



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 4200.5A  
FAC  
9 JUL 10

AIR STATION ORDER 4200.5A

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS) CHERRY POINT INTERNAL  
OPERATION PROCEDURES (IOP) FOR THE OPERATION AND  
MANAGEMENT OF THE DOD FLEET CHARGE CARD PROGRAM

Ref: (a) NAVSUPINST 4200.98

Encl: (1) MCAS Cherry Point IOP for the Operation And  
Management of the DOD Fleet Charge Card Program  
(2) Statement of Understanding(SOU)  
(3) Using Your Wright Express (WEX) Fleet Card  
(4) Fleet Card Log

1. Situation. The Fleet Card is the only charge card authorized by DOD for purchasing fuel, oil, vehicle accessories, and repair and authorized emergency roadside assistance services from commercial service stations when authorized by the activity for DOD leased/owned vehicles and equipment. This does not apply to NAFI owned or leased vehicles.

2. Cancellation. AirStaO 4200.5.

3. Mission. The IOP, enclosure (1), provides Marine Corps Air Station Cherry Point policies and procedures for the operation and management of the DOD Fleet Charge Card Program, hereinafter referred to as the Fleet Card. This IOP also provides all internal operating and management procedures for the card users of Marine Corps Air Station, Cherry Point assigned Fleet Cards. The IOP is supplementary to reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The policy of Marine Corps Air Station, Cherry Point is to use the Fleet Card as a method of payment for off base fuel and related maintenance services for DOD

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distribution is unlimited

leased and owned vehicles when fuel and maintenance services can not be obtained from the installation. All transactions must be accomplished in accordance with Marine Corps regulations and this IOP. Intentional use of the Fleet Card for other than authorized use may be considered an attempt to commit fraud against the U. S. Government. The Activity Program Coordinator (APC) shall manage the Fleet Card Program to ensure that all transactions comply with the stated regulations.

(2) Concept of Operations

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

(b) Agency Program Coordinator (APC). The GME Fleet Manager shall serve as the APC for the MCAS Cherry Point Fleet Card Program. The APC is the primary activity liaison for communicating information to Fleet Card Users, managers, and other responsible officials. The APC must ensure execution of the local program in accordance with DOD, Navy, and Marine Corps policies and procedures and establish an IOP with local controls and processes per the APC and Approving/Certifying Official (A/CO) desk guides.

(c) Approving/Certifying Official (A/CO). The Motor Transport Administrative Assistant shall serve as the A/CO. The A/CO serves as the primary focal point for receipt, validation, certification, and payment of purchases made with the Fleet Card within their purview to include non-fuel purchases. The A/CO may be held liable for erroneous payments. It is the A/CO's responsibility to ensure the timely reconciliation, certification, and payment of all invoices. The A/CO must also monitor the WEX Online program in order to catch and resolve issues of fraud, misuse, and abuse at the earliest possible time.

(d) Card User (CU). The CU will be held liable to the government for any transaction not made for official government use. CUs must understand the policies and procedures regarding authorized Fleet Card purchases and record keeping requirements; complete the Fleet Card log; provide transaction receipts and documentation to the A/CO monthly; sign a Statement of Understanding (SOU); and use self-service gasoline pumps. Departing personnel both military and civilian shall check out with

the Station Motor Transportation Department during the clearance/checkout process to surrender any Fleet Card to whom the cards were issued.

b. Subordinate Element Missions. All Station and tenant organizations that have identified a need to have a Fleet Charge Card issued to a CU in order to perform the organization's mission shall ensure the Station Motor Transport Department is included the clearance/checkout procedures to ensure surrender of any Fleet Card issued to a CU.

5. Administration and Logistics. The CG, 2d MAW, concurs with the contents of this Order insofar as it pertains to members of its command.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Reserve.

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



ROBERT D. CLINTON  
Executive Officer

DISTRIBUTION: A

MCAS CHERRY POINT IOP FOR THE OPERATION AND  
MANAGEMENT OF THE DOD FLEET CHARGE CARD PROGRAM

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## CHAPTER 1

### OVERVIEW OF COMMAND FLEET CARD PROGRAM

#### 1. Authorized Vehicles

a. Fleet Cards may be used not only for cars, trucks and forklifts, but also boats, tugs or barges as authorized by the activity.

b. This activity's Fleet Cards are for fuel, oil, repairs, certain emergency roadside assistance services, and other specifically identified services as authorized by the activity. Premium or special unleaded fuel is strictly prohibited. The Fleet Card is not authorized for use in procuring aviation fuel.

#### 2. Types of Cards. Cards shall be set-up for fuel or fuel and other.

a. Vehicle cards are assigned to a specific vehicle or piece of equipment and have additional internal controls listed in the bank system including the vehicle description, tank capacity, fuel type, and require odometer readings at the pump.

b. Organizational cards are kept centrally and issued to authorized drivers within the organization.

#### 3. Hierarchy Structure. Hierarchy structure allows communications at all levels of the organization. The hierarchy structure is composed of:

Hierarchy Level 1 (HL1):	All Federal Government
Hierarchy Level 2 (HL2):	DESC
Hierarchy Level 3 (HL3):	CCPMD
Hierarchy Level 4 (HL4):	Major Commands
Hierarchy Level 5 (HL5):	Subordinate Commands (e.g. Regions, NAFI)
Hierarchy Level 6 (HL6):	Activities
Hierarchy Level 7 (HL7):	Activity Use

4. Key Personnel

a. Commanding Officer. The CO provides oversight and management of the Fleet Card Program within MCAS Cherry Point and appoints key personnel as required.

b. Agency Program Coordinator. The APC is appointed in writing by the CO and is responsible for implementation and management of the Fleet Card Program. The APC serves as the primary activity liaison. The APC shall:

(1) Complete APC and annual ethics training within 30 days of appointment.

(2) Develop a local IOP and maintain detailed knowledge and understanding of all policies and procedures regarding the Fleet Card Program and communicate this information to Fleet CUs, managers, and other responsible officials.

(3) Ensure execution of the local program in accordance with DOD, Navy, and Marine Corps policies and procedures.

(4) Ensure key personnel are properly trained and all completion certification records are maintained centrally.

(5) Ensure only authorized personnel with mission requirements are provided Fleet Cards.

(6) Ensure CUs sign a Statement of Understanding (SOU) prior to initial use of the Fleet Card. Maintain copies of SOUs for three years.

(7) Obtain edit capability to WEX Online.

(8) Monitor account monthly for appropriate purchases, ensure charges are accurate, and ensure account billing is current.

(9) Maintain Fleet Card Logs and receipts for all transactions.

(10) Perform semi-annual reviews of the program. Inventory cards semi-annually.

(11) Notify the supervisor, CO, and higher echelon in the event of any suspected unauthorized purchase (purchases that would indicate non-compliance, fraud, misuse, or abuse).

(12) Notify the issuing bank of any reported lost/stolen cards.

(13) Appoint in writing the A/CO. Maintain a training log for the A/CO. Ensure training is completed within 30 days of appointment.

(14) Ensure local clearance/checkout procedures include the return of Fleet Cards.

c. Approving/Certifying Official. The A/CO serves as the primary focal point for receipt, validation, certification, and payment of purchases made with the Fleet Card within their purview to include non-fuel purchases. The A/CO may be held liable for erroneous payments. It is the A/CO's responsibility to ensure the timely reconciliation, certification, and payment of all invoices. The A/CO shall:

(1) Be designated as the A/CO by appointment letter.

(2) Complete the A/CO training and annual ethics training within 30 days of appointment.

(3) Obtain access to Fuel Automated System (FAS) Enterprise Server (FES), WEX Online.

(4) Monitor the WEX Online website for all charges throughout the month. Track outstanding balances to include disputed transactions and overdue payments. Monitor transactions in order to catch and resolve issues of fraud, misuse, and abuse at the earliest possible time.

(5) Collect monthly Fleet Card logs and documentation from all Card Users and maintain files of all transaction documentation, logs, and invoices.

(6) Validate the WEX invoice against the user logs and documents.

(7) Resolve any discrepancies. Questionable transactions shall be reported to the APC and WEX Client Services. In the event of suspected fraud, waste, or abuse, contact the card user's chain of command.

(8) If a non-fuel charge appears on the WEX invoice, validate and certify for payment. Ensure you have proper justification within your documentation and submit a request to Station Comptroller with justification for a manual short pay certification payment to DFAS Kansas City, Missouri. Review account transactions weekly in FES.

(9) Ensure internal procedures and controls are in place to minimize opportunities for erroneous payments and ensure safeguards affecting proposed payments are observed.

d. Card User (CU). The CU will be held liable to the government for any transaction not made for official government use. Intentional use of the Fleet Card for items not authorized may result in disciplinary action. CU's must understand the policies and procedures regarding authorized Fleet Card purchases and record keeping requirements. The CU shall:

(1) Sign (SOU), enclosure (2), and read "Using Your Fleet Card" enclosure (3) prior to initial use of the Fleet Card; use self-service gasoline pumps. Premium or special unleaded is strictly prohibited.

(2) Use card for authorized, legal purchases only.

(3) Obtain a hardcopy receipt for all purchases. Ensure fuel receipts contain the date of purchase, vendor and location, description of transaction, amount charged, vehicle number, and odometer reading. For all non-fuel charges, documentation must be a receipt and a document that explains services rendered and justification.

(4) Enter the complete purchase transaction information in the Fleet Card Log enclosure (4). Attach receipts and other documentation to monthly log.

(5) Between the 20th and 22nd of every month

(a) Verify and sign in the lower right corner of the monthly Fleet Card Log (certifies all purchases are accurate and legal).

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(b) Attach all original receipts for the logged transactions.

(c) Submit log and receipts/documentation to the A/CO of the command for payment certification.

(6) Report lost/stolen cards to the APC immediately.

5. Training Requirements. The APC, A/CO, and Card Users of the Fleet Card Program are initially required to successfully complete mandatory role-based training, available via the CCPMD website, internal operating procedures training, and ethics training.

a. The APC and A/CO via letter of delegation will complete the mandatory role based training within 30 days of appointment.

b. Refresher training is required at least every two years in the role-based and internal operating procedures training. Annual ethics training is mandatory for all AOs and APC.

c. Certificates of Completion are required for all training taken. A copy of all certificates must be retained by the APC of the program.

d. Card Users are required to receive training initially and then at least every two years in internal operating procedures and also ethics training yearly.

Training Websites are:

DON: [https://www.navsup.navy.mil/ccpmd/fleet\\_card/training](https://www.navsup.navy.mil/ccpmd/fleet_card/training)

ETHICS: <https://donogc.navy.mil/Ethics/>

6. Statement of Understanding (SOU). A SOU must be signed by all Fleet Card Program participants and maintained by the APC. The actual SOU can be found in enclosure (2). Instructions for using the WEX Card, enclosure (3), should be available to all users at all times.

## CHAPTER 2

### MANAGEMENT/EXECUTION OF COMMAND FLEET CARD PROGRAM

#### 1. General Procedures and Documentation

a. Only DOD military members and civilian personnel may be issued a Fleet Card.

b. Record Maintenance/Retention. APCs and A/COs shall maintain training certifications as long as valid. Non-financial documents must be retained for three years. Financial documents must be retained for three years after final payment.

c. Card User's Monthly Certification. All individuals that have been assigned Fleet Fuel Cards must certify fleet card logs every month between the 20th and 22nd of the month. During this process all transactions for the month should be checked and receipts and other transaction documentation attached. Once that process is complete, the Card User shall sign the monthly log in the signature block in the lower right corner and submit all signed logs, receipts, and documentation to the A/CO. This is a mandatory process and must be accomplished during the timeline specified.

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

e. Check-Out Procedures for Departing Personnel. Card Users must check-out with the APC when departing the activity in order to turn in the Fleet Card assigned to them. Also, the departing Card User must turn in all certified monthly logs, receipts, and documentation to date for that month. New logs will be started when the card is re-assigned.

f. Contractor Personnel cannot be appointed as AOs or certifying officers. Where the operator and/or maintenance of a government owned/leased vehicle has been contracted out, the contract must contain a provision requiring the contractor to reimburse the Government for any unauthorized charges made by the contractor and/or its employees, subcontractors, representatives or agents. The provision must be included in the contract prior to contractor usage of a Fleet Card.

g. Fleet Card Log. Enclosure (2) is used by all Fleet Card Users to report and track individual transactions made using the Fleet Card. Each purchase and its supporting data must be entered on this log within 24 hours of purchase. The logs are cumulative for a one month period.

2. Authorized Card Uses. The Fleet Card may be used to purchase the following fuel and services. The following list is not meant to be all inclusive of items that may be required to perform preventative or routine maintenance but are examples of typical items purchased with the Fleet Card. Deviations from the below list must be approved by the local APC.

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

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

c. Filters/Batteries. Air and oil filters and servicing; batteries and battery charging.

d. Tires/Cleaning. Mounting/dismounting and replacing tires and chains; vehicle washing/cleaning.

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

f. Repairs. Emergency roadside service including towing.

3. Unauthorized Card Uses

a. Fleet Cards cannot be issued or used by individuals other than Marine Corps or civilian personnel.

b. Premium and special unleaded fuel is strictly prohibited.

c. Products or services not listed in the Authorized Card Uses categories above are unauthorized unless specifically approved by the local APC.

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

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e. Single purchases which exceed \$2500. Intentionally splitting a purchase into two or more buys as a means of circumventing the \$2500 threshold is a violation of federal government procurement law.

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

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

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

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

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

#### 5. Use of Electronic Data Systems

a. WEX Online. Provides the APC with historical transaction data, reports, and ad hoc query tools. Management tool for monitoring accounts on-line. APC should apply and have full edit capability. A/Cos should ensure they have at a minimum view capability.



b. Energy/Fuels Automated System (FAS) and FAS Enterprise Server (FES). FAS provides visibility of transactions to services, commanders, vendors, and DESC. FES is a web-based environment that collects, routes, and reports transactions among bases, contractors, DESC, DFAS, and other entities. The A/CO should have access to these systems.

CHAPTER 3

DISCIPLINARY GUIDELINES

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

2. Guidance/Penalties

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

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

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

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

c. Approving/Certifying Official. The A/CO is the program's first line of defense against potential fraud, misuse or abuse. The A/CO is responsible for ensuring that all purchases made by Card Users within his purview are appropriate, bona-fide and that the charges are accurate. The A/CO is responsible for overseeing proper processing of invoices. Ensure timely reconciliation and payment of all non-fuel invoices. A/Cos may be held liable for erroneous payments resulting from negligent performance of their duties. Upon discovery of any improprieties, the A/Cos must notify the APC.

## CHAPTER 4

### REVIEWS AND AUDITS

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

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

b. Card Inventory. Ensure that all cards are in the hands of the appropriately assigned cardholder and under lock and key when not in use. Missing cards shall be cancelled immediately.

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

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

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

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

3. Annual Review. As announced by Consolidated Card Program Management Division (CCPMD). Program review shall include:

a. Card Inventory. All Fleet Cards are to be kept under lock and key when not in use. Cards are to be properly inventoried by the APC semi-annually. Missing cards will be cancelled immediately.

b. Spend/Transaction Limits. Ensure no cards are set up for "unlimited" monthly spend limits. All Fleet Cards are established with default spend/transaction limits set by the issuing bank. The monthly dollar amount is \$1,000. The default number of daily transactions is no more than three in a 24 hour period. Each swipe of the card counts as a transaction.

c. Card Type. Ensure cards are set up for either fuel or fuel and other.

d. IOP. Confirm an IOP is established.

STATEMENT OF UNDERSTANDING (SOU)

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

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

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

\_\_\_\_\_ Use the charge card only for official government business.

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

\_\_\_\_\_ Notify the APC immediately if my charge card is lost or stolen.

(Card applicants must initial all the above provisions.)

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

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

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

\_\_\_\_\_  
(Applicant's Printed Name)

\_\_\_\_\_  
(Supervisor's Printed Name)

\_\_\_\_\_  
(Applicant's Series/Grade/  
Rate/Title)

\_\_\_\_\_  
(Supervisor's Series/Grade/  
Rate/Title)

## USING YOUR WEX FLEET CARD

### HOW TO USE THE WEX CARD

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

If the gas station has card readers located at the pump, you may use the WEX card at the pump. If there are no pump card readers, see the attendant inside to process your transaction.

Swipe your card at the pump card reader. If the pump card reader will not accept the card, take the card inside to the attendant and have him/her process the transaction electronically on the inside equipment. If the attendant has any questions, provide them with the 800 number on the back of the WEX card for assistance in processing the transaction.

If the pump terminal requires you to choose either "Credit" or "Debit", press the "Credit" key.

If required, the terminal may prompt for an ID or PIN number. Enter your assigned number and press "Enter".

If required, the terminal may prompt to enter the ODOMETER reading. Enter your odometer as a whole number. DO NOT enter tenths of miles.

All terminals are different and may require the information to be entered in a different order. Simply follow the instructions on the terminal to process your transaction.

If the card cannot be read on any of the equipment, have the attendant call the number on the back of the WEX card for authorization, then notify your APC to get a replacement card, it is likely that the magnetic strip is damaged.

If the sale is processed manually, write ID number and ODOMETER reading on the ticket.

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STATION ATTENDANT INSTRUCTIONS

To authorize a sale on the WEX card, follow the instructions sent to you by your point-of-sale network provider.

If you have not received a copy of your retailer's instructions, you should first attempt to complete the sale through your electronic point-of-sale equipment.



## FLEET CARD LOG

## OFF BASE USE

CARD NUMBER: \_\_\_\_\_ VEHICLE CARD #: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POC: \_\_\_\_\_ PHONE: \_\_\_\_\_ PERIOD COVERED: \_\_\_\_\_ TO \_\_\_\_\_

[illegible]

**THIS CREDIT CARD CAN BE USE TO OBTAIN FUEL OFF BASE.** Fuel with low grade (87 octane) only. Before leaving gas station, ensure original receipt contains gallons purchased, correct dollar amount, vehicle number and odometer reading.

**SUBMIT WITH ORIGINAL RECEIPTS ON THE 20th OF THE MONTH.**

MOTOR TRANSPORT DEPARTMENT

ATTN: (A/CO)

PHONE: 252-466-3865

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_