



National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
*Stennis Space Center, MS*  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Customer Guide**

**NSPWI-9710-0002      Revision 3.0**

**Effective Date:                  June 2, 2016**

**Expiration Date:                June 2, 2017**

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# **Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities**

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**Responsible Office: Accounting and Travel Services Branch**

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 2 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

## Approved by

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\_\_\_\_\_  
for Peggy Mosteller  
Chief, Financial Management Division  
NASA Shared Services Center

\_\_\_\_\_  
Date

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 3 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

### DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	03/01/2012	Basic Release
Revision	2.0	02/13/2015	Document originated under NSWI-9710-0002 and was renumbered to NSPWI-9710-0002 in accordance with the NSSC Document Management Program Procedural Instruction, NSNPI-1410-0001.
Revision	3.0	06/2/2016	Audit reference added to Purpose and roles modified in Appendix.

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 4 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

## TABLE OF CONTENTS

1.0	Purpose.....	5
2.0	Applicability/Scope .....	5
3.0	Procedure .....	5
4.0	Applicable Documents and References.....	5
5.0	Cancellation/Supersession of Previous Documents .....	6
SECTION 1: DELINQUENCY REPORTS.....		7
	Steps to Run PaymentNet Reports.....	7
	JPMorgan Chase PaymentNet System Delinquency Reports.....	13
SECTION 2: PROGRAM MONITORING REPORTS.....		15
	JPMorgan Chase Program Monitoring Reports .....	15
APPENDIX A: Acronyms and Abbreviations .....		19
APPENDIX B: Sample E-mail Notifications .....		20
APPENDIX C: Lead APC Roles and Responsibilities.....		21
APPENDIX D: Center Specific APC Roles and Responsibilities .....		22
APPENDIX E: Agency Transportation Manager Roles and Responsibilities.....		24
APPENDIX F: Summary of Center APC Reports .....		25
APPENDIX G: Sample of Monthly Fleet Card Assurance Review .....		26

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 5 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

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## Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities

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### 1.0 Purpose

The 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.

To obtain information on the external audit documentation and requests for extension, access the link to Financial Management Division / Internal Review Work Instructions and Procedures, Document # NSWI-9000-0002 or copy and paste the URL into your web browser:

[https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/NSPWI-9000-0003\\_Rev.4.0\\_Final.pdf?gid=2218840&FixForIE=NSPWI-9000-0003\\_Rev.4.0\\_Final.pdf](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/NSPWI-9000-0003_Rev.4.0_Final.pdf?gid=2218840&FixForIE=NSPWI-9000-0003_Rev.4.0_Final.pdf)

### 2.0 Applicability/Scope

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.

### 3.0 Procedure

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.

### 4.0 Applicable Documents and References

- NASA Fleet Charge Card Management Plan
- OMB Circular A-123 Appendix B – Improving the Management of Government Charge Card Program
- NPD 1200.1E – NASA Internal Control

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 6 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

- NPD 9070.2 – Government Charge Cards
- General Service Administration (GSA) Transportation Regulations

#### **5.0 Cancellation/Supersession of Previous Documents**

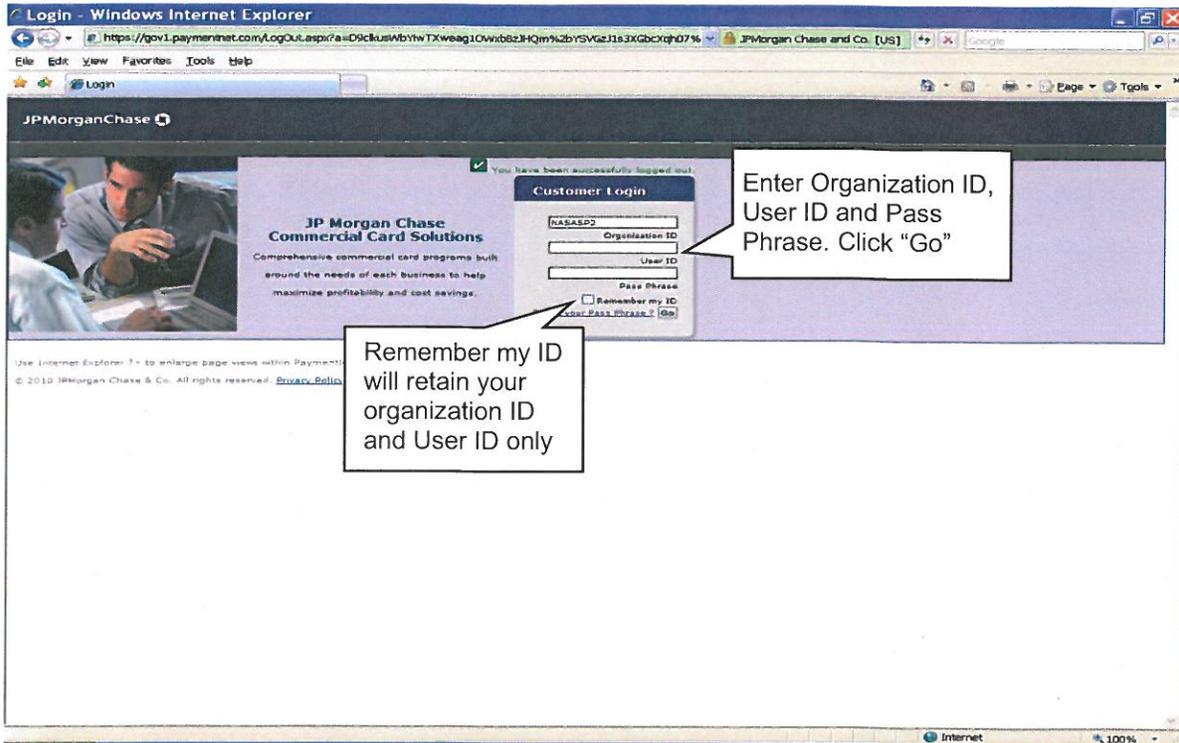
This document has been updated from a NSSC Process Work Instruction to a NSSC Customer Guide during Revision 3. The roles and responsibilities identified within this guide are primarily applicable to CAPC personnel.

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 7 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

## SECTION 1: DELINQUENCY REPORTS

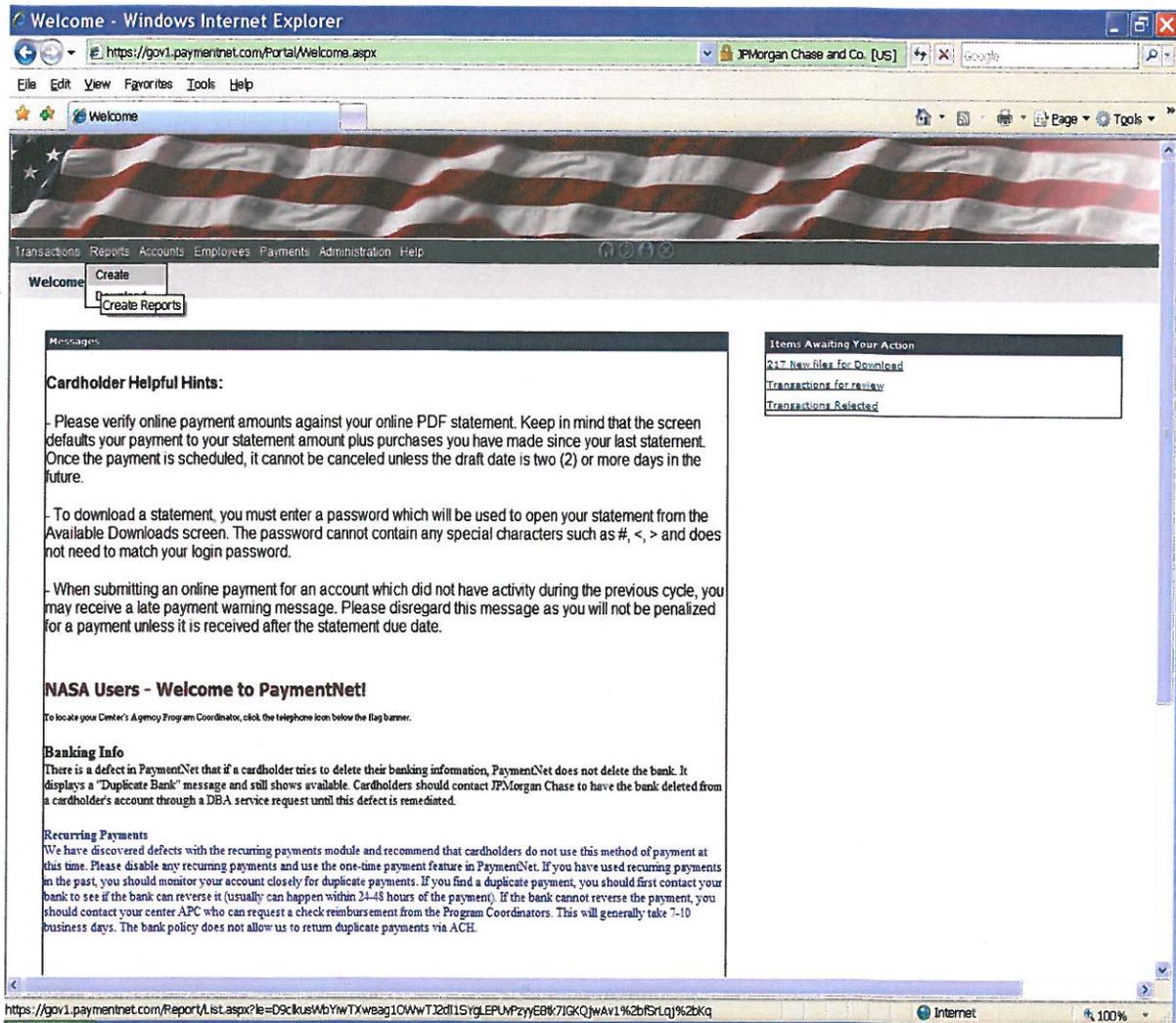
### Steps to Run PaymentNet Reports

1. Log into PaymentNet.



NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0
	Number
	Effective Date: June 2, 2016
	Expiration Date: June 2, 2017
Page 8 of 26	
Responsible Office: Financial Management	
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>	

2. Put your cursor on "Reports" and click on "Create." This brings up the list of all available and saved reports in PaymentNet.



NSSC  
Work Instruction

NSPWI-9710-0002 Revision 3.0

Number

Effective Date: June 2, 2016

Expiration Date: June 2, 2017

Page 9 of 26

Responsible Office: Financial Management

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

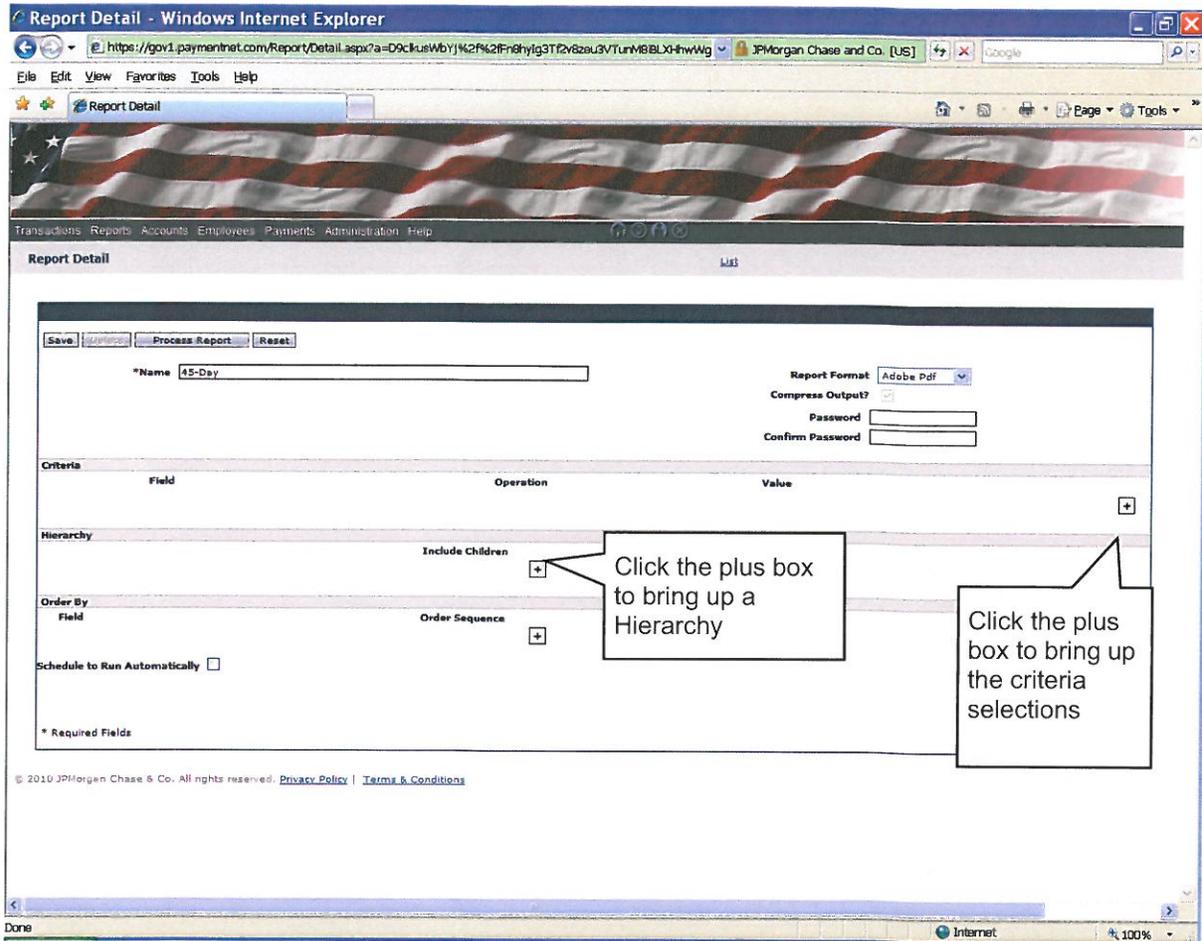
3. Click on the report you would like to set up or run. We will demonstrate the 45 Day Report. Click on "45-day."

The screenshot shows a Windows Internet Explorer browser window displaying a 'Report List' page. The browser's address bar shows the URL: https://gov1.paymentnet.com/Report/List.aspx?le=D9ckusWbYwTXweag1OWWTJ2dt1S1YgLEPUVpzyE8K7JGQJwv1%2b. The page title is 'Report List'. Below the browser window, there is a table of reports. A callout box with a pointer highlights the '45-Day' report link in the table. The text inside the callout box reads: 'Click on "45-Day"'. The table has columns for Name, Type, Description, and Schedule. The '45-Day' report is highlighted in blue.

Name	Type	Description	Schedule
1099_Merchant	Merchant	The 1099 Merchant report can be used to analyze purchases made from 1099 Merchants. The report lists MCC Code and Description, Merchant Name and Address, Merchant DBA Name, Taxpayer ID, and Dollar Amount.	
<a href="#">45-Day</a>		report can be used to monitor delinquencies as it identifies accounts that are between 30 and due. The report lists: Hierarchy, Account Number, Account FirstName, Account LastName, 30 Days, 60 Days, Number of Days Past Due, and Current Balance.	
<a href="#">45-Day - Fleet CRA EGS</a>		report can be used to monitor delinquencies as it identifies accounts that are between 30 and due. The report lists: Hierarchy, Account Number, Account FirstName, Account LastName, 30 Days, 60 Days, Number of Days Past Due, and Current Balance.	Monthly/Last Day of Month
<a href="#">45-Day - Glenn</a>		report can be used to monitor delinquencies as it identifies accounts that are between 30 and due. The report lists: Hierarchy, Account Number, Account FirstName, Account LastName, 30 Days, 60 Days, Number of Days Past Due, and Current Balance.	Monthly/Last Day of Month
<a href="#">45-Day - NSSC</a>	Accounts	report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Hierarchy, Account Number, Account FirstName, Account LastName, Account Status, 30 Days, 60 Days, Number of Days Past Due, and Current Balance.	Monthly/Last Day of Month
<a href="#">Account Activity With Hierarchies Report</a>	Transaction	The Account Activity with Hierarchies Report shows transactional information for all transaction types with the information such as: Post Date, Transaction Date, Hierarchy ID, Hierarchy Description, Merchant Name, Merchant TIN Number, MCC, Transaction ID, and Transaction Type. The report shall be optimized for Excel.	
<a href="#">Account and Employee Hierarchy</a>	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees - both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee. However, the user should not be allowed to enter a criteria or view employees/accounts outside his/her scope of view.	
<a href="#">Account and Employee Hierarchy - ARC &amp; DERC</a>	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees - both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee. However, the user should not be allowed to enter a criteria or view employees/accounts outside his/her scope of view.	Weekly/ Monday
<a href="#">Account and Employee Hierarchy - GRC &amp; HQ</a>	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees - both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee. However, the user should not be allowed to enter a criteria or view employees/accounts outside his/her scope of view.	Weekly/ Monday
<a href="#">Account and Employee Hierarchy - GSEC</a>	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees - both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee. However, the user should not be allowed to enter a criteria or view employees/accounts outside his/her scope of view.	Weekly/ Monday

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 10 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

- This brings up the report template. This is where you can set certain criteria, select your hierarchy and also schedule your report to run on a weekly or monthly schedule.



NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 11 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

5. Select the Report Format as MS Excel. There are no set criteria for the standard 45-day report, so you will need to enter the criteria. Select the applicable Center hierarchy and check the "Include Children" box. Schedule the report to run monthly, on the last day of the month. To save the report with the criteria entered, type a dash followed by the respective Center's acronym after the report name and click the Save button. For example, the NSSC would enter " -NSSC" after the name "45 Day." Your personalized report is now saved in the Reports List. The report will run as you have it scheduled or you can click the process tab to process the report immediately.

The screenshot shows the 'Report Detail' form in a Windows Internet Explorer browser window. The form includes several sections and fields:

- Buttons:** Save, Delete, Process Report, and Reset.
- Name Field:** Contains the text "45-Day - NSSC". A callout box points to this field with the instruction: "Type a dash and then the Center acronym after the report name; click the save tab to the far left to save all selections".
- Report Format:** A dropdown menu currently set to "Ms Excel". A callout box points to the dropdown arrow with the instruction: "Click the drop down arrow and select MS Excel as the report format".
- Compress Output?:** A checkbox that is currently unchecked.
- Password and Confirm Password:** Two input fields, both containing masked characters (asterisks).
- Field/Operation/Value Table:** A table with three columns. A callout box points to the "Field" column with the instruction: "Select the Hierarchy and check include".
- Include Children:** A checkbox that is checked. A callout box points to it with the instruction: "Schedule the report to run weekly, monthly, daily, or by cycle".
- Schedule to Run Automatically:** A checked checkbox.
- Frequency:** A dropdown menu set to "Monthly".
- Day:** A dropdown menu set to "Last Day of Month".

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NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0
	Number
	Effective Date: June 2, 2016
	Expiration Date: June 2, 2017
Page 12 of 26	
Responsible Office: Financial Management	
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>	

6. When the report has finished running, it will appear in the downloaded reports tab under the Reports menu with a status of "Successful."

7. Click the name of the report to retrieve the report.

The screenshot shows a web browser window titled "Available Downloads - Windows Internet Explorer". The address bar contains the URL: <https://gov1.paymentnet.com/Other/AvailableDownloads.aspx?le=D9cckusWbYg9eLG8-FPYDghDA4yTHkY9XX9Qr%2b28T9E>. The page features a navigation menu with "Available Downloads" selected. Below the menu is a table of available reports.

Name	Category	Created	Status
<input type="checkbox"/> ATM - Aug 9 Sep 2010.zip	Export	9/20/2010 10:45:59 AM	Successful
<input type="checkbox"/> [REDACTED]	Export	9/20/2010 9:58:13 AM	Successful
<input type="checkbox"/> Delinquencies with Current Balance - IBA Travel without charge offs.zip	Report	9/17/2010 8:59:04 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel HQ.zip	Report	9/17/2010 8:58:27 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-EDS CBA	Report	9/17/2010 8:58:18 PM	No Data Found
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel Glenn .zip	Report	9/17/2010 8:57:30 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance - Travel CBA .zip	Report	9/17/2010 8:56:50 PM	Successful
<input type="checkbox"/> Transaction Summary by Hierarchy - Travel CBA.zip	Report	9/17/2010 8:55:17 PM	Successful
<input type="checkbox"/> Delinquency Summary - IBA TRV .zip	Report	9/17/2010 8:53:41 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel Johnson.zip	Report	9/17/2010 8:53:30 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel Lanolew.zip	Report	9/17/2010 8:53:17 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel NSSC.zip	Report	9/17/2010 8:52:58 PM	Successful
<input type="checkbox"/> Unusual Activity Analysis - NSSC	Report	9/17/2010 8:52:48 PM	No Data Found
<input type="checkbox"/> Cardholder Status with Hierarchy and Closed Date - Lost/Stolen/Closed.zip	Report	9/17/2010 8:52:40 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel Stennis.zip	Report	9/17/2010 8:52:22 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel Marshall.zip	Report	9/17/2010 8:52:03 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance - Fleet.zip	Report	9/17/2010 8:49:56 PM	Successful
<input type="checkbox"/> Delinquencies with Current Balance-IBA Travel Ames.zip	Report	9/17/2010 8:46:59 PM	Successful
<input type="checkbox"/> Cardholder Status with Hierarchy and Closed Rate - NSSC Lost/Stolen/Closed.zip	Report	9/17/2010 8:46:56 PM	Successful
<input type="checkbox"/> Transaction Summary by Hierarchy - Daily Transfers	Report	9/17/2010 8:46:28 PM	No Data Found

The footer of the page contains the URL: <https://gov1.paymentnet.com/Other/AvailableDownloads.aspx?le=D9cckusWbYg9eLG8-FPYDghDA4yTHkY9XX9Qr%2b28T9E116xF7m1%2FA%2bVJ5A>.

NSSC Work Instruction	NSPWI-9710-0002	Revision 3.0
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 13 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

### JPMorgan Chase PaymentNet System Delinquency Reports

Report Name	Frequency	When to run	Source System
Delinquencies with Current Balance	Monthly	16th of the month	PaymentNet
45-Day Report	Monthly	1st of the month	PaymentNet

#### 1. Delinquencies with Current Balance (Center Specific)

- This report will be used to determine when accounts are delinquent 31 days or more. If balances appear on the report but the approval to pay has been forwarded to the NSSC Accounts Payable, the CAPC will send an e-mail to the NSSC Customer Contact Center ([nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)) with a courtesy copy (cc) to the Lead APC to inquire when the payment of the Fleet Centrally Billed Account (CBA) will be processed.

Report Detail - Windows Internet Explorer

https://gov1.paymentnet.com/Report/Detail.aspx?a=D9ckusWbYDNTjYQhCRXNf-kF%2bBtcaknz3X0sWYarm%2F...

Report Detail

Transactions Reports Accounts Employees Payments Administration Help

Report Detail

Save Delete Process Report Reset

\*Name: Delinquencies with Current Balance - NSSC without charge offs

Report Format: Ms Excel

Compress Output?

Password: [REDACTED]

Confirm Password: [REDACTED]

Criteria

Criteria	Field	Operation	Value
1	Account Status	Is Equal To	Active
2	Or		
3	Account Status	Is Equal To	Suspended
4	Or		
5	Account Status	Is Equal To	Closed
6	And		
7	Status Reason	Is Not Equal To	Bank initiated- closure due to charge off

Hierarchy

1 \* Hierarchy ID: 81809NSSCTRIVBA NASA Shared Services Center

Include Children:

Order By: Field

Order Sequence: [ + ]

Schedule to Run Automatically:

Frequency: Monthly

Day: 16

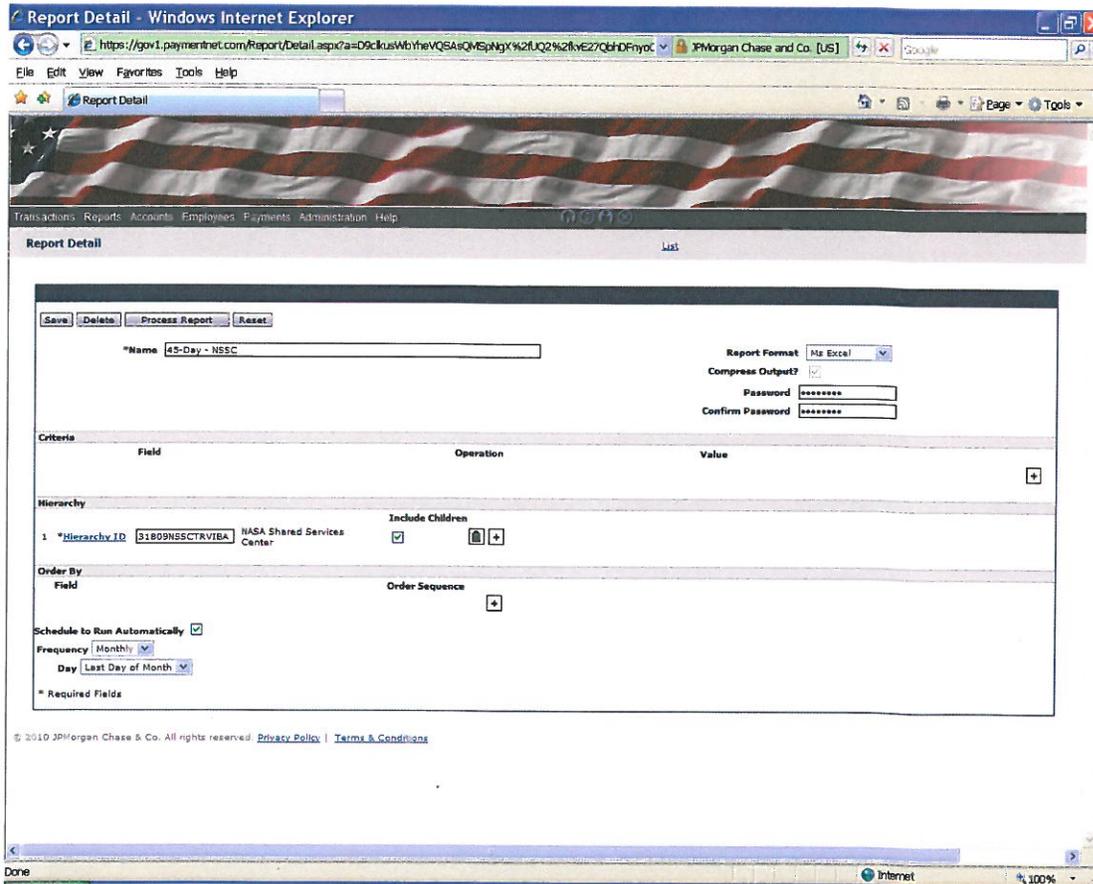
\* Required Fields

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NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Responsible Office: Financial Management		Page 14 of 26
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

2. 45-Day Report (Center Specific)

- This report will be used to ensure there are no delinquencies and prevent fleet cards from being suspended. If delinquencies appear that have been requested for payment, contact the NSSC Contact Center ([NSSC-ContactCenter@nasa.gov](mailto:NSSC-ContactCenter@nasa.gov)) with a cc to the Lead APC to ensure payment requests have been processed by NSSC Accounts Payable. If the payment request has been completed, contact JPMorgan Chase ([4.fedcard.services@jpmchase.com](mailto:4.fedcard.services@jpmchase.com)) 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.



NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 15 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

## SECTION 2: PROGRAM MONITORING REPORTS

### JPMorgan Chase Program Monitoring Reports

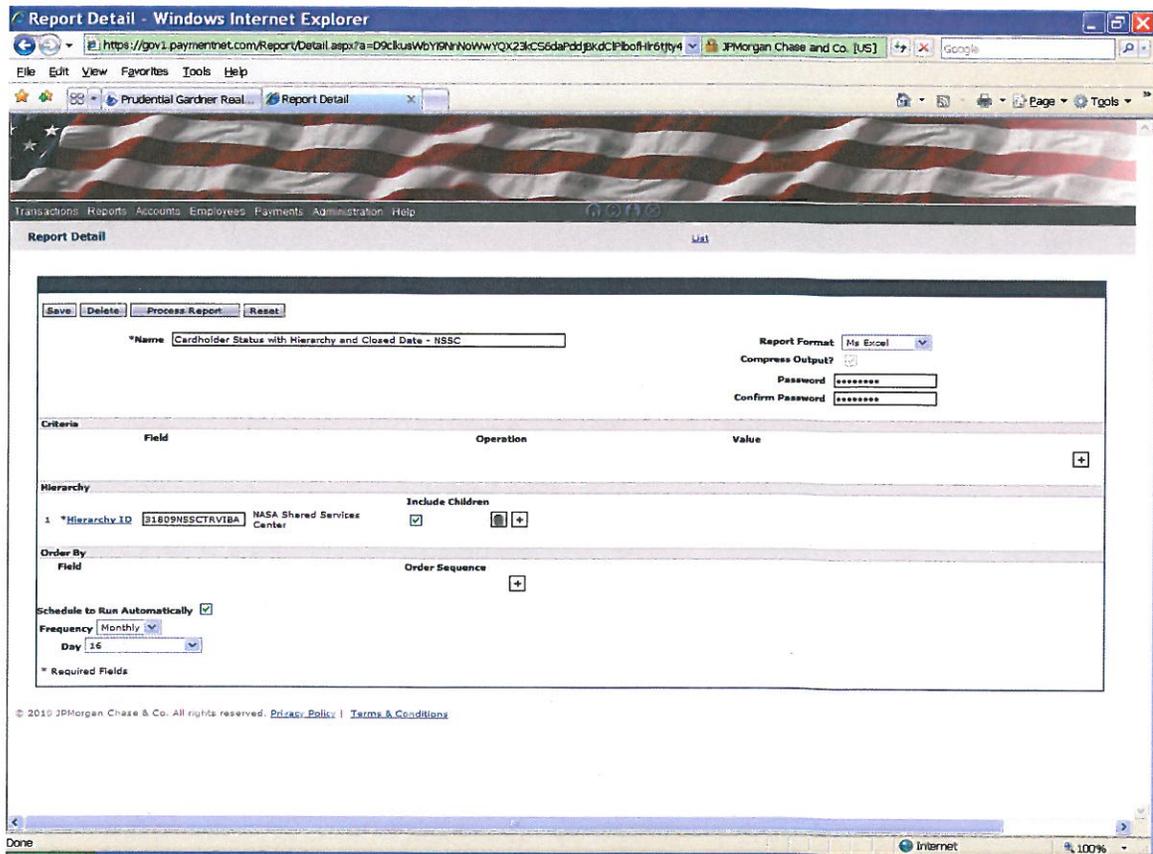
Report Name	Frequency	When to run	Source System	Minimum Validation
Cardholder Status with Hierarchy and Closed Date	Monthly	16th of the month	PaymentNet	100% Review
Declines	Monthly	16th of the month	PaymentNet	100% Review
Transaction Detail by Hierarchy Report	Monthly	16th of the month	PaymentNet	100% Review

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.

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 16 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

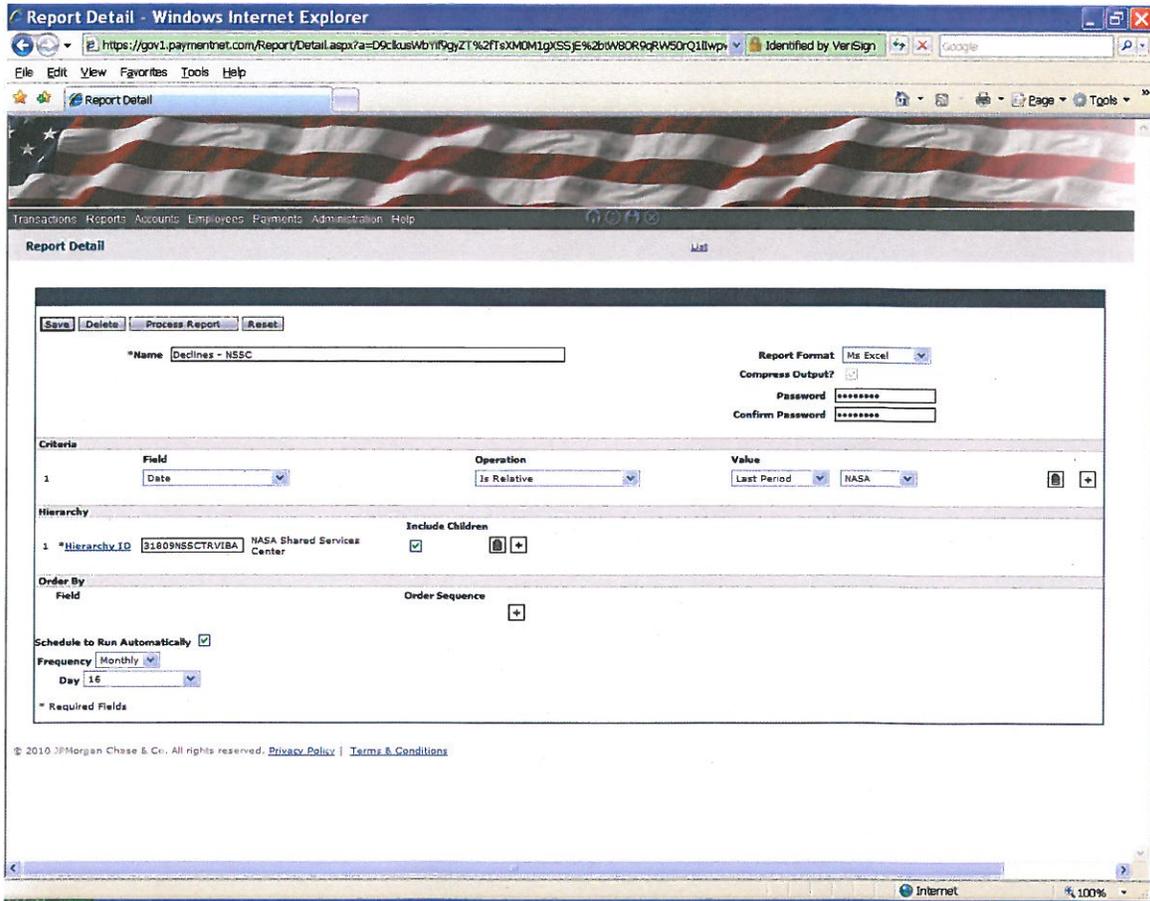
1. Cardholder Status with Hierarchy and Closed Date (100% Review)
  - Compare the information in this report with requests for new cards, to verify the status of all cards or to ensure that cards have not been suspended/closed by the bank due to fraudulent activity. Send an e-mail communication to JPMorgan Chase ([4.fedcard.services@jpmchase.com](mailto:4.fedcard.services@jpmchase.com)) and cc the Lead APC, if the status of the card is not correct and request the bank's assistance in reissuing a new charge card, if necessary.



NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 17 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

2. Declines (100% Review)

- 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 e-mail to JPMorgan Chase ([4.fedcard.services@jpmchase.com](mailto:4.fedcard.services@jpmchase.com)) 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.



NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 18 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

3. Transaction Detail by Hierarchy Report (100% review)

- 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.

The screenshot shows a web browser window titled "Report Detail - Windows Internet Explorer". The address bar shows a URL from "govt.paymenet.com". The page content includes a navigation menu with "Transactions", "Reports", "Accounts", "Employees", "Payments", "Administration", and "Help". The main area is titled "Report Detail" and contains a form with the following sections:

- Buttons:** Save, Delete, Process Report, Reset
- Name:** Transaction Detail by Hierarchy - NSSC
- Report Format:** MS Excel
- Compress Output?**
- Password:** [masked]
- Confirm Password:** [masked]
- Criteria:**

1	Field	Operation	Value
1	Post Date	is Relative	Last Period IASA
- Hierarchy:**

1	Hierarchy ID	Name	Include Children
1	51809NSCTRVIBA	NASA Shared Services Center	<input checked="" type="checkbox"/>
- Order By:**

Field	Order Sequence
- Schedule to Run Automatically:** 
  - Frequency: Monthly
  - Day: 15
- \* Required Fields:**

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NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 19 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

**APPENDIX A: Acronyms and Abbreviations**

ALR	Audit Liaison Representative
APC	Agency Program Coordinator
CAPC	Center Agency Program Coordinator
CBA	Centrally Billed Account
CC	Courtesy Copy
EAS	Electronic Access System
GSA	General Services Administration
HQ	Headquarters
LMD	Logistics Management Division
NPD	NASA Policy Directive
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OIG	Office of the Inspector General
OMB	Office of Management Budget

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 20 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

**APPENDIX B: Sample E-mail Notifications**

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

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 21 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

## 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.
  - 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 Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 22 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

#### **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.
- Notifying 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.
- 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 as a result of the review to the Lead APC by the third calendar day of the following month (see Appendix G).

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 23 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

- 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, analysis and 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.

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 24 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

## 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.

NSSC Work Instruction	NSPWI-9710-0002 Revision 3.0	
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 25 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

**APPENDIX F: Summary of Center APC Reports**

<u>Report Name</u>	<u>Frequency</u>	<u>When to Run</u>	<u>Source System</u>	<u>Minimum Validation</u>
Delinquencies with Current Balance	Monthly	16th of the month	PaymentNet	100% Review
45 Day Report	Monthly	1st of every month	PaymentNet	100% Review
Cardholder Status with Hierarchy and Closed Date	Monthly	16th of the month	PaymentNet	100% Review
Declines	Monthly	16th of the month	PaymentNet	100% Review
Transaction Detail by Hierarchy Report	Monthly	16th of the month	PaymentNet	100% Review
Mandatory Training Verification	Quarterly	JAN/APR/JUL/OCT	SATERN	100% Review

NSSC Work Instruction	NSPWI-9710-0002	Revision 3.0
	Number	
	Effective Date:	June 2, 2016
	Expiration Date:	June 2, 2017
Page 26 of 26		
Responsible Office: Financial Management		
<b>SUBJECT: Fleet Charge Card Agency and Center Program Coordinator Roles and Responsibilities</b>		

**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**

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Center: \_\_\_\_\_

Statement Period Reviewed (Cycle: \_\_\_\_\_ - \_\_\_\_\_)      Date Submitted: \_\_\_\_\_

The following reports were reviewed for the Travel Charge Card activity according to the current Agency procedures and no exceptions were found unless otherwise noted:

REPORT NAME	SOURCE SYSTEM	# OF ISSUES IDENTIFIED	ACTIONS TAKEN FOR EACH ISSUE
<b>MONTHLY (JAN - DEC)<sup>1</sup></b>			
DELINQUENCIES WITH CURRENT BALANCE REPORT	PAYMENTNET	_____	
45 DAY REPORT	PAYMENTNET	_____	
CARDHOLDER STATUS WITH HIERARCHY AND CLOSED DATE REPORT	PAYMENTNET	_____	
DECLINES REPORT	PAYMENTNET	_____	
TRANSACTION DETAIL BY HIERARCHY REPORT	PAYMENTNET	_____	
<b>QUARTERLY (JAN/ APR/ JUL/OCT)</b>			
MANDATORY TRAINING VERIFICATION (APPROVING OFFICIALS)	SATERN	_____	

<sup>1</sup>Consistent with the guidance set forth by the NASA Financial Management Operating Procedure (FMOP) 97000.1-P01 A.

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: February 26, 2014