

**VESSEL FUEL
PURCHASING
TRAINING GUIDE**

FOR THE UNITED STATES COAST
GUARD

REVISION A – 1/10/08

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Section 1-1 Introduction

1-1.1 Purpose of Training Manual

The objective of this instruction is to compile, in one volume, the fuel related management and accounting information most often needed by vessel personnel. This instruction applies to all classes of vessels requiring fuel management and is designed for all personnel who handle fuel. It does not, however, replace official operational instructions and publications that provide detailed, technical information. Throughout this instruction, reference is made to those operational publications so that vessel personnel may obtain further information as needed.

1-1.2 Scope of this Instruction

This training manual is divided into three sections and seven appendices that cover fuel handling and documentation procedures.

Section 1-2 Fuel Management and Organization

1-2.1 Definition of Fuel

By normal definition, fuel is a substance consumed by an engine or other device to produce energy or heat. Lubricants, engine coolants, and maintenance related items are not considered to be fuel and may not be charged to the Supply Fund. Fuel additives used to enhance engine performance, which are consumed with fuel, may be charged to the Supply Fund by vessels purchasing fuel with Supply Fund accounting. Fuel acquired from other accounts, e.g. District energy accounts should verify local procedures for additives, lubricants, and coolants.

1-2.2 Defense Energy Support Command (DESC)

Coast Guard has a Memorandum of Agreement with Defense Energy Support Command (DESC) that enables us to procure fuel from the many different programs DESC offers. DESC has worldwide responsibility for bulk petroleum products until the products are sold to one of the Services (Coast Guard, Navy, Army, etc.). Responsibilities include procurement, inspection, transportation coordination, storage, and transfer to ultimate consumers. The term standard price is used when purchasing fuel through DESC. Standard price is the price per gallon that we pay under certain purchases from DESC. The standard price for vessel fuel is normally set on a yearly basis and they are posted on www.desc.dla.mil. If the standard price is adjusted during the year the website and any DESC electronic programs used to procure fuel are updated accordingly. This training manual will go through all the programs available to procure vessel fuel from DESC. In support of Coast Guard's policy to use DESC fuel as first priority a Coast Guard DESC Liaison has been established.

Section 2-1 Vessel Fuel Purchasing Guidelines

2-1.1 Priority for Purchasing Fuel

Purchasing fuel for a vessel can be done in a variety of ways. The Coast Guard has a priority of which source of fuel is used and what procurement method to use depending on need and availability. Illustration 2-1.1.1 shows the priority for purchasing vessel fuel. Remember that the purchasing priority is not optional and must be followed. This manual will walk you through the process to procure these different types of fuel under the different procurement methods.

Illustration 2-1.1.1

Cutter Fuel	Priority	Fuel Type	Pricing Method	Procurement Method	Billing Source
BULK: These are the Defense Fuel Supply Points (DFSPs) or the Department of Defense (DOD) terminal facilities (ex Naval Stations such as Tyndall and Scott). The USCG has one bulk terminal facility in Kodiak.	1st	F76 F44 (JP-5)	Standard Contract Price	DD1149	DFAS/DESC
BUNKER: Fuel procured via a government contract with a local commercial vendor and delivered direct from the vendor's truck/barge/tank to vessel	1st	MGO B76 F44 (JP-5) DF2	Standard Contract Price	SEA Card SM SF44 < 180' SF1449 > 180' OF347	DFAS/DESC
PC&S: DESC solicits awards and manages contracts with local vendors that deliver petroleum ground fuels or various marine diesel fuels to a customer's service or storage tank.	2nd	DF2 MGO	Current contract Price	DD1149	DFAS/DESC
Open Market: Commercial Fuel	3rd	Commercial Petroleum products	Current Open Market Price	Fleet Fuel Master Card	JP Morgan Chase

2-1.1.2 Fuel Exchange Agreement (FEA)

In addition to the above fueling options DESC has entered into support agreements with host nations to provide fuel deliveries of NATO equivalent fuels at the tax exempt standard rates. These agreements allow for delivery from host nation Defense Ministry forces or equivalent government contractors direct to a Coast Guard unit with minimal documentation and are equivalent to a requisition from a government source. The language of the FEA determines whether Coast Guard units may participate and defines ordering and reporting criteria. FEA agreements currently including USCG are listed below.

1. **FEA – Canada** DESC maintains an FEA for use by USN/USCG units visiting Canada. The following procedures should be followed to requisition fuel from Canadian Forces.

A. Cutters

1. Submit message request 10 days in advance (if possible) to either.
 - a. Commander, Maritime Command, Halifax, NS (MARLANTHQ HALIFAX//N31//)
 - b. Commander, Maritime Forces Pacific, Esquimalt, BC (CANFLTPACHQESQUIMALT//F4 LOG//)
 2. Receipt delivery on tickets/documentation provided by the delivery agent. The Use of Requisition Invoice/Shipping Document (DD1149) may be used in the absence of Canadian Forces documentation. A document type 35 requisition number should be used for tracking/reconciliation purposes.
 3. Upon refueling submit a message acknowledging receipt. The message should include quantity, fuel type, dispensing activity, total cost (US dollars), unit OPFAC and hull number, requisition number, and name of receiving agent (Coast Guard member signing the delivery ticket.)
 - a. Message should be sent to:
 1. MARLANTHQ HALIFAX//N31// - or CANFLTPACFHQ ESQUIMALT//F4 LOG//
 2. COGARD FINCEN CHESAPEAKE VA//OGA//
 3. DESC SAN ANTONIO TX//DESC-RR//
 4. A copy of the DD1149 should be forwarded to the below two offices for documentation.

FINCEN – documentation for monthly fuel report
fax – 757-366-6526 or email – Terry.P.Chantry@uscg.mil
DESC-RRR
fax – 210-925-9520 or email – descsa.fea@dla.mil
2. **FEA – Chile** DESC maintains an FEA for use by USN/USCG units visiting Chile. The procedures parallel those shown above for FEA-Canada.

Section 2-2 Bulk Fuel Purchases (DFSPs & Kodiak)

These are the Defense Fuel Supply Points (DFSPs) or the Department of Defense (DOD) terminal facilities, examples are Naval Stations Tyndall and Scott. The USCG has one bulk terminal facility located in Kodiak, AK. This is your first priority in purchasing fuel for a vessel. These purchases are through DESC and the CG will be charged the standard contract price.

The procurement method when purchasing bulk fuel is the DD1149 (see Appendix A for instructions on completing a DD1149). The fuel supply unit will keep the original DD1149 and supply it to DESC for payment.

Fuel transactions from this type of fueling are processed as document type 35s and the document number is constructed using the below example.

<u>Doc Type</u>	<u>FY</u>	<u>Document Nr.</u>	<u>Suffix</u>
35	07	20290061F	F00

Explanation -

20290 - Cost Center

061 - Julian Date for the date of purchase (example above used 2 Mar 07)

F - Use 'F' to represent FUEL

Suffix F00 - 'F' represents fuel farm. '00' represents 1st fuel purchase for that Julian date for your vessel. Use '01' for the 2nd fuel purchase in one day for your vessel.

Vessels not using the Supply Fund for purchasing fuel should enter an obligation for the fuel purchase in FPD. The standard price multiplied by the number of gallons received should be used to calculate the total dollar amount for the obligation.

Section 2-3 Bunker Fuel Purchases

Bunker fuel is fuel procured via a DESC contract with a commercial vendor and delivered directly from the vendor into the vessel. A DESC bunker contract can be set up to deliver fuel by truck, tank wagon, barge, pipeline or station pump (applies to smaller vessels). A listing of current bunker contractors is available on the DESC web page located at www.desc.dla.mil.

DESC is providing a new web-based system for procurement of bunker fuel called SEA CardSM. SEA CardSM contains all contract vendors within the system. SEA CardSM will be a required system for purchasing DESC bunker fuel. For information on how to get access to SEA CardSM and how to use SEA CardSM refer to Appendix E.

If a vessel is not on the SEA CardSM program and orders fuel from a bunker contractor the below forms should be used.

Vessels > 180' use the SF1449 (or OF347)

Vessels < 180' use the SF44 (SF1449 can be used if available)

For instructions on how to fill out an SF1449 see Appendix B. For instructions on filling out an OF347 see Appendix D. For instructions on filling out a SF44 see Appendix C.

Section 2-4 PC&S Fuel Purchases

DESC solicits awards and manages contracts with local vendors that deliver petroleum ground fuels or various marine diesel fuels to a customer's service or storage tank. Vessels can then take on fuel out of those tanks and the procurement process is done on a DD1149 as a transfer between Coast Guard Units. Refer to Appendix A for instructions on filling out a DD1149.

Section 2-5 Open Market Fuel Purchases

Open market fuel purchasing is the last resort for a vessel purchasing fuel. When a vessel is buying fuel via open market they will be paying whatever the vendor is charging for fuel on that specific fueling. Open market fuel also falls under the requirements of competition and contract law. Fuel purchased in the open market for total amount greater than 3k requires a warranted person to sign off on the required documentation for the purchase.

Open market fuel can be procured through a number of ways. The different ways of procuring open market fuel are listed below:

1. SF1449 - See Appendix B for instructions
2. SF44 – See Appendix C for instructions
3. OF347 – See Appendix D for instructions
4. Fleet Fuel Master Card – See Appendix F for instructions
5. Government Purchase Card – See Appendix G for instructions

Section 3-1 Inline Fuel Quality Sampling Program

All WHEC, WMSL, WMEC, WAGB, and WLBB cutters should be participating in a joint Coast Guard/Navy/DESC In-line Fuel Quality Sampling Program. Participation by gas turbine powered ships is mandatory (COMDTINST M9000.6, chapter 541). The cost of analysis, consumable supplies, and sample shipping is free of cost to the cutter. Fuel samples shall be obtained by ships force whenever non-MIL-SPEC fuel is delivered. This includes all diesel fuel purchased from DESC bunker contractors (either domestic or overseas) and open market purchases. F-76 obtained directly from U.S. Government/Navy bulk sources should not be sampled unless a quality problem is suspected. JP-5, even if delivered by a commercial transport company, should not be sampled. The samples are then shipped to an analysis laboratory for a rigorous set of tests. The samples are subjected to both the NPD MGO contract requirement tests and (for informational purposes) the more numerous and strenuous F-76 standards, including storage stability, particulate, carbon residue, and trace metal content. The participating cutters will get fuel quality testing far beyond what could ever be accomplished onboard ship and recommendations for corrective actions (should a problem be identified). Knowing the fuel properties allows appropriate actions to be taken to minimize or prevent a shipboard equipment or system problem. It is important the samples be shipped to the analysis laboratory as soon as possible, preferably directly from the bunkering port. This is the only way to ensure that results are available before the fuel is burned and to minimize risk to equipment and personnel. In addition, ELC will initiate a customer complaint for any approved DESC bunker product that does not meet the NPD MGO contract requirements. Fuel quality has improved at a number of ports through this process. Contact ELC 026, or visit <http://cgweb.elcbalt.uscg.mil/docs/Fueltest/fueltest.htm> for additional information.

4-1.3 Monthly Fuel Report Example

Monthly Fuel Reports sent via message traffic should follow the below sample format. Each section is broken down with descriptions in the following sections.

FM USCGC XXXXXXX
TO COGARD FINCEN CHESAPEAKE VA//OGP//
INFO APPROPRIATE AREA AND MLC OR CCGDNINE
SUBJ: USCGC XXXXX MONTHLY FUEL REPORT FOR MONTH/YEAR

1. UNIT DODAAC:
2. PROPULSION FUEL:
 - A. PROPULSION FUEL BEGINNING INVENTORY:
 - B. PURCHASES:
 - (1) DATE OF PURCHASE:
 - (2) LOCATION/SOURCE:
 - (3) FUEL TYPE:
 - (4) CONTRACTOR:
 - (5) DESC CONTRACTOR:
 - (6) PURCHASE ORDER:
 - (7) DELIVERY ORDER:
 - (8) GALLONS:
 - (9) UNIT PRICE :
 - (10) TOTAL COST :
 - C. TRANSFERS IN:
 - (1) INTERNAL TRANSFERS:
 - (2) SUPPLY FUND TRANSFERS:
 - (A) DATE OF TRANSFER:
 - (B) UNIT TRANSFERRED FROM:
 - (C) FUEL TYPE:
 - (D) GALLONS:
 - D. TRANSFERS OUT:
 - (1) FUEL ISSUED TO ANOTHER ASSET:
 - (2) SHIP TO SHIP TRANSFERS:
 - (A) DATE OF TRANSFER:
 - (B) UNIT TRANSFERRED TO:
 - (3) FUEL TYPE:
 - (4) GALLONS:
 - E. GAINS/LOSS FROM SOUNDING:
 - F. FUEL EXPENDED:
 - G. PROPULSION FUEL ENDING INVENTORY:
 - H. ESTIMATED PROPULSION FUEL CONSUMPTION FOR FOLLOWING MONTH:
3. AVIATION FUEL:
 - A. AVIATION FUEL BEGINNING INVENTORY:
 - B. PURCHASES:
 - (1) DATE OF PURCHASE:
 - (2) LOCATION/SOURCE:
 - (3) FUEL TYPE:
 - (4) CONTRACTOR:
 - (5) DESC CONTRACTOR: Y/N
 - (6) PURCHASE ORDER:
 - (7) DELIVERY ORDER:
 - (8) GALLONS:
 - (9) UNIT PRICE
 - (10) TOTAL COST
 - C. TRANSFERS IN:
 - (1) INTERNAL TRANSFERS:
 - (2) SUPPLY FUND TRANSFERS:
 - (A) DATE OF TRANSFER:
 - (B) UNIT TRANSFERRED FROM:
 - (C) FUEL TYPE:
 - (D) GALLONS:
 - D. TRANSFERS OUT:
 - (1) FUEL ISSUED TO ANOTHER ASSET: (EXAMPLE, SHIP OR AIRCRAFT)
 - (A) DATE OF TRANSFER:
 - (B) UNIT TRANSFERRED TO:
 - (C) FUEL TYPE:
 - (D) GALLONS:
 - (E) DD 1149 REQUISITION NUMBER:
 - (2) HELICOPTER FUELING:
 - (A) TAIL NUMBER:
 - (B) DATE(S) OF FUEL TRANSFER:
 - (C) HELICOPTER HOME STATION:
 - (D) FUEL TYPE:
 - (E) GALLONS:
 - (F) DD 1149 REQUISITION NUMBER:
 - E. GAINS/LOSS FROM SOUNDING:
 - F. FUEL EXPENDED:
 - G. AVIATION FUEL ENDING INVENTORY:
 - H. ESTIMATED AVIATION FUEL CONSUMPTION FOR FOLLOWING MONTH:
4. SMALL BOAT FUEL:
 - A. SMALL BOAT FUEL PURCHASES:
 - (1) DATE OF PURCHASE:
 - (2) LOCATION/SOURCE:
 - (3) FUEL TYPE: (FOR EXAMPLE: MGO)
 - (4) CONTRACTOR:
 - (5) DESC CONTRACTOR: Y/N
 - (6) PURCHASE ORDER:
 - (7) DELIVERY ORDER:
 - (8) GALLONS:
 - (9) UNIT PRICE:
 - (10) TOTAL COST:
5. UNIT POC: (NAME/RANK/CONTACT PHONE NUMBER)

4-1.3.1 Section 1 – Unit DODAAC

DODAAC is the Department Of Defense Activity Address Code. For most Coast Guard units the DODAAC would be a 'Z' followed by your five digit OPFAC.

Example – USCGC Confidence, OPFAC = 12105, DODAAC = Z12105

4-1.3.2 Section 2 – Propulsion Fuel

A. PROPULSION FUEL BEGINNING INVENTORY: this is the number of gallons in the cutters' fuel inventory at the end of the last month. This number should equal the ending balance from your previous monthly fuel report.

B. PURCHASES: this section should list all the purchases of fuel made by the cutter during the monthly cycle being reported. The documents used to order the fuel/receipt the fuel should be submitted as the back up documentation. Documents that would normally fall under this section would be SF1449 (DESC contract, doc type 35), SF1449 (commercial vendor, doc type 23), Credit Card Receipt (itemized, doc type 32). Examples for using these procurement methods are located in the Appendixes of this guide.

- | | |
|--------------------------|---|
| (1) DATE OF PURCHASE: | Date of delivery of fuel |
| (2) LOCATION/SOURCE: | Location and source of fuel
(ex. Boston, MA/Barge) |
| (3) FUEL TYPE: | Fuel type (F-76, MGO, JP-5) |
| (4) CONTRACTOR: | Full name of the vendor |
| (5) DESC CONTRACTOR: Y/N | Is the vendor a DESC contractor (Y/N)? |
| (6) PURCHASE ORDER: | Z requisition number, 32 doc number from PES for CC purchase or 23 doc num for commercial vendor purchase |
| (7) DELIVERY ORDER: | Delivery order num from SF1449 |
| (8) GALLONS: | Number of gallons taken in this fueling |
| (9) UNIT PRICE: | Price per gallon (for DESC contract purchases the standard price should be used in this field) |
| (10) TOTAL COST: | Multiply the number of gallons by the unit price |

C. TRANSFERS IN: this section should list all fuel that is received from another supply fund unit or an internal transfer from one inventory to the other. All transfers should include a DD1149 for back up documentation.

- | | |
|----------------------------|--|
| (1) INTERNAL TRANSFERS: | Transfers from one inventory to another within the ship (ex JP-5 transfer to MDE tanks). Enter the number of gallons transferred |
| (2) SUPPLY FUND TRANSFERS: | Transfers from one Supply Fund unit to another |
| (A) DATE OF TRANSFER: | Date transfer occurred |
| (B) UNIT TRANSFERRED FROM: | Unit fuel was transferred from |
| (C) FUEL TYPE: | Type of fuel received |
| (D) GALLONS: | Total gallons received |

D. TRANSFERS OUT: this section should list all fuel that is transferred from your cutter to another asset, another vessel or a helicopter. All transfers should include a DD1149 for back up documentation.

(1) FUEL ISSUED TO ANOTHER ASSET: Fuel that is issued to another asset (ex: ship/aircraft or removed for maintenance). Enter the number of gallons

(2) SHIP TO SHIP TRANSFERS: Fuel that is issued to another afloat unit (ex: CG Asset, DOD/NATO, and distress vessels). The cutter receiving the fuel should report the doc number, gallons and fuel type. Transfers to non-CG assets must be coordinated with FINCEN for payment.

(A) DATE OF TRANSFER: Date fuel was transferred

(B) UNIT TRANSFERRED TO: Unit the fuel was transferred to

(C) FUEL TYPE: Fuel type

(D) GALLONS: Gallons transferred out

E. GAINS/LOSS FROM SOUNDING: Gallons

F. FUEL EXPENDED: Gallons

G. PROPULSION FUEL ENDING INVENTORY: Gallons

H. ESTIMATED PROPULSION FUEL CONSUMPTION FOR FOLLOWING MONTH: Gallons

4-1.3.3 Section 3 – Aviation Fuel

A. AVIATION FUEL BEGINNING INVENTORY: this is the number of gallons in the aviation fuel inventory at the end of the last month. This number should equal the ending balance from your previous monthly fuel report.

B. PURCHASES: this section should list all the purchases of fuel made by the aircraft during the monthly cycle being reported. The documents used to order the fuel/receipt the fuel should be submitted as the back up documentation. Documents that would normally fall under this section would be SF1449 (DESC contract, doc type 35), SF1449 (commercial vendor, doc type 23), Credit Card Receipt (itemized, doc type 32). Examples for using these procurement methods are located in the Appendixes of this guide.

- | | |
|--------------------------|--|
| (1) DATE OF PURCHASE: | Date of delivery of fuel |
| (2) LOCATION/SOURCE: | Location and source of fuel
(ex: Boston, MA/Barge) |
| (3) FUEL TYPE: | Fuel type (JP-5) |
| (4) CONTRACTOR: | Full name of the vendor |
| (5) DESC CONTRACTOR: Y/N | Is the vendor a DESC contractor (Y/N)? |
| (6) PURCHASE ORDER: | Z requisition number, 32 doc number from PES for CC purchase or 23 doc number for commercial vendor purchase |
| (7) DELIVERY ORDER: | Delivery order num from SF1449 |
| (8) GALLONS: | Number of gallons taken in this fueling |
| (9) UNIT PRICE: | Price per gallon (for DESC contract purchases the standard price should be used in this field) |
| (10) TOTAL COST: | Multiply the number of gallons by the unit price |

C. TRANSFERS IN: this section should list all fuel that is received from another supply fund unit or an internal transfer from one inventory to the other. All transfers should include a DD1149 for back up documentation.

- | | |
|----------------------------|---|
| (1) INTERNAL TRANSFERS: | Transfers from one inventory to another within the ship (ex: JP-5 transfer to MDE tanks). Enter the number of gallons transferred |
| (2) SUPPLY FUND TRANSFERS: | Transfers from one Supply Fund unit to another |
| (A) DATE OF TRANSFER: | date transfer occurred |
| (B) UNIT TRANSFERRED FROM: | Unit fuel was transferred from |
| (C) FUEL TYPE: | Type of fuel received |
| (D) GALLONS: | Total gallons received |

D. TRANSFERS OUT: this section should list all fuel that is transferred from your cutter to another asset, another vessel or a helicopter. All transfers should include a DD1149 for back up documentation.

- (1) FUEL ISSUED TO ANOTHER ASSET: Fuel that is issued to another asset (ex ship/aircraft or removed for maintenance). Enter the number of gallons
 - (A) DATE OF TRANSFER: Date fuel was transferred
 - (B) UNIT TRANSFERRED TO: Unit the fuel was transferred to
 - (C) FUEL TYPE: Fuel type
 - (D) GALLONS: Gallons transferred out
 - (E) DD1149 REQUISITION NUM: 'Z' requisition number from DD1149
- (2) HELICOPTER FUELING: Fuel issued to a helicopter from vessel
 - (A) TAIL NUMBER: Tail number of helicopter
 - (B) DATE(S) OF FUELING: Date of single fueling or multiple fuelings for one tail number
 - (C) HELICOPTER HOME STATION: Home station full name
 - (D) FUEL TYPE: Fuel type
 - (E) GALLONS: Gallons
 - (F) DD1149 REQUISITION NUM: 'Z' requisition number from DD1149

E. GAINS/LOSS FROM SOUNDING: Gallons

F. FUEL EXPENDED: Gallons

G. AVIATION FUEL ENDING INVENTORY: Gallons

H. ESTIMATED AVIATION FUEL CONSUMPTION FOR FOLLOWING MONTH: Gallons

4-1.3.4 Section 4 – Small Boat Fuel

A. PURCHASES: this section should list all the purchases of fuel for the attached small boats during the monthly cycle being reported.

- | | |
|--------------------------|---|
| (1) DATE OF PURCHASE: | Date of delivery of fuel |
| (2) LOCATION/SOURCE: | Location and source of fuel
(ex. Boston, MA/Barge) |
| (3) FUEL TYPE: | Fuel type (MGO) |
| (4) CONTRACTOR: | Full name of the vendor |
| (5) DESC CONTRACTOR: Y/N | Is the vendor a DESC contractor (Y/N)? |
| (6) PURCHASE ORDER: | 32 doc number from PES for CC purchase |
| (7) DELIVERY ORDER: | Delivery order number from a form if used |
| (8) GALLONS: | Number of gallons taken in this fueling |
| (9) UNIT PRICE: | Price per gallon |
| (10) TOTAL COST: | Multiply the number of gallons by the unit price |

4-1.3.5 Section 5 – Unit POC

This section should contain the below information for the unit's POC regarding the monthly fuel reports.

Full Name

Rank

Phone Number (including area code)

4-2.1 Common Reporting Errors

Below is a list of common issues regarding the monthly fuel reports.

1. Monthly fuel reports missing or submitted to FINCEN after the reporting period.
2. Beginning inventory does not match the previous month's ending inventory
3. Missing or incorrect document numbers listed on the report for the purchase of fuel
4. Type of fuel purchased is omitted or does not match the purchase prices per gallon
5. Missing the tail number of the attached aircraft in the report
6. Calculation errors
7. Required back up documentation is not received or not received timely by FINCEN in order to enter the inventory transactions into CAS.

4-3.1 FINCEN Info

Below is the information for sending in reports and back up documentation to FINCEN.

3. Email – FIN-SMB-CUTTERFUELREPORTS@USCG.MIL
4. Fax – 757-366-6526
3. Postal Mail Service: Commanding Officer
 USCG Finance Center (OGP)
 1430A Kristina Way
 Chesapeake, VA 23326

4. Message Traffic - TO COGARD FINCEN CHESAPEAKE VA//OGP//

Appendix A – Completing a DD1149

A-1.1 DD1149

The DD1149 is a REQUISITION AND INVOICE/SHIPPING DOCUMENT. An electronic copy of the DD1149 can be obtained at <http://www.uscg.mil/ccs/cit/cim/forms1/> under the DOD forms. Below are instructions for filling out the DD1149 and a sample DD1149 is shown in Illustration A-1.1.

A-1.1.1 Data Requirements – Transfers for Other Government Agencies (including ‘no cost’)

- Block 1: From. Enter the name, hull number, and DoDAAC of the requesting vessel.
- Block 2: To. Enter the name, address, and DoDAAC (service designator and UIC) of the terminal (or fuel supplier) to which the DD1149 will be submitted.
- Block 3: Ship To. Enter the name and complete address of the delivery location. If delivery is being made to the requisitioner, enter "same as Block 1."
- Block 4: Accounting Data - Leave blank with purchases from other government agencies.
- Block 5: Requisition Date. Enter the date (e.g., 3 Jan 2004) the requisition is prepared. The requisition date must be the same date as the Julian Date of the requisition number in Block 6.
- Block 6: Requisition Number. Enter a complete MILSTRIP number (i.e., DoDAAC of the requesting ship, Julian Date, and serial number).
- Block 7: Date Material Required. Enter the date for required receipt of fuel. For multiple delivery dates, explain in Column (b).
- Block 8: Priority. Leave blank.
- Block 9: Authority. Leave blank.
- Block 10: Signature. Enter the name and grade of the vessel/unit officer in charge of placing the order.
- Blocks 11 through 15: Leave blank.
- Column (a): Item No. Enter the number 1. Only one item should be requisitioned or returned with each DD1149.
- Column (b): National Stock Number, Description, and Coding of Material and/or Services. Enter the National Stock Number and an adequate name or description to permit quick identification of the product. When required, a delivery schedule will be entered here. Supplementary address, Signal Code, and Fund Code (not required for ‘no cost’ transactions).
- Column (c): Unit of Issue. Enter the standard unit of issue. GL (gallons) is used for all fuels.
- Column (d): Quantity Requested. Enter the quantity being requested.
- Column (h): Unit Price. Enter the unit price
- Column (i): Total Cost: Unit price multiplied by gallons
- Blocks 16-20: Leave blank

The following items are of particular importance when completing the DD1149: Fund Code, Signal Code and Supplementary Address.

Fund Code: The fund code determines who will pay for or receive credit for the fuel transferred. Fund Codes are available on <http://cgweb2.fincen.uscg.mil/MPS/>.

Signal Code. The purpose of the Signal Code is twofold. This code designates the activity to which the material is to be shipped ("Ship to Activity") and the activity to be billed for the material ("Bill to Activity"). Signal Code on these orders should always be 'B', which is ship to requisition and bill to supp address.

Supplementary Address: Identifies a specific activity requiring that fuel accounting documentation be forwarded to that activity. Supp Address on these orders should always be 'Z51800', which is for the Finance Center.

A-1.1.2 Data Requirements – Transfers between CG Units

- Block 1: From. Enter the name, hull number, and DoDAAC of the requesting vessel.
- Block 2: To. Enter the name, address, and DoDAAC (service designator and UIC) of the terminal (or fuel supplier) to which the DD1149 will be submitted.
- Block 3: Ship To. Enter the name and complete address of the delivery location. If delivery is being made to the requisitioner, enter "same as Block 1."
- Block 4: Accounting Data - For transfers of fuels between Coast Guard units –
Enter FROM line of accounting for the vessel taking on the fuel
Enter TO line of accounting for unit supplying fuel
- Block 5: Requisition Date. Enter the date (e.g., 3 Jan 2004) the requisition is prepared. The requisition date must be the same date as the Julian Date of the requisition number in Block 6.
- Block 6: Requisition Number. Enter the receiving unit and issuing unit document numbers by following the below format. There should be two document numbers, one with the issuing unit OPFAC and the other with the receiving unit OPFAC. These two document numbers are assigned by the issuing unit.
35 07 12345 123 T 234 (12345 = OPFAC, 123 = Julian date, T = transfer)
- Block 7: Date Material Required. Enter the date for required receipt of fuel. For multiple delivery dates, explain in Column (b).
- Block 8: Priority. Leave blank.
- Block 9: Authority. Leave blank.
- Block 10: Signature. Enter the name and grade of the vessel/unit officer in charge of placing the order.
- Blocks 11 through 15: Leave blank.
- Column (a): Item No. Enter the number 1. Only one item should be requisitioned or returned with each DD1149.
- Column (b): National Stock Number, Description, and Coding of Material and/or Services. Enter the National Stock Number and an adequate name or description to permit quick identification of the product. When required, a delivery schedule will be entered here.
- Column (c): Unit of Issue. Enter the standard unit of issue. GL (gallons) is used for all fuels.
- Column (d): Quantity Requested. Enter the quantity being requested.
- Column (h): Unit Price. Enter the unit price (for Supply Fund units FIFO should be used)
- Column (i): Total Cost: Unit price multiplied by gallons

Blocks 16-20: Leave blank

A-1.1.3 Data Requirements – Helicopter Fueling From Cutter

Note – Supply Fund Cutters can submit one DD1149 per tail number per month for monthly fuel reports.

- Block 1: From. Enter the tail number, and name of helicopter’s home station.
- Block 2: To. Enter the name, address, and DoDAAC of the cutter.
- Block 3: Leave Blank
- Block 4: Accounting Data - For transfers of fuels between Coast Guard units –
Enter FROM line of accounting for the helicopter taking on the fuel
Enter TO line of accounting for cutter supplying fuel
- Block 5: Requisition Date. Enter the date (e.g., 3 Jan 2004) the requisition is prepared. The requisition date must be the same date as the Julian Date of the requisition number in Block 6.
- Block 6: Requisition Number. Enter a complete MILSTRIP number (i.e., DoDAAC of the requesting ship, Julian Date, and serial number).
- Block 7: Date Material Required. Enter the date for required receipt of fuel. For multiple delivery dates, explain in Column (b).
- Block 8: Priority. Leave blank.
- Block 9: Authority. Leave blank.
- Block 10: Signature. Enter the name and grade of the vessel/unit officer in charge of placing the order.
- Blocks 11 through 15: Leave blank.
- Column (a): Item No. Enter the number 1. Only one tail number should be requisitioned or returned with each DD1149.
- Column (b): National Stock Number, Description, and Coding of Material and/or Services. Enter the National Stock Number and an adequate name or description to permit quick identification of the product. When required, a delivery schedule will be entered here. (when entering multiple fuelings for a single tail number be sure to include the dates of each fueling)
- Column (c): Unit of Issue. Enter the standard unit of issue. GL (gallons) is used for all fuels.
- Column (d): Quantity Requested. Enter the quantity being requested.
- Blocks 16-20: Leave blank

Illustration A-1.1

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Jan 31, 2003					
The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.															
PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.															
1. FROM: (Include ZIP Code)						SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER						
						7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY						
						2. TO: (Include ZIP Code)						9. AUTHORITY OR PURPOSE			
						10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)						
						3. SHIP TO - MARK FOR						12. DATE SHIPPED (YYYYMMDD)			b.
						13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER						
												15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4. APPROPRIATIONS DATA												AMOUNT			
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES							UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CONTAINER NOS.	UNIT PRICE	TOTAL COST	
(a)	(b)							(c)	(d)	(e)	(f)	(g)	(h)	(i)	
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO						17. SPECIAL HANDLING									
RECEIPT OF SHIPMENT	ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION			TOTAL WEIGHT	TOTAL CUBE	RECEIPT	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	SHEET TOTAL
	CHECKED BY										QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY										POSTED		DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
			← TOTAL →												

DD FORM 1149, APR 2000 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION MAY BE USED

Appendix B – Completing a SF1449

B-1.1 SF1449

The SF1449 is a SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS. An electronic copy of the SF1449 can be obtained at <http://www.uscg.mil/ccs/cit/cim/forms1/> under Standard Forms. The SF1449 is used for both commercial and contract fuel purchases and require different information for each purchase. Below are instructions for filling out the SF1449 and a sample SF1449 is shown in Illustration B-1.1

B-1.1.1 Commercial Purchase Data Requirements

- Block 1: Purchase Order Number (document type 23)
- Block 2: Leave blank
- Block 3: Date (must match Julian date in block 1)
- Block 4: Order Number – ships ordering number
- Block 5–8: Leave blank
- Block 9: Vessel’s information
- Block 10: Check if vendor qualifies
- Block 11-14: Leave blank.
- Block 15: Vessel’s information
- Block 16: Leave blank
- Block 17: Leave blank
- Block 18: Purchase Order/Delivery Order (SF1449 doc type 23)
USCG Finance Center
PO Box 4115
Chesapeake, VA 23327-4115
- Block 19: Product Number
- Block 20: Type of Product Received
- Block 21: Gallons/Metric Tons Received
- Block 22: GL (gallons) or MT (metric tons)
- Block 23: Price per GL/MT
- Block 24: Total Price (unit price multiplied by number of gl/mt)
- Block 25: Vessels Fuel Line of Accounting (ex, 2/F/701/136/30/0/FF/12345/2639)
- Block 26-29: Leave blank
- Block 31: Ordering Officers Signature, Name, Title and Date
- Block 32: Authorizing Officials Signature, Name, Title, Mailing Address, Phone Number, Email and Date (date must match Julian date in Block 1)
This is a commercial open market purchase and requires a warranted signature.

B-1.1.2 DESC Contract Purchase Data Requirements

- Block 1: Requisition Number. Enter a complete MILSTRIP number (i.e., DoDAAC of the requesting ship, Julian Date, and serial number).
- Block 2: Contract Number for Vendor (found in DESC Bulletin for Contract locations)
- Block 3: Date (must match Julian date in block 1)
- Block 4: Order Number – ships ordering number
- Block 5–8: Leave blank
- Block 9: Vessel’s information
- Block 10: Check if vendor qualifies
- Block 11-14: Leave blank.
- Block 15: Vessel’s information
- Block 16: DESC, 8725 John J Kingman Rd, Ft Belvoir, VA 22060
- Block 17: Leave blank
- Block 18: Attention: DFAS-FBSFA-CO
Def. Fin. & Acct. Serv. Columbus Center
Fuels Acct & Pay Div PO Box 182317
Columbus, OH 43218-6251
- Block 19: CLIN (from contract)
- Block 20: Type of Product Received. Supplementary address, Signal Code, and Fund Code WILL be included
- Block 21: Gallons/Metric Tons Received
- Block 22: GL (gallons) or MT (metric tons)
- Block 23-24: Leave blank
- Block 25: DFAS line of accounting - DFAS 97X4930.5CFO 01 26.1 S33150
- Block 26-29: Leave blank
- Block 31: Ordering Officers Signature, Name, Title and Date
- Block 32: Authorizing Officials Signature, Name, Title, Mailing Address, Phone Number, Email and Date (date must match Julian date in Block 1)

The following items are of particular importance when completing the SF1449 for DESC Contract Purchases: Fund Code, Signal Code and Supplementary Address.

Fund Code: The fund code determines who will pay for or receive credit for the fuel transferred. Fund Codes are available on <http://cgweb2.fincen.uscg.mil/MPS/>.

Signal Code: The purpose of the Signal Code is twofold. This code designates the activity to which the material is to be shipped ("Ship to Activity") and the activity to be billed for the material ("Bill to Activity"). Signal Code on these orders should always be 'B', which is ship to requisition and bill to supp address.

Supplementary Address: Identifies a specific activity requiring that fuel accounting documentation be forwarded to that activity. Supp Address on these orders should always be 'Z51800', which is for the Finance Center.

Appendix C – Completing a SF44

C-1.1 SF44

The SF44 is a PURCHASE ORDER/INVOICE/VOUCHER. SF44's are to be utilized for DESC bunker contract purchases (cutters <180) or Over-The-Counter (OTC) type purchases only. It must be presented to the vendor at the time of purchase for the required signature of the vendor. SF44's should not be used when separate transportation or postage charges are involved. The SF44 is the LAST resort for open market fuel procurement method. Below are instructions for filling out the SF44.

C-1.1.1 Data Requirements

1. Date of Order Block: Enter the date purchase was made.
2. Order Number Block:
 - Open Market - Document type 22 number should be entered. See FINCEN SOP, Chapter 12, Section D for document numbering guide
 - DESC Bunker Contract – Enter a complete MILSTRIP number (i.e., DoDAAC of the requesting ship, Julian Date, and serial number).
3. Print Name and Address of Seller Block: Print Name and Address of Merchant/Fuel Vendor selling the fuel. Vendor must be set up in CCR
4. Furnish Supplies or Services To Block: Vessel's name, DoDAAC, mailing address and phone number
5. Supplies and Services Column: Enter an itemized list of fuel. Indicate the grade of the fuel purchased (i.e., Jet A-1 with FSII, Jet A without additives, Jet B, etc.). Fuel purchases should be documented on a separate SF44 from ground services and other authorized products. If itemized receipt is available from vendor you can attach that instead of writing it into the form.
6. Quantity Column: Enter the quantity and unit of issue (i.e., GL/MT)
7. Unit Price Column: Price per GL/MT
8. Amount Column: Total Amount (price per gl/mt multiplied by number of gl/mt received)
9. Agency Name and Billing Address: Following Address MUST be entered

Open Market -	COMMERCIAL INVOICES USCG FINANCE CENTER PO BOX 4115 CHESAPEAKE, VA 23327-4115
DESC Bunker Contract -	Attention: DFAS-FBSFA-CO Def. Fin. & Acct. Serv. Columbus Center Fuels Acct & Pay Div PO Box 182317 Columbus, OH 43218-6251
10. Total Block: Enter the total of purchase cost and currency type (up to 25K allowed for fuel)
11. Discount Terms Block: Leave Blank
12. Date Invoice Received Blocks: Leave Blank
13. Ordered by Block: Signature of CG member acknowledging receipt of products and/or services.
14. Purpose and Accounting Data Block: Vessel's fuel line of accounting
(Ex: 2/F/701/136/30/0/FF/12345/2639)

15. Received by Block: Printed name of CG member receiving the product or service
16. Title Block: Title of CG member receiving the product or service
17. Date Block: Date of signature/purchase
18. Seller Section: Payment Received: Merchant MUST sign and date this block if no itemized invoice is attached

Appendix D – Completing an OF347

D-1.1 OF347

The OF347 is an ORDER FOR SUPPLIES OR SERVICES. An electronic copy of the OF347 can be obtained at <http://www.uscg.mil/ccs/cit/cim/forms1/> under Other Government Agencies forms. Below are instructions for filling out the OF347 and a sample OF347 is shown in Illustration D-1.1.

D-1.1.1 Data Requirements

- Block 1: Date of Order
 - Block 2: Leave blank
 - Block 3: Order Number – ships ordering number
 - Block 4: Purchase Order Number (document type 23)
 - Block 5: Vessel's Information (or unit that prepares document)
 - Block 6: Vessel's information
 - Block 7: Merchant Information
 - Block 8: Check Purchase or Delivery
 - Block 9: Vessels Fuel Line of Accounting (ex, 2/F/701/136/30/0/FF/12345/2639)
 - Block 10: If different from Block 5 enter info
 - Block 11: Check if vendor qualifies
 - Block 12-16: Leave blank.
 - Block 17: Product Number, Type of Product Received, Gallons/Metric Tons Received, GL (gallons) or MT (metric tons), Price per GL/MT, Total Price (unit price multiplied by number of gl/mt)
 - Block 18-20: Leave blank
 - Block 21: Purchase Order/Delivery Order (OF347 doc type 23)
 - USCG Finance Center
 - PO Box 4115
 - Chesapeake, VA 23327-4115
 - Block 22: Signature of Contracting Official
 - Block 23: Date of Signature
- Receiving Report
- Check Accepted/Received
 - Date Received
 - Signature
 - Date
 - Title

Appendix E – SEA CardSM User Manual

E-1.1 SEA CardSM

Ships' Bunkers' Easy Acquisition (SEA) Card Program is a web-based fuel procurement program provided by DESC to purchase contract fuel. SEA CardSM will be the mandatory system to use when purchasing bunker fuel from DESC. Each vessel will be set up with an account and Ordering Officials and Accountable Officials will be assigned to each vessel. The SEA CardSM system is available at www.seacardsys.com.

E-1.1.1 SEA CardSM Support Team (SCST)

Multi Service Corporation is the contracted bank that runs the SEA CardSM system. A 24 hour, 7 days a week, helpdesk has been established at their office. You can call the support team toll free at 1-866-308-5475 or email support@airseacard.com.

E-1.2 Program Organization

The SEA CardSM Program falls under a hierarchy as described below. Detailed descriptions of the roles of each position are available in the DESC-DC-P-8 which can be obtained through the GFC-PMO.

E-1.2.1 Government Fuel Card Program Management Office (GFC-PMO)

The DESC GFC Program Management Office (PMO) office symbol is DESC-K. DESC-K shall perform overall DESC GFC program management responsibilities in accordance with DODD 4140.25. DESC Card Program Office is the owner of the SEA CardSM program.

E-1.2.2 Component Program Manager (CPM)

CG-832 Energy Program Office owns the fuel program and therefore holds the role of the CPM. Coast Guard CPM will provide to DESC service/agency specific program management, execution, to ensure continuity and accountability of the program in compliance with the DOD Government Charge Card Guide Book for Establishing and Managing Purchase, Travel, and Fuel Card Programs, Appendix E.

E-1.2.3 Agency Program Coordinators (APC)

MLCLant and MLCPac have fuel representatives that are currently acting as the Agency Program Coordinators (APCs) for SEA CardSM. The APC must maintain detailed knowledge and understanding of agency's policies and procedures regarding the SEA Card Program and communicate this information to SEA CardSM Users, Accountable Officials, managers and other responsible officials.

E-1.2.4 Shore Unit/Vessel Accountable Officials (AO)

The Accountable Official is responsible for supporting the certification of payment vouchers and documents for vendor payment. AO's should be at least one rank above any OOs assigned under them. The same person can not be an AO and an OO for a vessel.

E-1.2.5 Shore Unit/Vessel Ordering Officials (OO)

The Ordering Official is responsible for entering fuel requirements into the system and working with vendors for fuel delivery and receipting of fuel.

E-2.1 Account Set Up

The SEA Card SM system is user name and password protected. Coast Guard Information System Security Guidelines should be followed when accessing this system. Once a user applies for access by following the instructions below they will receive a user name and temporary password from the SEA Card SM Support Team (SCST) located at Multi Service (the contractor who runs the SEA Card SM program with DESC). The user will need to log in with their temporary password in order to set up their own password. The system will require a password of at least 6 characters containing at least 3 alpha and 3 non-alpha characters. Passwords are case sensitive. For log-in issues concerning user names or password contact the SCST at **1-866-308-5475** or email at support@airseacard.com.

E-2.1.1 Vessel Set Up

Every vessel in the Coast Guard that purchases fuel will eventually be a part of the SEA Card SM Program. A vessel account has to be set up in the SEA Card SM system before any users can be assigned. The below information must be provided to the appropriate APC or to the CPM for vessel set up:

- Vessel Name
- DoDAAC
- Hull Number
- Vessel Type (WMEC, WLA, etc)
- Area – LANT or PAC
- District of vessel's homeport
- Homeport
- Vessel Street Address
- Vessel City, State and Zip Code

SEA Card SM system uses fund code 'XQ' so all vessels should have a fund code 'XQ' set up to hit against their fuel line of accounting.

E-2.1.1 User Set Up

Once a vessel account has been created OOs and AOs should be set up for each vessel. The OOs and AOs can be assigned to the vessel or a shore unit that supports the vessel. It is recommended to have numerous OOs and AOs set up for each vessel in the case of absences and transfers. The below information must be provided to the appropriate APC or to the CPM for user set up:

- User Full Name
- Last 4 digits of users SSN
- Street Address
- City, State and Zip Code
- Phone Number
- Fax Number
- Email Address
- Role to be assigned (OO or AO)
- DoDAAC(s) requesting access to
- Training Completion Date

The preferred method of receiving this information is in the SEA CardSM Set Up Form. The SEA CardSM Set Up Form is shown in Illustration E-2.1.1.1.

Illustration E-2.1.1.1

SEA Card Sign Up Form			
Vessel Name		Vessel DoDAAC	
Hull Number		Home Port	
Area	<input type="checkbox"/> LANT <input type="checkbox"/> PAC	District	
Vessel Street Address		City/State/Zip	
Accountable Official (AO)			
AO Name		Last 4 of SSN	
Phone		Fax	
Street Address		City/State/Zip	
Email		Training Date	
AO Name		Last 4 of SSN	
Phone		Fax	
Street Address		City/State/Zip	
Email		Training Date	
AO Name		Last 4 of SSN	
Phone		Fax	
Street Address		City/State/Zip	
Email		Training Date	
Ordering Official (OO)			
OO Name		Last 4 of SSN	
Phone		Fax	
Street Address		City/State/Zip	
Email		Training Date	
OO Name		Last 4 of SSN	
Phone		Fax	
Street Address		City/State/Zip	
Email		Training Date	
OO Name		Last 4 of SSN	
Phone		Fax	
Street Address		City/State/Zip	
Email		Training Date	

E-3.1 Placing a Contract Fuel Order Request

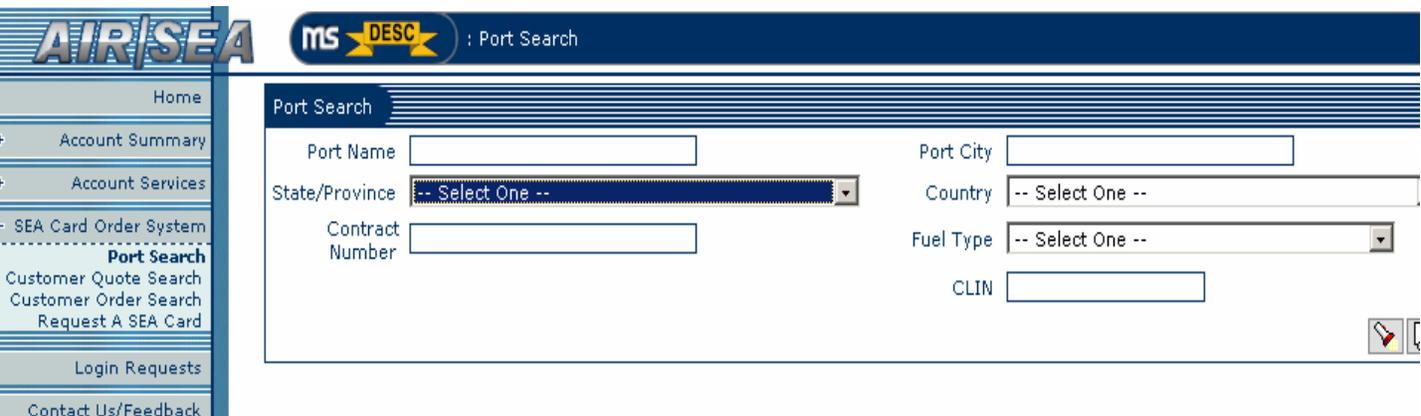
E-3.1.1 Locating a Port

Once logged into the SEA CardSM system, select the “SEA CardSM Order System” link on the left-hand side of the screen. Then, select the “Port Search” submenu from the left-hand side of the screen. Illustration 3-1.1.1 shows the Port Search Screen. You will be able to find a port by querying by any of the following fields:

- Enter a port name
- Enter a port city
- Choose a state/province from the drop-down menu
- Choose a country from the drop-down menu
- Enter a contract number
- Enter a fuel type
- Enter CLIN

After you have chosen your preferred query method, enter the appropriate information into the search fields and click the “Submit Query” icon. As a result of your query, all ports which meet your search criteria will be displayed. Illustration 3-1.1.2 shows the screen with contractor results returned. If your search criterion generates more than 30 results, a message will appear asking you to narrow your search criteria. Select the appropriate port by clicking the  “Create Order” icon located to the left of each port.

Illustration 3-1.1.1



ms DESC : Port Search

Port Search

Port Name

Port City

State/Province

Country

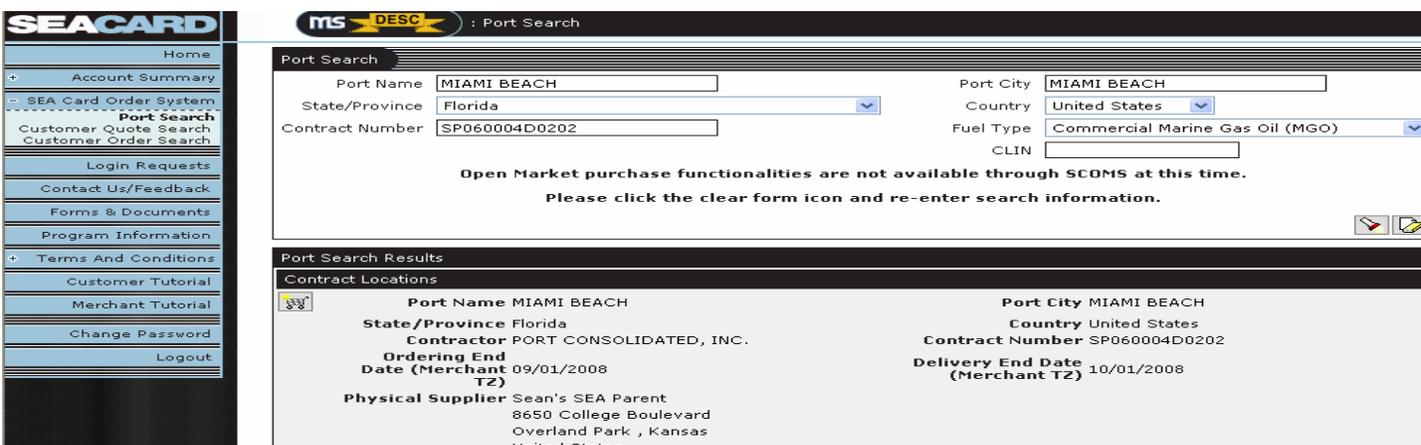
Contract Number

Fuel Type

CLIN



Illustration 3-1.1.2



ms DESC : Port Search

Port Search

Port Name

Port City

State/Province

Country

Contract Number

Fuel Type

CLIN

Open Market purchase functionalities are not available through SCOMS at this time.
Please click the clear form icon and re-enter search information.

Port Search Results

Contract Locations

	Port Name MIAMI BEACH	Port City MIAMI BEACH
	State/Province Florida	Country United States
	Contractor PORT CONSOLIDATED, INC.	Contract Number SP060004D0202
	Ordering End Date (Merchant TZ) 09/01/2008	Delivery End Date (Merchant TZ) 10/01/2008
	Physical Supplier Sean's SEA Parent 8650 College Boulevard Overland Park , Kansas United States	

E-3.1.2 Entering Deliver Request Details

After clicking the “Create Order” icon the fuel order request screen will appear. Now you will be able to input the details of your fuel request. Illustration E-3.1.1.1 shows the ‘Order Details’ screen.

- Select “Coast Guard” from the drop-down for Branch of Service
- Select the vessel you are requesting fuel for from the drop-down for Customer
- Select ‘Yes’ or ‘No’ for masking your vessel name from the vendor (only do this if your mission security requires).
- Enter your desired fuel delivery date and time by clicking on the  “Calendar Icon”. Select your desired time and then the desired delivery date
- Select the appropriate CLIN from the drop-down menu
 - Upon selecting the CLIN, the unit of measure and delivery method fields will automatically populate
- Enter the quantity of fuel needed in whole numbers
- You may also input your Husbanding Agent’s Name, Phone and Fax if you are using a Husbanding Agent.
- Add any special comments for the vendor relating to your fuel request

After entering all required information, click the “Submit” icon located in the bottom left-hand corner of the screen. After selecting “Submit” you will receive a pop-up stating “You are about to submit a fuel request. Are you sure you want to do this?” with a choice of an ‘OK’ or ‘Cancel’ button. Once you hit ‘OK’, your fuel request will be sent to the appropriate contract SEA Card SM Merchant and a message will appear stating “Your order has been successfully submitted. You will receive an email link to SEA Card SM system after your order has been reviewed by all applicable SEA Card SM Merchants.”

Illustration E-3.1.2.1

SEACARD


:: SEA Card Order System

Home

Account Summary

SEA Card Order System

Port Search

Customer Quote Search

Customer Order Search

Login Requests

Contact Us/Feedback

Forms & Documents

Program Information

Terms And Conditions

Customer Tutorial

Merchant Tutorial

Change Password

Logout

Order Details

*Branch of Service

*Customer

*Card

*Mask Vessel

Order Date (Merchant Local Time) (MM/DD/YYYY HH:MI)

*Delivery Date (MM/DD/YYYY HH:MI)

Husbanding Agent Name

Husbanding Agent Phone

Husbanding Agent Fax

Comments/Requests

Order Status

*CLIN

*Product

Min Qty

*Quantity

*Unit of Measure

*Delivery Method

*denotes mandatory field




***Denotes a required field**

E-3.1.3 Manually Reviewing an Existing Order

If you are unable to click on a link in any SEA Card SM system generated email, you may manually query an order using SEA Card SM. Click on the “SEA Card SM Order System,” and select “Customer Order Search” in the submenu located on the left-hand side of your browser window. Click on the “Clear Form” icon to clear any information already populating the fields. Click on the “Order Status” drop-down box and select “Order.” Click the “Submit Query” icon. You may also search for an order using any one or a combination of the other input fields. Illustration E-3.1.3.1 shows the ‘Search Orders’ screen. Click the “Submit Query” icon. A list of order status types is shown in Illustration E-3.1.3.2.

In the “Search Results” screen, click on the  “Select Order” icon next to the order you wish to view. You will automatically be redirected to the “Order Request Information” screen, where details pertaining to this order will be displayed. (Selecting the “Submit for View” icon in the “Search Results” screen will simply display the details pertaining to an order in the top part of the “Search Orders” screen.

Illustration E-3.1.3.1

Illustration E-3.1.3.2

Status	Description
Cancelled by Counteroffer	Merchant made a counteroffer, cancelling the current order
Cancelled by Customer	OO has cancelled the order in SEA Card SM
Completed	Order has been fulfilled and approved by AO
Counteroffer	This order was automatically created as a result of a Merchant making a counteroffer to a fuel request entered by an OO.
Declined	AO authorization failed for the order
Order	Vessel has placed an initial order
System Verification in Progress	Verification of current card for order request
Waiting for Fulfillment	Merchant has accepted the order and is waiting to fuel and input fulfillment data.

E-3.1.3 Responses from Merchant on a Fuel Request

For any contract fuel request with an order status of “Order,” a merchant can perform three different actions, as discussed in the following sections.

E-3.1.3.1 Merchant Acceptance

You will receive an automated email from SEA Card SM system when your contract fuel order has been accepted by a merchant. This email will contain a link to view the order in SEA Card SM System. Simply click on the link and your web browser will open to the login page of SEA Card SM. After you successfully log into SEA Card SM, you will be automatically redirected to the fuel order screen to view the merchant’s acceptance of your fuel request. This is for informational purposes only and does not require any action from the OO or AO.

E-3.1.3.2 Merchant Decline

If a merchant is unable to fulfill your order he or she will decline your fuel order request. After the merchant has declined your order, an automated email will be sent to your vessel. This email will contain a link to view the order in SEA Card SM System. Simply click on the link and your web browser will open to the login page of SEA Card SM. After you successfully log into SEA Card SM, you will be automatically redirected to the fuel order screen to view the merchant’s reason for declining your fuel request. This is for informational purposes only and does not require any action from the OO or AO. At this point in time you will need to find another source for fuel.

E-3.1.3.3 Merchant Counteroffer

If a merchant is unable to fulfill your order exactly as requested, the merchant may make a counteroffer. A counteroffer enables a merchant to modify the fueling date, time and/or quantity of the fuel only, such changes are generally considered “within scope” of DESC bunker contracts. After the merchant has submitted a counteroffer via SEA Card SM system, an automated email will be sent to your vessel. This email will contain a link to view the order in SEA Card SM System. Simply click on the link and your web browser will open to the login page of SEA Card SM. After you successfully log into SEA Card SM, you will be automatically redirected to the fuel order screen to view the merchant’s counteroffer. See section E-3.1.4 for ‘Accepting’ or ‘Declining’ a counteroffer.

Counteroffers may also occur when a vessel requests fuel outside the contract ordering limitation clause, mode of delivery or if the contractor does not have enough fuel to accommodate the vessel’s request. If a counteroffer is made by the DESC contract merchant outside the terms of the contract, the order converts to an outside order and must be cancelled in SEA Card SM and an Open Market SF1449 will need to be completed (or use the Fleet Fuel Master Card).

Once a counteroffer is submitted by the merchant, the original order is closed and the counteroffer is classified as a new order. Any subsequent counteroffers made by the vessel will also be classified as a new order. This is important to note when trying to query an order because the new order will have a different order number than the old order.

E-3.2.4 Accepting or Declining a Counteroffer

You will receive an automated email from SEA Card SM system each time a counteroffer to your original order is made by a merchant. This email will contain a link to view the order in SEA Card SM System. Simply click on the link and your web browser will open to the login page of SEA Card SM. After you successfully log into SEA Card SM, you will be automatically redirected to the “Fuel Request” screen where you can either accept or decline the counteroffer. Illustration E-3.2.4.1 shows the “Order Details” screen when a counteroffer comes back from a merchant.

To accept the counteroffer, click the “Accept Counteroffer” button located in the “Order Details” screen. Upon clicking the button, a message will appear that states “Your order has been successfully submitted.”

To decline the counteroffer, click the “Decline Counteroffer” button located in the “Order Details” screen. Upon clicking the button, a message will appear that states, “The counteroffer has been declined.” After declining a counteroffer from DESC contract merchant, you must submit a new fuel order request via SEA Card SM (for any other contract merchants available) or go outside of SEA Card SM to Open Market purchase.

Illustration E-3.2.4.1

The screenshot displays the 'Order Details' web interface. At the top, there are four buttons: 'Cancel Order', 'Decline Counteroffer', 'Accept Counteroffer', and 'Action Comments'. The form contains the following fields and values:

- Branch of Service: Coast Guard (dropdown)
- Customer: USCGC DAUNTLESS
- Card: *****2653
- Mask Vessel: No (dropdown)
- Order ID: 4060
- Original Order ID: 3832
- Order Date (Merchant Local Time) (MM/DD/YYYY HH:MI): 05/31/2007 10:21
- Delivery Date (MM/DD/YYYY HH:MI): 06/14/2007 09:00
- Order Status: Counteroffer (dropdown)
- Hull Number: WMEC-624
- Ordered By: HL6_CG Admin
- Husbanding Agent Name, Phone, and Fax: (empty text boxes)
- Customer Requests/Notes: (empty text area)
- Supplier Requests/Notes: 29-JUN-2007 - Barge is not available on 6/13. Please advise

E-4.1 Order Fulfillment

E-4.1.1 Fueling

When the ordering process is complete, it is the responsibility of the merchant and vessel to negotiate logistics concerning the fueling (such as the precise fueling location). After the delivery of the bunker fuel, obtain a signed copy of the Delivery Receipt Notice (DRN) from the merchant. It is the vessel's responsibility to hand over the DRNs to the AO for validation purposes.

E-4.1.2 Confirmation of Delivery/Transaction Details

Upon completion of fueling, the merchant will log into SEA Card SM to input the delivery/transaction details. When the merchant has successfully entered all details in SEA Card SM, an automated email will be generated to the AO for confirmation. This email will contain a link to view the delivery/transaction details entered by the merchant.

If ancillary charges are incurred by the vessel during this fueling the merchant can enter those charges into SEA Card SM. You will see a separate section to Approve or Dispute these charges on the "Order Fulfillment" screen. Illustration E-4.1.2.1 shows the "Order Fulfillment" screen before an order is approved or disputed.

To confirm the details, click the "Approve Requisition" button located in the "Order Fulfillment" screen. You will get a popup box requiring you to click "OK" to approve the order. If you are approving an ancillary charge you will get a second popup box requesting the "Line of Accounting Code," this field is optional. If FINCEN gets an invoice with no line of accounting they will pull your units OE money attached to your object class 2639.

To dispute the details, click the "Dispute Requisition" button located in the "Order Fulfillment" screen. You will then be prompted to enter your reasons for dispute in the popup box. When you have entered your reasons, click "OK" button. (Please refer to section E-4.1.5 for information regarding disputed transactions). An SF1449 will be electronically generated and available for viewing and printing. Print a copy of this SF1449 and attach the DRN. The "Total Obligation Amount" from the "Order Fulfillment" screen should be used to enter any required obligations into the financial system. Supply Fund Cutters are not required to enter obligations for their fuel purchases.

Illustration E-4.1.2.1

Order Fulfillment		Action Comments	
Delivery Start Time (MM/DD/YYYY HH:MI)	<input type="text" value="06/29/2007 05:00:00"/>	Delivery End Time (MM/DD/YYYY HH:MI)	<input type="text" value="06/29/2007 05:00:00"/>
Supplier Order #	<input type="text" value="895812"/>	DRN Number	<input type="text" value="486900"/>
Invoice Number	<input type="text" value="134569"/>		
Requisition	<input type="button" value="Open"/>	<input type="button" value="Approve Requisition"/>	<input type="button" value="Dispute Requisition"/>
Requisition Number	Total Obligation Amount	Requisition Total	Invoice Received
Z121107151SE04	87,500.00 USD	125,000.00 USD	06/29/2007
<p><i>Attention AO's - You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process.</i></p> <p><i>Note: The Total Obligation Amount is calculated using the Quantity (delivered) * Applicable Standard Price.</i></p>			
Product		<input type="button" value="View DESC Standard Price"/>	
CLIN	Product	Quantity	Unit Price Total Product Cost
21475	Commercial Marine Gas Oil (MGO)	50,000 US Gallon	2.500000 125,000.00
Dyed?	Delivery Method	Temperature	Density
Y	Tank Truck		Gross Quantity
Website Terms and Conditions		Site Map	

E-4.1.3 Manually Confirming Delivery Details

If you are unable to click on a link in any SEA Card SM generated email, you may manually confirm deliver details by logging into SEA Card SM. Click on the “SEA Card SM Order System” menu, and then select the “Customer Order Search” submenu from the left-hand side of the screen. Search for an order by selecting “Fulfilled” from the “Order Status” drop-down menu.

Click the “Submit Query” icon. Select the  “Select Order” icon located to the left of the appropriate order. Follow instructions in E-4.1.2 to confirm delivery details.

E-4.1.4 Transaction Processing and Reimbursements

Multi Service bills all fuel transactions to DESC. DESC then bills the Coast Guard. The transactions are transmitted to FINCEN on a monthly basis. Transactions will hit your unit’s books as document type 35s and the requisition number from the SF1449 will be used to construct the document number. Multi Service pays the SEA Card SM merchants for non-fuel charges (including demurrage, overtime charges and backhaul) and directly bills the Coast Guard. The bills are received weekly and payment technicians at FINCEN use the units OE money to pay for the charges. Transactions will hit your unit’s books as document type 35s and the requisition number from the SF1449 (for the ancillary charge) will be used to construct the document number. Please refer to section E-4.1.6 for instructions for printing SF1449.

E-4.1.5 Handling Disputes

In the event you dispute the delivery/transaction details for a fuel order, SEA Card SM system will send an automated email to you, the merchant, the SEA Card SM Support Team, the DESC Contracting Officer, your area APC and Coast Guard CPM. This email will contain a link to view the disputed transactions in SEA Card SM.

If you have questions about whether an ancillary charge is priced within the contract, contact the DESC Contracting Officer for assistance. Alternate contacts for issues with your dispute would be the Coast Guard DESC Liaison or your area APC.

Notwithstanding any other agreement to the contrary, disputes and/or liabilities are between the vessel or contracting officer and the merchant. Multi Service is not a responsible party in the dispute process and has no liability associated with a dispute or any liabilities between a vessel and a merchant.

E-4.1.6 Printing SF1449

To print an SF1449 from the SEA Card SM system use the “Customer Order Search” screen to pull up the order you would like to print. Once you are in the “Order Fulfillment Screen” click on the “View SF1449” button. The SF1449 will generate in a separate window. You can save the document to your computer or disk by using the File/Save option. You can print the document by clicking on the printer icon or by going to File/Print. Illustration E-4.1.6.1 shows the “Order Fulfillment” screen and Illustration E-4.1.6.2 shows a completed SF1449.

Illustration E-4.1.6.1

Order Fulfillment		Action Comments	
Delivery Start Time (MM/DD/YYYY HH:MI)	06/18/2007 08:00:00	Delivery End Time (MM/DD/YYYY HH:MI)	06/18/2007 08:00:00
Supplier Order #	25852.	DRN Number	8958
Invoice Number	8		
Requisition Settled		View SF1449	
Requisition Number	Total Obligation Amount	Requisition Total	Invoice Received
2121107151SE00	34,125.00 USD	55,575.00 USD	06/18/2007
	AO Pin Date: 06/18/2007		
<p><i>Attention AO's- You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process.</i></p> <p><i>Note: The Total Obligation Amount is calculated using the Quantity (delivered) * Applicable Standard Price.</i></p>			
Product		View DESC Standard Price	
CLIN Product	Quantity	Unit Price	Total Product Cost
81875 Commercial Marine Gas Oil (MGO)	19,500 US Gallon	2.850000	55,575.00
Dyed? Delivery Method Temperature Density Gross Quantity			
Y Barge			
Requisition Settled		View SF1449	
Requisition Number	Requisition Total	Invoice Received	AO Pin Date
2121107151SE01	150.00 USD	06/18/2007	06/19/2007
Product			
Product	Quantity	Unit Price	Total Product Cost

Illustration E-4.1.6.2

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS		OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30		1. REQUISITION NUMBER		PAGE 1 OF 2	
2. CONTRACTING OFFICER'S SYMBOL	3. AGENCY/ACTIVITY DATE	4. QUANTITY	5. SOLICITATION NUMBER	6. SOLICITATION DATE	7. FOR SOLICITATION INFORMATION CALL:	8. TELEPHONE NUMBER (No. called)	9. OFFER/DUE DATE/ LOCAL TIME
SP0000000000	20070423	0031	2121107151SE01				
9. ISSUED BY		10. THIS ACQUISITION IS		11. DELIVERY POINT/DESTINATION UNLESS BLOCK IS MAILED		12. DELIVERY TERMS	
USOC DANLEISS PO Box 1843 Galveston, TX 77550-5887 United States		<input checked="" type="checkbox"/> SUPPLY <input type="checkbox"/> SERVICE <input type="checkbox"/> LEASE <input type="checkbox"/> OTHER		<input type="checkbox"/> FURNISH TO <input type="checkbox"/> FURNISH TO <input type="checkbox"/> FURNISH TO		<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3	
13. DELIVER TO		14. ADMINISTERED BY		15. CONTRACTOR OFFICER		16. PAYMENT WILL BE MADE BY	
USOC DANLEISS PO Box 1843 Galveston, TX 77550-5887 United States		ATLANTIC OCEANOGRAPHY DEFENSE ENERGY SUPPORT CENTER 875 CHILKIN PARKWAY ROAD SUITE 4123 FORT BELVOIR, VA 22060-2222		P. P. 376AC		DEFENSE FINANCE & ACCOUNTING SERVICE PO Box 18217 Columbus, OH 43218-0217 United States	
17. AGENCY/ACTIVITY DATE		18. CONTRACTING OFFICER		19. CONTRACTING OFFICER		20. CONTRACTING OFFICER	
20070423		SA037		SA037		SA037	
21. AGENCY/ACTIVITY DATE		22. CONTRACTING OFFICER		23. CONTRACTING OFFICER		24. CONTRACTING OFFICER	
20070423		SA037		SA037		SA037	
25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only)		27. CONTRACTING OFFICER'S SYMBOL		28. CONTRACTING OFFICER'S SYMBOL	
974825 SCFO 01 25 1 033150		\$2,437.50		SA037		SA037	
29. CONTRACTING OFFICER'S SYMBOL		30. CONTRACTING OFFICER'S SYMBOL		31. CONTRACTING OFFICER'S SYMBOL		32. CONTRACTING OFFICER'S SYMBOL	
SA037		SA037		SA037		SA037	
33. NAME AND TITLE OF SIGNER (Type or print)		34. DATE SIGNED		35. NAME OF CONTRACTING OFFICER (Type or print)		36. DATE SIGNED	
H.E. CG Admin		20070423		H.E. CG Admin		20070423	
37. SIGNATURE OF OFFEROR/CONTRACTOR				38. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
39. SIGNATURE OF OFFEROR/CONTRACTOR				40. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
41. SIGNATURE OF OFFEROR/CONTRACTOR				42. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
43. SIGNATURE OF OFFEROR/CONTRACTOR				44. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
45. SIGNATURE OF OFFEROR/CONTRACTOR				46. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
47. SIGNATURE OF OFFEROR/CONTRACTOR				48. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
49. SIGNATURE OF OFFEROR/CONTRACTOR				50. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
51. SIGNATURE OF OFFEROR/CONTRACTOR				52. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
53. SIGNATURE OF OFFEROR/CONTRACTOR				54. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
55. SIGNATURE OF OFFEROR/CONTRACTOR				56. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
57. SIGNATURE OF OFFEROR/CONTRACTOR				58. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
59. SIGNATURE OF OFFEROR/CONTRACTOR				60. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
61. SIGNATURE OF OFFEROR/CONTRACTOR				62. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
63. SIGNATURE OF OFFEROR/CONTRACTOR				64. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
65. SIGNATURE OF OFFEROR/CONTRACTOR				66. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
67. SIGNATURE OF OFFEROR/CONTRACTOR				68. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
69. SIGNATURE OF OFFEROR/CONTRACTOR				70. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
71. SIGNATURE OF OFFEROR/CONTRACTOR				72. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
73. SIGNATURE OF OFFEROR/CONTRACTOR				74. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
75. SIGNATURE OF OFFEROR/CONTRACTOR				76. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
77. SIGNATURE OF OFFEROR/CONTRACTOR				78. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
79. SIGNATURE OF OFFEROR/CONTRACTOR				80. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
81. SIGNATURE OF OFFEROR/CONTRACTOR				82. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
83. SIGNATURE OF OFFEROR/CONTRACTOR				84. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
85. SIGNATURE OF OFFEROR/CONTRACTOR				86. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
87. SIGNATURE OF OFFEROR/CONTRACTOR				88. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
89. SIGNATURE OF OFFEROR/CONTRACTOR				90. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
91. SIGNATURE OF OFFEROR/CONTRACTOR				92. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
93. SIGNATURE OF OFFEROR/CONTRACTOR				94. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
95. SIGNATURE OF OFFEROR/CONTRACTOR				96. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
97. SIGNATURE OF OFFEROR/CONTRACTOR				98. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			
99. SIGNATURE OF OFFEROR/CONTRACTOR				100. UNITED STATES OF AMERICA SIGNATURE OF GOVERNING OFFICER			
				H.E. CG Admin			

E-4.1.7 Other Options on the Order Fulfillment Screen

While in the “Order Fulfillment” screen a user can pull additional information relating to a fuel order. Illustration E-4.1.7.1 shows the “Order Fulfillment” screen.

The “Action Comments” button will take the user to the list of action comments attached to the order. These comments will include any comments the vessel attached, any comments the merchant attached and any system comments by SEA Card SM.

The “View DESC Standard Price” button will take the user to current listing of the DESC Standard prices.

Under each “Requisition” box the user can find the requisition number, and the total amount for the requisition.

Illustration E-4.1.7.1

The screenshot displays the "Order Fulfillment" interface. At the top, there are input fields for "Delivery Start Time (MM/DD/YYYY HH:MI)" and "Delivery End Time (MM/DD/YYYY HH:MI)", both set to "06/18/2007 08:00:00". Below these are fields for "Supplier Order # 25852", "DRN Number 8958", and "Invoice Number 8". A blue "Action Comments" button is located in the top right corner.

The main section is titled "Requisition Settled" and includes a "View SF1449" button. It contains a table with the following data:

Requisition Number	Total Obligation Amount	Requisition Total	Invoice Received	AO Pin Date
Z121107151SE00	34,125.00 USD	55,575.00 USD	06/18/2007	06/18/2007

Below the table, there is a note: "Attention AO's- You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process." and another note: "Note: The Total Obligation Amount is calculated using the Quantity (delivered) * Applicable Standard Price." A "View DESC Standard Price" button is also present.

The "Product" section shows a table with the following data:

CLIN	Product	Quantity	Unit Price	Total Product Cost
81875	Commercial Marine Gas Oil (MGO)	19,500 US Gallon	2.850000	55,575.00

Below the product table, there are fields for "Dyed?" (Y) and "Delivery Method" (Barge). The bottom of the screen shows a Windows taskbar with several open applications: "VESSEL FUEL PURCHASI...", "Order Fulfillment - Mi...", and "Microsoft PowerPoint - [...]" along with system icons and the time "8:49 A".

Appendix F – Fleet Fuel Master Card

F-1.1 Fleet Fuel Card

The Fleet Fuel Master Card is a commercial credit card that is issued to Coast Guard owned assets. The cards are accepted globally by the majority of all commercial vendors.

F-1.1.1 Management of Fleet Fuel Card

The Fleet Fuel Card Program is currently managed out of CG-83. The program will be going through a transformation in the near future and will be geared more toward the purchase card program.

Fleet Fuel Cards are assigned to an individual asset or station so the ownership of the card falls under the supply office for each unit where the asset is home based.

F-1.1.2 Ordering or Cancelling of Fleet Fuel Card

Fleet Fuel Cards do NOT transfer with an asset. When a small boat is transferred out the card should be closed and a new card for the new small boat should be ordered. For ordering, cancelling or updates to existing cards refer to Illustration F-1.1.2.1 for a list of Distribution Site Managers (DSM).

Illustration F-1.1.2.1

Area Covered	Distribution Site Manager
D1	Jane Mckenzie, ISC Boston
USCG Academy	Kevin Gustin
ATC Mobile	Lt David Hunter
D5	Jerry Cherry, ISC Portsmouth
D7	Phillip Hurry, ISC Miami
Coastal D8	Justin German, ISC New Orleans
Upper D8	Nancy Stapchuk, ISC St Louis
D9	Leo Bailey, ISC Cleveland
D13	Steven Van Horn, ISC Seattle
D14	Trudy Yamauchi, ISC Honolulu
D17	Ken Seefeld, ISC Ketchikan
D11, MLCPac, PACArea	Julie Sutton, MLCPac
USCG Recruiting Command	Julius Parrish

These names are current as of July 2007. Due to personnel transfers the DSMs change throughout the years. If you look your DSM up in global and can not find them contact FIN-DG-Fleetfuel@uscg.mil for an updated DSM.

Illustration F-1.1.2.2 is an example order form used order new cards, cancel existing cards or alter existing cards.

Illustration F-1.1.2.2

TO: FIN-DG-FLEETFUEL@USCG.MIL
 FROM: YOUR NAME GOES HERE

Data Rem Name	Unit Info
CH ADDRESS LINE1	OIC CG STA EXAMPLE
CH ADDRESS LINE2	1430 A KRISTINA WAY
CH CITY	CHESAPEAKE
CH STATE	VA
CH POSTAL CODE	23320

Mail New/Altered Card to: Distribution Site Manager Directly to Unit

Action: Create, Alter, Renew, Delete

ACTION TO DO	CARD NUMBER	NAME PRINTED ON CARD	CARD DESCRIPTION	ALLOCATION CODE	UNIT NAME
		OPFAC- HULL#/TAIL#/TAG# - OBJC	USCG SMALL BOAT FUEL USCG CUTTER FUEL USCG VEHICLE FUEL USCG SHORE UNIT FUEL USCG AIRCRAFT FUEL	401/111/300/pe/opfac/objc	OPFAC - UNIT NAME

Directions for filling out the form are printed below:

1. Open the Header and update the 'From' field to the name of the individual requesting the cards.
2. Under the 'Unit Info' enter the address of the unit where the asset is home based.
3. Check if the card should be mailed 'Directly to Unit' or to the 'Distribution Site Manager'.
4. Under 'Action to Do', specify 'Create', 'Alter' or 'Cancel'. 'Create' is for ordering a new card or a new asset. 'Alter' is to make changes to an existing card. 'Cancel' is to close an existing card.
5. Under 'Card Number', if this is an 'Alter' or 'Cancel' input the last 10 digits of the credit card number.
6. Under 'Name Printed on Card' insert the units OPFAC-ASSET#-OBJECT CLASS. For asset number specifications see below.
 - a. Aircraft – tail number, Object Class - 2632
 - b. Small boat – hull number, Object Class - 2637
 - c. Vehicle – tag number, Object class - 2634
 - d. Shore unit – no asset number needed, Object Class - 2641
 - e. Cutter – no asset number needed, Object Class - 2639
7. Under 'Card Description' enter the correct description from the below list.
 - a. USCG AIRCRAFT FUEL
 - b. USCG SMALL BOAT FUEL
 - c. USCG VEHICLE FUEL
 - d. USCG SHORE UNIT FUEL
 - e. USCG CUTTER FUEL
8. Under 'Allocation Code', enter your unit's fuel line of accounting. If you do not know this contact your reconciler or budget person for your unit.
9. Under 'Unit Name', enter your OPFAC and your unit's full name.

The order form should be submitted to your DSM and they will forward the order to Fleet Fuel. If your DSM is unavailable you can forward the order form to FIN-DG-FLEETFUEL@USCG.MIL and copy your DSM. Once a request reaches Fleet Fuel it usually takes one business day for Fleet Fuel to enter the requests to the bank. Any new orders or alterations that result in a new card being printed will take about 2 weeks or less to reach the end unit.

F-1.1.3 Allowable Purchases on the Fleet Fuel Card

When using the Fleet Fuel Card for purchases the allowable purchases differ by asset type. Illustration F-1.1.3.1 shows what is allowed to be purchased for each type of asset.

Illustration F-1.1.3.1

Asset Type	Description
Aircraft Fuel – 2632	Purchase of aircraft fuel and ground services for all aircraft types. Includes ramp and parking fees, de-icing, slot time fees, defuel/reservice and transportation expenses for delivery of fuel not covered by government bills of landing.
Vehicle Fuel - 2634	Purchase of gasoline and diesel fuel for use in automobiles. Includes emergency repairs when NO other form of payment is available and the vehicle is away from its home station. Requires COCO approval, see Simplified Acquisition Procedures.
Small Boat Fuel – 2637	Purchase of fuels, additives and lubricants for small boats, e.g. non-OPFAC vessels, except cutter small boats.
Shore Unit Fuel - 2641	Purchase of natural gas, propane gas, butane gas, bottle gas, fuel oil, diesel fuel, or gasoline provided by public or private company to accomplish heating, cooling or other forms of power generation. Examples include forklifts, lawn mowers, fuel tanks and cooking facilities. Includes transportation expenses for delivery of fuel.
Cutter Fuel – 2639	Purchase of fuels used to power ships and (OPFAC) cutters, including main propulsion fuel used by attached small boats (small boats can be directly refueled at gas stations/marinas) and fuel used to operate safety/DC equipment, e.g. P250 pumps. Includes transportation expenses for delivery of fuel and fuel that is kept in storage tanks for ships and cutters. Note: when this card is used to fuel small boats attached to a ship/cutter the reconciler needs to include all purchases on the fuel reports.

Cards are set up with purchase limits that also vary by asset type. Illustration F-1.1.3.2 lists the purchases limits for the fleet fuel cards.

Illustration F-1.1.3.1

Asset Type	Single Purchase Limit	Cycle/Monthly Limit
WHEC 378	250K CONUS, 500K OCONUS	500K
WMEC 270	100K	200K
All other cutters	50K	100K
Aircraft	25K	50K
Shore Unit	25K	50K
Vehicle	2.5K	2.5K
Small Boat Fuel	2.5K	10K

F-1.1.4 Document Processing

When fueling with the Fleet Fuel Master Card an itemized receipt including the below information must be signed by the Coast Guard member and returned to the station for document retention.

1. Vendor Name
2. Date
3. Quantity – gallons received
4. Price per Gallon
5. Total Price of Purchase
6. Printed Name of Coast Guard member
7. Signature of Coast Guard member

Receipts should be kept at the unit with a copy of the monthly bank statement received by the bank. FINCEN does quarterly audits on the Fleet Fuel Cards so you may be asked to provide this documentation to them at some point in time. The receipts should be used to enter any type of fuel reports you are required to perform at your unit. Documentation should be kept for 3 years.

Fleet Fuel Card transactions process as a document type 32. Transactions post to your units ledgers daily from the files from the bank. Any transactions that hit against the wrong accounting line should be sent in as a PES Error and an email to FIN-DG-FLEETFUEL@USCG.MIL should be sent to check on the default line of accounting attached to your card.

The document number is built by using the below information.

<u>Doc Type</u>	<u>FY</u>	<u>Document Nr.</u>	<u>Suffix</u>
32	07	2079F0610	001

Explanation -

2079 - This is the credit card's last (4) digits.

F - Use (F) to represent FUEL

061 - Julian Date for the date of purchase (example above used 2 Mar 07)

0 - Always Numeric (0)

Suffix 001 - First fuel purchase of the day/card

Suffix 002 - Second fuel purchase of the day/card

Obligations for these fuel purchases should be entered into FPD under the miscellaneous screen. Vessels using the Supply Fund for fueling do NOT need to enter obligations into FPD.

F-1.1.5 Card Usage Errors

When using the Fleet Fuel Card, declines can come back when a merchant tries to run the card. You can try to call the toll free number on the back of the card for assistance in finding out what the decline reason is. They will ask you some verification information that may include the SSN associated with the card. That number should be the first four digits of the single purchase limit on the card. If you are unable to get assistance from the customer service agent on the phone you can request them to conference the APC into the phone conversation. In situations where it is not an emergency you should send an email to FIN-DG-FLEETFUEL@USCG.MIL with the last 10 digits of the credit card number, the purchase amount, the vendor name and the purchase date. This is the best way to handle the situation if workable because multiple people receive the email and can work on the issue for you. Weekend issues that are emergencies should be handled by calling the bank and asking them to conference the APC into the phone conversation.

F-1.1.6 Online Pathway System

The current bank for Fleet Fuel Cards is JP Morgan Chase. They provide an online system called Pathway that anyone can have query access to in order to see their unit's cards. To request access send an email to FIN-DG-FLEETFUEL@USCG.MIL with your full name and the OPFAC and unit name you need access to.

Appendix G – Government Purchase Card

The Government Purchase Card can be used to purchase fuel as directed by the SAP. See below for the approved use of the purchase card to purchase fuel.

1. Warranted and non-warranted cardholders with less than \$25,000 credit card authority may use the P-Card for fuel purchases for Coast Guard aircraft and vessels up to \$100,000 per transaction, if authorized in writing, by the COCO. This authority may only be used if:
 - a. there is no Defense Energy Supply Center (DESC) supplier available **and**
 - b. the vendor will not accept the Fleet Fuel Services Card (Bank One Fleet Fuel Master Card). Another deviation to the rule for fuel purchases only allows aircraft (Air Card) and vessel commanders (or their designees, appointed in writing) to issue delivery orders against DESC contracts.

2. Vessels away from home port that rent a vehicle should use the purchase card to procure fuel for the rented vehicle.