

## FLEET CARD PROGRAM

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### I. Purpose

This directive establishes the Department of Homeland Security (DHS) policy for the fleet card program.

### II. Scope

This directive applies to all DHS organizational elements. All organizational elements that receive charge card support from another Federal Agency or that have existing programs should continue to use those procedures until a DHS-wide system is developed and implemented.

### III. Authorities

This directive is governed by numerous national policy, such as:

- A. 41 CFR Chapter 101, sections 38 part 800(e) GSA-issued credit card.
- B. GSA SmartPay contract

### IV. Definitions

- A. **Fleet Card**: A contractor-issued Government charge card for use by DHS employees to purchase fuel, emergency repairs, toll passes, schedule A's, fluid for mobile assets such as vehicles, vessels, aircraft and other equipment. It may also be used to acquire bulk fuel under contract by the government or through commercial sources.
- B. **Contractor**: A vendor selected by DHS from the GSA SmartPay contract to provide fleet card services.

### V. Responsibilities

- A. The **Under Secretary for Management** shall be responsible for all aspects of this directive.

- B. The **Chief Financial Officer** shall:
1. Establish policy and procedures with adequate internal controls to assure effective, efficient, and correct use of the card.
  2. Monitor the activities of all DHS Headquarters elements to ensure compliance with this directive.
  3. Appoint an Agency Program Coordinator (APC) who will serve as the liaison to the contractor and GSA, with the assistance of the Contracting Officer, on issues dealing with the program.
- C. The **Chief Human Capital Officer** shall establish procedures and guidelines, outlining appropriate disciplinary action, for mis-use/abuse of the fleet charge card.
- D. The **Agency Program Coordinator** shall:
1. Control issuance and revocation of cards.
  2. Appoint and train approving officials (AO), as necessary.
  3. Manage and conduct oversight of the program to promote efficient use and guard against waste, fraud and abuse. This should include reviews to ensure compliance with the program requirements.
  4. Continue to oversee the invoice for payment and to work with the Finance Office to make sure the payment is made within the prompt payment terms, as necessary.

## VI. Policy & Procedures

A. **Policy**: It is the intent to implement a DHS-wide fleet card program with one contractor as soon as possible. The U. S. Coast Guard (USCG) will perform fleet card services for DHS headquarters operations until a DHS-wide system is developed and implemented. Fleet cards assigned to DHS vehicles, vessels; aircraft and other equipment shall be for authorized official use only. Merchant category code blocks and dollar thresholds will be used. Electronic reports from the contractor will be used to monitor the Program activity to the maximum extent possible. A reservation of funds may be made on a monthly/quarterly basis for fuel and maintenance. Invoices shall be approved and payment authorized in full in accordance with Prompt Payment Act. Security and accountability of fuel charge cards will be in accordance with the instructions regarding GSA-issued charge cards contained in 41 CFR 101-38.800(e).

B. **Procedures:**

A Fleet Fuel Card Application must be completed and submitted to the Agency Program Coordinator to obtain a card for a DHS vehicle, vessel, aircraft or other equipment. Each fuel card will be identified to a specific DHS vehicle, vessel.

1. The Fleet Fuel Card Agency Program Coordinator will receive a monthly statement of account listing all charges.
2. The Agency Program Coordinator will review the charges, verifying accuracy and that they were incurred in the performance of official government business.
3. Approve the statement for payment, either electronically or manually, and forward to the payment office.
4. Payments will be made using the electronic funds transfer payment method to the maximum extent possible.

C. **Questions or Concerns Regarding the Process:** Any questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management.