DOCUMENT NAME: Government DHS Fleet Card
DOCUMENT TYPE: 32

1. **Description:** The DHS Fleet Card is a payment and procurement tool utilized for acquisitions of fuel and maintenance for USCG assets. The DHS Fleet Card has a one-to-one relationship to assets (one card for each asset).

2. **Primary Forms:** Weekly Fleet Card Report (FCR)
DHS Fleet Card Change Request Form

3. **Related Forms:** None

4. **Document Number:** Nonstandard Number - FINCEN assigned. (The letter F indicates "Fleet Card")

SAMPLE: 32 16 1234F1230 012

Document Type	FY Funded	Last four digits of Bank Card Account #		Julian Date Of Purchase	Transaction Sequence Number
32	16	1234	F	123	0012

5. **Accounting Line:**
   a. Each DHS Fleet Card account is associated with one full line of accounting. The line of accounting includes the object class to identify the type of fuel to be purchased with that card. Any changes to the default line of accounting assigned to a DHS Fleet Card requires a completed DHS Fleet Fuel Card Change Request Form signed by the Approving Official (AO) and the Assistant Organizational Program Coordinator (AOPC) and sent to HQS-SMB-FleetCard@uscg.mil.
   b. Designated Card Reviewers (DCR) and AOs should have access to the Purchase Card Application (PCA) on the FINCEN's web site and should make any necessary changes to the appropriation code, appropriation code limit, program element, cost center and/or object class for any DHS Fleet Card transaction via PCA. Making these changes via PCA will expedite changes to the unit account and will minimize the number of PES errors generated. This will not change the default line of accounting associated with the DHS Fleet Card. Reallocations can be done in PCA at any point in time, even after the transaction has been certified by the AO.

6. **FINCEN Critical Processing Requirements:**

   a. All DHS Fleet Card accounts and the associated line of accounting must be set up through the USCG Office of Energy Management, COMDT (CG-46), Energy Fusion Center (EFC).
   b. All statements must be verified by the DCR and certified by the AO within 14 days of the statement date.
   c. Per the USCG DHS Fleet Card Guide (reference a), cards with statements not certified by COB the 26th of each month (14 days after the statement date) will be suspended.

7. **Other Information:**

a. The DHS Fleet Card is managed by the EFC under CG-46. All policy and procedures regarding the program can be found on the EFC web portal: https://cg.portal.uscg.mil/communities/fuel-card-program/SitePages/DHS%20Fleet%20Fuel%20Card.aspx.

c. Fiscal Year Chargeable: Transactions (purchases) should be charged to the appropriate FY based on the order date; however, the vendor's billing date, forwarded electronically to the FINCEN from the DHS Fleet Card contracted bank, is used to create the document number and assign the line of accounting. This date may not coincide with the actual fiscal year that the items were ordered. When this issue occurs the card user has the ability to change the appropriation code associated with the transaction via PCA. Follow the instructions in the PCA User Guide to accomplish this task. When you change the appropriation code via PCA a new document number with the correct fiscal year is also created.

d. Retention of documentation: Retain copies of accountable documentation and certified statements for a period of six (6) years and three (3) months.

e. Lost/Stolen Cards: Units must report lost or stolen cards to their AOPC and HQS-SMB-FleetCard@uscg.mil immediately. Cards reported lost or stolen are immediately blocked from accepting additional charges. Any unauthorized charges must be disputed.

f. Although the USCG is tax exempt there are various fuel related taxes that the government must still pay. Those taxes that are charged by the vendor that are to be exempt are recouped by the USCG through a direct credit to the card at the time of processing or through a state tax refund process done by a subcontracted company through the DHS Fleet Card contracted bank.

g. Improper purchases: If an improper purchase is made using the DHS Fleet Card and reimbursement is to be made, **do not** send a remittance directly to the bank. Annotate the statement indicating that an improper purchase was made and identify which purchase was improper. A copy of the annotated statement and a cashier check or money order made out to the U.S. Coast Guard should be mailed to:

U.S. Coast Guard
ART/OTHERS
P.O. Box 530249
ATLANTA, GA 30353-0249

8. Financial Procurement Desktop (FPD) Information:

a. Obligations will NOT be transmitted via FPD. All information is entered only to maintain the local ledger and for reconciliation purposes. Hardcopies of purchase orders or modifications should not be mailed to FINCEN.

b. Obligations should be entered using the Credit Card icon in the Simplified Acquisitions Applet. The standard document number format should be used because it makes each purchase unique.

c. Prior to reconciling your weekly PES reports, units should insert the Document ID number for each credit card transaction that is provided on your Fleet Card Report (FCR) into the FPD credit card purchase record.

d. When FPD reads the electronic PES report, it will look at the document ID number to see if there is a match. If a match is found, FPD will auto-reconcile each transaction. If a match is not found, auto-reconciliation will perform a 45 day Julian date search starting at the Julian date on the PES report and searching backwards for a bankcard transaction with that respective bankcard number, account and dollar amount. If a match is still not found, it will require the reconciler to enter and reconcile the transaction accordingly in CAT IV.

(1.) To manually enter a Credit Card Transaction from Reconciliation (CAT IV), select the PES CC icon. The Credit Card information from the PES report will automatically default to the document. Enter any required information and SAVE. FPD will take the reconciler back to their PES report. Reconciler will then select the PES Refresh icon (green arrow). Credit Card document will appear in the Ledger and transaction will be reconciled. Save your work.

9. Document Flow:

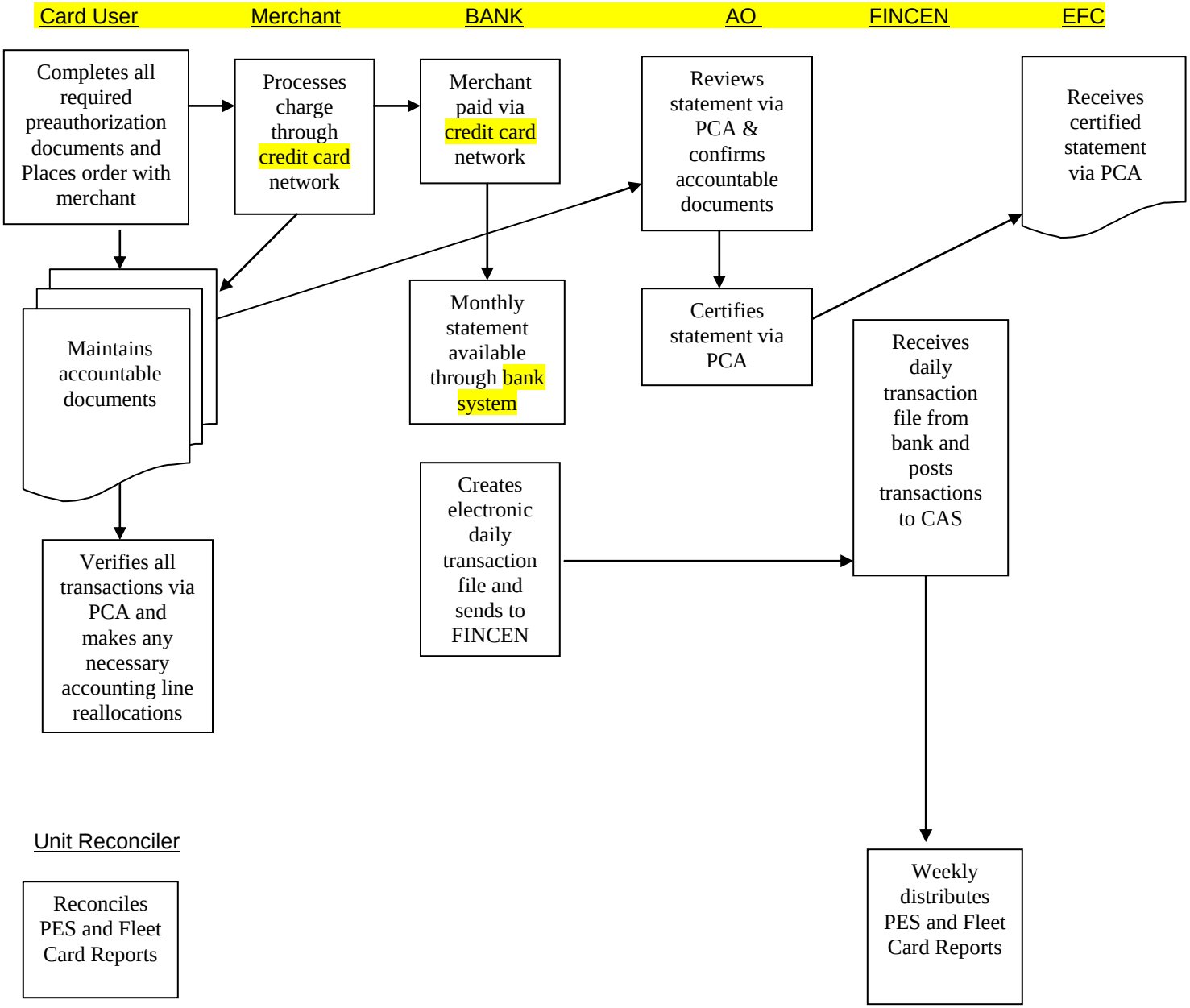

Figure: 12D-54b Fleet Fuel Card

Figure 12D-54b describes the procedures for processing the DHS Fleet Card.

Note: Customs and Border Patrol (CBP) makes actual payment to DHS Fleet Card contracted bank on behalf of all DHS. FINCEN receives a daily transaction file that is used to confirm the payment amount with CBP

10. Sample Forms: Use the below link to visit the EFC web portal to see electronic copies of all forms for the DHS Fleet Card program.

https://cg.portal.uscg.mil/communities/fuel-card-program/SitePages/DHS%20Fleet%20Fuel%20Card.aspx

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
32161234F1230012	189	16035FQR2	12345	2674	0.00	0.00	0.00	50.00

12. References:

a. USCG Fuel Management Guide/DHS Fleet Card Guide
https://cg.portal.uscg.mil/communities/fuel-card-program/SitePages/DHS%20Fleet%20Fuel%20Card.aspx

b. PCA User Guide
https://cg.portal.uscg.mil/units/fincen/SitePages/PCA.aspx