

C16. Chapter 16

DoD FLEET CREDIT CARD

C16.1. GENERAL: This chapter provides administrative and operating controls, procedures, and data instructions for the DoD Fleet Credit Card. The Defense Energy Support Center (DESC) is the Policy and Program Management Office as designated by the Deputy Secretary of Defense memorandum dated March 9, 1998. The DESC program manager for the DoD Fleet Credit Card will establish policy and oversight for fleet credit card issues for the Department of Defense. The Military Services and DoD Agencies shall establish their respective local operating procedures to include establishment of limits and authorizations for repairs and emergency roadside services, within the framework of the overall DoD policy. The DoD Fleet as used herein refers to vehicles that are owned or are under individual lease by the Military Services and DoD Agencies. GSA-leased vehicles are not included under this chapter. Fuel, oil, vehicle accessories, repair and emergency roadside services may be purchased with the DoD Fleet Credit Card.

C16.2. AUTHORIZED SUPPLIES AND SERVICES

C16.2.1. The DoD Fleet Credit Card is the only credit card authorized by DoD for obtaining supplies and services from commercial service stations. Service stations that accept the DoD Fleet Credit card are identified at the point of sale but since suppliers are being added frequently, consult DESC's website (www.desc.dla.mil) for information on current contractors' websites. DESC's website also provides a complete listing of companies (including AAFES and NEXCOM stations) that accept the credit card. The DoD Fleet Credit Card will allow transactions for the following supplies and services (as authorized by agency policy):

C16.2.1.1. Fuels: Gasoline, gasohol, regular unleaded, premium unleaded, special unleaded, diesel/diesel marine fuel, propane, and liquid petroleum gas including CNG, ethanol and methanol, E85, and bio-diesels.

C16.2.1.2. Lubricating services and lubricants (includes differential and transmission fluids).

C16.2.1.3. Antifreeze (ethylene glycol).

C16.2.1.4. Air and oil filters and servicing.

C16.2.1.5. Batteries and battery charging.

C16.2.1.6. Tires and tire and tube repairs.

C16.2.1.7. Washing and cleaning.

C16.2.1.8. Mounting and dismounting snow tires and chains.

C16.2.1.9. Replacement of spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.

C16.2.1.10. Collision repair and painting up to agency authorized limit.

C16.2.1.11. Emergency roadside service including towing.

C16.2.2. The primary source of fuel for DoD-owned vehicles should be refueling facilities located on a military installation. The DoD Fleet Credit Card can be used at commercial service stations including selected AAFES/NEX stations in CONUS. Contact GSA for guidance on GSA-leased (IFMS) vehicles with a GSA provided credit card. For OCONUS, and special situations where the DoD Fleet Credit Card is not accepted, a DoD Fleet Visa Card is available.

C16.2.3. The DoD Fleet Credit Card is not authorized to obtain aviation fuel at commercial locations. (See Chapter 1 Volume II for guidance).

C16.2.4. The DoD Fleet Credit Card can be used to obtain fuel for small boats, tugs or barges as authorized by the activity.

C16.3. DEPARTMENT OF DEFENSE (DoD) FUNCTIONS

C16.3.1. Controlling Credit Cards. GSA awarded a master contract to various financial institutions to provide the required fleet services for the Federal Government. DoD then issued a task order against the master contract. Government units can view the task order and order credit cards from the current contractor via DESC's website at www.desc.dla.mil. There is no cost to order cards.

C16.3.2. Reporting. The contractor shall provide all required reports in a format that is useful and proven for fleet management, analysis, and utilization. This information may be provided electronically or via other media as required. Ad hoc reporting is available to users of the FleetCommander. Customized reporting of special extracts of information may also be formatted in the FleetCommander.

C16.4. DoD ADMINISTRATIVE CONTROL

C16.4.1. Policy. DoD Fleet Credit Card users shall ensure that supplies and services purchased with the credit card are for official use only; administrative control should be written and maintained by the Military Services and Defense Agencies to prevent unauthorized use of credit cards. The Military Services and Defense Agencies shall develop and maintain adequate procedures and physical safeguards to ensure strict compliance with the procedures prescribed in this paragraph.

C16.4.2. General Information: Lost or stolen account numbers and cards must be reported immediately to the contractor's Client Services Center that is staffed 24 hours a day/7 days a week to accept calls. Refer to the following DESC's website for calling information: www.desc.dla.mil. Notification is mandatory whether or not the credit card is to be replaced to enable the contractor to update the data file.

C16.4.2.1. Credit cards that have been replaced for any reason, including those reported as lost and subsequently found, shall be destroyed immediately.

C16.4.2.2. The individual responsible for ordering credit cards can contact the contractor requesting a replacement card for those cards that have become damaged or are in need of replacement. Information for ordering replacement credit cards may be found on DESC's web page at www.desc.dla.mil.

C16.4.2.3. The contractor shall be notified immediately of changes to your account including telephone numbers, addresses, POCs, certifying officials, DoDAACs, etc. Subsequently, if your agency is disbanded or relocated, the POC responsible for the credit cards is required to provide the contractor with a forwarding address where any unpaid invoices can be sent.

C16.4.2.4. The PIN associated with each card is not to be divulged to unauthorized personnel. When a PIN has been compromised, the cardholder shall contact the contractor immediately for card cancellation.

C16.4.2.5. Invoicing. Invoices shall be prepared by the contractor and sent to the designated billing office. In the case of the DoD Fleet Credit Card the designated billing officer is the certifying official.

C16.4.2.6. Payment. Payment terms and conditions for DoD Fleet Credit Card are in accordance with the Prompt Payment Act. The certifying official shall ensure that all invoices are paid(i.e., paid in the thirty-day timeframe stipulated in the Prompt Payment Act). **DESC retains the right to deny re-activation of suspended accounts, and may refuse to reissue commercial credit cards on accounts that have been repeatedly suspended due to delinquent payments.** Agency procedures will be followed to effect payments. Disputed transactions will be brought to the contractor's attention immediately. DESC's program manager will intercede when necessary.

C16.5. PROCEDURES FOR REQUESTING THE DoD FLEET CREDIT CARD

C16.5.1. CONUS: An application for the DoD Fleet Credit Card can be obtained from DESC's home page: www.desc.dla.mil.

C16.5.2. OCONUS: An application for the DoD OCONUS Fleet Card can be obtained by contacting the program manager for the DoD Fleet Credit Card. Cards issued for use Overseas and for some special uses in CONUS are issued directly by the contractor and are accepted at all authorized locations worldwide. (These DoD fleet credit cards are for mobility fuel purchases and are not to be confused with the IMPAC (purchase credit card) that cannot be used to purchase fuels).