Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities
- FOR NSSC INTERNAL USE ONLY –
SUSPECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities

Approved by

ALISON BUTSCH
Acting Chief, Financial Management Division

Date
Responsible Office: Financial Management

SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities

### DOCUMENT HISTORY LOG

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<tr>
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<th>Description of Change</th>
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</tr>
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<td>Revision</td>
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<td>Update to reflect Chief, FMD and routine review</td>
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1.0 Purpose

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) provides oversight and conducts internal control reviews related to the NASA Fleet Charge Card Program as the Lead Agency Program Coordinator (APC). Center APCs (CAPC) provide Center level support including issuance and control of charge cards, monitoring of Center charge card activity, handling of Center charge card issues and approval of payment of Center fleet card accounts.

2.0 Authority

This position description is performed within the Financial Management Division under the authority of the Chief, Financial Management Division (FMD). Links to referenced authority documents for detailed roles and responsibilities are located on the NSSC Customer Service Web site as well as the NASA Policy Directive (NPD) 5104.1.

3.0 Applicable Documents and References

- NASA Fleet Charge Card Management Plan
- Office of Management Budget (OMB) Circular A-123 Appendix B – Improving the Management of Government Charge Card Program
- NPD 1200.1E – NASA Internal Control
- NPD 5104.1 Government Charge Cards
- General Service Administration (GSA) Transportation Regulations

4.0 Process

**Fleet Commander Delinquency Reports**

Run this report to determine the status of your account(s). This report shows billing amounts, exposure, and amounts that are delinquent. Run and review this report to determine when accounts are delinquent 31 days or more. This report will be used to ensure there are no delinquencies and prevent fleet cards from being suspended. If
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delinquencies appear that have been requested for payment, contact the NSSC Contact Center (NSSC-ContactCenter@nasa.gov) with a cc to the Lead APC to ensure payment requests have been processed by NSSC Accounts Payable and the payment of the Fleet Centrally Billed Account (CBA) will be processed. To ensure the payment was applied to the appropriate account. If payment has not been requested, the account will suspend 61 days after the statement date.

Note: The CAPC view is different from the views shown below. All CAPC reports will default to the Center(s) assigned to your profile.

Steps to run Fleet Commander Reports:

1. Log into Fleet Commander. Login (fleetcommanderonline.com)

*Enhanced Security: Once you have entered your User ID and Password, you will be prompted to enter your six-digit pass code, as shown below. You can set this up to go to your email or a mobile phone.
2. Put your cursor on the “Reporting” tab at the top of screen.
3. Under the **Billing Reports** group click on “**Delinquency Report**.”

4. This brings up the report template. This is where you can set certain criteria; such as date parameters and your accounts, if you have access to multiple accounts. Also, you can schedule your report to run on a weekly or monthly schedule.
5. Select the desired format in the Output Format dropdown. There are no set criteria for the standard Delinquency Report, so you will need to enter the criteria. Select the applicable Center hierarchy by selecting “Use Organization Levels”, then click the link next to it that says “Change Organization Levels”.

Click on Select Account to choose the applicable Center.
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Click on the applicable *Account Number*.

Create a Delinquency Report: Select Accounts

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Organization</th>
<th>Account Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>89409613</td>
<td>NASA-APRC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409688</td>
<td>NASA-ARC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409710</td>
<td>NASA-CSBF</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409804</td>
<td>NASA-GRC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409744</td>
<td>NASA-GSC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409751</td>
<td>NASA-HQ</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409878</td>
<td>NASA-JSC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409702</td>
<td>NASA-KSC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409738</td>
<td>NASA-LARC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409768</td>
<td>NASA-MAF</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409850</td>
<td>NASA-NSFC</td>
<td>NASA</td>
<td></td>
</tr>
<tr>
<td>89409728</td>
<td>NASA-WFF</td>
<td>NASA</td>
<td></td>
</tr>
</tbody>
</table>

Save the criteria, then the system brings you back to the main report page. Click View Entire report and your report will be created.
Note: If you have multiple center access you may need to drill down into the Organization Trees and select the applicable Organization Name (see below).

Schedule the report to run monthly, on after the monthly invoice has been generated around the 11th of each month. To save the report with the criteria, Click on Save/Schedule the report, choose parameters; and then, save report.
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You can be notified via email when this report has run and the report is available for viewing. The report will run as you have it scheduled, or you can process the report immediately.

SECTION 2: PROGRAM MONITORING REPORTS

U.S. Bank Voyager Program Monitoring Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Frequency</th>
<th>When to run</th>
<th>Source System</th>
<th>Minimum Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Report (Inventory Report)</td>
<td>Monthly</td>
<td>11th of the month</td>
<td>Fleet Commander Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Declined Transaction Report (Exception Reports)</td>
<td>Weekly</td>
<td>At the end of each week</td>
<td>Fleet Commander Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Transaction Detail Report (Transaction Reports)</td>
<td>Monthly</td>
<td>11th of the month</td>
<td>Fleet Commander Online</td>
<td>100% Review</td>
</tr>
</tbody>
</table>

Note: All reports and subsequent correspondence, including e-mails and documentation of phone calls, should be retained by the CAPC for three years. When requests for clarification are sent to card users, the CAPC should provide the card user with one week to respond before notifying the card user’s supervisor.

Abuse and/or misuse has occurred, if transactions were attempted or posted that are contrary to or do not comply with governing rules, regulations, policies, procedures and/or established guidelines.
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Card Report (100% Review) – Inventory Reports

Go to Reporting Tab, select Card Report under Inventory Reports (shown below).

Select desired Output Format. The following parameters should be used when running the Card Report: Card Parameters select “All.” Start/End dates will be the 11th of previous month to the 10th of the current month, select all in card tie field, select all in the card prompt (example shown below)
Click preview report to run report.

2. **Declined Transactions Report (Exception Reports)**

This report will be used to review all declined transactions for the statement period and verify that no fraudulent activity has been attempted. If fraud is suspected, send an and cc the Lead APC to assist in reissuing a new charge card, if necessary. Be aware that the Lead APC may need to provide support in the event that multiple instances of attempted external fraud are delineated as declined transactions.

**IMPORTANT Note:** Fleet Commander only allows users to view transactions that occurred within the last 7 days. CAPC will have to run the report *weekly* to obtain the data for the Monthly Assurance Report. *Recommend CAPC use the report schedule feature to ensure you capture the data for monthly review.*
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Put your cursor on “Reporting” tab at the top of screen. Click “Declined Transaction Report” which is listed under Exception Reports.

Select Report Parameters; and then, select Preview Report. Run weekly or more frequently, if needed.
3. **Transaction Detail Report – (Transaction Reports)**

This report will be used to validate that the transactions charged on fleet charge card accounts are appropriate and comply with regulations. All charges on the report should have a corresponding receipt.

E-mail the card user, if abuse/misuse is suspected and obtain clarification on the charge. If abuse/misuse is still suspected based on the response, send an e-mail to the card user and their supervisor stating the government charge card appears to have been used inappropriately. Further action is dependent upon Center practice. See Appendix B for a sample e-mail notification.
Go to Reporting tab and then select Transaction Exception.
Select the Data Access Parameters using Account or Org Level, Select Transaction Parameters, and select applicable Exception Parameters. Select Preview Report to run report. Save/Schedule to set up reoccurring report runs, if needed. **IMPORTANT NOTE:** Start Date cannot precede January 1, 2019.
4. **Monthly Billing Statement**

Click the “Billing” tab at the top of the screen

Enter Account Number or Account Name; example NASA-HQ, then click search.

*Search Tip: Use an asterisk (*) in place of letters or numbers to get partial matches.*

Results will appear as shown below:
Select the billing period that you are looking for from the View Statements dropdown, then click “View.” The requested statement will pop up on the screen.

The requested statement will pop up on the screen to view (shown below).

This statement has not been validated yet.
5. Branded Fleet Cards // Aircraft Only
US Bank Access Online Reports for Branded Fleet Cards (NOTE: These are only for branded Fleet cards which are currently just for aircraft. These reports would not be run for those using only Voyager cards.)

DELINQUENCY REPORTS

**US Bank Access Online Delinquency Reports**

<table>
<thead>
<tr>
<th>Account Suspension (Program Management)</th>
<th>Monthly</th>
<th>11th of the month</th>
<th>Access Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Due</td>
<td>Monthly</td>
<td>1st of the month</td>
<td>Access Online</td>
</tr>
</tbody>
</table>

**Steps to Run Access Online Reports:**
1. Log into Access Online. [Welcome to Access Online (usbank.com)](http://usbank.com)
Responsible Office: Financial Management

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*Enhanced Security: Once you have entered your User ID and Password, you will be prompted to select a method of delivery for a passcode. Once received, enter your six-digit pass code, as shown below. You can set this up to go to your email or a mobile phone.

From the home screen click on “Reporting” located on the left side of screen.” This brings up several categories of reports available in Access Online.
Click *Program Management* > *Delinquency Management* > *Account Suspension* to run a report of accounts currently past due.

The sort report by defaults to Days Currently Past Due and Past Due Balance. The last two sort by fields default to “No Sort” as shown in the print screen below. You can use these fields to further sort your data.
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Select the desired report output>select “Group Report By” Processing Hierarchy Position radial button

Enter bank number, agent number and company number as shown in the print screen below:

**Note: the company number is Center specific.**

Once parameters are entered, click run report. Users will have the options to Open or Save report
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Past Due Report

Go to Reporting>Program Management>Delinquency Management>Past Due

Enter bank, agent and company numbers. Then click “Run Report”
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U.S. Bank Program Monitoring Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Frequency</th>
<th>When to run</th>
<th>Source System</th>
<th>Minimum Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Suspension Report</td>
<td>Monthly</td>
<td>16th of the month</td>
<td>Access Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Declined Transactions Report</td>
<td>Weekly</td>
<td>Beginning or end of week</td>
<td>Access Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Transaction Detail Report</td>
<td>Monthly</td>
<td>16th of the month</td>
<td>Access Online</td>
<td>100% Review</td>
</tr>
</tbody>
</table>

Note: All reports and subsequent correspondence, including e-mails and documentation of phone calls, should be retained by the CAPC for three years. When requests for clarification are sent to card users, the CAPC should provide the card user with one week to respond before notifying the card user’s supervisor.

Abuse and/or misuse has occurred, if transactions were attempted or posted that are contrary to or do not comply with governing rules, regulations, policies, procedures and/or established guidelines.

**Account Suspension Report**

Click on Reporting>Program Management>Delinquency Management>Account Suspension
Enter the following in the report template: bank, agent and company number. Then, click run report to execute report.

Declined Transaction Authorization Report
Select Reporting>Program Management>Administration>Declined Transaction Authorization
This will bring up the declined transaction template. Enter the start and end dates for the reporting period. US Bank Branded Fleet card billing cycle ends on the 10th of each month. This is an example of the parameters the CAPC would enter into the template: Jan 11, 2019 to Feb 10, 2019. “Merchants” defaults to ALL. Do not change this field.

In the “group report by” section enter the bank, agent and company numbers in the processing hierarchy position, then click run report.
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Transaction Detail Report

Navigate to Reporting>Financial Management>Transaction Management>Transaction Detail

This brings up the template shown below. Under date select Transaction Date range enter the dates for the reporting period. **NOTE:** US Bank billing cycle ends on the 10th of each month. Example of date parameters Jan 11, 2019 to Feb 10, 2019.
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Merchants- select “All”

Report Output- select desired report output.

Group report by defaults to the processing hierarchy position. Enter bank, agent and company. Company number is Center specific.
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Click “Run Report” to execute report
5.0 Objective

The objective of this document is to identify reports for the NASA CAPCs to manage the Center Fleet Charge Card Program and in turn provide information to Center managers and supervisors of card users with inappropriate transactions. Such instructions will also allow Center Fleet APCs to verify compliance with Center, Agency, and Federal policies and procedures.

6.0 Roles and Responsibilities

Roles and responsibilities are applicable for the Lead APC, CAPCs and the Agency Transportation Manager.

The scope includes reports to be run for all Center fleet charge card activity as well as the Fleet APC Roles and Responsibilities.

7.0 Records

Documentation will be uploaded to TechDoc (FM/Fleet card) to maintain a permanent record of the documentation. These records are included in the functional Master Records Index (MRI) that provides retention/disposition authority.

8.0 Cancellation/Supersession of Previous Documents

This document has been updated from a NSSC Process Work Instruction to a NSSC Customer Guide during Revision 3. The roles and responsibilities identified within this guide are primarily applicable to CAPC personnel.
APPENDIX A: ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>ALR</th>
<th>Audit Liaison Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC</td>
<td>Agency Program Coordinator</td>
</tr>
<tr>
<td>CAPC</td>
<td>Center Agency Program Coordinator</td>
</tr>
<tr>
<td>CBA</td>
<td>Centrally Billed Account</td>
</tr>
<tr>
<td>CC</td>
<td>Courtesy Copy</td>
</tr>
<tr>
<td>EAS</td>
<td>Electronic Access System</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>LMD</td>
<td>Logistics Management Division</td>
</tr>
<tr>
<td>NPD</td>
<td>NASA Policy Directive</td>
</tr>
<tr>
<td>NSSC</td>
<td>NASA Shared Services Center</td>
</tr>
<tr>
<td>OCFO</td>
<td>Office of the Chief Financial Officer</td>
</tr>
<tr>
<td>OIG</td>
<td>Office of the Inspector General</td>
</tr>
<tr>
<td>OMB</td>
<td>Office of Management and Budget</td>
</tr>
</tbody>
</table>
To: Employee Name
From: Issuing Official Name
Subject: Validation of Fleet Charge Card Transaction(s)

During a monthly review of the NSSC’s Fleet Charge Card account transactions, it has been determined that the Transportation Officer has not received a receipt for the transaction below. The charge(s) include:

10/19/15 – XYZ Gas Station – Slidell, LA - $17.94

Please provide an explanation in writing for the above charge(s) within three business days in addition to the applicable receipt. If you feel a mistake has been made or have any questions regarding the Government Fleet Charge Card policy, please call me at X-XXXX. Thank you in advance for your cooperation.

Regards,
Issuing Official Name
Issuing Official Title
Issuing Official Contact Information
APPENDIX C: LEAD APC ROLES AND RESPONSIBILITIES

The Lead APC is responsible for:

- Serving as the point of contact for implementation of Agency fleet charge card procedural requirements.

- Communicating with the Agency Transportation Manager to substantiate compliance with internal controls and process improvements related to fleet charge cards.

- Supporting internal and external audits and reviews by communicating with auditors, CAPCs, Headquarters (HQ), the Center/Agency Audit Liaison Representative (ALR), and/or the Agency Transportation Manager.

- Validating and reporting results for Agency Delinquency Report by no later than the fifth business day of the following month to HQ.

- Soliciting and documenting responses from CAPCs monthly on their compliance with the instructions provided in this document.

- Ensuring the following:
  - Relevant issues are communicated between the card-issuing bank and the CAPCs.
  - Information on NASA policy, received from the Agency Transportation Manager, is communicated to the CAPCs.
  - NASA APC training curriculum is updated as necessary.
  - “Best practices” are identified and communicated to CAPCs.
  - Appropriate internal controls are in place. Such assurance can be obtained by monitoring Agency charge card activities to provide reasonable assurance that card use is in compliance with Federal and Agency policies and procedures and/or by obtaining monthly verification from Center Fleet APCs (see Appendix G).
  - Appropriate participation in all audits and reviews.
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- Periodic communications with CAPCs, as required.
  - Communication of any significant deficiency in the effectiveness and efficiency of the Agency Fleet Charge Card Program to the NASA Agency Transportation Manager for consideration of Agency-level action.

- Ensure the update and submission of the annual NASA Fleet Charge Card Management Plan to OMB as required by Circular A-123, Appendix B.

- NSSC Fleet Charge Card APC should review Fleet CAPC records semi-annually to assure receipts are being maintained and reconciliations accomplished.

- A semi-annual review of CAPC List and SATERN Training for Fleet APCs, should be performed by the Agency Lead APC to ensure both are up to date.
APPENDIX D: CENTER SPECIFIC APC ROLES AND RESPONSIBILITIES

The Center Fleet APCs will:

- Facilitate the resolution of all card account issues by communicating with the card-issuing bank and the Lead APC as appropriate.
- Identify best practices and submit to the Lead APC for consideration of Agency implementation.
- Support the Lead APC in the standardization of an Agency Fleet Charge Card internal controls program.
- Notify the Lead APC immediately, if issues arise that increase risk to the Agency’s Fleet Charge Card Program.
- Inform the Lead APC when circumstances result in the need to update the Roles and Responsibilities.
- Communicate with auditors as requested by HQ, the Center/Agency ALR, and/or the Lead APC.
- Monitor fleet charge card delinquencies monthly and report issues to Center officials as appropriate.
- Ensure charges to CBAs are valid.
- Ensure appropriate administration of the Center Fleet CBAs.
- Report any identified fleet charge card misuse to Center officials as appropriate.
- (Center officials may include the card user’s supervisor/manager and/or the Office of Human Capital.)
- Run specific Electronic Access System (EAS) reports on a monthly basis to monitor card account activity and assist the Lead APC in the update of Agency training materials, as necessary.
• Monitor and complete APC training prior to appointment by attending or completing appropriate training classes as well as the refresher training every three years.

• Perform the function of closing card accounts or setting up new card accounts for new vehicles.

• Run and review the reports as designated in Sections 1 and 2 according to the frequency outlined using the instructions provided and provide monthly assurance reports as a result of the review to the Lead APC by the third calendar day of the following month (see Appendix G).

• Send timely notifications to Center card users and follow up as needed when questionable items appear on reports or are found during a review/audit.

• Notify other Center personnel timely (Human Resources, Supervisor, etc.), consistent with Center procedures, when questionable items appear on reports or are found during a review/audit.

• Ensure an alternate CAPC is identified, trained and their information provided to the Lead APC.

• Respond timely to the Lead APC’s inquiries regarding compliance with such instructions.

• Retain all documentation results for all audits, reviews, monitoring, and analysis; follow up according to records retention schedules (three years). Reports should be retained, regardless of whether data appeared on the (positive results) or not (negative results).

• Receive, reconcile and request payment of CBA invoices timely.
APPENDIX E: AGENCY TRANSPORTATION MANAGER ROLES AND RESPONSIBILITIES

The Agency Transportation Manager is responsible for:

- Managing the development of Agency-wide fleet charge card policy.
- Serving as the senior point of contact for formulation of Agency fleet charge card policy and procedural requirements.
- Communicating verbally and in writing with the Lead APC to confirm compliance with internal controls and process improvements related to fleet charge cards.
- Coordinating audits of fleet charge cards by the OIG are conducted in accordance with NPD 9800.1A, NASA Office of Inspector General Programs.
- Coordinating audits on fleet charge cards by the OCFO, LMD and other responsible Agency-level offices at NASA Headquarters are conducted in accordance with NPD 1210.2, NASA Surveys, Audits, and Reviews Policy.
- Hosting audits by internal and/or external organizations when such reviews are announced.
**RESponsible Office:** Financial Management

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**APPENDIX F: SUMMARY OF CENTER APC REPORTS**

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Frequency</th>
<th>When to Run</th>
<th>Source System</th>
<th>Minimum Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delinquency Report (Billing Report)</td>
<td>Monthly</td>
<td>11th of the month</td>
<td>Fleet Commander</td>
<td>100% Review</td>
</tr>
<tr>
<td>Delinquency Report (Billing Report)</td>
<td>Monthly</td>
<td>1st of every month</td>
<td>Commander Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Card Report (Inventory Report)</td>
<td>Monthly</td>
<td>11th of the month</td>
<td>Commander Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Declined Transaction Report (Exception Report)</td>
<td>Weekly</td>
<td>Schedule to run at the end of each week</td>
<td>Fleet Commander</td>
<td>100% Review</td>
</tr>
<tr>
<td>Transaction Detail Report (Transaction Reports)</td>
<td>Monthly</td>
<td>11th of the month</td>
<td>Commander Online</td>
<td>100% Review</td>
</tr>
<tr>
<td>Mandatory Training Verification</td>
<td>Semi-Annual</td>
<td>APR/OCT</td>
<td>SATERN</td>
<td>100% Review</td>
</tr>
<tr>
<td>Monthly Billing Statement</td>
<td>Monthly</td>
<td>11th of the Month</td>
<td>Commander Online</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The following report shall be completed by each Center Fleet APC component and forwarded to the Lead APC monthly.

## APPENDIX G: SAMPLE OF MONTHLY FLEET CARD ASSURANCE REVIEW

The following report shall be completed by each Center Fleet APC component and forwarded to the Lead APC monthly.

### FLEET CARD ASSURANCE REVIEW

<table>
<thead>
<tr>
<th>Center:</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Period Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

The following reports were reviewed for the Fleet Charge Card activity according to the current Agency procedures and have not found any exceptions unless otherwise noted:

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>SOURCE SYSTEM</th>
<th># OF ISSUES IDENTIFIED</th>
<th>ACTIONS TAKEN FOR EACH ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTHLY (OCT - NOV)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delinquency Report (Billing Reports)</td>
<td>FLEET COMMANDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card Expiration (Billing Reports)</td>
<td>FLEET COMMANDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declines Transaction Report (Exception Reports)</td>
<td>FLEET COMMANDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Detail Report (Transaction Reports)</td>
<td>FLEET COMMANDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUARTERLY (JAN/ APR/ JUL/OCT)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandatory Training Verification (APCs are current with Training)</td>
<td>SATERN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*By checking this box, you certify, as the Center APC, that receipts have been maintained for all fuel transactions in accordance with the Agency policy and procedures. If you cannot check this box, a justification is required below:*
### BRANDED FLEET CARD ASSURANCE REVIEW

Center: ____________

 Statement Period Reviewed (Cycle: ____________ - ____________) Date Submitted: ____________

The following reports were reviewed for the Fleet Charge Card activity according to the current Agency procedures and have not found any exceptions unless otherwise noted:

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>SOURCE SYSTEM</th>
<th># OF ISSUES IDENTIFIED</th>
<th>ACTIONS TAKEN FOR EACH ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONTHLY (JAN - DEC)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT SUSPENSION (Program Reports)</td>
<td>ACCESS ONLINE</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td>PAST DUE (Program Management Reports)</td>
<td>ACCESS ONLINE</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td>ACCOUNT SUSPENSION (Program Reports)</td>
<td>ACCESS ONLINE</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td>DECLINED TRANSACTIONS AUTHORIZATION (Program Management Reports)</td>
<td>ACCESS ONLINE</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td>TRANSACTION DETAIL REPORT (Financial Management Reports)</td>
<td>ACCESS ONLINE</td>
<td>——</td>
<td>——</td>
</tr>
<tr>
<td><strong>SEMI-ANNUALLY (APR/OCT)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANDATORY TRAINING VERIFICATION (APPROVING OFFICIALS)</td>
<td>SATERN</td>
<td>——</td>
<td>——</td>
</tr>
</tbody>
</table>

☐ By checking this box, you certify, as the Center APC, that receipts have been maintained for all fuel transactions in accordance with the Agency policy and procedures. If you cannot check this box, a justification is required below:

☐

Updated: March 1, 2019