

# Marine Corps Government Fuel Card User's Manual

DoD Fuel Card Usage and Procurement

February 16, 2022



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Headquarters Marine Corps Installations and Logistics

Substantial progress has been made during Fiscal Year (FY) 2020 thru 2021 to discipline the Marine Corps' Fuel Card Program. Leveraging our strategic partners at Naval Supply Systems Command (NAVSUP), we have begun introducing internal controls to govern fuel card usage across the enterprise. There has been an Agency Program Coordinator (APC) appointed for the Marine Corps Fuel Card Program and APC hierarchy levels established throughout the Marine Corps ensuring compliance with Department of the Navy (DoN) and Defense Logistics Agency (DLA) policies and instructions.

In my role as the Assistant Chief of Staff (AC/S) G-4, Assistant Deputy Commandant, Installations and Logistic (Facilities) I am committed to improving the Marine Corps Fuel Card Program. I task all leaders to commit as well and assume an active role supervising your organization's Fuel Card Program. Fuel card users shall remain vigilant by ensuring the fuel cards you are entrusted with are handled properly and safeguarded.

It is in this line of thinking that I have directed my Senior Fuels Officer to develop a Fuel Card User's Manual. This tool is intended as a reference guide to occupy a corner of each user's desk assisting them in their daily duties. Leaders and fuel card users will find this manual provides succinct guidance to support them in navigating day-to-day business processes pertaining to the Marine Corps Fuel Card Program.

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AC/S G-4  
ADC I&L (LF)

## Table of Contents

<b>1.0 General Overview .....</b>	<b>1</b>
<b>2.0 Government Fuel Card Internal Controls .....</b>	<b>2</b>
<b>2.1 Government Fuel Card Hierarchy Levels .....</b>	<b>2</b>
<b>2.2 Agency Program Coordinator .....</b>	<b>3</b>
<b>2.3 Card Users.....</b>	<b>4</b>
<b>3.0 Requirements to Obtain Fuel Card(s) .....</b>	<b>5</b>
<b>3.1 Lost or Stolen Fuel Cards .....</b>	<b>5</b>
<b>3.2 DoD Voyager Fleet Card .....</b>	<b>6</b>
<b>3.3 Aviation Into-Plane Reimbursement Card.....</b>	<b>7</b>
<b>3.4 Swipe Ship's Easy Acquisition (SEA) Card .....</b>	<b>8</b>
<b>4.0 Vehicle Identification Link Key.....</b>	<b>9</b>
<b>5.0 Billing/Financial Reconciliation.....</b>	<b>11</b>
<b>6.0 Delinquencies and Violations .....</b>	<b>12</b>
<b>Appendix A .....</b>	<b>13</b>
<b>Appendix B.....</b>	<b>15</b>
<b>Appendix C.....</b>	<b>16</b>
<b>Appendix D .....</b>	<b>17</b>
<b>Appendix E.....</b>	<b>18</b>
<b>Appendix F.....</b>	<b>19</b>



## 1.0 General Overview

The Marine Corps Government Fuel Card User's Manual assigns responsibilities and provides procedures to procure fuel using government fuel cards (GFC), DoD Fleet/Voyager Card, Aviation Into-Plane Reimbursement (AIR) Card, Swipe Ship's Bunkers' Easy Acquisition (SEA) Card) and the Vehicle Identification Link (VIL) Key. This manual is intended to simplify the processes and procedures associated with obtaining, utilizing, accountability of, and administrative effort required for the proper fuel card usage.

Government fuel cards are intended for official government business. Card users and management must comply with applicable regulations, policies, procedures, and ethics rules; and appropriate reporting procedures for lost, stolen, or mishandled card practices will be reported accordingly. Fuel card management remains highly visible requiring consistent senior leadership oversight. Assigned personnel are responsible for and entrusted with the proper use of the government fuel cards.

Note: Wright Express Cards (WEX) are in the domain of the General Services Administration (GSA) and exist outside the scope of this manual.



## 2.0 Government Fuel Card Internal Controls

Commands and activities are responsible for implementing and maintaining internal controls and accountability requirements for government fuel cards as required per current references and guidance. Agency Program Coordinators (APC) provide oversight and operational control of the Command's card program. Approving Officials (AO) directly control fuel card custodians. Fuel Card custodians, and sub-custodians, and card users are responsible with the safeguarding and preventing the misuse of fuel cards assigned to their units.

### 2.1 Government Fuel Card Hierarchy Levels

The GFC program consists of hierarchy levels (HL) to improve efficiency, oversight, and communication. The process owners of each HL are responsible for adhering to and ensuring the proper administration of the GFC program at each level. The HL's do not apply to VIL keys.

Hierarchy	Process Owner
1	DLA-Energy
2	DON Consolidated Card Program Management Division (CCPMD)
3	HQMC, DC IL
4	MARFORs, MCICOM, MCRC, MARCORSYSCOM, TECOM
5	MEFs, MCI Regions, MCRC Districts
6	MSCs (Div/Wing/MLG), MARCORLOGCOM, Installations
7	Commands with requisition authority (i.e., DoDAACs with "00" authority)

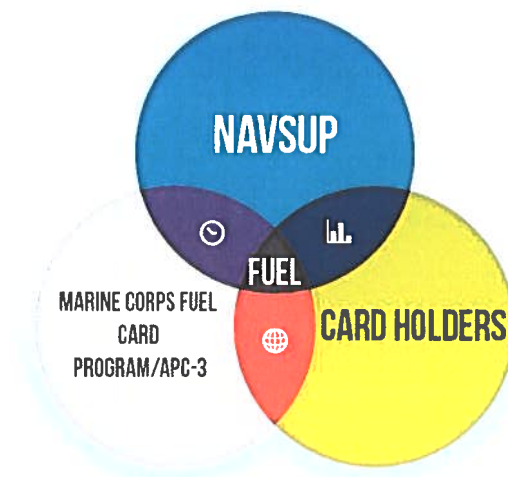
2.0 – Hierarchy Overview

## 2.2 Agency Program Coordinator

The Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC I&L LF) shall serve as the HL 3 Agency Program Coordinators (APC) for the Marine Corps. Commanders will appoint an APC and alternate APC in writing using the DD Form 577 "Appointment/Termination Record-Authorized Signature" and appointment letter for each HL.

### APC Responsibilities

- Provide GFC oversight and operational control
- Coordinate with the card company to establish single purchase limits and monthly purchase limits for assigned cards
- Conduct compliance reviews for all subordinate APCs within their commands or activities; or subordinate AO, custodians, and card users if they are the lowest-level APC.
- Document reviews using a memorandum for the record
- Develop corrective action plans as required
- Submit results to the commander
- Retain results for ten years
- Monitor the rotation dates for subordinate APCs and card users
- Initiate communications to collect the appropriate documentation for replacement APCs and card users
- Assist program participants on GFC issues and replacements
- Perform root cause remediation for accounting key performance indicators, delinquencies, or other account conditions
- Complete mandatory training prior to appointment, complete refresher training every three years, and understand the applicable regulations, procedures, and consequences for inappropriate actions
- Maintain DD Form 2875 "System Authorization Access Request (SAAR)" as needed for access to the vendor's online card/account management system, DD Form 577 for card program AOs and subordinate APCs, and training certificates for the APCs in HLs one level down



## 2.3 Card Users

Card users will be delegated in writing by the AO using a NAVMC 11869 "Delegation of Authority" (DOA). The user shall receive training and sign a statement of understanding (SOU) prior to using the card for the first time. The SOU and DOA shall be maintained by the AO for all card users.

- Card users are liable for any unauthorized purchases
- Card users are responsible for knowing and understanding the policies and procedures regarding authorized AIR, SEA, and DoD Voyager Fleet Card purchases and record keeping requirements
- Unless otherwise specified, card users must use self-service fuel pumps whenever available
- Purchase of authorized non-fuel items are the responsibility of the card user's command or authorized agency and will be billed separately by the fuel card contractor and paid by the unit home station payment office
- Card users will ensure all purchase receipts are retained and used to validate fuel and non-fuel charges
- Priority for Fuel Resources: Whenever possible, customers should use military installation fuel resources and related services due to significant cost savings relative to prices charged at commercial contract and non-contract facilities

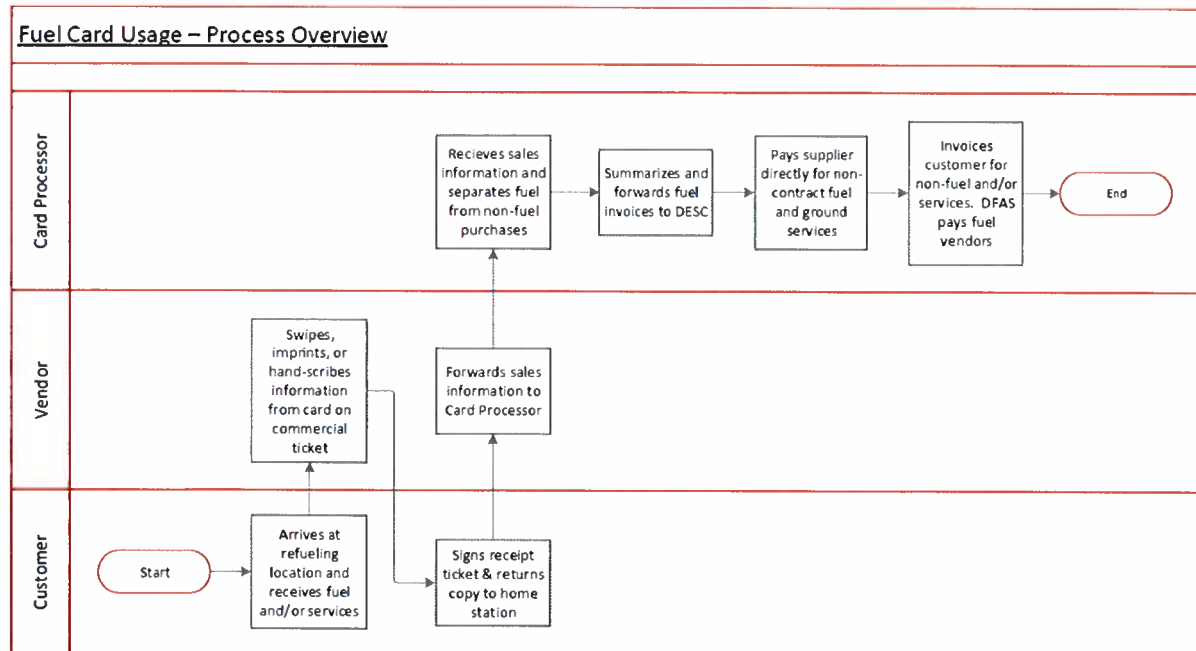


Figure 2.3 – Fuel Card Usage – Process Overview

### 3.0 Requirements to Obtain Fuel Card(s)

The steps represented in this section outline the actions necessary in obtaining and using a fuel card(s).

- Complete the Naval Supply Systems Command (NAVSUP) user training by going to URL, <https://www.navsup.navy.mil/public/navsup/ccpmd/>
  - Specific training for AIR card
  - Specific training for the DoD Voyager Fleet card
  - Specific training for the SEA card

NOTE: See Appendix D for Point of Contact (POC) information regarding specific fuel card training

- Complete the NAVSUP "U.S. Bank New User Request Form," see Appendix B
- Must be delegated in writing, utilizing the NAVMC 11869, DOA
- Sign SOU
- Forward the training certificate, "U.S. Bank New User Request Form," NAVMC 11869, and SOU to next level Agency Program Coordinator within card requesters hierarchy levels/chain of command
- The package will be forwarded to each APC within the card requesters hierarchy level until it gets to the ADC, I&L (LF) at which point it will be approved and forwarded to NAVSUP and Defense Logistics Agency (DLA) for card issuance
- The SOU and the DOA shall be maintained by the AO for all card users

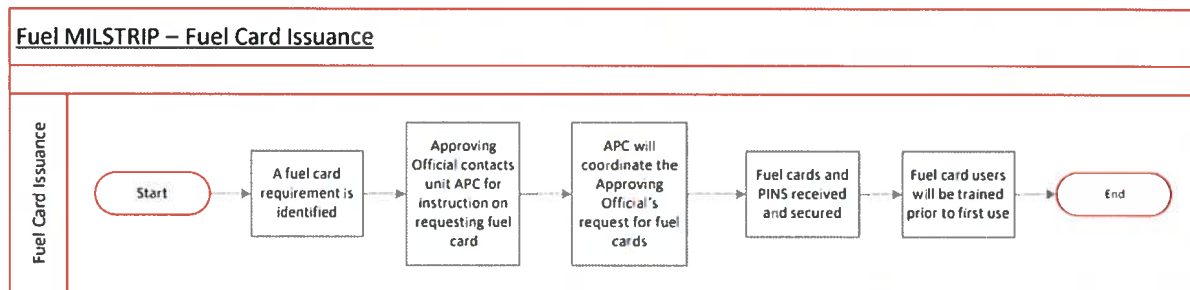


Figure 3.1 – Fuel Card Issuance Overview

### 3.1 Lost or Stolen Fuel Cards

Personnel entrusted with a fuel card are held to the highest ethical standards. Failure to comply with these guidelines, policies and procedures will result in permanent revocation of fuel card privileges and may be subject to non-judicial punishment depending on the circumstance and whether military or civilian. Accountability and security of fuel cards are controlled as if they were cash.

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>.

### **Reporting**

Report loss or theft of fuel cards to APC, Certifying Officer, or SupO/APO or AO

#### **Loss**

- Users who have misplaced a fuel card will report the loss to the APC
- Losses will be reported to the AO/Certifying Officer and SupO/Fund Holder/Supply Resource Manger

#### **Theft**

- All suspected thefts will be reported to the APC, AO/Certifying Officer and SupO/Funds Holder/Supply Resource Manger

### **Investigation**

The APC 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.

- SupO/APO or AO will submit a request for investigation or initiate a command investigation on how the card was stolen or lost
  - Lost - Convening Authority will launch investigation or preliminary inquiry on how card was lost or stolen
  - Stolen – Reported to Naval Criminal and Investigation Service
- Pending investigation/results
- Take appropriate action depending on investigation results

## **3.2 DoD Voyager Fleet Card**

The DoD Voyager Fleet Card is used 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 and leased by the Marine Corps. The Fleet Card is not approved for purchasing aviation fuel. Fleet Cards may be used for DOD owned and leased cars, trucks, forklifts, small boats, tugs, barges, and similar vehicles or equipment as authorized by the activity.

### **Service Owned Vehicle Process**

- Check out Fleet Card from secure and controlled location  
NOTE: The card reflects GSA SmartPay2 at the top, Fleet Card account number, DoD – prior to the Agency/Unit Account Name, and the Fleet Card Contractor logo. It has “For Official Government Fleet Use Only” imprinted on the left side (Figure 3.1)

- Use Fleet Card assigned to vehicle for fuel purchase  
NOTE: Authorized for use at any commercial gas station
- Get receipt
- Log transaction into logbook
- Return Fleet Card to secure and controlled location  
NOTE: Fleet Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card
- Fleet Card users will provide receipt, or receipts and logbook to responsible fiscal party to certify transactions and payments within 3-5 days after card use  
NOTE: Responsible fiscal party will process and verify payment – US Bank, as well as WAWF/iProcurement Module within Defense Acquisition Initiative (DAI)/Financial System of Record (FSR)

### **3.3 Aviation Into-Plane Reimbursement Card**

The AIR Card is the only card which DON personnel are authorized to use to purchase aviation fuel, fuel related supplies, and ground services, for DON-owned aircraft from DLA Energy Into-Plane contract and non-contract locations. The AIR Card provides a means to procure aviation fuel, fuel-related supplies, and approved ground services worldwide at both DLA Energy contract locations and at DLA approved merchant locations. Per DLA-E P-8, the AIR Card is not to be used for bulk fuel purchases. The AIR Card can be electronically swiped, mechanically imprinted, or hand-scribed onto a commercial delivery ticket or a DD Form 1898. The accountability standards for AIR Cards are the same as for Fleet Cards. Users can access a directory to identify worldwide DLA-E contracted sites which accept the AIR Card at [https://aircardsys.com/cgi-bin/fbo\\_locate](https://aircardsys.com/cgi-bin/fbo_locate).

#### **Aircraft Process**

- Aircraft are re-fueled in fueling pits, cold re-fueled, or at DLA locations
- Pilot and or air crew will present the air card to re-fueler/s  
NOTE: Any AIR Card assigned to that unit can be utilized to fuel aircraft. These cards must always stay in the unit/wing/squadron's possession.  
NOTE: Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card
- Pilot and or air crew will swipe the card on a DD Form 1898  
NOTE: Air crew will maintain a copy
- Re-fueling personnel responsible for retaining and filing a copy of DD Form 1898 and annotating sale in unit fuel transaction logbook
- Within 24 hours the Responsible Officer (RO) of the fuel facility must process that transaction in The Fuel Manager Defense System (FMD)  
NOTE: FMD communicates with FSR
- The receiving aircraft/unit takes DD Form 1898 to financial personnel for verification and processing of payment

- Financial personnel verify sales receipt and logbook, certify payment within the FSR, and verify payment within 3 – 5 business days

### 3.4 Swipe Ship's Easy Acquisition (SEA) Card

The SEA Card provides a charge card to purchase fuel up to the simplified acquisition threshold 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." Users can access a directory to identify worldwide DLA-E contracted sites which accept the SEA card at [https://www.seacardsys.com/cgi-bin/fw\\_user\\_login\\_local](https://www.seacardsys.com/cgi-bin/fw_user_login_local).

#### Watercraft Process

- Check out SEA card from secure and controlled location
- Use Fleet Card assigned to watercraft to purchase gas  
NOTE: Authorized for use at any commercial gas station
- Get receipt
- Log transaction into logbook
- Return SEA Card to secure and controlled location  
NOTE: Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card
- Card users will provide receipt, or receipts and logbook to responsible fiscal party to certify transactions and payments within 3-5 days after card use  
NOTE: Responsible fiscal party will process and verify payment – US Bank, as well as WAWF/DAI/FSR



## 4.0 Vehicle Identification Link Key

VIL Keys are used to purchase Defense Working Capital Fund fuel products from a Defense Fuel Service Point (DFSP) aboard Department of Defense (DOD) installations. Commands and activities will appoint VIL Key custodians in writing who will be charged with the safeguarding and preventing the misuse of VIL Keys assigned to their units. This shall be done using a logbook or an electronic logbook to maintain accountability and security. All vehicles are currently Class B-assigned and have Responsible Officer (RO)/Responsible Individual (RI) that sign for the assets through their local CMRs.

### Individual Responsibilities

- Personnel are responsible for the proper use of VIL Key, to include the following:
  - Using the VIL Key for official government business only
  - Complying with applicable regulations, policies, procedures, and ethics rules
  - Reporting misuse of the VIL Key to the appropriate authority
  - Reporting loss and/or theft of a VIL Key
  - Personnel entrusted with a VIL Key are to be held to the highest ethical standards. Failure to comply with these guidelines, policies and procedures will result in permanent revocation of privileges and may be subject to non-judicial punishment depending on the circumstance

### Accountability and Security

- VIL keys are controlled as if they were cash
  - When not issued to a user, VIL Keys are to be stored in a secure and controlled location with access limited to AO/RO/RI  
NOTE: VIL Keys are inventoried at a minimum every six months by the AO
  - VIL Keys may be issued more than 24 hours with prior written authorization (i.e., logbook entry, official letter head, etc.) from the AO (SupO/APO) but will not be permanently issued under any circumstances

### Unique Identification Number (UID)

- UIDs must be unique  
NOTE: Using a VIL Key requires a unique UID assigned at creation of the VIL Key receipt by the AO (SupO/APO). It is acceptable to label UIDs with a label maker or tag. UIDs shall not be written or etched on VIL Keys. UIDs listings will be stored in a secure and controlled location with access limited to the AO, appointed custodians, and sub-custodians. Sequential or repeating numbers are not authorized

### Logbook VIL Key Entry

- Issuer printed name and contact information

- User printed named, Primary, and alternate POC information (e.g., phone number, email, and unit address) and organization
- The VIL Key's UID number
- Date of issue
- Both issuer and user signatures
- At a minimum, assets requiring fuel (e.g. vehicles and equipment) will be assigned an individual vehicle logbook that will contain the following information:
  - Operator's printed name and POC information
  - The VIL Key UID number assigned
  - Date and time vehicle or equipment was checked out/in
  - The phone number of the VIL Key recipient
  - The gallons purchased with the VIL Key
  - Provide the receipt for fuel purchase
  - Destination
  - Mileage
  - Operator's signature

### **Single Issue**

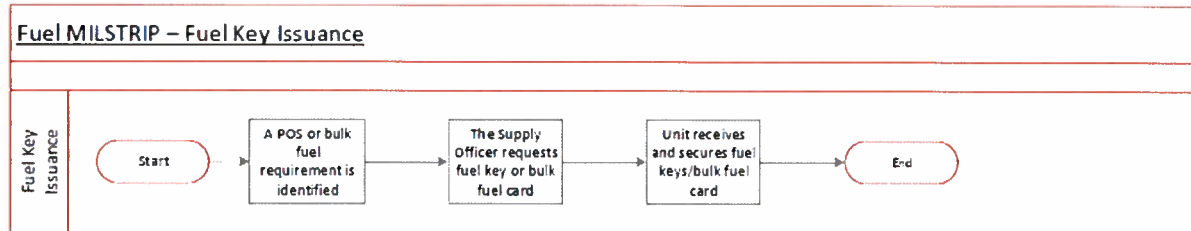
- VIL Key fuel requests for single issue, single requirements are not required to be processed through an approved system following the below process
- Utilize logbook entry for authorization/approval of issuance of VIL Key  
NOTE: As part of a daily vehicle dispatch, if the NAVMC Form 10627 "Vehicle and Equipment Operational Record" or other local trip ticket contains key data elements, the NAVMC Form 10627 can serve as both the authorization and obligation Key Supporting Documentation for fuel purchases; however, due to accountability requirements, use of the NAVMC Form 10627 shall not negate the requirement for the logbook entry when a VIL Key is issued

### **Bulk Issue**

- Bulk fuel is fuel purchased with the intent of secondary re-issues. Requests for bulk fuel are normally known in advance and routed from the RO (or delegated individual) to the SupO/APO for approval prior to issuance of the bulk fuel VIL Key and DD Form 1898.  
NOTE: The routing and approval process can be captured in the approved system (e.g. DAI, GCSS-MC). The approved request serves as authorization and supporting documentation for the purchase and shall be maintained with the DD Form 1898
- The seller, command planner or RO/Terminal Manager (TM) on behalf of a seller will properly complete and submit a request for authorization to process ground re-issues (DLA Form 2027) in accordance with the form instructions. To process ground re-issue transactions a DLA-E Form 2027 must be submitted by the unit to the installations DFSP RO/TM to receive final approval from DLA Energy FENA's office



- Bulk fuel purchased to be used by the owning unit without further resale or reimbursement will be controlled similar to a single issue; however, issues from the bulk tank to individual vehicles or equipment will be recorded in a logbook, and the vehicle's trip ticket and/or logbook



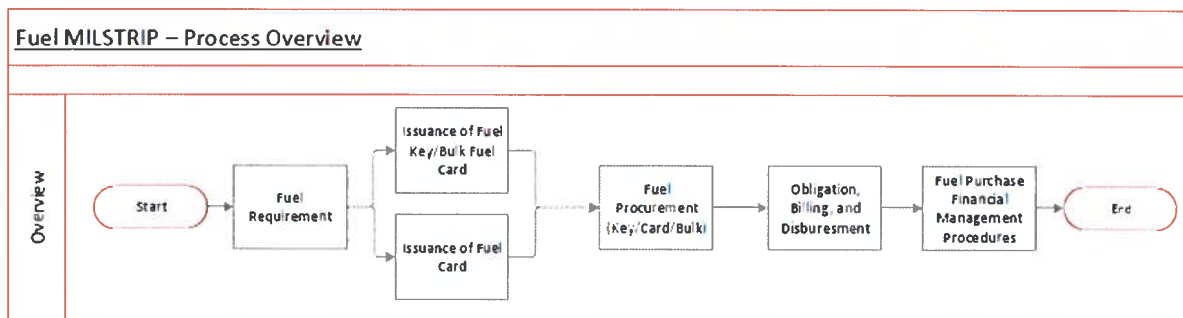
*Figure 5.2 – Fuel Key Issuance*

## 5.0 Billing/Financial Reconciliation

Following financial policy and guidance will develop and sustain workforce competence, ensure compliance with applicable laws and regulations, and more effectively support the Marine Corps in meeting its mission objectives. Reconciliation between the fuel systems, accounting system, and source documents which includes the posting of obligations, expenses, and payments is critical to managing funds accurately.

- Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number for the point-of-sale fuel purchases is not known until the charge processes via DLA-Energy and the obligation posts in the FSR
- The certifying officer validates and reconciles fuel purchases that post in the FSR by cross-referencing the Julian date of the MILSTRIP document number and the number of gallons purchased against the logbook entry and/or the receipt for the date of purchase
  - Fuel purchases posted in the FSR that cannot be reconciled with a logbook entry and/or receipt will be researched by the certifying official in DLA's Enterprise External Business Portal (EEBP). EEBP detailed purchasing reports provide additional information concerning any unreconciled fuel charges that can be used to mitigate future recurrence
- Upon reconciliation of fuel obligations posting in the FSR, the MILSTRIP document number is annotated in the logbook and on the receipt for reconciled postings
- Fuel charges post within three to five business days
  - Fuel charges that fail to post to the FSR within three to five business days are researched to determine the cause. Contact the DLA-Energy Help Desk when research efforts via the chain of command are unavailable
- Non-fuel purchases are manually inducted into the iProcurement module in DAI
- At the end of the GFC billing cycle the AO shall reconcile all non-fuel purchases posted against the GFC Account, with the approved request and receipt documentation for each line item appearing on the statement
- The AO will process the invoice for payment in an approved system once reconciliation is complete (e.g., WAWF)

- The SupO/APO will conduct and document reconciliations of allotted funding with ROs and section/department heads that have been appointed as fund holders at least every two weeks
- Keep original records and supporting documentation for 6-years and 3-months



*Figure 5.1 – Fuel MILSTRIP – Process Overview*

## 6.0 Delinquencies and Violations

Fuel card delinquencies and purchase violations are unacceptable, and every effort shall be made to mitigate these circumstances.

- Fuel card users shall be thoroughly knowledgeable of authorized purchases and purchase thresholds
  - AIR Cards users will be knowledgeable of DLA approved merchant locations to refuel aircraft. Every effort will be made to forecast aircraft refueling points at DLA approved merchant locations
- NOTE: It is understood that this might not always be the case and there may be a point where aircraft will need to land and refuel at a non-approved DLA merchant location. In the event this occurs the card user shall notify next level HL APC of the purchase
- Certifying officials shall be proactive and establish recurring internal SOP's ensuring payments are posted no later than the due date
  - On a monthly basis the HL 3 APC shall review delinquency reports and notify the lower-level HL 4 APC. The card owning APC shall follow up until the delinquency has been resolved
  - On a monthly basis the HL 3 APC shall review violation reports and notify the lower-level HL 4 APC. Depending on the purchase violation the lower-level APC shall provide the HL 3 APC the circumstances behind the violation and the date the card user was counseled. In the event of misuse an inquiry shall be conducted concerning the violation

## Appendix A

### U.S. Bank New User Request Form "CONUS"



# New user request form

Voyager CONUS (Continental United States)

User ID\*

Last name\*

Middle initial

First name\*

Job title

Branch of service\* **Select one**

Phone\*

Cell phone

Email address\*

Address 1\*

Address 2

City\*

State\*

Country\*

Zip code\*

Time zone

Other info

Organization level 4 number

Organization level 5 number

Organization level 6 number

Organization level 7 name (Navy only)

Fill out this form, and send it to the appropriate email address.

**Army**  
DLArmy@usbank.com

**Navy**  
DLNavy@usbank.com

**Air Force**  
DLAirForce@usbank.com

**Coast Guard**  
DLCoastGuard@usbank.com

**NOTE: Marine Corps utilize Navy**  
DLNavyUsers@usbank.com

Account number*	Account number*
Account name*	Account name*
Account number*	Account number*
Account name*	Account name*
Account number*	Account number*
Account name*	Account name*

Role\* **Select one**

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Figure A-1 – New User Request Form CONUS

## U.S. Bank New User Request Form "OCONUS"

### New user request form Branded Fleet/OCONUS (Outside the Continental United States)

User ID\*

First name\*

Middle initial

Last name\*

Job title

Card product\* • ☐Swipe/Suic • ☐CIA Fleet OCONUS

Phone\*

Cell phone

Email address\*

Address 1\*

Address 2

City\*

State\*

Country\*

Zip code\*

Time zone

Other info

Fill out this form, and send it to the appropriate email address

**Army**  
[DLArmyUsers@usbank.com](mailto:DLArmyUsers@usbank.com)

**Navy**  
[DLNavyUsers@usbank.com](mailto:DLNavyUsers@usbank.com)

**Air Force**  
[DLAFUsers@usbank.com](mailto:DLAFUsers@usbank.com)

**Coast Guard**  
[DLCoastGuard@usbank.com](mailto:DLCoastGuard@usbank.com)

Account number\*

Account name\*

Account number\*

Account name\*

Account number\*

Account name\*

Account number\*

Account name\*

Rule\*

Select one

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Figure A-2 – New User Request Form OCONUS

**Appendix B**  
**Fuel Related References**

<b>Reference</b>	<b>Summary/Overview</b>
<b>DLA Energy P-08 Fuel Card Program</b>	Established responsibilities and procures to prepare and administer the DoD Fleet Card Task Order under the GSA SmartPay®, SEA Card®, and the AIR® Card contracts
<b>DLA Energy P-05 Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control</b>	Establish procedures for VIL Key encoding and prescribes accountability and control measures
<b>NAVSUPINST 4200.97A/NOV 16</b>	Establishes DON policies and procedures for the operation and management of the DoN AIR Card program
<b>NAVSUPINST 4200.98B/NOV 16</b>	Establishes DON policies and procedures for the operation and management of the DoN Fleet Card program
<b>NAVSUPINST 4200.101/NOV 16</b>	Establishes DoN policies and procedures for the operation and management of the DON Swipe Sea card program
<b>MCO 4400.201/JUN 16</b>	Prescribes strategic policy, procedures, and responsibilities for managing all categories of property under Marine Corps control in compliance with Department of Defense (DoD) directives
<b>MCO 7300.21B/MAY 15</b>	Publishes policy which provides comptrollers and fund managers with standard operating procedures (SOP) pertaining to the preparation, recording, reconciling, reporting, and maintenance of financial records through all stages of funds management
<b>DODM 4140.25/MAR 18</b>	Is the DoD management policy for energy commodities and related services



**Appendix C**  
**DON Consolidated Card Program Contact Information**

The following offices can be contacted for assistance with fuel card training.

<b>Title</b>	<b>Phone</b>	<b>Electronic Mail</b>
<b>CCPMD Training Desk</b>	717-605-3065	<a href="mailto:don_ccpmd_training@navy.mil">don_ccpmd_training@navy.mil</a>
<b>Purchase Card</b>	717-605-2414	<a href="mailto:don_purchasecard@navy.mil">don_purchasecard@navy.mil</a>
<b>Travel Card</b>	717-605-5228	<a href="mailto:don_ccpmd_travelcard@navy.mil">don_ccpmd_travelcard@navy.mil</a>
<b>Fleet Card</b>	717-605-3041	<a href="mailto:fleet_card@navy.mil">fleet_card@navy.mil</a>
<b>AIR Card</b>	717-605-4572	<a href="mailto:air_card@navy.mil">air_card@navy.mil</a>
<b>SEA Card</b>	717-605-4572	<a href="mailto:navsup_hq_seacard@navy.mil">navsup_hq_seacard@navy.mil</a>
<b>SWIPE SEA Card</b>	717-605-3041	<a href="mailto:navsup_hq_swipesea@navy.mil">navsup_hq_swipesea@navy.mil</a>
<b>DTS</b>	717-605-9367	<a href="mailto:navsup_navy_dts_pmo@navy.mil">navsup_navy_dts_pmo@navy.mil</a>

**Appendix D**  
**DLA Fuel Card Points of Contact**

The following offices can be contacted for more information about working with DLA Energy for your fuel card needs.

<b>Title</b>	<b>Phone</b>	<b>Electronic Mail</b>
<b>AIR Card® Program Manager</b>	703-589-6049	<a href="mailto:AIRCard@dla.mil">AIRCard@dla.mil</a>
<b>SEA Card® Program Manager</b>	703-589-6049	<a href="mailto:SEACard@dla.mil">SEACard@dla.mil</a>
<b>Fleet Card Program Manager</b>	703-589-6125	<a href="mailto:dodfleetcard@dla.mil">dodfleetcard@dla.mil</a>
<b>Swipe SEA Card® Program Manager</b>	703-589-6125	<a href="mailto:DLAEnergySwipeSeacardProgram@dla.mil">DLAEnergySwipeSeacardProgram@dla.mil</a>
<b>U.S. Army Customer Account Specialist</b>	571-767-3422	<a href="mailto:fuelcards@dla.mil">fuelcards@dla.mil</a>
<b>U.S. Air Force Customer Account Specialist</b>	571-363-7064	<a href="mailto:fuelcards@dla.mil">fuelcards@dla.mil</a>
<b>U.S. Navy/Marine Corps Customer Account Specialist</b>	571-363-8765	<a href="mailto:fuelcards@dla.mil">fuelcards@dla.mil</a>
<b>Federal Civilian Agencies Customer Account Specialist</b>	571-363-7967	<a href="mailto:fuelcards@dla.mil">fuelcards@dla.mil</a>

**PURCHASE ORDER-INVOICE-VOUCHER, STANDARD FORM 44**

The Standard Form-44 (SF) is a pocket-sized purchase order form designed for on-the-spot, over-the-counter purchases of supplies and services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher. Since the SF-44 does not contain any of the general clauses or provisions normally found on purchase orders, it is used only when the purchase method will not work.

The SF 44 may be used if all the following conditions exist:

The amount of purchase does not exceed, 500 gallons (Exception: the amount of aviation fuel and oil purchased by pilots does not exceed, 1000 gallons).

Supplies and services are immediately available from contractor stocks in the local trade area or are readily obtainable from establishments in the local trade area regularly performing services of the type required.

One delivery and one payment are made. Supplies or services purchased do not require technical inspection.

The use of the SF-44 is determined to be more economical and efficient than the use of any other small purchase method.

The applicable decision of exception and necessary documentation has been made before procurement of a foreign item.

An authorized individual prepares the SF-44 in quadruplicate. Although the title of the form includes the term *Purchase Order*, a SF 44 is not executed before delivery or performance by the contractor. For detailed instructions in the preparation of the SF 44, refer to NAVSUP P-560, chapter 13.

## Appendix F

### Abbreviations Listing

Abbreviation/Acronym	Definition
<b>ADC I&amp;L LF</b>	Assistant Deputy Commandant, Installations and Logistics (Facilities)
<b>AIR Card</b>	Aviation Into-Plane Reimbursement Card
<b>APC</b>	Agency Program Coordinator
<b>APO</b>	Accountable Property Officer
<b>DAI</b>	Defense Acquisition Initiative
<b>DFSP</b>	Defense Fuel Service Point
<b>DLA</b>	Defense Logistics Agency
<b>DOA</b>	Delegation of Authority
<b>DoD</b>	Department of Defense
<b>DON</b>	Department of the Navy
<b>EEBP</b>	<i>Enterprise External Business Portal</i>
<b>EIS</b>	Enterprise Information Services
<b>FIM</b>	Fuel Infrastructure Management
<b>FSR</b>	Financial System of Record
<b>GCSS-MC</b>	Global Combat Support System – Marine Corps
<b>GFC</b>	Government Fuel Card
<b>GSA</b>	General Services Administration
<b>HL</b>	Hierarchy Level
<b>MCEITS</b>	Marine Corps Enterprise Information Technology Services
<b>MILSTRIP</b>	Military Standard Requisitioning and Issue Procedures
<b>NAVSUP</b>	Naval Supply Systems Command
<b>NCIS</b>	Naval Criminal and Investigation Service
<b>POC</b>	Point of Contact
<b>RO</b>	Responsible Officer
<b>RI</b>	Responsible Individual
<b>SEA Card</b>	Swipe Ship's Bunker's Easy Acquisition Card

<b>SOU</b>	<b>Statement of Understanding</b>
<b>SupO</b>	<b>Supply Officer</b>
<b>TM</b>	<b>Terminal Manager</b>
<b>UID</b>	<b>Unique Identification Code</b>
<b>VIL Key</b>	<b>Vehicle Identification Link Key</b>