purchases when an electronic POS reader is not available.

e. The aircrew member collects copies of purchase receipts, the DD Form 1898, or the commercial delivery ticket, when used, with all pertinent into-plane contract POS data. The minimum required POS data, either printed or printed and imprinted, on the DD Form 1898 or commercial delivery ticket will reflect the:

(1) Merchant identification number or the 4-character International Civil Aviation Organization airport identifier.

(2) U.S. Government AIR Card® Number or aircraft tail number or nose number (CARNET).

(3) Purchase date reflected as the Julian date.

(4) Fuel grade.

(5) Net fuel quantity purchased in whole U.S. gallons for contract merchants.

(6) Additional charges for additives, call out fees, or applicable taxes.

(7) Overtime charges, including start and stop times annotated in fractional hours.

(8) Signature of both the merchant and the U.S. Government official.

f. A minimum of one U.S. Government official OO must be present during aircraft servicing to verify the accuracy of the recorded POS data and to ensure safe performance of the refueling operation.

g. The U.S. Government official:

(1) Presents the U.S. Government AIR Card® to the refueling personnel for imprinting or swiping for authorized purchases of aviation fuel or services. When the U.S. Government AIR Card® is not used as a local purchase, the home station CO or AO will process transactions.

(2) Ensures that fuel products and ground services, along with accurate dates of service, are separately, accurately, and legibly recorded on the DD Form 1898 or commercial delivery ticket.

(3) Provides all U.S. Government AIR Card® or commercial delivery ticket purchase receipts to the designated unit CO or AO upon return to the home station to enable validation and obligation establishment in the financial system of record.

h. The merchant transmits POS purchase transaction data to the charge card contractor for subsequent processing into the charge card contractor database and the DLA Energy financial system for customer billing.

i. When the use of a U.S. Government AIR Card® is refused at non-contract locations, flight crews:

(1) May contact the charge card contractor for assistance and authorization for a one-time acceptance of the U.S. Government AIR Card® at the 24/7 customer support telephone number printed on the back of each card.

(2) May use the U.S. Government AIR Cards® at several commercial locations where the charge card contractor has established merchant agreements.

(3) May use an SF 44, "Purchase Order-Invoice-Voucher," for payment purposes.

7.5. LOST OR STOLEN U.S. GOVERNMENT AIR CARD®. The U.S. Government official immediately notifies the home station unit CO or AO, the charge card contractor, and respective CPM whenever a card is lost or suspected stolen.

7.6. ESTABLISHING A U.S. GOVERNMENT AIR CARD® ACCOUNT. Authorized personnel may set up a new U.S. Government AIR Card® account by providing the A/OPC with a completed AO Nomination Form, completed training certificate, and DD Form 577.
Authorized users:

a. Complete the AO Nomination Form on the DLA Energy website with the:

(1) Unit name and mailing address.

- (2) Unit DoDAAC.
 - (3) Unit POC with phone number (DSN and commercial).
 - (4) Billing address and fax number of the CO assigned to the account.
 - (5) Billing DoDAAC.
 - (6) Sub-account processing code (account processing code, JON, (TEC, organizational code, A/OPC)), if applicable.
 - (7) Fund code.
 - (8) Signal code.
 - (9) Supplemental DoDAAC, if required by the signal code.
 - (10) Billing office POC with phone number (commercial number).
 - (11) Data for each aircraft, specifically, tail number and model description series type, e.g., AH64.
 - (12) Address of other office(s) to receive information copy of invoices (optional).
 - (13) E-mail address of unit or activity POC (optional).
 - (14) The supervisor's signature on the AO nomination form.
- b. Submit the AO Nomination Form with a DD Form 577 signed by the supervisor and the AO or CO to DLA Energy at aircard@dla.mil.

7.7. DISPUTED OR ERRONEOUS U.S. GOVERNMENT AIR CARD® BILLINGS.

a. Corrective Actions at Time of Delivery. When discrepancies occur during a purchase transaction, the cardholder:

- (1) Attempts to resolve any discrepancy with the fixed base operator whenever possible.
- (2) Notifies the AO of the discrepancy and advises whether the fixed base operator corrected the discrepancy.
- (3) Reviews and verifies that only valid charges appear on the delivery receipt if the fixed base operator resolved the discrepancy at time of delivery.
- (4) Immediately notifies the applicable AO, the merchant, and the charge card contractor and requests error correction before billing, if the discrepancy was not resolved at the time of delivery.

- (5) With the notification, the AO will provide the:
 - (a) Delivery receipt number.
 - (b) DoDAAC.
 - (c) Transaction date (date of purchase).
 - (d) Explanation of the disputed charge or billing.
 - (e) Aircraft mission design series or type mission series.
 - (f) Aircraft tail number or bureau number.
 - (g) Military standard requisitioning and issue procedures document number if available.
- (6) Verify the validity of all charges upon receipt of the invoice or bill.
- (7) Initiate a formal dispute if billed charges are incorrect.

b. U.S. Government AIR Card® Fuel Charge Formal Dispute.

- (1) The AO:
 - (a) Directs all questionable fuel card charges to the DLA Energy Help Desk at 1-800-446-4950, DSN 697-6733/36/37/38 or by e-mail at dlaenergyhelpdesk@dla.mil.
 - (b) Submits the information listed in Paragraph 7.7.a.(5) to the help desk to initiate a U.S. Government AIR Card® billing dispute.
 - (c) Provides a copy of the invoice or delivery receipt with the invalid transaction clearly identified.
- (2) The DLA Energy Help Desk coordinates with the DLA Energy-QEVK account managers to determine appropriate POCs and corrective action.

c. U. S. Government AIR Card® Duplicate Billing of Fuel Purchases. The DLA Energy-QEVK:

- (1) Coordinates with the CPM upon receipt of a DLA Energy Help Desk ticket and required billing information.
- (2) Reviews transaction details and confirms that duplicate billing has occurred.
- (3) When appropriate, directs the charge card contractor to correct the billing discrepancy via submitting a corrective transaction for processing in the DLA Enterprise Business Systems. This applies to both contract and non-contract purchases.

d. U.S. Government AIR Card® Erroneous Billing Due to Aircraft Transfers. The losing and gaining aircraft organizations coordinate the transfer of funds and corrective processes using the SF 1081, “Voucher and Schedule of Withdrawals and Credits.”

e. Incorrect Invoice Data or Information. When an invoice cites an incorrect card number, quantity, organization, or related data, the DLA Energy-QEVK:

- (1) Reviews the transaction data processed by the charge card contractor.
- (2) Requests a copy of the merchant invoice.
- (3) Requests that the charge card contractor provide a corrected invoice or bill upon validation of a customer dispute.

f. Payment Procedures for Non-fuel Supplies and Services. The aircraft organization makes direct payment to the charge card contractor for non-fuel charges incurred by assigned aircraft during the billing cycle. Fuel charges are billed separately to DLA Energy and are therefore not charged in the invoice or billed dollar amount on charge card contractor billing statement. For informational purposes, fuel purchase information is provided on the invoice by contract line item number, item description (fuel type), and quantity and unit of measure (gallons or liters). The AO:

- (1) Uses the invoice information to cross-reference all charges incurred during the fueling.
- (2) Contacts the specific merchant to reconcile the discrepancy for a questionable charge. Reconciles the printed merchant name and telephone number on the U.S. Government AIR Card® delivery ticket with the charge card contractor billing or invoice statement. The merchant should credit the account for discrepant or erroneous billing.
- (3) Immediately notifies the charge card contractor of questionable charges and requests that the charge card contractor initiate or record an official dispute action whenever a discrepancy cannot be resolved with the merchant.
- (4) Completes the last page of the billing statement to identify both the paid charges and disputed charges.
- (5) Certifies the statement using the applicable DoD Component or Participating Agency specific procedures or as outlined in Chapter 5 of Volume 5 of DoD 7000.14-R. Sends the statement to the local Defense Finance and Accounting Service (DFAS) office and includes the:
 - (a) Printed and typed name of the authorized CO.
 - (b) Signature of authorized CO.
 - (c) Date of signature.
 - (d) Dollar amount for payment and the disputed dollar amount.

- (e) Disputed amount and the amount of credits to apply on the statement.
- (6) Sends the billing statement to the local DFAS office with payment less any disputed charges identified on the disputed invoice.
- (7) Verifies that any credits due or withheld payments for a particular bill are reflected on a subsequent bill to avoid a delinquent charge.

SECTION 8: SF 44 FUEL PURCHASES

8.1. SF 44 FUEL PURCHASES WHERE MERCHANT AGREES TO INVOICE DLA ENERGY.

a. Authorized users of the SF 44:

(1) Provide data necessary to record fuel purchase transactions accurately for subsequent billing and payment.

(2) Document fuel purchases on a separate SF 44 from ground services and other authorized products since the merchant must invoice DLA Energy for the fuel portion of the invoice and the customer home station payment office for any non-fuel product and services.

b. The aircrew:

(1) Presents the SF 44 as the purchase invoice when a non-contract refueling or ground service merchant refuses to accept the U.S. Government AIR Card®.

(2) Completes the SF 44 and attaches it to the merchant vendor ticket or invoice when the merchant also declines use of the SF 44 and uses its own invoice or receipt.

(3) Provides the merchant a copy and retains copies 1 and 2 of the SF 44.

(4) Forwards copy 1 of the SF 44 and 1 copy of the merchant's commercial invoice, if applicable, from the merchant to:

DLA Finance J822
Energy Support Office - ESOF
1014 Billy Mitchell Blvd
San Antonio, TX 78226-1859

(5) Receives and retains copy 3 of the SF 44 and 1 copy of the merchant commercial invoice if applicable.

(6) Presents all fuel purchase receipts to the designated aviation squadron CO or AO upon return to home station to enable timely validation and financial obligation.

c. DLA Finance J822 Energy Support Office:

(1) Certifies and processes the merchant invoices for fuel through DFAS-CO for merchant payment.

(2) Records the transaction to base-level support applications for tracking and customer billing.

d. In accordance with the Schedule 3 of Volume 4 of Defense Logistics Manual 4000.25, DFAS-CO retains 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 only retains SF 44s for petroleum purchases.

8.2. SF 44 FUEL PURCHASES WHERE THE MERCHANT REQUIRES CASH

PAYMENT. Cash fuel purchases are only authorized when DoD Directive 4500.54E requires cash payment or when refueling operators outside the United States refuse U.S. Government AIR Card® or SF 44 invoicing processes. These procedures do not apply to non-fuel products or services.

a. Aircrews required to pay cash for aviation fuel purchases:

(1) Obtain a cash advance from the supporting DoD finance office in accordance with Service-specific guidance before departure from their home station.

(2) Account for cash advances in accordance with Service-specific guidance.

(3) Complete the SF 44 and obtain the required annotations from the merchant on the SF 44.

(4) 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 or finance office.

b. Commanders may request reimbursement for fuel purchases from the DLA Finance Energy Support Office (DLA Finance J822-ESO).

c. DLA Finance J8 will not approve reimbursement requests without sufficient supporting documentation.

d. Commanders provide DFAS-CO with the appropriate documentation for processing approved DLA Energy reimbursement actions.

e. DFAS-CO:

(1) Reimburses the applicable DoD finance office from the Defense Working Capital Fund.

(2) Processes the reimbursement and provides DLA Energy copies of the completed SF 44 and the supporting documentation for the reimbursement.

f. DLA Energy:

(1) Provides a copy of the completed SF 44 to the fuel customer indicating the reimbursement action is completed.

(2) Processes the purchase and subsequent sale transactions into the DLA Energy system of record.

(3) Completes this processing to formally acknowledge the purchase and sale of product and bills the DoD end-use customer at the DoD local purchase standard price for non-contract commercial purchases for SF 44 purchases of ground services and other approved products (not fuel).

(4) Completes a separate SF 44 in compliance with the SF 44 data requirements in Paragraph 8.3.

(5) Provides the merchant copies 1 and 2 of the SF 44. The merchant will use copy 1 and 1 copy of the merchant commercial invoice, if applicable, to bill or invoice the purchasing organization directly. The SF 44 will reflect the organization name and address of the finance office responsible for payment to the merchant.

g. The purchasing organization makes payment to the merchant upon receipt of an invoice.

8.3. SF 44 DATA REQUIREMENTS.

a. The 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.

b. Card users complete the SF 44 for fuel purchases in accordance with the DoD Government Charge Card Guide Book and as indicated in Figure 2 with the mandatory data requirements:

(1) **Date of Order.** Enter the date of purchase.

(2) **Order Number.** Leave blank if for fuel purchase only. Units are no longer required to provide a requisition or transaction document number since a military standard requisitioning and issue procedures document number will be assigned by the Energy Business Systems using the following construct: Customer DoDAAC + Julian date + (Open Market Purchase(FA)) + 2 alpha/numeric character sequence number, (e.g., FP44184145FA01). For non-fuel product and services, enter the appropriate document serial number for the purchaser's unit.

(3) **Print Name and Address of Seller.** Print fuel vendor's name and address.

(4) **Furnish Supplies or Services to.** Print the wing, squadron, unit name, and complete mailing address. Information may be pre-printed on forms by the units.

(5) **Supplies and Services.** Enter an itemized list of fuel or other authorized services or products purchased. Indicate the grade of the fuel purchased (such as, Jet A-1 with fuel system icing inhibitor, Jet A without additives, Jet B, and so forth). Document fuel purchases on a separate SF 44 from ground services and other authorized products.

(6) **Quantity.** Enter the quantity of each itemized purchase item. For fuel also enter the unit of issue (e.g., gallons or liters).

(7) **Unit Price.** Unit price for each itemized purchase item and type currency (e.g., U.S. dollar, euro, lira).

(8) **Amount.** Total cost for each itemized purchase item and type currency (for example, U.S. dollar, euro, lira).

(9) **Agency Name and Billing Address.** Include the agency name and billing address on each SF 44 for fuel purchases, for ground services, and for other authorized products. Complete a separate SF 44 for:

(a) Ground services and authorized non-fuel items, entering the name and address for the purchaser's billing or paying office.

(b) Fuel purchases only, entering the following address:

DLA Finance J822
Energy Support Office - ESOF
1014 Billy Mitchell Blvd
San Antonio, TX 78226-1859

(10) **Total.** Enter the total purchase cost and currency type (for example, U.S. dollar, euro, lira).

(11) **Discount Terms.** Leave blank. To be completed by paying office.

(12) **Date Invoice Received.** Leave blank. To be completed by paying office.

(13) **Ordered by.** Signature of crew member acknowledging receipt of products or services.

(14) **Purpose and Accounting Data.** Enter the following purchaser line-of-accounting data.

(a) DoDAAC of purchasing organization.

(b) Sub-account code: Account processing code (Army); TEC (Navy); organization code (Air Force).

(c) Aircraft Type (Type Mission Series or Mission Design Series) and tail number for Air Force and Army, or bureau number for Navy.

(d) Fund code and signal code.

(e) Supplemental DoDAAC if other than signal code A is used (identifies bill-to activity).

(15) **Received by.** Printed name of aircrew member receiving the product or service.

(16) **Title.** Title of aircrew member receiving the product or service.

(17) **Date.** Date of signature and purchase.

(18) **Seller Section, Payment Received.** To be completed by the merchant.

(a) If cash payment, ensure the SF 44 indicates the total cash paid or received in the appropriate block.

(b) Merchant representative must sign and date the SF 44.

(19) **CO.** To be completed by office processing the invoice.

(a) DLA Energy certify and complete this section for all fuel items, and forward the invoice to DFAS-CO for payment to the merchant.

(b) The purchasing organization or their paying office will certify and complete this section for non-fuel services and products.

(20) **Paid by, Date Paid, Voucher Number.** To be completed by the office making the payment to the merchant.

(a) These blocks will be completed by DFAS-CO when the item is a fuel item.

(b) The purchasing organization paying office will complete this section of the form for non-fuel services and product.

Figure 2. SF 44 Example

Fuel Purchase: SF 44 Example

For Fuel Purchases: Enter the unit of issue, (USG, liters, etc.) & Local currency (US \$, lira, etc.)

Fuel purchase address to: DLA Energy-RR
 For non-fuel products or services: address to home station paying office

Ordering, Receiving Officer Signature and printed Name. (May be the name/signature of Paying Agent for Cash Purchases)

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.)

PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER: **Date Prepared**

SELLER'S NAME AND ADDRESS OF HEADQUARTERS: **Seller's Name**, **Seller's Address**

PURCHASER SUPPLIES OR SERVICES TO: **Name and Address of Unit**

DESCRIPTION OF SUPPLIES	QUANTITY	UNIT PRICE	AMOUNT
List fuel Type Purchased	QTY	Unit\$	Total

Unit of Issue: (USG, liters, etc.)
 Local Currency: (US\$, Euro\$, etc.)

If Cash purchase, Print Below:
 "Vendor Paid in Cash"

BUYER LINE OF ACCOUNTING DATA:
 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)

ORDERED BY: **Signature and Title of Ordering/Receiving Officer**

DoDAAC: Sub Act Code; Type A/C; TNO; FC; SC; Sup DoDAAC

PRINTED NAME OF ORDERING/RECEIVING OFFICER: **Title of Receiving Officer**

DATE RECEIVED: **Date Rec'd**

SELLER'S SIGNATURE: **Vendor's Signature**

DATE: **Date**

AMOUNT PAID IN CASH: **Amount to be Invoiced (In local currency)**

VENDOR'S SIGNATURE AND DATE: **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.**

GLOSSARY

G.1. ACRONYMS.

AIR	Aviation Into-plane Reimbursement
AO	accountable official
A/OPC	agency or organization program coordinator
CARNET	aircraft tail number or nose number
CO	certifying officer
CPM	component program manager
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFAS-CO	Defense Finance and Accounting Service - Columbus
DIN	driver identification number
DLA	Defense Logistics Agency
DLA Energy-QEVK	DLA Energy Fuel Card Program Management Office
DLA Finance J822	DLA Finance Energy Support Office
DLA Energy-PH	DLA Mobility Fuels Card Programs Division
DoDAAC	DoD activity address code
DSN	Defense Switched Network
FET	Federal excise tax
GFC	government fuel card
GSA	General Services Administration
JON	job order number
KO	contracting officer
MCC	merchant category code
OMB	Office of Management and Budget
OO	ordering officer
PMO	program management office
POC	point of contact
POS	point of sale
SEA	Ships' Bunkers' Easy Acquisition
SET	State excise tax
SF	standard form
SOU	statement of understanding

TEC	type equipment code
UIC	unit identification code

G.2. DEFINITIONS. These terms and their definitions are for the purpose of this volume and will serve as standard terminology for DoD supply chain materiel management of energy commodities and services.

A/OPC. Manages and ensures the integrity of the card program in accordance with the procedures in the DoD Government Charge Card Guide Book.

The Army designates its A/OPC level of responsibility. The Navy CPM designates an agency program coordinator for the Navy hierarchy-level role of the A/OPC.

backhaul. Cargo carried on a return trip.

CARNET. The aircraft tail number or nose number.

continental United States. The States, less Alaska and Hawaii, including the District of Columbia.

demurrage. A charge associated with rail and water port operations against a consignor or consignee for holding carrier equipment beyond the allowable free time for loading and unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. It may also be a charge to shippers accruing from the time the container is discharged from the vessel. Charges for demurrage are in addition to all other transportation charges.

dispute. An event where the validity of the transaction itself is in question as to whether the transaction actually occurred as billed or was the result of a purchase by a valid DoD card user.

DoD aircraft. Aircraft owned or operated by the DoD Components, including aircraft operated by the Army, Navy, Air Force, and Marine Corps Reserves and by the Army National Guard of the United States and the Air National Guard of the United States.

DoD fleet. Vehicles or equipment that are owned or are under individual lease by DoD Components.

DoD Fleet Card. A fuel charge card to provide DoD and the U.S. Coast Guard a means to procure ground fuel, parts, maintenance, and roadside assistance worldwide at commercial service stations while conducting official government business. The card is limited to vehicles owned or leased by DoD. The program is managed by DLA Energy under a tailored task order with the GSA Smart Pay®2 contract.

dry lease. A DoD Component or Participating Agency vehicle lease from GSA where the DoD Component or Participating Agency must provide for its own fleet maintenance and maintenance management needs.

GFC programs. Programs that provide mechanisms for DoD Components and Participating Agencies to purchase fuel and services from participating suppliers.

Open Market. A module in the SEA Card® Program.

POS data. Product grade, quantity, unit of issue, receipt date.

SEA Card® Program. An electronic order, receipt, and invoice system that allows the Military Services, Coast Guard, and authorized Participating Agency vessels to purchase fuel from commercial ship refueling merchants. Provides a secure internet-based solution to marine fuel procurement challenges.

Swipe SEA Card®. Provides the Military Services and Participating Agencies with a charge card to purchase fuel up to the simplified acquisition threshold of \$150,000 and in support of vessels that cannot meet the minimum quantity on DLA Energy bunker contracts. The card is intended for use at marinas where small boats can “gas and go.”

United States. The several States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, American Samoa, Guam, Midway and Wake Islands, the U.S. Virgin Islands, any other territory or possession of the United States, and associated navigable waters, contiguous zones, and ocean waters of which the natural resources are under the exclusive management authority of the United States.

U.S. Government AIR Card®. Provides the Military Services and Participating Agencies a means to procure aviation fuel, fuel-related supplies, and approved ground services worldwide at both DLA Energy contract locations and commercial airports. The card is embossed with the aircraft tail or side number or the Navy UIC, Branch or Agency, the charge card contractor logo, and the card number. The U.S. Government AIR Card® can be electronically swiped (if the facility is equipped), mechanically imprinted, or hand-scribed onto a commercial delivery ticket or a DD Form 1898.

wet lease. A DoD Component or Participating Agency vehicle lease from the GSA that provides the lessee (the using agency or component) with an array of fleet maintenance and maintenance management services.

REFERENCES

- Code of Federal Regulations, Title 5
- Defense Federal Acquisition Regulation Supplement (DFARS), current edition
- Defense Logistics Manual 4000.25, Volume 4, “Military Billing System (MILSBILLS),”
May 11, 2012, as amended
- Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary
of Defense for Research and Engineering and the Office of the Under Secretary of Defense
for Acquisition and Sustainment,” July 13, 2018
- DLA Energy P-8, “DoD Fleet Card Program,” March 2, 2014
- DoD 7000.14-R, “DoD Financial Management Regulations,” dates vary by volume
- DoD Directive 4500.54E, “DoD Foreign Clearance Program (FCP),” December 28, 2009, as
amended
- DoD Directive 5134.12, “Assistant Secretary of Defense for Logistics and Materiel Readiness
(ASD(L&MR)),” May 25, 2000, as amended
- DoD Instruction 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,”
August 1, 2012
- DoD Instruction 4140.25, “DoD Management Policy for Energy Commodities and Related
Services,” June 25, 2015, as amended
- DoD Government Charge Card Guide Book for Establishing and Managing Purchase, Travel,
and Fuel Card Programs, May 30, 2014¹
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD
Internal Information Collections,” June, 30, 2014, as amended
- Office of Management and Budget Circular Number A-123, “Improving the Management of
Government Charge Cards, Appendix B,” January 15, 2009²
- U.S. National Archives and Records Administration, Records Schedule
- United States Code, Title 28

¹ Available on the Defense Procurement and Acquisition Policy website
https://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html

² Available at
https://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation_circulars_pdf/a123_appendix_b.pdf