

DOCUMENT NAME: Government Fleet Fuel Card
DOCUMENT TYPE: 32

1. **Description:** The Government Fleet Fuel card is a payment and procurement tool utilized for acquisitions of fuel. Each card is assigned to a Coast Guard asset.
2. **Primary Forms:** Bank One Master Card
 Monthly Bank One Statement (see Figure 12D-54c)
 Weekly Fleet Card Report
3. **Related Forms:** None
4. **Document Number:** Nonstandard Number - FINCEN assigned. (The letter F indicates "Fleet Fuel Card")

SAMPLE: 32 04 1234F1230 012

<u>Document Type</u>	<u>FY Funded</u>	<u>Last four digits of Bank Card Account #</u>	<u>Julian Date Of Purchase</u>	<u>Transaction Sequence Number</u>
32	04	1234	F 123	0012

5. **Accounting Line:**
 - a. Each Government Fleet Fuel card account is associated with one full line of accounting. When requesting a new card, the unit provides all of the essential information to the District Site Manager (DSM). This information will contain the unit name, OPFAC, asset number, address, phone number, and the desired line of accounting to be assigned to the card. The DSM will forward this information to FleetFuel@fincen.uscg.mil who will order the new card and set up the correct line of accounting.
6. **FINCEN Critical Processing Requirements:**
 - a. All Government Fleet Fuel card accounts and the associated line of accounting must be set up at the FINCEN.
 - b. All transactions on the Government Fleet Fuel card monthly statements must be verified with itemized receipts from the purchases made.
7. **Other Information:**
 - a. Government Fleet Fuel cards are assigned to an asset rather than to an individual cardholder. Per reference (a) each card should be under the supervision of the unit supply officer or petty officer referred to as the local control point for the card.
 - b. Supply Fund users should provide the Julian Date when listing Government Fleet Fuel card purchases on their Fuel reports. See Chapter 4 from the Supply Policies and Procedures Manual (COMDTINST M4400.19A) for more information.

7.c. Transfer of assets:

When a cutter, vehicle or aircraft transfers from one location to another, the following procedures must be followed to insure that the correct accounting is charged to the unit receiving the asset.

- (1) The current unit must destroy **ALL** cards belonging to that asset. Send emails to FleetFuel@fincen.uscg.mil or Avcard@fincen.uscg.mil requesting cancellation of these cards. The Identaplate card can be destroyed and no email notification is necessary.
- (2) The unit receiving the asset must request new cards.
 - (a) Identaplate cards are ordered through Eholland@arsc.uscg.mil or Bstratton@arsc.uscg.mil. Information needed for ordering a card is: address, aircraft name, tail number, OPFAC, fund code, and Airstation.
 - (b) Fleet fuel cards are ordered through the Distribution Site Managers (DSM). The DSM sends an email to FleetFuel@fincen.uscg.mil with the following information: OPFAC, asset number, object class, mailing address, and accounting line.
 - (c) Avcards are ordered by sending an email to Avcard@fincen.uscg.mil with the ordering station and tail number of the aircraft. The new Avcard cannot be ordered until the old Avcard from the previous unit has been cancelled.

d.. The Government Fleet Fuel card is not to be used to purchase cutter fuel from DESC fuel contractors. Such use voids the terms of the DESC contract resulting in increased costs to your unit. The proper method of purchasing cutter fuel is to use a SF-1449 for cutters 180 feet or more and SF-44 for cutters under 180 feet. See ALCGFINANCE 002/03 of 01 Dec 03 issued by CG-832 for details.

8. **FPD Information:**

- a. Government Fleet Fuel card transactions are posted using the Miscellaneous icon in FPD Simplified Acquisition Applet.
- b. Under the Miscellaneous icon, a document number cannot be inserted. Thus, every transaction posted in FPD will kick to Cat IV during the reconciliation process. This will require the reconciler to create a "Doc Alias" for each transaction that was originally posted in the Miscellaneous Icon. The Fleet Card Report is available on the FINCEN web site at: <http://cgweb.fincen.uscg.mil/fcr/index.htm>.