



## UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 4200.5  
S-4

07 JUN 2013

### AIR STATION ORDER 4200.5

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR DOD NAVY FUEL CARD PROGRAM

Ref: (a) DON NAVSUPINST 4200.98 OCT 09  
(b) DOD Directive 5500.7-R, Joint Ethics Regulation  
(c) Government Charge Card Disciplinary Guide for  
Civilian Employees OUSD memo of 29 Dec 03  
(d) Disciplinary Guidelines for Misuse of Government  
Charge Cards by Military Personnel USD memo of 10  
June 03  
(e) Financial Management Regulation Volume 5, Chapter 33

Encl: (1) SOP for Command Fuel Card Program

1. Situation. To provide policies and procedures for the operation and management of the Fuel Card Program. This SOP also provides all internal operating and management procedures for the card users of Marine Corps Air Station (MCAS) Beaufort assigned Fuel Cards. Tenant organization will contact station supply to secure a vehicle Fuel Card. This SOP is supplementary to reference (a).

2. Mission. This Order is applicable to all units and individuals of MCAS Beaufort for all off base fuel and related maintenance services for DOD leased and owned "Dry" vehicles as a method of payment. All transactions must be accomplished in accordance with Navy regulations and this SOP. Intentional use of the Fuel Card for other than authorized use may be considered an attempt to commit fraud against the U.S. Government. The Activity Program Coordinator (APC) shall manage the Fuel Card Program to ensure that all transactions comply with the stated regulations.

### 3. Execution

#### a. Commander's Intent and Concept of Operation

(1) Commander's Intent. This Order provides guidance to all units and individuals of the MCAS Beaufort, who operate, maintain or require the use of a fuel card for the sole purpose of refueling of a government assigned vehicle to the MCAS Beaufort.

(2) Concept of Operations. This Order provides guidance on the use of fleet refueling credit cards and its intended purpose of refueling vehicles that have traveled out of the Permissible Operating Distance (POD) of 100-mile from the installation.

4. Administration and Logistics. This Order will be reviewed on an annual basis. Recommendation for improvement/change will be submitted to the S-4 officer.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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5. Command and Signal.

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to all MCAS Beaufort units.



B. C. MURTHA

DISTRIBUTION STATEMENT: A

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## CHAPTER 1

## OVERVIEW OF COMMAND FUEL CARD PROGRAM

1. Authorized Vehicles. Fuel cards may be used for fuel, oil, repairs, and certain emergency roadside assistance services on Marine Corps owned/GSA Lease cars and trucks.

2. Responsibilities

a. Commanding Officer (CO). The CO is responsible for providing support/sponsorship and oversight to all participants in the Fuel Card Program ensuring that the local program is being executed in accordance with DOD and Navy guidance. The CO is responsible for appointing, in writing, the command APC.

b. Agency Program Coordinator (APC). The APC must maintain detailed knowledge and understanding of all policies and procedures regarding the Fuel Card Program and communicate this information to Fuel Card Users, managers and other responsible officials. The APC must also ensure execution of the local program in accordance with DOD and Navy policies and procedures; ensure key personnel are properly trained and all completion certification records are maintained centrally; ensure that only authorized personnel with mission requirements are provided Fuel Cards; monitor Account Commander website throughout the month; perform semi-annual reviews of the program; maintain a list of authorized drivers/vehicles and other relevant information; and notify the supervisor, CO, and higher echelon in the event of any suspected unauthorized purchase (purchases that would indicate non-compliance, fraud, misuse, or abuse).

c. Approving Official/Certifying Officer (AO/CO). The AO/CO serves as the primary focal point for receipt and validation of invoices. The AO/CO is responsible for creating obligations and paying fuel card bills. The AO/CO may be held liable for erroneous payments. It is the A/CO's responsibility to ensure the timely reconciliation, certification and payment of all invoices. AO/CO must also monitor the WEX Fuel Commander program in Order to catch and resolve issues of fraud, misuse, and abuse at the earliest possible time. The AO/CO is appointed, in writing, by the Commanding Officer.

d. Card User (CU). The CU will be held liable to the government for any transaction not made for official government use. CU's must understand the policies and procedures regarding authorized Fuel Card purchases and record keeping requirements; complete the Fuel Card log; provide transaction receipts and documentation to ACO monthly; Sign a Statement of Understanding (SOU); and use self-service gasoline pumps.

3. Training Requirements. APC and AO/CO Fuel Card Program participants are initially required to successfully complete the role-based DON EBusiness training, internal operating procedures training, and ethics training.

a. Refresher training is required at least every two years in the role-based DON EBusiness and internal operating procedures training. Ethics training is a yearly requirement. Certificates of Completion are required for all training taken. A copy of all certificates must be retained by the APC of the program.

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b. CU are required to receive training initially and then at least every two years in internal operating procedures and also ethics training yearly. Training Websites are: DON [www.don-ebusiness.navy.mil](http://www.don-ebusiness.navy.mil). ETHICS [www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_training](http://www.defenselink.mil/dodgc/defense_ethics/ethics_training).

4. Statement of Understanding (SOU) and U.S. Bank Brochure. An SOU must be signed by all Fuel Card Program participants and maintained by the APC. The U.S. Bank Brochure should be available to all CU at all times. The actual SOU and U.S. Bank Brochure can be found in enclosure (1).

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## CHAPTER 2

MANAGEMENT/EXECUTION OF COMMAND  
FUEL CARD PROGRAM

1. General Procedures and Documentation. General procedures for the CU and AO/CO.

a. CU

(1) Check out the Fuel Card from the MCAS Motor Transportation office. Use card for authorized, legal purchases only.

(2) Hardcopy receipt is obtained for all purchases.

(3) Ensure fuel receipts contain the date of purchase, vendor and location, description of transaction, amount charged, vehicle number, and odometer reading.

(4) For all non-fuel charges, documentation must be a receipt and a document that explains services rendered and justification.

(5) Enter the complete purchase transaction information in the Fuel Card Log (encl: (2)).

(6) Verify and sign in the top left corner of the Fuel Card Log (certifies all purchases are accurate and legal).

(7) Attach all receipts for the log transactions, and submit log and receipts/documentation to the Motor Transportation office when Fuel Card is returned.

b. AO/CO

(1) Monitor the Fuel Commander Program via U.S. Bank website for all charges throughout the month.

(2) Collect Fuel Card logs and documentation from Motor Transportation office.

(3) Validate the WEX invoice against the user logs and documents and the FES billed charges.

(4) Resolve any discrepancies.

(5) If a non-fuel charge appears on the WEX invoice, ensure you have proper justification within your documentation and then submit a manual short pay certification for payment to DFAS.

(6) Enter all transactions into the financial system for obligation; upload to the Official Accounting System.

(7) Maintain files of all transaction documentation, logs and invoices.

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2. Fuel Card Log. Enclosure (2) is used by all Fuel Card Users to report and track individual transactions made using the Fuel Card. Each purchase and its supporting data must be entered on this log within 24 hours of purchase. The logs are cumulative for period in which the card is checked out to a card user.

3. Authorized Card Uses. The Fuel Card may be used to purchase the following fuel and services.

a. Fuels. Gasoline, gasohol, regular unleaded, diesel, propane, LPG, ethanol, methanol, and JP8. Premium or special unleaded is strictly prohibited.

b. Fluids. Lubricating services and lubricants, includes differential and transmission fluid and antifreeze.

c. Filters/Batteries. Lubricating services and lubricants - includes differential and transmission fluid and antifreeze.

d. Tires. Tires and tire and tube repairs.

e. Tires/Cleaning. Washing/cleaning and mounting/dismounting snow tires and chains.

f. Parts. Spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.

g. Repairs. Collision repair and painting up to card authorized limit; emergency roadside service including towing.

h. GSA "Dry" Lease Contract. Purchase fuel for vehicles leased under the GSA "Dry" Lease contract (GSA vehicles that do not come with a credit card).

4. Unauthorized Card Uses.

a. Fuel cards cannot be issued or used by individuals other than Department of the Navy military or civilian personnel.

b. Premium and special unleaded fuel is strictly prohibited.

c. Products not listed in the Authorized Card Uses category above are unauthorized.

d. Aviation fuel purchases are not authorized at commercial locations.

5. Fraud, Misuse, and Abuse. Screening shall be performed for all premium fuel purchases and merchant codes indicated as 'miscellaneous' and 'food products' or others that do not look legitimate.

a. Fraud. Theft or embezzlement from the Government, bribery, receipt or giving of gratuities, conflict of interest, violation of anti-trust laws, as well as false statements and/or false claims in the following areas: pay and allowances, procurement, property disposal, subsistence, unauthorized services, non-appropriated funds, foreign military sales and personnel matters.

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b. Misuse. Inappropriate and/or unintentional use of the Fuel Card for items not authorized. Use of a government vehicle for other than official purposes is a misuse of government property. Such misuse is a violation of the Uniform Code of Military Justice and Federal law, and may result in criminal prosecution, disciplinary action, or adverse administrative action.

c. Abuse. Intentional use of the Fuel Card for items not authorized. Neither Commanding Officers nor supervisors shall tolerate abuse of the Fuel Card. CU who abuse the Fuel Card shall be subject to appropriate administrative or disciplinary actions.

d. Potential Fraud. Includes the appearance of the following: theft or embezzlement from the Government, bribery, receipt or giving gratuities, conflict of interest, violation of anti-trust laws, as well as false statements and/or false claims.

6. CU's Certification. All individuals that have been assigned Fuel Cards must certify their Fuel Card Log. During this process, all transactions should be checked and receipts and other transaction documentation attached. Once that process is complete, the CU shall sign the log in the signature block in the upper left corner and submit all signed logs, receipts, and documentation to the Motor Transportation office. This is a mandatory process and must be accomplished as specified.

#### 7. Miscellaneous Discussion Items

a. Card Inventory. All Fuel Cards are to be kept under lock and key when not in use. Cards are to be properly inventoried by the APC semi-annually.

b. Spend/Transaction Limits. All Fuel Cards are established with default spend/transaction limits set by the issuing bank. The monthly dollar amount is \$1,000. The default number of daily transactions is no more than three in a 24 hour period. Each swipe of the card counts as a transaction. APCs may raise the default limit up to \$3,000.

c. Record Maintenance/Retention. APCs and AO/COs must maintain transaction and certification files based on their individual function. Additionally, the APC shall ensure that records on authorized drivers and vehicles are established and maintained daily. Record retention is for 6 years.

d. Lost or Stolen Cards. The CU must report a lost/stolen card to the APC immediately. The APC will then notify the issuing bank and cancel the card.

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## CHAPTER 3

## DISCIPLINARY GUIDELINES

1. Policy. Managers and supervisors shall use their discretion in handling Fuel Card misuse in a manner appropriate to each individual case. The circumstances of each case will determine the appropriate type of action, if any, that should be imposed. Disciplinary actions include informal actions, such as written or verbal counseling detailing the concern and directing corrective action and greater oversight; account suspension or cancellation; official letters of reprimand; demotion; removal; or potential criminal prosecution.

2. Guidance/Penalties

a. Civilian Personnel. Penalty guidelines shall address offenses with respect to Fuel Cards and shall indicate that the penalty of removal from government service is an available maximum option for a first offense in appropriate cases, as determined by the deciding official. Components must otherwise comply with all applicable law and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case. Below is a sample schedule of potential charge card offenses.

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Misuse of Government sponsored Fuel Charge Card (e.g. use for unauthorized personal expenses)	Letter of Counseling to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized use of or failure to appropriately control use of Government Fuel Charge Card as a Cardholder, Authorizing Official, or Certifying Official	Letter of Counseling to removal	14-day suspension to removal	30-day suspension to removal

In taking corrective or disciplinary action against civilian personnel, supervisors should always consult with their servicing Human Resources Office for help in selecting the appropriate penalty based on the Navy's best practice, regulatory guidance, applicable case law and good judgment.

b. Military Personnel. Military Personnel who misuse, abuse or commit fraud with the Fuel Card shall be subject to actions available under the Uniform Code of Military Justice (UCMJ), including counseling, admonishment, reprimand, non-judicial punishment, court-martial and administrative separation. In appropriate cases, pecuniary liability, referral for criminal prosecution in civilian courts, and civil enforcement action are other ways to hold military personnel personally accountable for charge card misuse.

c. Approving Officials/Certifying Officers (AO/COs). The AO/COs are the program's first line of defense against potential fraud, misuse or abuse. They are responsible for ensuring that all purchases made by CU within their purview are appropriate, bona-fide, and that the charges are accurate. The AO/COs are responsible for overseeing proper processing of invoices, creating obligations in a timely manner, and ensuring that transaction information is recorded into the accounting and bill paying systems. AO/COs may be held liable for erroneous payments resulting from

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negligent performance of their duties. Upon discovery of any improprieties, the AO/COs must notify the APC.

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## CHAPTER 4

## REVIEWS AND AUDITS

1. Semi-Annual Activity APC Review. A review of the activity's Fuel Card program shall be performed twice a year by the command APC. Areas that will be looked at include:

a. Infrequently Used Cards. Accounts with no activity within the 6 month window should be closed if not mission-critical.

b. Card Inventory. Ensure that all cards are in the hands of the appropriately assigned cardholder.

c. Span of Control. Ensure that the ratio of APC and Certifying Officials to Fuel Card accounts and number of cards does not jeopardize internal management controls.

d. Spend/Transaction Limits. Ensure that no cards are set up for 'unlimited' or non-logical monthly spend limits.

e. Review of Transactions. Review the last 6 months of transaction data to ensure proper procedures are being followed and that only authorized uses are being paid.

2. Semi-Annual Major Claimant Reporting. The APC will provide the Major Claimant APC (HQMC, LFS-2) with a certification that the activity review has been performed and a list of the findings. If any problems were found during the activity review and are provided to the Level III APC via the list of findings, a short narration of how and when these problems are being corrected is also required.

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FUEL CARD PROGRAM  
CARD USER STATEMENT OF UNDERSTANDING (SOU)

1. I CERTIFY THAT I HAVE READ THE ATTACHED US Bank / WEX Brochure "Using Your WEX Fuel Card" and have completed sit down Fuel Card Program Card User Training with the APC. I understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official government business.

2. I understand that the issuance of this charge card to me is an extension of the employee/employer relationship and that I am being specifically directed to:

Abide by all rules and regulations with respect to the charge card.

Use the charge card only for official government business.

Notify the APC of any problems with respect to my usage of the Fuel Charge card.

Notify the APC immediately if my Fuel Charge card is lost or stolen.

*(Card applicants must initial all the above provisions.)*

3. I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me and the loss of my security clearance. I also acknowledge the right of the Fuel Card Contractor (U S Bank) and/or APC to revoke or suspend my fuel card privileges if I fail to abide by the terms of this agreement.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Supervisor Signature)



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U. S. BANK  
USING YOUR WEX FUEL CARD  
HOW TO USE THE WEX CARD

***You may use the WEX card at participating retail locations. Some companies are not yet accepting the card electronically at all locations. These locations should accept the card manually until their electronic systems have been reprogrammed.***

- ❑ If the gas station has card readers located at the pump, you may use the WEX card at the pump. If there are no pump card readers, see the attendant inside to process your transaction.
- ❑ Swipe your card at the pump card reader. If the pump card reader will not accept the card, take the card inside to the attendant and have him/her process the transaction electronically on the inside equipment. If the attendant questions the card, show him/her this brochure and ask him/her to follow the station attendant's instructions.
- ❑ If the pump terminal requires you to choose either "Credit" or "Debit", press the "**Credit**" key.
- ❑ If required, the terminal may prompt for an **ID** or **PIN** number. Enter your assigned number and press "Enter".
- ❑ If required, the terminal may prompt to enter the **ODOMETER** reading. Enter your odometer as a whole number. **DO NOT** enter tenths of miles.
- ❑ All terminals are different and may require the information to be entered in a different Order. Simply follow the instructions on the terminal to process your transaction.
- ❑ If the card cannot be read on any of the equipment, notify WEX at the number shown on the back of your WEX card or in this brochure. WEX will notify the oil company of a problem at one of its locations. The company is often not aware that there is a problem.
- ❑ If the sale is processed manually, write **ID** number and **ODOMETER** reading on the ticket. If the card cannot be read at any location, it is likely that the magnetic strip is damaged. If this occurs, notify your APC to get a replacement card.
- ❑ If the attendant has any questions, present the WEX Retail Instructions or provide them with the 800 number on this card for assistance in processing the transaction.

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**KEY WEX TELEPHONE NUMBERS**

CLIENT SERVICES                    877-939-4872  
FAX #                                717-65-9361  
EMAIL                                fuel\_card@navy.mil  
WEBSITE                              www.stratgic.support@wrightexpress.com

**STATION ATTENDANT INSTRUCTIONS**

- To authorize a sale on the WEX card, follow the instructions sent to you by your point-of-sale network provider.
- If you have not received a copy of your retailer's instructions, you should first attempt to complete the sale through your electronic point-of-sale equipment.
- A few of the Shell and AMOCO locations do not have electronic point-of-sale equipment and have no mechanism to process WEX transactions manually. You will not be able to use your WEX card at these locations.