

VA Financial Policies and Procedures
Government Fleet Charge Card

CHAPTER 3

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0301 OVERVIEW

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures as related to the use of the government fleet card. The government fleet card program is intended to meet the following objectives:

- Reduce paperwork and administrative costs for the acquisition of fuel, maintenance, supplies and services for government-owned or leased vehicles within the existing Federal Acquisition Regulation (FAR);
- Streamline payment procedures;
- Provide procedural checks and feedback to improve management control; and
- Increase vendor acceptance of VA's selected fleet card product.

0302 POLICIES

030201 VA will use the government fleet cards for VA-owned or commercially leased vehicles only. The fleet cards will be used for micro-purchases of fuel, maintenance, and the repair of VA-owned or commercially leased motor vehicles where on-site repair by VA staff is not available. A micro-purchase is an acquisition of supplies and services using simplified acquisition procedures to ensure the aggregate amount does not exceed the micro-purchase dollar limit set by the FAR, currently \$3,000 for supplies and \$2,500 for services. VA fleet cards shall be assigned to the corresponding VA-owned or commercially leased vehicles, not individuals.

0303 AUTHORITY AND REFERENCES

030301 [General Services Administration \(GSA\) SmartPay2 Master Contract](#).

030302 [OMB Circular A-123, Appendix B](#).

030303 [Title 48, Chapter 8, Department of Veterans Affairs Acquisition Regulation](#).

030304 [5 C.F.R. 1315, Prompt Payment, effective date October 29, 1999](#).

030305 [5 C.F.R. 2635, Office of Government Ethics, Standards of Conduct for Executive Branch Employees](#).

030306 [48 C.F.R. Federal Acquisition Regulation \(FAR\)](#).

030307 VA Directive/Handbook 0637 Vehicle Fleet Management Program.

0304 ROLES AND RESPONSIBILITIES

030401 The Assistant Secretary for Management/Chief Financial Officer (CFO) is responsible for the implementation, oversight and management of the government fleet card program within the Department. VA's CFO will manage the government fleet card program and establish overall program procedures.

030402 The Office of Financial Policy (OFP) provides Department-wide financial policy and guidance. The OFP Travel Policy staff develops, coordinates, issues, evaluates and reviews Departmental travel policies. The OFP Travel policy staff also evaluates and reviews travel systems and procedures for compliance with all financial laws and regulations.

030403 VA responsible offices/officials are responsible for implementation and management of the VA fleet card program within their respective organizations. They are delegated authority to issue operational procedures to supplement VA Financial Policy Volume XVI, Chapter 3 and will establish procedures to implement management controls for card use and ensure adequate internal controls are established and followed.

030404 Facility Director/Regional Office Director is responsible for designating a program coordinator, fleet manager, approving official (AO), billing officer, and dispute officer, and ensuring the decentralization of fleet-related procurements by assigning government fleet cards to VA-owned vehicles.

030405 The Financial Services Center (FSC) is the designated payment office responsible for making payments to the card contractor and providing refund and appropriate documentation to the finance activity.

030406 The Office of the Inspector General (OIG) is responsible for performing fleet card audits of OIG personnel pursuant to the memo from the Assistant Secretary for Management, dated July 22, 2008.

030407 The Fleet Card Contractor is responsible for issuing VA fleet cards, processing transactions, providing the FSC with daily electronic invoices for posted transactions, assisting in the preparation of fleet tax reclamation claims, and providing timely reports.

030408 The Head of Contracting Activity (HCA) is responsible for delegating purchasing authority to the facility fleet manager for the acquisition of fuel and maintenance of VA-owned and commercially leased vehicles and auditing government fleet card accounts at least annually to ensure procurement integrity.

030409 The Agency/Organization Program Coordinator (A/OPC) is responsible for establishing and maintaining government fleet card accounts, reviewing transactions and reports, and serving as the liaison between the station and the fleet card contractor.

030410 The Fleet Approving Official (AO) is responsible for monitoring use of the government fleet cards and ensuring purchases are appropriate and within guidelines and ensuring account statements are reconciled within the timeframes outlined in policy.

030411 The Facility Fleet Manager is responsible for implementing the facility's fleet management program to include compliance with VA and federal regulations, notifying the program coordinator when government fleet card accounts require maintenance or closing, securing government fleet cards, reconciling government fleet card transactions, and monitoring the use of the government fleet cards to ensure purchases are appropriate and within guidelines.

030412 The Vehicle Operator (VA employee or volunteer) is responsible for making authorized government fleet card purchases in compliance with VA policy and federal regulations, maintaining vehicle trip logs, safeguarding the government fleet card when in possession, and providing purchase documentation to facility fleet manager.

030413 The Billing Officer is responsible for ensuring purchase limits are within fund control limits, establishing default accounting code string for government fleet cards, and collecting amounts from the vehicle operator for inappropriate procurements.

030414 The Dispute Officer is responsible for coordinating and monitoring disputed procurements, credits, or billing errors, and assisting or interceding when a dispute cannot be handled in the normal method.

030415 The Finance/Fiscal Officer is responsible for ensuring correct costing procedures, ensuring receipt records are maintained and reporting non-compliance to the appropriate management level for review and corrective action.

0305 PROCEDURES

030501 The procedures for Government Fleet Card are contained in Appendix A to this chapter.

0306 DEFINITIONS

030601 Abuse. Use of a government fleet card to buy authorized items at terms (e.g., price, quantity) that are excessive or for a questionable government need or both.

030602 Agency/Organization Program Coordinator (A/OPC). The A/OPC oversees the card program(s) for his or her agency/organization and establishes guidelines. The A/OPC helps set up accounts; serves as liaison between the fleet manager, approving official and the fleet card contractor; provides ongoing advice; audits fleet card accounts as required; and keeps account information current. This individual serves as the focal point for responding to questions from management, task order administration, establishing and maintaining accounts, and issuance and destruction of cards.

030603 Approving Official (AO). The AO, typically a supervisor, ensures the fleet card is used properly; authorizes fleet card purchases (for official use only); and ensures the statements are reconciled and certified in a timely manner. The AO serves as the initial internal control to prevent or identify fraud, abuse, or misuse of the fleet card.

030604 Electronic Access System (EAS). The charge card contractor's Internet-based system which provides a variety of reports and assists in the effective management of the fleet card program.

030605 Facility Fleet Manager. This individual is generally the Transportation Coordinator. The Facility Fleet Manager implements the fleet management program at the local level to ensure compliance with regulations; manages the daily use of assigned vehicle; budgets for, acquires, distributes and disposes of vehicle assets to meet VA requirements; and conducts vehicle authorization, utilization and reconciliation reviews of vehicles under their control. The facility fleet manager also ensures fleet card statements are reconciled in a timely manner.

030606 Fleet Card. A government charge card used to purchase fuel and authorized repairs, parts, or services for government owned or commercially leased vehicles, in support of official government business. Use of the card is subject to the policies of the agency possessing the card, except for cards assigned to vehicles leased from the General Services Administration (GSA), whereby GSA policy governs.

030607 Fleet Card Holder. The legal agent using the charge card to buy goods and services in support of official government business.

030607 Fraud. Any felonious act of corruption or attempt to cheat the government or corrupt the government's agents. For the purposes of this guidance, use of government charge cards to transact business that is not sanctioned, not authorized, not in one's official government capacity, not for the purpose for which the card was issued or not as a part of official government business, are instances of fraud. This list is not intended to be all inclusive.

010608 GSA SmartPay2. The Federal Government's charge card program as of the issuance of this guidance. This program provides Federal Government cardholders a means to pay for commercial goods and services, travel and travel-related expenses and vehicle fleet expenses. Charge cards are issued through contracts with those charge card vendors who are a part of the SmartPay program. These contracts, collectively referred to as the "Master Contract," are administered by the General Services Administration.

030609 Merchant. The source for the agencies' supplies or services. The merchant may be a required source inside or outside of the government, another government agency, or a private sector merchant of supplies or services.

030610 Merchant Category Code (MCC). A four-digit number assigned to a business by MasterCard or VISA when the business first starts accepting one of the cards as a form of payment. The MCC is used to classify the business by the type of goods or services it provides.

030611 Micro-purchase. An acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

030612 Micro-purchase Threshold. Micro-purchase threshold is \$3,000, except for: (1) acquisitions of construction subject to the Davis-Bacon Act, \$2,000; or (2) acquisitions of services subject to the Service Contract Act, \$2,500.

030612 Misuse. Use of the Federal charge card for other than the official government purpose(s) for which it is intended.

030613 Vehicle Operator. Any employee or volunteer who is required to operate a motor vehicle in order to properly carry out assigned duties. Included in this definition are employees and volunteers required or authorized to operate U.S. Government vehicles under the terms of an existing contract or agreement with the Department of Veterans Affairs.

030614 Waste. Any activity taken with respect to a government charge card that fosters, or results in, unnecessary costs or other program inefficiencies.

0307 RESCISSIONS

030701 VA Directive 4090, Government Fleet Card Policy

030702 VA Handbook 4090, Government Fleet Card Procedures and Appendices

0308 QUESTIONS

Questions concerning these financial policies and procedures should be directed as shown below:

VHA	VHA CFO Accounting Policy (10A3A) (Outlook)
VBA	VAVBAWAS/CO/FINREP (Outlook)
All Others	Office of Financial Business Operations Fleet Card A/OPCs Office of Financial Policy (OFP)

APPENDIX A : GOVERNMENT FLEET CARD PROCEDURES

This appendix prescribes procedures for the use of the government fleet card within VA.

A. PROCEDURES

1. Scope.

These procedures apply to the VA fleet card issued by the contract bank for VA-owned or commercially leased vehicles. For purposes of this policy, a VA fleet vehicle is any VA-owned or commercially leased vehicle driven over the major roads (sedans, trucks, vans, sport utility vehicles, etc.) that requires a license plate and is not leased from the General Services Administration (GSA). Procedures for GSA-leased vehicles are not covered by this handbook.

2. Standards of Conduct. The government fleet card will be used to purchase items authorized by VA within the guidelines of the government fleet card program. Under no circumstances is the card to be used for personal purchases. Government employees hold a public trust and their conduct must meet the highest ethical standards. An employee has a duty to protect and conserve government property and will not use a government fleet card, or allow its use, for other than purposes authorized under this policy.¹ The Standards of Conduct apply to government fleet card holders (government employees and volunteers operating a VA-owned or leased vehicle) and further state that employees may not solicit or accept any gratuity, gift, favor, entertainment, loan, or anything of monetary value from any party doing business with or seeking to obtain business with VA (5 C.F.R. section 2635.202). Employees may seek ethics advice from their regional counsel or an ethics official at the Office of General Counsel (023).

3. Internal Controls.

a. VA officials will establish procedures to implement management controls for card use. Management controls include conducting annual reviews of the government fleet card program to ensure participants follow VA policies and procedures. Results of internal reviews will be documented, and corrective actions will be monitored to ensure they are effectively implemented.

b. VA officials will ensure adequate internal controls are established and followed. Such internal controls will include at least the following:

(1) There must be a clear separation of duties to minimize the risk of fraud and/or loss of property. Assignment of duties such as authorizing, approving and recording transactions; receiving assets; approving cardholder statements; making payments;

¹ Refer to Office of Government Ethics, Standards of Conduct for Executive Branch Employees, Use of Government Property, 5 C.F.R. section 2635.704.

certification of funding; and reviewing or auditing should be assigned to separate individuals to the greatest extent possible. For clarification, one individual cannot be the cardholder or fleet manager and approving official for the same transaction.

(2) Government fleet cards will be secured in a locked cabinet, drawer, or safe (not in the vehicles or with vehicle operators) when not in use, and card numbers will only be available to authorized users;

(3) Billing statement reconciliation and certification are performed within timeframes specified in policy;

(4) Supporting documentation is maintained (including, but not limited to, receipts, invoices, packing slips, any other information supporting valid government need);

(5) Items purchased are verified as received;

(6) Procedures are in place to ensure purchases are reconciled monthly with property records to guard against theft or improper use of government property;

(7) Charges are verified as for official purposes; and

(8) Purchases are reasonably priced.

(9) Contractors and temporary employees are not eligible to become A/OPCs or Fleet Managers. Special consideration will be given to non-VA personnel employed at integrated Federal Health Care Centers (FHCCs).

4. Unauthorized Use/Penalties.

a. The government fleet card will be used to purchase fuel, repairs, or maintenance services on VA-owned or commercially leased vehicles unless the vendor does not accept the government fleet card as a method of payment or the transaction amount exceeds the fleet card's purchasing limits. Under no circumstances is the card to be used for personal purchases or for GSA-leased vehicles.

b. The single purchase limit for the fleet card will not exceed the micro-purchase threshold established by the Federal Acquisition Regulation (FAR). Another payment method must be used to process transactions in excess of the micro-purchase threshold.

c. When using the government fleet card, a vehicle operator will comply with VA policies and procedures. Operators of a VA-owned or leased vehicle, both VA employees and volunteers, will not use a government fleet card, or allow its use, for other than purposes authorized under this policy. Any violations of VA approval requirements, spending limitations, internal controls, or prohibitions are considered

misuse. Misuse of the fleet card may be considered an attempt to commit fraud against the U.S. Government.

d. The fleet card user will be personally liable to the government for the amount of an unauthorized transaction, and may be subject to criminal prosecution. Also, misuse of the fleet card may result in disciplinary action against the employee under applicable current VA and governmentwide administrative procedures, up to and including removal. (See VA Handbook 5021, Employee/Management Relations). Misuse of the fleet card perpetuated by volunteer operators may result in their removal from volunteer assignments.

e. The table of disciplinary offenses and penalties for delinquency and misuse of Government convenience checks and purchase, travel, and fleet cards is contained as Appendix C to this chapter. This table is for VACO employees; however, it provides all supervisors latitude within a range of penalties to consider the appropriate mitigating or aggravating circumstances and ensure consistent corrective action. The points selected within each range should be based on the severity of the offense. Multiple incidents of misconduct may warrant greater than the maximum points within a range.

f. The Debt Collection Improvement Act of 1996 allows VA to recover from the employee the full cost of unauthorized purchases plus interest and administrative debt collection fees. VA will take actions necessary to collect the debt, including salary offset, if necessary, in accordance with applicable VA and governmentwide administrative procedures.

5. Training.

a. Prior to obtaining a government fleet card with micro-purchase authority, Agency/Organization Program Coordinators (A/OPC), approving officials (AO), and facility fleet managers will complete the online VA Fleet Card training (course VA 5872). The course is located on VA's Talent Management System (TMS) at <https://www.tms.va.gov> and will be assigned as mandatory training. The A/OPC will certify on the Governmentwide Fleet Card Certification Form (VA0242a) that the A/OPC, AO, and facility fleet manager have completed the VA Fleet Card Training and understand the policies and regulations associated with fleet cards. Both the written certification and training certificates must be retained and readily available.

b. The facility fleet manager is responsible for training vehicle operators (both volunteer and VA employee drivers) on the responsibilities of a fleet card holder using the TMS training course, Responsibilities of Fleet Users. Vehicle operators will certify in writing they understand the policies and procedures, and know the consequences of inappropriate actions prior to using the fleet card. This written certification and training certificates will be retained and readily available at the facility fleet manager's office.

c. Refresher training of the VA Online Fleet Card Training is required every two years for A/OPCs, AOs, and facility fleet managers. Failure to complete the required refresher training will result in revocation of duties as the A/OPC, AO, facility fleet manager and possible administrative or disciplinary actions.

d. Refresher training on the Responsibilities of Fleet Users or as provided by the facility fleet manager is required for vehicle operators (both volunteer and VA employee drivers) annually. Failure to complete the required training will result in revocation of duties as a vehicle operator, possible administrative or disciplinary actions, and/or dismissal from volunteer assignments.

e. Administrations, facilities, and staff offices may require additional training.

6. Delegation of Authority. The head of contracting activity will delegate micro-purchase authority to facility fleet managers in accordance with the Department of Veterans Affairs Acquisition Regulation (VAAR), part 801, documented on VA Form 0242a, Governmentwide Fleet Card Certification.

7. Performance Standards. Agency personnel responsible for critical duties such as reconciliation and certification of government fleet card charges will have applicable performance standards included in their official performance appraisal. These individuals are listed in the section B “Responsibilities.”

8. Requirement for Timely and Accurate Reconciliation.

a. Facility fleet managers will reconcile transactions by verifying the accuracy of payment amounts and vendor names with records and receipts received from the drivers. Any improper, incorrect or fraudulent charges, or duplicate payments, will be reported to their approving official (AO) and A/OPC and will be handled promptly to ensure proper recovery from the vendor. If the vendor is unresponsive, the payment will be disputed promptly with the card contractor within 90 calendar days from the date the transaction was processed. The facility fleet manager is ultimately responsible for ensuring fleet card payment transactions are proper and for taking immediate action on any improper transactions. The AO is responsible for reviewing and certifying the purchases are legitimate expenditures.

b. Unless more stringent guidelines are specified by the Administrations, fleet managers will complete the reconciliation process no later than 10 working days after receipt of the monthly statement or cycle close for subsequent AO review. The AO will forward certified statements to the billing officer no later than 14 working days from the date they were received from the fleet manager. Per the General Services Administration SmartPay 2 Master Contract, fleet managers are responsible for reporting billing discrepancies to the bank within 90 calendar days from the date the transaction was processed to initiate a dispute.

9. Removing a Vehicle from Service. When a vehicle is taken out of service and documentation is received confirming its disposal or removal from service, the facility fleet manager will complete order and payment reconciliations and notify the A/OPC to cancel the card. The plastic card should be immediately destroyed (shredded).

10. Exit Procedures for a Vehicle Operator. Vehicle operators will not maintain possession of the government fleet card. The fleet cards will be secured by the station's facility fleet manager who is responsible for ensuring exiting drivers do not possess the fleet card when clearing the facility. The AO will ensure charges on the fleet card by the exiting vehicle operator are cleared.

11. Prompt Payment Compliance. Timely payments are essential to avoid the imposition of an interest penalty on VA and to limit the financial burden borne by the fleet card contractor. In accordance with the Prompt Payment Regulation, 5 Code of Federal Regulation (CFR), part 1315, section 1315.8, VA will determine the VA fleet card payment dates based on an analysis of the total costs and benefits for the government as a whole, unless specified in a contract. When calculating costs and benefits, the agency is expected to include the costs to the government for paying early. Payment due dates may be calculated using the fund formula provided in the regulation, unless payment due dates are provided in the contract.

B. RESPONSIBILITIES

1. Billing Officer. In most cases, the billing officer is normally part of the finance activity. A billing officer cannot be an AO. The billing officer is responsible for:

- a. Ensuring that single purchase and monthly purchase limits are within budget limits;
- b. Establishing default accounting string and additional merchant restrictions for VA fleet cards and submitting them to the program coordinator;
- c. Ensuring refunds are credited to the correct appropriation;
- d. Having final certifying authority on the legitimacy of any procured item; and
- e. Collecting amounts from the vehicle operator for inappropriate procurements (if the goods cannot be returned for full credit) by using applicable collection procedures, including salary offset.

2. Dispute Officer. A dispute officer may serve as a facility fleet manager or A/OPC but cannot be an approving official. The dispute officer is responsible for:

- a. Coordinating and monitoring disputed procurements, credits, and billing errors which cannot be resolved within 90 calendar days from the date the transaction was processed; and

b. Assisting or interceding when a dispute cannot be handled in the normal method using the fleet card dispute form.

3. Finance/Fiscal Officer. The finance/fiscal officer is responsible for:

- a. Ensuring that refunds are credited to the correct appropriation;
- b. Providing training to facility fleet managers and AOs on correct costing procedures, reconciliation procedures, and receipt records maintenance;
- c. Being the final certifying authority on the legitimacy of any item procured; and
- d. Reporting non-compliance to the appropriate management level for review and corrective action; and performing the joint review of fleet accounts and AOs to ensure compliance with applicable policy and procedures.

4. Fleet Approving Official (AO). The AO is responsible for:

- a. Recommending card limits (single purchase, monthly, quantity of transactions, etc.) in conjunction with the program coordinator, the billing officer, and the head of the contracting activity. *(Limits should be based on expected activity. For example, refueling a vehicle averages \$75; the single purchase limit could be set at \$150. This would limit risk but allow for fluctuations in fuel prices.)*
- b. Monitoring use of the government fleet cards by the vehicle operators to ensure purchases are within guidelines and applicable documentation is maintained;
- c. Reviewing/approving account statements submitted by the facility fleet manager and making cost reallocations within 14 working days of receipt of reconciled charges;
- d. Monitoring compliance with single purchase and cycle limits (single purchase limit, FAR 13.003 Policy (2) – Do not break down requirements aggregating more than the acquisition threshold into several purchases that are less than the applicable threshold merely to -- (i) Permit use of simplified acquisition procedures; or (ii) Avoid any requirement that applies to purchases exceeding the micro-purchase threshold).
- e. Identifying and reporting unauthorized commitments and ensuring policy and procedures established by VA Directive and Handbook 7401.7, Unauthorized Commitments and Ratification, for ratifying unauthorized commitments are followed.
- f. Ensuring federal, VA, and local acquisition regulations are followed;
- g. Certifying procurements are legal and proper, and ensuring items are received;

- h. Ensuring cards are canceled when vehicles are removed from service;
- i. Providing guidance to vehicle operators in response to issues raised concerning use of the VA fleet card; and
- j. Completing training on proper use of the fleet card.

5. Fleet Card Contractor. The fleet charge card contractor is responsible for issuing government fleet cards, processing fleet transactions, providing the Financial Services Center (FSC) with daily electronic invoices for posted transactions, assisting in the preparation of fleet tax reclamation claims and providing timely reports.

6. Facility Fleet Manager. The facility fleet manager is responsible for:

- a. Implementing the fleet management program to include contract compliance with the fleet card contractor's rules and regulations, and disseminating appropriate information to the billing and dispute officials;
- b. Retrieving the card and notifying the program coordinator when a card account needs to be canceled due to fraud, misuse, a vehicle being removed from service, or lost/stolen card;
- c. Notifying the program coordinator immediately when a card is lost or stolen;
- d. Securing VA fleet cards in a locked safe or storage unit when not in use;
- e. Ensuring drivers maintain a usage log or record for fleet use;
- f. Ensuring the retention of receipts and supporting documentation for fleet card transactions up to 6 years and 3 months;
- g. Reviewing receipts submitted by vehicle operators for accuracy, accountability, and possible misuse;
- h. Monitoring fleet card purchases for fraud, waste, or abuse by running transaction reports in the contracted bank's electronic access system;
- i. Reporting any misuse, fraud, or abuse of the fleet card to the AO and Program Coordinator (A/OPC);
- j. Reconciling statements and submitting them to the AO using the contracted bank's electronic access system, and making cost reallocations within 10 working days from receipt of monthly statement or cycle close;
- k. Completing training on proper use of the fleet card;

7. Head of Contracting Activity (HCA). The HCA is responsible for:

a. Delegating necessary purchasing authority to the facility fleet manager for the acquisition of fuel and maintenance of VA-owned and commercially leased vehicles; and

b. Auditing fleet card accounts and AOs for compliance with applicable policy and procedures, in conjunction with the program coordinator and finance/fiscal officer, in order to ensure procurement integrity, at a minimum annually.

8. Program Coordinator. Also referred to as Agency/Organization Program Coordinator or A/OPC. The program coordinator may also serve as a Dispute Officer, but cannot be a cardholder, Fleet Manager or an AO. The program coordinator is responsible for:

a. Establishing fleet card accounts using the contracted bank's electronic access system. Cards will be set up to prompt the vehicle operator at the pump for the odometer reading;

b. Distributing cards to the facility fleet manager with activation instructions as provided with the card;

c. Performing daily maintenance online in the fleet card contractor's EAS, including adjusting limits, changing default accounting codes, and canceling accounts;

d. Establishing approving officials and facility fleet managers in the contractor's proprietary system;

e. Completing training on proper use of the fleet card;

f. Ensuring completion of mandatory training of AOs, fleet managers, and vehicle operators prior to issuance of fleet cards. The delegating authority will certify completion by signing the Governmentwide Fleet Card Certification Form as described in section 5, "Training";

g. Canceling cards when notified by the facility fleet manager;

h. Being the designated point-of-contact for agency receipt of fleet cards after initial setup, and following up on non-receipt of cards;

i. Coordinating the joint review of fleet managers and AOs to ensure compliance with applicable policy and procedures, in conjunction with the finance/fiscal officer;

j. Reviewing station fleet card transactions monthly to identify questionable transactions. When questionable transactions are flagged, the program coordinator will investigate these transactions and determine if fraud, waste, or abuse was committed.

The coordinator will notify the individual's supervisor, Human Resources department, and/or the Office of the Inspector General regarding charge card misuse or abuse.


9. Vehicle Operator (VA employee or volunteer). The vehicle operator is responsible for:

- a. Completing training on proper use of the fleet card;
- b. Complying with acquisition regulations;
- c. Ensuring compliance with single purchase and cycle limits (single purchase limit, FAR 13.003 Policy (2) – Do not break down requirements aggregating more than the acquisition threshold into several purchases that are less than the applicable threshold merely to -- (i) Permit use of simplified acquisition procedures; or (ii) Avoid any requirement that applies to purchases exceeding the micro-purchase threshold);
- d. Being knowledgeable of and complying with single purchase and monthly card limits;
- e. Entering an accurate odometer reading at the pump when prompted;
- f. Ensuring receipt of goods ordered;
- g. Providing applicable receipts to the facility fleet manager to enable certification of payment;
- h. Completing and submitting vehicle trip logs to the facility fleet manager;
- i. Safeguarding the VA fleet card when in possession; not leaving fleet cards unattended in vehicles;
- j. Reporting lost/stolen fleet cards to the facility fleet manager immediately; and
- k. Addressing questions from the facility fleet manager or approving official on issues concerning use of the fleet card; and
- l. Providing the facility fleet manager with the following information if a receipt is not available:
 - (1) Odometer reading
 - (2) Number of gallons
 - (3) Cost per gallon
 - (4) Type of fuel

(5) Total cost

(6) Description of the maintenance/repair purchased

APPENDIX B: GOVERNMENTWIDE FLEET CARD CERTIFICATION FORM

 Department of Veterans Affairs		GOVERNMENTWIDE FLEET CARD CERTIFICATION FORM	
<p>NOTE: Before the Governmentwide Fleet Card can be issued to the Facility Fleet Manager, the following statements must be attested to by the fleet manager, approving official, alternate approving official, fleet card coordinator and the delegating authority. Signature on this form certifies that the fleet card will be issued appropriately and the fleet manager and approving official understand the adverse actions which may be taken as a result of inappropriate or unauthorized use of the card. Please read and sign the statement below.</p>			
VA FACILITY FLEET MANAGER			
<p>CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Fleet Card. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of the fleet card and delegation of procurement authority.</p>	TYPE NAME OF FACILITY FLEET MANAGER		
	SIGNATURE OF FACILITY FLEET MANAGER	DATE SIGNED	
VA APPROVING OFFICIAL STATEMENT			
<p>CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Fleet Card and my associated responsibilities as the facility fleet manager's Approving Official. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.</p>	TYPE NAME OF APPROVING OFFICIAL		
	SIGNATURE OF APPROVING OFFICIAL	DATE SIGNED	
VA ALTERNATE APPROVING OFFICIAL STATEMENT			
<p>CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Fleet Card and my associated responsibilities as the above facility fleet manager's Alternate Approving Official. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.</p>	TYPE NAME OF ALTERNATE APPROVING OFFICIAL		
	SIGNATURE OF ALTERNATE APPROVING OFFICIAL	DATE SIGNED	
VA FLEET CARD COORDINATOR STATEMENT			
<p>CERTIFICATION: The fleet manager is hereby notified that fleet card refresher training is required every two years, and failure to complete this training will result in the revocation of the fleet card and delegation of procurement authority. I certify that the above named fleet manager; approving official and alternate (if applicable), have successfully completed the Department of Veterans Affairs training on the use of the Governmentwide Fleet Card and meets the criteria required by Agency policies.</p>	TYPE NAME OF FLEET CARD COORDINATOR		
	SIGNATURE OF FLEET CARD COORDINATOR	DATE SIGNED	
DELEGATION OF AUTHORITY			
<p>DELEGATION OF AUTHORITY: Upon completion of the Department of Veterans Affairs (VA) fleet card training course, and signature of the Fleet Manager, Approving Official(s), and Fleet Card Coordinator, the fleet manager named above is hereby delegated authority to procure fuel, maintenance and repair for a VA-owned or commercially leased vehicle to be paid by the Governmentwide Fleet Card. The fuel, maintenance and repair procured shall not exceed the micro-purchase threshold of \$3,000 for a single procurement and shall also adhere to the organizational responsibilities and satisfy legitimate VA requirements. All procurements shall be made in accordance with the applicable laws and regulations included but not limited to, the Federal Acquisition Regulation and the VA Acquisition Regulation. This delegation shall automatically terminate upon separation from the agency, reassignment to another office or position within the agency, or revocation of the fleet card by the Approving Official, Program Coordinator, Fiscal Officer, or Delegating Authority.</p>			
SIGNATURE OF DELEGATING AUTHORITY			DATE SIGNED
SINGLE PROCUREMENT LIMIT			
*§			
NOTES			

APPENDIX C: TABLE OF DISCIPLINARY OFFENSES AND PENALTIES

Central Office
Human Resources Service

Department of Veterans Affairs
Washington, DC 20420

**EMPLOYEE / LABOR RELATIONS GUIDANCE
(For VACO Employees)**

Number: 09 - 10 Date: November 30, 2009

**TABLE OF DISCIPLINARY OFFENSES AND PENALTIES
FOR DELINQUENCY AND MISUSE OF GOVERNMENT
CONVENIENCE CHECKS AND PURCHASE, TRAVEL, AND FLEET CARDS**

This table provides supervisors latitude within a range of penalties to consider the appropriate mitigating or aggravating circumstances and ensure consistent corrective action. The points selected within each range should be based on the severity of the offense. Multiple incidents of misconduct may warrant greater than the maximum points within a range.

NATURE OF OFFENSE	POINTS
Travel Card	
Payment of bill is 60 up to 120 days past due.	1-to-2
Payment of bill is more than 120 days past due.	2-to-4
Inappropriate usage for less than \$200.	2-to-5
Inappropriate usage for more than \$200.	6-to-8
Inappropriate usage for less than \$200 <u>AND</u> employee is delinquent in payment (60 days or more past due).	5-to-7
Inappropriate usage for more than \$200 <u>AND</u> employee is delinquent in payment (60 days or more past due).	7-to-8
Failure to safeguard, monitor, or allowing/enabling another to use cardholder's card or account.	7-to-8
Purchase Card Convenience Check Fleet Card	
Inappropriate usage for less than \$200.	4-to-7
Inappropriate usage for more than \$200.	6-to-8
Failure to safeguard, monitor, or allowing/enabling another to use cardholder's card or account.	4-to-8
Misuse and/or conversion of Government funds for personal use.	7-to-8

POINTS CONVERSION TABLE			
POINTS	PENALTY	POINTS	PENALTY
1 pt	Admonishment	5 pts	6 Workday Suspension
2 pts	Reprimand	6 pts	8 Workday Suspension
3 pts	2 Workday Suspension	7 pts	10 Workday Suspension
4 pts	4 Workday Suspension	8 pts	Removal

Subsequent Disciplinary Action(s): Add Prior Points To New Points		
Example:	Previous discipline equals 4 points	Penalty = 4 Workday Suspension
	New misconduct equals 2 points (4 points + 2 points = 6 points)	Penalty = 8 Workday Suspension

Direct questions to Kenya Brown at (202) 461-7905 in the Employee/Labor Relations Division.



Caren E. Eirkson
Director, Central Office Human Resources Service (05HRS)