

Official-Use Fuel Cards Within Germany

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1. Terminology

- a. Official-use vehicles (owned, rented, or leased) are referred to as government vehicles (GOVs).
- b. Official-use fuel cards are referred to as GOV cards.
- c. Each authorized organization (Unit Transportation Coordinator, Vehicle Fleet Manager, etc.) is referred to as the "Government Customer" (GC).

2. Policy

- a. There is no monthly fuel ration limit for GOVs.
- b. The GOV card serves as a charge card for buying fuel at Exchange GOV prices at Exchange and Esso stations within Germany.
- c. GCs are obligated to pay monthly bills for all fuel charged to the GC's GOVs within their account.

3. Administrative Procedures

- a. For GOV card eligibility, all official-use vehicles (GOVs) must be registered or listed with USAREUR Vehicle Registry (RMV).
- b. GCs will identify applicable GOVs by contacting RMV at DSN 496-4640/41/42 or via email (usarmy.sembach.usareur.list.rmv-cust-svc@mail.mil).
- c. GCs that have not already established a GOV account complete the enclosed "Billing Unit Request Form" and scan/email to the RMV Customer Service Email account (above) or send via official mail service to:
HQ, USAREUR Registry of Motor Vehicles
Attn: Customer Service
Unit 29230
APO AE 09136-9230
- d. RMV will provide a registration certificate (AE Form 190-1A) for each authorized GOV. For GOVs that are already registered with USAREUR, the Registry will update vehicle data, re-issue the 190-1A form, and not charge a registration fee. For each GOV that requires a GOV card and is not already registered with USAREUR, the Registry will charge the standard registration fee.

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e. Unlike pre-buying fuel under the fuel-coupon system, the GOV fuel card functions as a credit card with no interest charge. Using the Billing Unit Request Form, The Exchange establishes a Government Customer ID (GCID) and notifies the GC of the GCID number assigned to their organization. The GCID identifies the “bill to” unit for each GOV with a GOV card.

f. After establishing their GCID the GC will be able to add or remove GOVs by working with their local Field Registry Station or with RMV Customer Service.

g. To receive and activate cards for their GOVs, the GC should send their GCID, Vehicle Registration Number (VRN) and a 4 digit Personal Identification Number (PIN) to be assigned to the card, to the Exchange ESSO Fuel Card team at: yyeuessofuelcard@aafes.com.

h. The Exchange will send a summary invoice to the established GCID billing address for each organization at the beginning of each month for transactions from the previous month. Payment for this bill is due upon receipt.

i. Detailed transaction level data for each vehicle will be available by logging into the GCID's individual web page at the Exchange, via the customer WEB interface. To access this information follow these instructions:

Go to www.shopmyexchange.com.

Click on the Germany Fuel Ration Program link at the bottom of the page.

On the right side of the page click Account Log In.

Your ID will be your 9 digit GCID number.

From the drop down menu select “unit”.

The password is any VRN in your inventory.

When entering the password, use all CAPITALS and include any spaces and dashes.

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4. Rented and leased vehicles

a. All responsible organizations are working toward developing a process that will allow government organizations access to official-use fuel via a GOV fuel card for vehicles that are rented or short-term leased (less than one-year lease) for official mission functions.

b. Until the above process is fully developed and implemented, government organizations with rental or short-term lease vehicles for official mission should coordinate use of military fuel facilities with responsible organizations or plan to pay for their fuel requirements at off-installation commercial prices.

5. Card use and responsibilities

a. As an authorized driver receives a dispatched GOV, the dispatch will include the GOV registration certificate (AE Form 190-1A), the GOV card assigned to the GOV, and the PIN number for the GOV card.

b. After pumping fuel into the GOV, the driver takes the registration certificate and the GOV card to the gas station cashier.

c. At an Exchange station, the cashier ensures the vehicle license number on the registration certificate and the back of the GOV card are identical, then runs the card thru the system card reader. The driver enters the GOV odometer reading, then signs the signature capture pad and the cashier provides a printed receipt.

d. At an Esso station, the cashier ensures the vehicle license number on the registration certificate and the back of the GOV card are identical, then runs the card thru the Esso system card reader. The driver enters the PIN number for the GOV on the number pad, then enters the GOV odometer reading, then signs a printed receipt that stays with Esso, and then the cashier provides a printed receipt to the driver.

e. From all GOV card transactions, the driver is required to turn in their receipts when they turn in their dispatched GOV.

f. The driver who is responsible for the dispatched GOV is responsible for all GOV card transactions for the assigned GOV card throughout the dispatch.

Upon completion of formal coordination, the content of this document will be published within Army Europe Regulation 710-2 (Supply Policy Below the Wholesale Level)

Point of contacts for this information throughout this document:

HQ, USAREUR Registry of Motor Vehicles - usarmy.sembach.usareur.list.rmv-cust-svc@mail.mil / DSN: 496-4640/41/42

Exchange Europe - WagnerR@aafes.com / DSN: 334-2704