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FWS Integrated Charge Card Program Guidance
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U.S. Fish & Wildlife Service
Integrated Charge Card Program Guidance

Chapter 1 - Purpose, Scope, Definitions, Responsibilities and Delegation of Authority

1.1 Purpose.

This chapter contains Service guidance and instructions on using the integrated charge card for purchase, travel and/or fleet related transactions under the General Services Administration (GSA) SmartPay Charge Card Program. Under GSA's program, the Department has contracted with Bank of America to provide MasterCard (MC) as the integrated card to streamline all three business lines. This card is specifically designed with the "United States of America" printed next to the seal and the words "For Official Government Use Only, U.S. Department of the Interior, Tax Exempt ID 1400001849" printed on the card to avoid being mistaken for a personal credit card. Use of the card is subject to Federal, Department of the Interior and Fish and Wildlife Service (FWS) regulations as described in this guide. Cardholder accounts are not private: they are subject to review. The policies and procedures prescribed in this guide guide provide sound program management and management controls, and define allowable use and limitations for charge cards and convenience checks. The goals of the integrated card program are to: improve mission support; streamline and standardize operations; increase card use by maximizing card acceptance in all three lines; reduce administrative costs; and outsource transaction processing.

1.2 Scope.

The Department's integrated charge card program is the mandatory program for charge card transactions in the purchase, travel, and fleet business areas. An account may be established in just one business line or in any combination of the travel, purchase, and fleet business lines. The Bank of America MC is the only card used by the Department and Service for the three business lines and shall be used in accordance with the guidance contained in this document. There are limited exceptions applicable to fleet vehicles in the GSA Interagency Fleet Management System, selected vehicles and aircraft in Canada and Mexico during the summer field season, and law enforcement purposes. Under Federal Travel Regulations, the use of the Bank of America MC is mandatory for all official travel expenses, including those incurred by infrequent travelers. Vacancy announcements should indicate that employees must obtain the Bank of America MC if they will be required to travel as a part of their official duties.

1.3 Definitions.

A. Agency/Organization Program Coordinator (A/OPC).

The Service's primary liaison with the Bank of America and the Department's Office of Acquisition and Property Management (PAM), the Department's Office of Financial Management (PFM), and the Department's National Business Center (NBC) on technical and policy issues.

B. Alternate Agency/Organization Program Coordinator (Alternate A/OPC).

The Service's primary liaison with Service Regional and program offices on technical and policy issues. A/OPC and Alternate A/OPCs comprise the Service's Charge Card Implementation Team.

C. Business Lines.

The charge card program is composed of three business lines: travel, purchase, and fleet. Charge cards may have only one business line or a combination of business lines depending on the employee's needs.

D. Cardholder.

(1) Specific to fleet: Service-owned motorized vehicles or equipment, designated by the Service to be issued a card. (2) Specific to purchase: Any employee designated by the Service to be issued a card for payment of official purchase-related expenses in compliance with applicable regulations. (3) Specific to travel: Any employee designated by the Service to be issued a card to pay for official travel and travel-related expenses in compliance with applicable regulations. Some employees are issued cards with both travel and purchase authority, as their duties require.

E. Cardholder Account.

An account established in single or multiple business lines for an authorized employee or entity (e.g., for purposes of the fleet card line, an account is established for a motor vehicle) against which charges can be made. All transactions made through cardholder accounts shall be for official use only and comply with Federal, Departmental, Service and Bank of America requirements. Each account is assigned a number as an external means of identification.

F. Central Account ID.

A seven-digit number that uniquely identifies a bureau's central account. Some EAGLS maintenance screens require the central account ID. The FWS central account I.D. is 0004215.

G. Central Account Number.

The "parent" account for each bureau that receives no transactions, and provides an umbrella for all charges to the individual accounts below it.

H. Centrally Billed Transactions.

The Bank of America directly bills the Service for payment to cover all transactions made through the purchase and fleet lines. For the travel line, the bank centrally bills the Service, not the cardholder, for payment of all transactions covering commercial transportation (such as airlines and trains), rental cars, gasoline, and parking.

I. Controlled Property.

Personal property for which control records are maintained. This property may or may not be charged to a capitalized general ledger control account. Controlled property includes stores, capitalized, non-capitalized, leased, and inventory property with an original acquisition cost of $5,000 or more. All sensitive and contractor inventory property is controlled, regardless of dollar value.

J. Convenience Checks.

These are checks written against accounts in the purchase business line and are within established dollar limits. Convenience checks are used as a method of payment for purchase transactions where the vendor will not accept a charge card or a government purchase order. Convenience check transactions are included in cardholder statements along with applicable fees.

K. Corporate Account.

An account used to purchase transportation tickets for individuals who do not have a travel account (refer to Section 5.2), applies to the travel business line only.

L. Electronic Account Government Ledger System (EAGLS).

This is Bank of America's web-based desktop management tool that allows authorized users to manage various aspects of the card program from their workstations. EAGLS features a desktop organizer, program administration, on-line reconciliation, as well as query and reporting functions. All DOI cardholders may have access to EAGLS. A user ID and password from Bank of America are required. EAGLS can be accessed at www.gov-eagls.bankofamerica.com

M. GCSU.

Bank of America's Government Card Services Unit. This customer service group assists both A/OPCs and cardholders with current account information, new card activation, and technical help. The toll-free telephone number is 1-800-472-1424, and the TTY/TDD number is 1-800-672-0779.

N. GCSUTHD.

Bank of America's Government Card Services Unit Technical Help Desk. This group provides EAGLS users with online access to documentation, forms, training, and other technical assistance. The website is www.gcsuthd.bankofamerica.com. The toll-free telephone number is 1-800-558-0548, and the TTY/TDD number is 1-800-672-0779.

O. Hierarchy.

This is the organizational structure of the integrated charge card program within the Service and is comprised of the following areas of responsibility: Cardholders, office administrative personnel and supervisors, program and geographic Assistant Directors or Assistant Regional Directors (ARD), Regional Budget and Finance Offices, and the Washington Divisions of Finance and Contracting and Facilities Management.

P. Hierarchy Structure or Hierarchy Nodes (Codes).

This refers to the organizational structure and assignment made to Departmental organizational entities by the Bank of America and reflected throughout EAGLS. As this is the primary code by which all offices are identified within EAGLS, having the correct hierarchy structure for each office is critical. Each Service office has a string of seven-digit hierarchy codes corresponding to that office's placement within the Department's organizational structure. The highest organizational level (or node, in Bank terminology), level one, is the Department's code (0000003). The second level designates the Fish and Wildlife Service (0000015). The third level designates the Service Region or fleet national level. The fourth level designates the ARD assignment for travel/purchase cards or the Region for fleet cards. The fifth level designates the controlling office (such as a refuge complex) for travel/purchase cards or the ARD assignment for fleet cards. The sixth level denotes a sub-office under a controlling office for travel/purchase cards or the controlling office for fleet cards. The seventh level denotes a sub-office for fleet card purposes only. While eight levels are available in EAGLS, the Service generally uses the first seven levels. The Service's hierarchy structure reduced to the sub-office level appears as attachment 1. Remember that fleet hierarchies appear under the third level hierarchy under code 3201704, and will appear through the last half of this attachment.

Q. Individually Billed Transactions.

All official travel-related transactions made to an employee's travel card not connected with commercial transportation (e.g., lodging, meals, automated teller machine advances, etc.) are directly billed to the individual cardholder. These expenses must be claimed on the cardholder's travel voucher. The Bank of America directly bills the employee for these expenses and the employee must reimburse the Bank within the due dates indicated on his statement. Airline/train/bus tickets, travel agent transaction fees, car rentals, and gasoline are centrally billed to the Service and are not individually billed to the employee. Shuttles, taxis, and parking charges can be either individually or centrally billed depending on the MCC used by the vendor. It is recommended that the employee confirm the charge as individually billed or centrally billed through EAGLS prior to submitting the travel voucher.

R. Integrated Card.

This refers to the charge card program capability for two or more business lines authorized for a single account and whose administrative processes are integrated, e.g., account set-up and maintenance, reconciliation, reporting, and invoicing, etc.

S. Master Account Code (MAC).

The Bank of America term for cost structures within EAGLS. For the Service, this data element appears as the fiscal year followed by the job number, paying organization code, activity based costing (ABC) code, and budget object classification code (i.e., 2004-16640001983504F211C) – also known as the default cost code.

T. Merchant Category Code (MCC).

A four-digit code that classifies the nature of goods or services provided by a specific vendor. The vendor selects this code when enrolling with the charge card program(s) in which they participate. This selection is not controlled by the Bank, the Department, or by the Service.

MCC INDEX	
0742 – 1799	Contracted Services
2741 – 2791	Publishing Services
2842	Cleaning Preparations
3000 – 3299	Airlines
3351 – 3441	Automobile Rentals
3501 – 3783	Hotels and Motels
4011 – 4789	Transportation
4812 – 4900	Utilities
5013 – 5199	Wholesale Trade – Durable Goods
5200 – 5499	Retail Stores
5511 – 5599	Automobiles and Vehicles
5611 – 5699	Clothing Stores
5712 – 5999	Miscellaneous Stores
6010 – 7033	Service Providers
7210 – 7299	Personal Service Providers
7311 – 7523	Business Services
7531 – 7699	Repair Services
7829 – 7999	Amusement and Entertainment
8011 – 9950	Professional Services/Membership Orgs
9999	Transfer Transactions

U. Micro-purchase (specific to purchase).

As defined in Federal Acquisition Regulation 2.101, micro-purchases are the acquisition of supplies or services (except construction), for which the total transaction does not exceed $2,500. For construction, the total transaction limit is $2,000.

V. Option Set.

A table of authorization controls that includes spending limits and authorized merchant category codes, for various business lines (travel, purchase, travel/purchase, and fleet). See attachment 2 for a list of Option Sets with credit limits.

W. Queue.

A group of electronic requests that have been compiled in EAGLS for an A/OPC to review. The requests are changes within EAGLS that the A/OPC must approve or decline.

X. Salary Offset.

A process to collect delinquent amounts owed on individually billed charge card accounts from future salaries paid to the cardholder.

Y. Sensitive Property.

Property that must be controlled, regardless of value, by detailed accountability records. Sensitive property shall, at a minimum, include firearms and museum property.

Z. Simplified Acquisition Threshold (specific to purchase).

As described in FAR 2.101, this means $100,000.

AA. SmartPay Program.

GSA SmartPay is the Federal Government's charge card program. This program provides Federal Government cardholders a means to pay for commercial goods and services, travel and travel-related expenses, and vehicle fleet expenses.

BB. Statement Cycle Date/Billing Date/Closing Date.

Each month on the statement cycle date, the Bank generates billing statements and refreshes monthly credit limits. This date, for the Department of the Interior, is the 19th of each month.

CC. Transfer Transactions.

Transactions designed to move individually billed transactions to centrally billed transactions, or centrally billed transactions to individually billed transactions. This is normally required when an error has occurred or a charge has been "forced" through by the Regional Charge Card Coordinator (RCCC). The appropriate RCCC must approve transfer transactions.

DD. User Roles.

The authorization an EAGLS user is given to access screens and perform EAGLS tasks.

1.4 Responsibilities.

A. Assistant Director - Business Management and Operations (AD-BMO).

The AD-BMO is responsible for charge card implementation, general oversight and program management within the Service. This includes designating Service and Regional Charge Card Coordinators and other individuals to oversee the charge card program. The AD-BMO ensures that the Service has effective and efficient policies and procedures for account set-up, card use, security, account reconciliation and payment. In addition, the AD-BMO implements and maintains reasonable management controls for the charge card program. The AD-BMO approves all recommendations for month-to-month mission critical account status for cardholders less than 90 days past due.

B. Service Charge Card Coordinator (A/OPC).

The Service Charge Card Coordinator (SCCC) is the primary liaison between the Service, the Department and the Bank of America on technical and policy matters relating to the contract and Service's charge card use. The SCCC maintains the Service's charge card guidance and serves as liaison between the Departmental program and the RCCC. To ensure overall program integrity, the SCCC is responsible for maintaining a statistically valid sampling plan and other methods of control, including exception reporting through EAGLS. The SCCC reviews charge card usage as a component of the required acquisition management reviews. The Department authorizes the SCCC to cancel charge cards and suspend accounts as necessary, and delegates responsibility for reporting suspected charge card fraud to the OIG and the Bank of America as appropriate upon notification by the RCCC, supervisors, or employees. The SCCC forwards recommendations concerning month-to-month mission critical designations to the AD-BMO (less than 30 days delinquent) or the Department (over 30 days delinquent) as required by Departmental regulations. In EAGLS, SCCC responsibilities include overseeing the establishment of accounts, updating hierarchy structures to reflect Service organizational changes, creating and updating option sets and credit limits, the designation of the RCCC with the Bank of America, and the maintenance of master cardholder listings with related office charge limitations.

C. Regional Charge Card Coordinator (Alternate A/OPC).

The Regional Charge Card Coordinators (RCCC) are the primary liaisons between the Regions and the SCCC and have general oversight of the charge card program within their Region. The RCCC is responsible for following up on any charge card usage deficiencies noted during acquisition management reviews or exception report reviews conducted by the SCCC. The Department authorizes the RCCC to cancel charge cards and suspend accounts as necessary, and delegates responsibility for reporting suspected charge card fraud either through the SCCC or directly to the OIG and the Bank of America, as appropriate. The RCCC is also responsible for contacting cardholders with delinquent accounts and working with the cardholder and the Bank of America on account resolution. When problems with accounts and/or payments warrant, the RCCC recommends mission critical account status (exceptions to normal delinquent account processing) to the SCCC noting the reason for this designation. In EAGLS, RCCC's responsibilities include overseeing the establishment and maintenance of accounts within his/her Region, the submission of hierarchy changes to the SCCC in response to organizational changes or restructuring, and approving queued requests from authorized individuals within their

hierarchies (see attachment 15, EAGLS Instructions). New accounts containing the purchase business line must use the office address of the cardholder (see 2.3, Obtaining a Card).

D. Travel Business Line Coordinator (Division of Financial Management)

Travel business line coordinators are responsible for coordinating GSA, Departmental, and FWS travel policy with charge card guidance, manual releases, and personnel disciplinary activities. They assist in developing training packages for charge card and travel matters. They determine program/position needs for cards with the travel business line and the appropriate option set for each need:

- Frequent travelers.
- Infrequent travelers.
- Foreign travelers.
- Special program requirements (Law Enforcement Sky Marshals, fire, and other emergency needs).

E. Purchase Business Line Coordinator (Division of Contracting and Facilities Management)

Purchase business line coordinators are responsible for coordinating GSA, Departmental, and FWS procurement policy with charge card guidance, manual releases, and personnel disciplinary activities. They assist in the developing training packages for charge card and purchase matters. They determine program/position needs for cards with the purchase business line and the appropriate option set for each need:

- Warranted procurement officials.
- Non-warranted personnel.
- Special program requirements (Fire and other emergency needs).

F. Fleet Business Line Coordinator (Division of Contracting and Facilities Management)

Fleet business line coordinators are responsible for coordinating GSA, Departmental, and FWS fleet procurement policy with charge card guidance, manual releases, and personnel disciplinary activities. They assist in developing training packages for charge card and fleet matters. They determine program/vehicle needs for cards with the fleet business line:

- Vehicles and equipment requiring cards.
- Special program requirements (bulk fuel, aviation fuel, marine activities, and migratory bird surveys).

G. Supervisors and Designated Approving Officials.

Supervisors/approving officials ensure that employees use charge cards in accordance with Service policies and procedures and only in meeting valid office needs. This includes a monthly review of cardholder statements of account and supporting documentation to ensure that all transactions are made in the best interest of the Government, evidenced by approving signatures on the front of each cardholder's statement of account. Supervisors must monitor spending patterns and vendor sources. A sudden unexplained increase in purchases or charges or questionable vendor sources may indicate a problem. Supervisors/approving officials must investigate and report instances of apparent misuse to their RCCC for assistance in resolving the problem, and must counsel employees regarding possible adverse actions resulting from misuse

or nonpayment of charge card accounts. In addition, supervisors must approve all new cardholder applications, ensure that controlled/sensitive property is entered into the property system (see chapter 2, section 10), and that employees are correctly trained in the proper use of the charge card. Documentation for statistically sampled transactions must be provided in a timely manner to the RCCC. Supervisors must ensure that employees departing the Service surrender their charge cards, pay any outstanding balances to the Bank of America, and provide a forwarding address on the exit/clearance form (See 6.9, Employee Exit Clearance Procedures.)

If an audit of the card program or other information reveals that an approving official is not performing his/her duties and responsibilities, disciplinary action may result against the approving official.

To assist supervisors and designated approving officials in carrying out these duties, all supervisors/approving officials must complete the Department of the Interior Charge Card Training for Approving Officials. Details regarding the Department's training will be received by the supervisor/approving official shortly after selection or designation.

H. Cardholder.

The cardholder will receive a letter that explains how to activate the charge card and a card transmittal mailing that includes the new card and the agreement between the Department of the Interior's employee and the Bank of America. Upon receiving the card, the cardholder must verify that the name on the card is correct and sign and activate the charge card as soon as it arrives. A letter containing the card's ATM personal identification number (PIN) with an explanation on how to customize the PIN, if desired, should also be received, as well as a letter notifying the cardholder of his/her EAGLS user identification code and initial password. Cardholders are responsible for ensuring the security of their charge card, using their charge card only for official purposes, reviewing their statements of account each month, paying all undisputed individually billed charges on time, and requesting transfer transactions as appropriate. Cardholders must comply with Service charge card guidelines and with the terms of their agreement with the Bank of America, N.A. Cardholders must maintain accurate and complete records supporting their charge card transactions, including original receipts and any required approvals or justifications. Charge cards are not transferable. The cardholder is responsible for any improper transactions made by other employees using his/her card unless the card was lost or stolen. No one other than the designated cardholder has authority to use his/her card.

I. National Business Center (NBC) Charge Card Support Center (CSC).

National Business Center (NBC) Charge Card Support Center (CSC) has the operational responsibility to carry out policies issued by the Department. CSC activities may include contract administration, bureau administrative support, maintaining interfaces to finance and property systems, Departmental reporting and data administration, development and delivery of training classes, program development and operations refinement, security administration, and help desk support for bureau APCs.

J. Office of Inspector General (OIG).

The Office of Inspector General (OIG) is responsible for conducting audits or arranging for investigations when violations of Federal fraud statutes are suspected or alleged. Any allegation or complaint concerning suspected misuse must be reported to the OIG. Following initial review of an allegation or complaint, the OIG will either open an investigation or refer the matter back to the bureau/ office for administrative action. The 24-hour toll free hotline number for the OIG is 1-800-424-5081.

K. Responsibilities by Hierarchy.

The Service has established administrative levels for its integrated MasterCard structure with the Bank of America. They correspond to security levels established within EAGLS by the Department for program administration. The responsibilities of each level are described below, along with the security code within EAGLS for each level.

- **Cardholder Level (security code AH).** Within EAGLS, cardholders are authorized to make address and telephone number changes, dispute charges, access individual statements and request password resets. Cardholders are responsible for collecting documentation and reconciling individual transactions to statements. Detailed instructions for account reconciliation and maintenance in EAGLS appear in attachment 15, EAGLS Instructions.

- **Administrative Level (security codes RO and AO).** The administrative level consists of office administrative personnel whose regular job duties include budget monitoring and/or other administrative activities. Within EAGLS, designated administrative officials have the capability to reconcile individual transactions to cardholder statements for each cardholder in his/her office. In addition, they are authorized to dispute charges (refer to attachment 15, EAGLS Instructions), change cost structures through cost reallocation, access individual cardholder statements, and perform routine cardholder maintenance (address and telephone number changes, adjusting default cost structures or MACs). Detailed instructions for account reconciliation and maintenance in EAGLS appear in attachment 15, EAGLS Instructions.

- **Assistant Regional Director (ARD) Level (security code DOI ADMIN).** This level consists of ARD administrative personnel and has the capability within EAGLS to review/query/report cardholder transactions and statements for their subordinate offices.

- **Regional Charge Card Coordinators (security code A/OPC).** This level consists of designated personnel within the Regional Budget and Finance Office. Within EAGLS they are authorized to set up accounts, accept ("force") transactions outside of internal control perimeters, and perform non-routine cardholder account maintenance such as making:

  - Revisions/exceptions to purchase and cycle limits,
  - Revisions/exceptions to merchant category code restrictions,
  - Changes in centrally billed vs. individually billed transactions,
  - Recommendations for mission critical account designations to the Washington Office.

A/OPCs have report and query access within EAGLS to cardholder statements and transactions for their Region. In addition, they may review and analyze statistically sampled transactions for management control purposes.

- **Division of Financial Management/ Division of Contracting and Facilities Management Level (security code A/OPC and DBO).** This level consists of staff designated within the offices of the Division of Financial Management and the Division Contracting and Facilities Management offices. They have access to all cardholder data within the Service. Within EAGLS, they have report and query capability to support internal control purposes, procurement reviews and reporting activities. This level also administers interface activities between EAGLS and the Federal Financial System (FFS), and the overall reconciliation of daily centrally billed payments. Invoicing is performed at the national level and is processed through the charge card interface at the Service's Finance Center by those with DBO authority.

1.5 Delegation of Authority.

The AD-BMO has delegated authority to the SCCC and RCCCs to oversee the charge card program: developing specific policy and procedures for card use, ensuring program management, security, and cardholder accountability, overseeing account reconciliation and payment, conducting scheduled documentation and transaction reviews, and setting up accounts with the charge card contractor. Micro-purchase authority is built into the application and charge card issuance process. Receipt of the Government issued charge card with the employee's name embossed on it is deemed delegation of authority.

Chapter 2 - Charge Card Policies and Procedures for All Business Lines

2.1 Integrated Charge Card.

A Bank of America MasterCard account is available as one business line or in a combination of purchase and travel business lines. Issuance of a charge card does not imply automatic activation of multiple business lines. If authorized, the servicing A/OPC can add another function to an existing MasterCard account at any time without reissuing cards.

2.2 Official Use Only.

Cardholders are to use their charge cards for official purposes only. The card is specifically designed with "United States of America" printed next to the seal and the words "For Official Government Use Only, U.S. Department of the Interior, Tax Exempt I.D. 1400001849" printed on the card to avoid having the card mistaken for a personal credit card. Supervisors/approving officials shall ensure that all travel, supplies, fuel, goods and services acquired with the Bank of America MasterCard are for official use only and shall establish administrative controls to prevent unauthorized use of the charge card.

2.3 Obtaining a Card.

Issuance of the government charge card is limited to individuals who are employees of FWS (see FAR 1.603-3 Appointment). Individuals working under an IPA or on detail from another Federal agency may apply for the travel business line with supervisory approval. A person on detail from another federal agency will not be in DOI's personnel system and will not be able to take the charge cardholder online training but can obtain a hardcopy version of the cardholder test from the NBC's Charge Card Support Center. The supervisor must ensure that the cards issued are returned at the end of the IPA or detail.

New employees who are expected to travel on official business are required to apply for a charge card in the travel business line within 30 calendar days of their appointment. Employees may only have one active charge card account. Employees who have delinquent account balances from a previous Government travel charge card will be required to satisfy their existing obligation before a new card can be issued.

An employee needing a MasterCard for travel and/or purchase purposes completes the Departmental Integrated Card Account Setup/Application Form, Part 1. Please see attachment 3 for a copy of the form, preparation instructions, and a copy of the cardholder agreement. Due to Freedom of Information Act requirements, charge cards with purchase authority must use the office address of the cardholder on the application and within EAGLS for statement mailing. Residential addresses may be used on charge cards with a travel business line, however supervisors are encouraged to have employee statements sent to the office address.

The supervisor approves the application (at the bottom of part 1) and submits the form to the RCCC for completion of part 2 and submission for processing to the Bank of America. The average processing time between submission of a properly prepared application and receipt of the card is usually around 10 days. The servicing A/OPC can arrange FedEx second-day delivery for mission-related emergencies (fire, flood, hurricane response, etc.). Priority charge card

applications requiring immediate attention should be faxed to the Bank of America at (888) 784-1039. Both the application and the cover sheet, if any, should bear the notation "code red". "Code red" should appear on each application as groups of applications are often broken down among several technicians for processing. Each priority application must have a valid physical address (no post office boxes) as the card(s) will be express mailed to the address noted. The express mail process takes two days to get the card to the cardholder, provided the application is received at the Bank before 3 p.m. eastern time (for examples, faxes sent before noon on a Tuesday would result in cards received by express mail on Thursday; faxes after noon on a Tuesday would result in cards received by express mail on Friday.)

All requests for new purchase card accounts must include the following documentation:

- An internal analysis of the organization's open purchase card accounts,
- A statement of the employee's eligibility for micro-purchase authority,
- A copy of the employee's purchase card training certificate,
- A rationale for the employee's spending limit.

Applicants for travel charge card authority must also submit a completed SF-3881, ACH Vendor/Miscellaneous Payment Form (see attachment 4). To obtain a fleet MasterCard, use the Fleet Card Account Setup/Application Form (see attachment 5).

2.4 Training Requirements.

Prior to receiving cards, all applicants must successfully complete DOI training, so they have a working knowledge of charge card policies and procedures and how to use Bank of America charge card features, including EAGLS:

- The DOI training is available at http://training.nbc.gov/chargecard.
- ISP dial-up access is available at http://nbctraining.fws.gov/chargecard.

Employees who are required to travel immediately may not be in FPPS and cannot take the training. Therefore, these employees may be granted a 30 day extension. Under these conditions, they will receive the card and then take the training when they return from their business trip.

Those having charge card administrative responsibilities must also receive training. This training includes reviewing written materials from the Service and Bank of America, as well as completing internet-based tutorials. Periodic refresher training may be required to provide cardholders and administrative staff with changes in Service policies and procedures, regulatory changes and Bank of America procedural changes. Supervisors and designated approving officials must complete the Department's supervisory/approving official's training program.

For those using the purchase business line, training in micro-purchase and/or simplified acquisition procedures is required. Those who received purchase card training and certification under the previous Government-wide Commercial Purchase Card Program are required to repeat this initial training as the same concepts apply to the integrated purchase card. The Department's Contracting Officers Warrant System Manual covers procurement personnel training requirements for simplified acquisitions above the micro-purchase threshold.

2.5 Convenience Checks.

Convenience checks are available to cardholders with the purchase business line and who can demonstrate a specific need for convenience checks. Authority to issue convenience checks requires the employee's successful completion of convenience check training. Convenience checks are personalized with the cardholder's name, the agency, office address, and the single-purchase limit. As with the charge card, this authority is not transferable. Initial check orders must be routed through the appropriate RCCC and the need for convenience checks must be demonstrated to the RCCC prior to approval. Because of the fees associated with convenience check use, convenience checks should not be used where charge cards or government purchase orders are accepted for services or merchandise. In addition, convenience checks should not be used by individuals to write checks to themselves or to any other individual or vendor for: (a) cash advance purposes; (b) salary payments, cash awards, or any transaction required to be processed through the payroll system; (c) travel related tickets; (d) meals, drinks, and lodging related to travel; (e) rental or lease of vehicles when in travel status; (f) purchase of telephone services; (g) repairs for GSA vehicles; (h) gas or oil for vehicles, (i) government payments, or (j) online auction sites (such as E-Bay). The exceptions to this rule apply when emergency situations arise, such as fire suppression, search and rescue, or natural disasters, where convenience checks may be used under the same documentation criteria as the charge card (see 3.3, Transactions Permitted and Those Prohibited Under the Purchase Business Line.) Convenience checks may also be issued as travel advances to non-employees in situations where time or circumstances do not allow offices to obtain travel advances by Treasury check through normal procedures. A special travel advance convenience check account would need to be established exclusively for this purpose at the Regional office level. Detailed instructions for the convenience check program appear in attachment 6, Convenience Check Program Guide and attachment 15, EAGLS Instructions.

Convenience checks are accountable documents and must be properly safeguarded. Employees shall handle lost convenience checks in the same manner as a lost charge card (see 2.9, Lost, Stolen, Damaged or Expired Cards or Convenience Checks.)

2.6 Unauthorized Use/Penalties.

When using the charge card for any of the three business lines (travel, procurement, and fleet), the cardholder must comply with all Federal, Departmental, and Service prohibitions, controls, limitations, and approval requirements. Termination of charge card and check writing authority may be made for cause, e.g., card misuse, improper use of micro-purchase authority, payment delinquencies, suspension or cancellation of other charge card business lines, failure to maintain supporting documentation, or inattention to proper account management. Management may impose disciplinary or other actions against the employee under applicable Government and Department administrative procedures, including repayment of unauthorized charges or denial of reimbursement, requirements to complete remedial training, written or oral reprimands, warnings or admonishment, suspension without pay, revocation of a contracting officer's warrant, loss of driving privileges or removal from Federal employment. The employee is personally liable to the Government for the amount of any non-approved purchases and, under 18 U.S.C. 287, may be subject to a fine of not more than $10,000 or imprisonment for not more than five years, or both.

The Office of the Inspector General (OIG) is responsible for conducting investigations when waste, fraud and abuse are suspected or alleged. Any allegation or complaint concerning potentially fraudulent misuse of the charge card must be reported to the OIG for review and appropriate action. Following an initial review, the OIG will either open an investigation or refer the matter back to the responsible bureau for administrative action. Contact the Human Resource Office or RCCC for information on reporting suspected abuse to the OIG. The 24-hour toll free hot line to the OIG is 1-(800)-424-5081.

2.7 Separation of a Cardholder.

Upon separation of a cardholder from the Service, the cardholder must surrender the card and any remaining convenience checks, if applicable, to his/her supervisor and notify the RCCC who will close the account via EAGLS (see 6.9, Employee Exit Clearance Procedures.) Surrendering the charge card is included as part of the employee clearance process, along with the destruction of any convenience check stock on hand for the separating employee. With regard to the fleet business line, if an office disposes of a vehicle or other motorized equipment that has a fleet account, the individual responsible for the account must surrender the card to his/her supervisor and notify his/her RCCC who will close the account via EAGLS. If the individual responsible for a fleet account has a change in jobs or job duties he/she should coordinate with the supervisor to notify the RCCC of a replacement.

2.8 Transfer of Cardholder.

Under the integrated charge card program, cardholders may transfer their travel business line within their respective bureaus without having a new charge card issued to them. Delegations of procurement authority are not transferable. The RCCC will deactivate the purchase business line when transferring the employee's account. The employee's new supervisor must submit written approval to the RCCC to reinstate the employee's purchase business line when transferring the account. The transfer can be completed through account changes made via EAGLS. However, any changes to the cardholder's A/OPC information must be made using the Point of Contact form and submitted to Bank of America for processing (see attachment 7). The cardholder is responsible for notifying his/her respective RCCC of a prospective account status change. Employees transferring between bureaus within the Department must have their cards canceled by the former bureau and reissued by the current bureau. A new account must not be requested until the old account has a zero balance due and has been closed.

2.9 Lost, Stolen, Damaged or Expired Cards or Convenience Checks.

If a charge card or convenience checks are lost or stolen, or the card is damaged so that it will no longer work, the cardholder must immediately notify his/her supervisor, the RCCC and the Bank of America, 1-(800)-472-1424, which will reissue the card/replace the checks.

The same Federal law that protects your personal credit also applies to the government card. If unauthorized use of a lost or stolen card occurs, the liability of the government will not exceed the lesser of $50 or the amount of related transactions. There is no fee for reporting lost or stolen convenience checks or for requesting a replacement account. In case of investigation into fraudulent use of lost or stolen cards or convenience checks, the account holder must cooperate with investigators.

As a routine business practice, the Bank of America automatically reissues a card several weeks before it is set to expire. If the cardholder does not receive a replacement in a timely manner, he/she should contact the Bank of America.

2.10 Property Issues.

Use of the charge card as a method of purchase and payment does not eliminate Federal, Department, and Service property reporting requirements. All controlled property, i.e., personal property having an acquisition cost of $5,000 or more, plus sensitive items (i.e., laptop computers), purchased with the charge card must be reported immediately to the appropriate property officer for inclusion in the inventory system by the cardholder or the designated administrative official. Department of the Interior Form 102 (Receiving Report) will be used for reporting this property.

Chapter 3 - Charge Card Policy and Procedures Specific to the Purchase Business Line

3.1 Purchase Authorities.

A. Micro-purchases.

Service personnel without a contracting officer warrant may have delegated purchase authority to use the charge card as a purchase or payment method for supplies and services up to $2,500 for a single transaction. The threshold is $2,000 for construction, and is further restricted to warranted cardholders. Contact your regional contracting office for further guidelines. Appointment/delegation of micro-purchase authority is built into the application and charge card issuance process. The integrated charge card vendor Bank of America is the record holder. Use of the card may not be re-delegated or transferred.

B. Simplified Acquisitions.

Warranted contracting officers (CO) are authorized to use the charge card in the same manner as non-warranted personnel. However, only CO's have additional spending authority to purchase supplies and services up to their warrant limit, i.e., Level IA $5,000, Level IB $10,000, Level IIA $25,000, or Level IIB $100,000 (as designated on the warrant certificate itself) *and* up to the Simplified Acquisition threshold, i.e., $100,000, when placing orders with established sources such as Federal Supply Schedules. This can be done provided the vendor agrees to the required terms, conditions and clauses for actions above the micro-purchase threshold and such agreement is documented for the record. The CO will maintain documentation, including price comparisons, best value or other determinations. CO's are urged to buy smart and increase their buying power up to $100,000 per transaction by using the charge card to place orders against established sources such as Federal Supply Schedules. CO's will process all open market purchases between $2,500 and $25,000 through the Interior Department Electronic Acquisition System (IDEAS) and process payments through the Federal Financial System (FFS).

3.2 Requirements for Purchases.

Federal, Department and Service micro-purchase and simplified acquisition regulations apply to all non-fleet and non-travel purchases made with the charge card. Regardless of whether the purchase is made using oral, over-the-counter, or electronic procedures, the cardholder shall abide by the following minimum requirements:

A. Funds Availability.

Ensure that funds are available to pay for the items *before* making the actual purchase. This can be done for an individual transaction or on a blanket basis where a cardholder is given pre-approved purchase authority to expend a certain amount during a certain period of time (see attachment 8 – the Blanket Fund Certification form).

B. Small Business Requirements.

Reserve all purchases over $2,500 for small business concerns in accordance with Public Law 95-507 (FAR 13.105).

C. Required Sources.

Comply with FAR Part 8, Required Sources for Supplies and Services, before ordering goods from a commercial vendor. Consult with the Regional CGS or a warranted official if there is any question whether or not the item is available from mandatory sources under FAR Part 8.

D. Competition.

Solicit and document competition for open market purchases over $2,500. Follow FAR requirements for competition and documentation.

E. Distribute Purchases.

Distribute purchases for repeat buys equitably among qualified vendors.

F. Verify Order.

Verify that the quantity, quality, and prices of the items/services furnished by the vendor are in accordance with the sales agreement (oral or written).

G. Discounts.

Ask vendors for any available Government discounts.

H. Charge Account After Shipment.

Confirm that the vendor agrees to charge the purchase card only when goods are shipped so that receipt of the supplies or services may be certified on the monthly statement. Vendors should not charge account for back orders.

I. Tax Exemption.

Notify the vendor that the purchase is tax exempt and provide the Tax Identification Number on each MasterCard (1400001849).

J. Splitting Requirements.

Splitting requirements to stay within the single purchase limit of an individual cardholder is prohibited. This includes, for example, a cardholder making several purchases for the same item over a short time period; or making several individual purchases by multiple cardholders to avoid consolidating the requirements of an office into a larger procurement.

K. No Added Fees.

Ensure that any fees paid to the Bank by merchants are not added as a separate item to the price of the supplies or services purchased by the cardholder.

L. Budget Object Classification.

Offices are reminded of their responsibility to correctly budget object classify all purchases, with particular attention paid to personal property. An individual acquisition of personal property with a cost of $25,000 or greater should use a budget object class of 311A through 311Z: personal property below $25,000 should use a budget object class of 312A through 312X.

M. Internet Purchasing.

Cardholders may use their government charge card to transact official business over the Internet. To ensure that these transactions are safe and secure, cardholders must adhere to the following guidelines:

- **Know who you are dealing with**. If you have never heard of the seller, check the location and reputation with the Better Business Bureau or state attorney general's office.

- **Try to obtain a physical address rather than merely a post office box and a phone number**. Call the seller to see if the number is correct and working.

- **Send an email to check if the email address is active**. Be wary of sellers who use free email services where a credit card is not required to open the account.

- **Be cautious when responding to special offers (especially through unsolicited email)**.

- **Protect your privacy**. Provide personal information only if you know who is collecting it, why, and how the information is to be used.

- **Guard your passwords**. Use different passwords when making purchases from the one used to log on to your computer or network.

- **Order only on secure servers**. Before using a site check out the security/encryption software it uses. A padlock icon symbolizes a higher level of security to transmit data, but is not a guarantee of a secure site. Buy only from vendors who protect your charge card information.

- **Check shipping and handling fees**. Factor these into the cost of the order and choose the delivery option that best meets your office's needs.

- **Track your purchases**. Keep printouts of the web pages with details about the transaction, including any return policies in the event that you are not satisfied with the transaction. Some vendors have different return policies for items purchased over the Internet from items purchased through more conventional sources. Be sure the vendor's return policy will not pose problems later on.

- **Do not use the charge card as part of a third party payment mechanism, such as PayPal**.

N. Energy Efficient Purchasing

Cardholders should purchase recycled products and energy efficient products to make efficient use of natural resources. Whenever practicable, cardholders must use products that:

- Are made with recycled content.
- Have less packaging (no shrink wrap).
- Are energy efficient.
- Do not create hazardous waste.
- Incorporate other environmentally preferable attributes.

See EPA website: http://www.energystar.gov/products/ for "green" recycled/energy efficient product sources.

Energy Efficient Standby Power Devices: Executive Order 13221 of July 31, 2001 directs agencies to purchase products that consume no more than one watt when they are in "standby power" mode. The order applies to commercially available, off-the-shelf devices that use either external standby power, or contain an internal standby power function, such as cell phones and computer equipment.

3.3 Transactions Permitted and those Prohibited under the Purchase Business Line.

Purchase cardholders are permitted to use the charge card for all authorized purchases when the vendor accepts a government charge card.

A. Acquisition Limitations.

The Service has set limitations on activities or types of goods and services acquired by cardholders based on unique procurement/property reporting requirements and acquisition procedures, i.e., "controlled" or "prohibited" acquisitions or property lists.

B. Grocery or Meal Purchases.

The purchase card may be used to purchase groceries or meals for groups involved in volunteer work or for luncheons/dinners honoring volunteers. Such expenditures must be authorized and fully documented, e.g., briefly describe the authorizing law or regulation, the purpose of the event, list the recipients/attendees, include copies of any applicable travel authorizations, etc. Note that expenses for Government employees attending such a luncheon or dinner cannot be paid with Government funds.

C. Conference Space/Equipment Rental.

Purchase cardholders may use the card to rent conference space and related equipment at hotels. When expenses that are normally travel related are obtained using purchase authority, these transactions may need to be transferred from individual billing to central billing. These circumstances should be referred to the RCCC for correction.

D. Short-term Vehicle Rental.

Purchase cardholders may use the card to rent a truck for short-term, local transportation to move material to/from a work site.

E. GSA Fleet Procedures.

GSA provides a vehicle charge card for their vehicles. Follow GSA procedures for vehicles in their fleet management program. The license plate number of a GSA vehicle begins with a G.

F. Purchasing Laws and Regulations.

Each cardholder has the responsibility of ensuring that his or her purchases are in accordance with all current laws and regulations. If a cardholder purchases unallowable goods or services, it is the responsibility of the cardholder to either return the items or personally reimburse the Government. If a cardholder is unsure whether a transaction is unallowable, he/she should contact the Regional Contracting and General Services office. Following are examples of unallowable transactions:

- The purchase of a microwave oven to use in a Government office so employees may heat their lunches.
- The purchase of Duck Stamp prints given as an award or in appreciation if the Service's Awards Program did not cover it.

G. Waivers, Approvals, or Authorizations.

Using the purchase charge card does not waive any statutory or regulatory restrictions/requirements. Where applicable, obtain any required waiver, approval or authorization before using the charge card for a purchase. Cardholders should keep a record of such waiver, approval, or authorization with their record of the purchase for review by auditors or other officials requesting such information. Cardholders should consult with a warranted Contracting Officer or the RCCC when any question exists about a potential purchase.

H. Prohibited Uses.

Transactions must comply with the Federal Acquisition Regulation as well as other Departmental/Bureau policies and procedures. It is important to note that many items and services may require special approval. Contact the Regional contracting office for details. The card *must not* be used to purchase:

- Firearms and weapons
- Major telecommunications systems e.g., PBX
- Long-term rental or lease of buildings (12 months or more)
- Repairs for GSA vehicles
- Supplies or services from commercial sources when the same products are available from required sources.
- Travel expenses when a card is authorized with only the purchase business line. Official Government travel expenses are restricted to the travel business line; e.g., common carrier transportation tickets, ATM withdrawals, telephone calls, vehicle rental for an individual on travel status, meals, etc.

I. Controlled Uses.

- **Copying/Printing**
  Printing is subject to Government Printing Office (GPO) waiver requirements if GPO is not the selected vendor. Use of a commercial copy vendor other than GPO is subject to the following policy:

  Copying that cannot be fulfilled through available resources may be referred to a commercial source without seeking GPO approval. Only employees with micro-purchase or warrant authority may procure copying under these provisions. Qualifying work must meet the following criteria:

  - Quantities must not exceed 500 copies of a single page document or 2,500 pages of a multiple page document.
  - The cost must not exceed $500 and must be charged to the employee's purchase card.
  - Government resources including GPO are not readily available/accessible, or the copy purchase occurs while the employee is on official travel or attending a conference.

  The *Copy Work Obtained from a Commercial Source* form must be attached to the commercial invoice as supporting documentation. A copy of the completed form must also be provided to the bureau printing officer. All charges are processed under object class 242A – Printing and Reproduction-Commercial. Large volume duplicating work that cannot use a GPO duplicating term contract or exceeds the above commercial limitation requires a waiver from the nearest servicing GPO office.

  See attachment 9, Departmental Copying Policy, Department of the Interior Acquisition Policy Release (DIAPR) 2004 – 06.

- **Unauthorized cellular telephone calls.** Departmental policy prohibits employees using Government-issued cellular phones for personal calls. APolicies on Limited Use of Government Equipment and Telephone Use,@ http://policy.fws.gov/library/m0096.html. Consequently, employees are prohibited from charging personal calls against the charge card. The Service may demand payment from employees who abuse this policy for the cost of the call(s), rounded to the nearest dollar, including all administrative recovery costs.

- **Laptop computers, electronic notebooks, and palm pilots.** In addition, equipment purchases over $5,000 must be reported to the property officer, see 310 FW 2, Personal Property Management.

- **Paid advertising,** see 033 FW 1, General Administrative Re-delegations, Section 1.2.

- **Aircraft hire, leases or purchase,** see 331 FW 3, Contracts, Charter, and Rental - Aviation Management.

- **Copy machines,** see 273 FW 5, Copier Management.

- **Interagency agreements,** outside the Department of the Interior, see 033 FW 11, Procurement and Contracting)

- **Motion pictures, slide shows, and other audio-video production.** Contact the Region 9, External Affairs Office for guidance.

- **Motor vehicles and tags,** see 320 FW 2, Motor Vehicle Management.

- **Laser printers that print more than 25 pages per minute,** see 121 FW 2, Printing.

- **Architectural and engineering services.**

- **Telephone systems,** such as, voicemail, key systems, and PBX switchboards.

- **Wireless radio-type telecommunications equipment,** excluding cellular phones.

- **Membership fees for professional or societal organizations.** The applicable Assistant Director or Regional Director must authorize the use of appropriated funds to pay for society/association memberships.) If authorized, cardholders must establish the membership in the name of the Service, see 212 FW 9.

- **Entertainment establishments are restricted to all programs except Job Corps.**

Chapter 4 - Charge Card Policy and Procedures Specific to the Fleet Business Line

4.1 General.

A. Usage.

The Service uses the fleet business line of the charge card to obtain authorized supplies and services for motorized vehicles, groups of small, motorized equipment, boats and small airplanes that are owned or leased from sources other than GSA.

B. Issuance.

Fleet charge cards may be issued to Service-owned motorized vehicles, groups of small, motorized equipment, boats and small airplanes. Fleet cards must be issued with unique numbers in "last name" field. To provide for this, the following naming convention has been adopted. For motorized vehicles, the "last name" field is the license tag number including the "I" (i.e., I-XXXXXX). For all other types of equipement, it is the field office organization code followed by sequential numbers or letters describing the specific location or equipment involved (i.e., 42570-001, 42570-002, etc.). No two accounts may have the same account name.

C. Card Maintenance and Statement Approval.

The RCCC's are responsible for card issuance, record maintenance, and establishment of transaction dollar limits for the fleet charge card line. This authority may be re-delegated to fleet alternate A/OPC's or fleet managers as appropriate. Supervisors with responsibility for Government fleet vehicles or equipment must establish proper internal controls to prevent misuse of the fleet charge card (for example, use of the fleet card to fuel privately owned vehicles). They must designate an individual or individuals responsible for the reconciliation of fleet card statements. This individual performs the functions of the cardholder or administrative official as noted in Chapter 6, below. The administrative official's supervisor is the approving official with the responsibility to approve fleet statements/certifications.

Administrative officials must:

- Ensure the purchase is an authorized use of the card.
- Ensure proper documentation is attached for each purchase, i.e., charge slips, register receipts, or invoices.
- Ensure the receipt amount matches the amount on the statement of account.
- Ensure purchases are only for the vehicle/equipment assigned to the card.
- Ensure purchases are made only by official users of the vehicle/equipment assigned to the card.
- Ensure purchases of bulk fuel are not made on cards assigned to a specific vehicle/piece of equipment.
- Determine if any transactions need to be disputed. The dispute must be initiated within 60 days of the date of the statement of account showing the transaction.
- Sign the front of the statement of account or prepare and sign a certification for all statements received.

- Give the signed and dated statements/certification to the approving official within five days of receipt.
- File the certification, statements of account and supporting documentation in accordance with local policy.

The approving official must:

- Review reconciled statements and receipts and cover certification, if applicable.
- Assure that the cardholder reconciles the account within five business days of receiving account statements.
- Validate fleet statements by signing the statements or cover certification within five business days of receiving them and return them to the administrative official for filing.
- Review exception reports and take action as needed.

D. Documentation and Record Retention.

All fleet receipts must be maintained in accordance with bureau/GSA instructions. Statements will be centrally filed together with a copy of the applicable signed certification if applicable. Certifications with original signatures must be retained on file for a minimum of three years.

Data required for the the Federal Automotive Statistical Tool (FAST), and Executive Order 13149, *Greening the Government Through Federal Fleet and Transportation Efficiency*, must be collected at the fueling point.

Information to be provided by the driver at the automated fueling point of sale will be decided by bureau/office fleet managers in coordination with the A/OPC and Bank of America. Data collection needs to satisfy external reporting requirements should be taken into consideration.

E. Motor Vehicle Reports.

Service personnel will use the charge card system to capture data required for the Agency Motor Vehicle Report, Standard Form 82, and Executive Order 13031, "Federal Alternative-Fueled Vehicle Leadership."

Fleet coordinators must prepare semi-annual Personal Property Management System (PPMS) reports on bulk and commercial fuel purchases for all Service-owned vehicles with other than the Bank of America fleet card.

F. Determining Information Needs.

The Washington office CFM fleet manager, in coordination with the SCCC and the Bank of America, determines the information provided by the driver at the automated fueling point of sale. This decision is based upon external reporting requirement data collection needs.

Some gas stations require zip code input at the pump. As an added security mechanism for ensuring authorization for the gas purchase, entering the billing zip code is required.

G. Environmentally Preferable Products.

Use environmentally preferable and re-refined oil products whenever practical. The Resource Conservation and Recovery Act requires Federal agencies to acquire products composed of the highest percentage of recovered materials practical, unless the products are not reasonably available within a certain period of time, the products fail to meet applicable performance standards, or the products are available only at an unreasonable price.

Several sources of supply are available for re-refined engine lubricating oil and other environmentally preferable vehicular products. The Defense Logistics Agency – Defense Supply Center Richmond (DLA-DSCR) sells several grades of commercial and heavy-duty re-refined oil that have been tested and meet the American Petroleum Institute's performance classifications and viscosity grades. Telephone orders are accepted at 1-800-345-6333. For more information, please refer to: http://www.dscr.dla.mil/environmental.htm.

For information regarding retread tires and other fleet-related, environmentally preferable products, access the GSA's Environmental Programs web site at: http://pub.fss.gsa.gov/environ/ .

4.2 Control of Charge Cards.

A. Single Vehicle Identification.

When a charge card is assigned to a specific vehicle or major piece of motorized equipment, the license plate or property number is embossed on the charge card so all supply and service transactions charged by the card are assigned to that vehicle/equipment. Supervisors shall ensure that the charge card is used to purchase fuel and services for the motorized vehicle/equipment identified by the license plate/property number on the card. Keep the registered fleet card with the Service-owned vehicle during operation.

B. Multiple Motorized Equipment Identification.

It is not necessary to maintain separate charge cards for individual items of small motorized equipment, e.g., lawn mowers, chain saws, hand tractors, and compressors. One charge card may be used to obtain fuel, lubricants and other supplies for such equipment. In these instances, follow Service procedures to obtain charge cards for this equipment, to prevent unauthorized use and to ensure controlled use of the charge cards.

4.3 Transactions Permitted and those Prohibited under the Fleet Business Line.

A fleet card must be kept with the Service-owned vehicle during operation and must be used for payment of various gas, oil, service and repair expenses. Fleet cards established for other motorized equipment, e.g., boats, airplanes, lawnmowers, chainsaws, etc., are for obtaining repairs, fuel, lubricants and other supplies. Note that gas, oil, service and repair costs for GSA leased vehicles are not covered, unless under agreement with GSA, the Department and Bank of America. These vehicles have their own GSA-provided fleet cards that are to be used.

Fleet cards have a single purchase limit of $2,500. Repairs or services exceeding this amount can be authorized by the Regional Fleet Coordinators who can increase the single purchase limit on an individual transaction basis by contacting the Bank of America. Fleet cards are not to be used for bulk fuel purchases. These must be accomplished by purchase business line cardholders.

The card must not be used for fuel, oil, and supplies/parts or service and repair for privately owned vehicles.

Chapter 5 - Charge Card Policy and Procedures Specific to the Travel Business Line

5.1 General.

Employees must use the Bank of America's MasterCard to pay for travel and transportation-related expenses incurred while on official travel. Commercial transportation tickets (airlines, trains and busses), travel agency transaction fees, car rentals, gasoline, and parking charges are centrally billed (CB) and paid by the Government. The travel cardholder is responsible for reimbursing the bank for all other travel-related expenses. Transactions made under the travel card shall comply with the Federal Travel Regulations (31 CFR 300-304), as well as Departmental and Service policies and procedures issued within, and separately from, this document.

5.2 Travel Card Use.

In accordance with the Travel and Transportation Reform Act, employees who travel must obtain a travel card and use it for as many official travel expenses as are feasible, including transportation tickets, lodging and car rentals. Service vacancy announcements should indicate that all employees who may travel will be required to obtain and use a Government issued charge card.

A. Exceptions to the Mandatory Use Policy:

- Expenses incurred at vendors who do not accept MasterCard,
- Laundry and dry cleaning,
- Parking at other than airports,
- Local transportation and taxis,
- Tips,
- Meals, where the use of the card is impractical (group meals),
- Airline in-flight meals (prohibited by FAM 04-05),
- New appointees and employees who have an application for the charge card pending,
- Invitational travel and transportation expenses for interviewees,
- Miscellaneous presentation materials or copy charges (claims for reimbursement must be submitted on a form SF-1164 - Claim for Reimbursement of Expenditures on Official Business).

B. Travel Management Centers (TMCs).

TMCs must be used for transportation tickets, lodging reservations (unless for a conference where it is pre-established), and rental vehicle reservations, which will ensure the traveler receives the Government rates when available.

C. Charge Card Privileges.

Employees who lose their charge card privileges (either through suspension or cancellation) due to account delinquency or misuse will be required to use their personal funds to finance expenses in connection with official travel, except that transportation tickets may be ordered through the corporate account at the Regional office. Lodgings may be procured using a purchase order signed by an authorized person.

D. Travel Advances

Many travelers obtain travel advances prior to departure. Travel cardholders may use the Automated Teller Machine (ATM) feature of the card up to three days of the start of travel to obtain limited cash advances for financing incidental travel expenses. ATM advances normally cannot exceed $250.00 per day and $500.00 per week. ATM cash advances should not exceed the expected local allowance for Meals and Incidental Expenses (M&IE), including expected out-of-pocket expenses, e.g., local transportation and parking. ATM access fees are a reimbursable expense and may be claimed on travel vouchers. ATM cash advances cannot be obtained after the travel has taken place. Bank of America and FleetBoston Financial Corporation (FBF) ATM terminals do not charge an ATM terminal or access fee when using their MC. These ATM terminals can be located by calling the Bank of America at 1-(800)-472-1424 or on the Internet at http://www.bankofamerica.com/govtservices.

If an ATM advance cannot be issued due to revoked ATM authority or for other reasons, a government advance may be requested. A deposit will be made electronically (DD/EFT) into an employee's checking, savings, or other designated account. See Section 5.5B for details. Convenience checks will not be used to provide travel advances.

E. Foreign ATMs

Foreign travelers can get cash advances with no ATM access fees by using their Bank of America MasterCard at the following Global ATM Alliance ATMs:

Barclays .....United Kingdom
ScotiaBank .....Canada
Deutschebank .....Germany
Westpac .....Australia/New Zealand
BNP Paribas .....France
GFSS (Grupo Financiero Santander Serfin) .....Mexico

F. Prudent Person Rule

Above all, observance of the "prudent person" rule is required at all times with regard to travel card use. If a traveler incurs charges that are not reimbursable by the Service, e.g. entertainment, extra meals, he/she is personally responsible for payment of all such charges incurred.

G. Corporate Accounts

Service offices may need to purchase airline tickets for individuals who do not have a MasterCard, including interviewees, employees serving without an appointment, individuals traveling on invitational authorizations, and employees with suspended/cancelled travel charge cards. To purchase transportation tickets for this purpose, offices may use Government Transportation Requests (GTRs) or Regions may open MasterCard corporate accounts. A specific individual shall be designated as responsible for managing and reconciling a Regional account on an ongoing basis with periodic reviews by the RCCC. At FWS, physical cards are issued using the office business name as the I.D. on the card. Purchases made with GTR's or with Regional corporate accounts shall comply with all applicable Federal Travel Regulations. Corporate accounts shall be used only for purchasing transportation tickets. The purchase of travel and transportation tickets for contractors is prohibited (see FAM 98-023 (II.G.1).

5.3 Transactions Permitted and those Prohibited under the Travel Business Line.

The cardholder is permitted to use the card for the following transactions while on official duty:

- Cash advances,
- Airline, bus, train or other commercial travel-related tickets and travel agency transaction fees,
- Meals, beverages, lodging or other travel or subsistence costs,
- Commercial vehicle rental/lease for individuals on travel status,
- Gas/oil for commercial rental vehicles.

All other uses are prohibited, including local travel expenses. Local travel (within 75 miles of the duty station) is reimbursed by form SF-1164 (Claim for Reimbursement of Expenditures on Official Business).

An individual under the travel business line cannot pay for another's travel expenses. Under certain circumstances, fire crew chiefs may use their purchase business line to pay for meals and lodging for fire crews.

5.4 Claims for Travel-Related Reimbursement.

A. When to File a Travel Voucher.

Employees are required to file travel vouchers within five working days after the completion of travel to allow sufficient time for the National Business Center (NBC) to process vouchers and reimburse employees via electronic funds transfer before MasterCard bills are due. Travelers on continuous travel status should file travel vouchers at least once every 30 days.

Employees must submit relocation claims within five working days after completion of each segment of the relocation (house hunting trip, en-route travel). The Service must pay travel claims within 30 calendar days after receipt of a proper voucher by the designated approving official. Any travel voucher submitted to a designated approving official that cannot be approved must be promptly returned to the employee with an explanation as to why the travel voucher could not be approved as submitted.

Employees must correct/complete the disapproved travel voucher and resubmit it to their designated approving official with a new current signature. Upon receipt of the corrected/completed voucher in the designated approving official's office, the "clock" for late payment re-sets to zero.

The employee's designated approving official must submit the voucher to the NBC for review/audit and payment. Because travelers must be reimbursed for travel within 30 days, designated officials must approve properly completed travel vouchers within one to two days of receipt.

Travelers reimbursed after the 30 calendar day period from the date of submission of a proper temporary duty travel voucher will automatically be paid a late payment penalty.

B. What to Include on the Voucher.

When completing a travel voucher, employees should claim M&IE, lodging, ATM fees, and other miscellaneous expenses that will be individually billed. *Those items centrally billed (airline/train/bus tickets, travel agency transaction fees, car rentals, gasoline for rental cars, and centrally billed parking charges) ARE NOT TO BE CLAIMED FOR REIMBURSEMENT by the individual traveler, but shall be listed in "BLOCK 12" of the travel voucher with the annotation "CB" (Centrally Billed).* The date, purpose and amount of each centrally billed item should be included and this serves as a record of the cardholder's centrally billed expenditures. Receipts should be attached to the original voucher and forwarded to the NBC for all centrally billed expenses and for all individually billed expenses greater than $75.00.

Some parking charges may be individually billed to the traveler due to the vendors selection for MCC. Individually billed parking charges must be transferred to centrally billed.

C. How to Deal with Personal Travel Expenses.

Since transportation, rental car charges, gasoline and parking charges are centrally billed, employees must exercise care to ensure that only official, reimbursable expenses are charged on his/her MasterCard. Charges resulting from personal and/or unofficial use must be billed separately to a personal charge card or paid by other means. For example, if a traveler keeps a rental vehicle an additional day for nonofficial purposes, the traveler must pay for the additional costs for the nonofficial travel expenses in some manner other than his/her Bank of America MasterCard. The Bank of America charge card is for official travel expenses only.

D. Who to Contact for Questions.

Employees should consult their respective RCCC for any additional requirements associated with the preparation/review of travel vouchers, or regarding Service-specific requirements related to use of the travel card. See attachment 10, Regional Charge Card Coordinators, for specific addresses and telephone numbers.

5.5 Timely Payments or Loss of Card.

A. Cardholder Responsibilities.

Cardholders must pay the Bank of America for individually billed items within 30 days of the billing statement date. Payments should be sent to the Bank of America, PO Box 53139, Phoenix, AZ 85072-3139. Payments may also be made online through the Bank of America's Bill Payment System (see attachment 11 – EAGLS Online Bill Payment). Charges that remain unpaid for 61 calendar days from the billing date will result in suspension of card privileges. If delinquent charges remain unpaid for 96 days, the card will be canceled and information forwarded to the national credit bureaus at the Bank's option. Three suspensions in any 12-month period related to payment issues will also result in cancellation of the card. In addition, any attorney fees or court costs incurred by the Bank of America in the collection of past due amounts can be collected from the cardholder. By accepting the Government travel charge card, the employee automatically provides consent to the disclosure of account information to an outside attorney, collection agency, or credit bureau, if referred. In addition, travelers should be aware that suspension or cancellation of travel card privileges also results in the loss of purchase business line privileges, as applicable.

Employees with a delinquent account will be subject to disciplinary action in accordance with Director's Order Number 149, Disciplinary Actions for Misuse or Nonpayment of Government-Issued Charge Cards (see attachment 12 – Director's Order Number 149) and with the Department of the Interior's Personnel Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions for disregard of directives or regulations.

B. Loss of ATM Privileges.

In cases of extreme hardship, supervisors of employees who have lost charge card privileges may request written approval for a travel advance on a trip-by-trip basis from the AD-BMO through the Division of Financial Management. Consideration of such requests will be made on a case-by-case basis, and approval should not be assumed. All requests must include an explanation as to why charge card privileges were lost, and what actions have been taken to restore the charge card privileges. The request should be submitted at least 20 days in advance of scheduled travel. After-the-fact requests will not be granted.

C. Salary Offset.

The Bank of America may request collection assistance from the Department on accounts 61 or more days past due from the date on the statement of account on which the charges first appeared. Upon written request from the Bank, the Department's National Business Center, Payroll Operations Division (POD), will notify the employee in writing of the Bank's request for collection assistance and inform the employee of his or her due process rights relating to the Bank's claim. If the account balance is not satisfactorily resolved within 60 days of this notification (i.e., by the 120th calendar day following the date of the statement of account where the charges first appeared), salary offset will automatically begin. Salary offsets will not be initiated if the cardholder notifies the POD in writing that he or she has not been reimbursed for a timely and properly filed travel voucher covering the period of the original past due amount. The POD contact will verify this claim with the cardholder's immediate supervisor or travel approving official.

D. Charge Card Reinstatement.

Employees who have had their card privileges revoked must follow these steps to reinstate charge card privileges. Accounts reinstated due to delinquency problems can only have a travel/fleet option set. RCCCs are encouraged to manage the account with an option set that does not allow cash advances in the event that the cardholder's history indicates abuse of this privilege.

1. Any existing individual account balance must be paid in full.

2. The cardholder must reapply for the charge card on a limited use basis.

3. The cardholder's supervisor must approve the application.

4. The RCCC must indicate on the application that the account will be for limited use and indicate when the first use will occur (if known).

5. The Bank will re-open canceled accounts (or create a new account in the event that the prior account was charged off) and mail a new card to the cardholder.

6. The RCCC must specify a date for the card to allow new transaction activity and specify a date to deactivate the account on a trip-by-trip basis and place a lower spending cap on the cardholder's account as necessary. The cardholder's immediate supervisor has the responsibility to notify the RCCC prior to each trip and must provide a copy of the travel authorization in order to activate the limited use option. The RCCC may establish limited use/restricted option cards by contacting the Bank's Government Card Services Unit (GCSU) by telephone or fax.

The cardholder's account must be in good standing for one full year, with no late payments, before the limited use basis can be removed and purchase authority, if applicable, reinstated. Requests to reinstate cards with a purchase business line must be submitted through the Regional CFM office and the SCCC to the Director, Office of Acquisition and Property Management for approval. The request must include a statement of need for procurement authority and background on the specific circumstances surrounding the original cancellation. The request must have the concurrence of both the Regional CGS office and the SCCC prior to submission to the Director, PAM.

E. Credit Bureau Reporting.

In accordance with the GSA SmartPay contract, any cardholder whose past due account has been cancelled and is not in a Bank of America approved payment plan will be reported to the credit bureaus for having a past due account. All Government charge card accounts reported to credit bureaus will be identified as a business account issued to the cardholder based on employment, not as consumer credit cards. All accounts reported to credit bureaus will include the following information:

- An account number using only enough of the account number for verification purposes. Other segments of the account number are masked for security purposes.
- Balance upon reporting event (cancellation or charge off).
- Credit limit.
- Current balance.
- Business Account Type, indicating the account was issued based on employment, not personal credit. Creditors will take this into account when reviewing an individual's credit history and look at the balance upon reporting event more than the credit limit.
- Current status.

5.6 Errors in Centrally vs. Individually Billed Transactions.

Cardholders should monitor their monthly statements to ensure that errors do not occur in the individual and central billing of transactions particularly if a cardholder has both travel and purchase business lines. If an error occurs, the cardholder should notify the RCCC immediately and request a correction (refer to Section 6.2 entitled Reconciliation for additional guidance). After 90 days, the Regional A/OPC cannot move the charges in EAGLS. The charge must be sent or faxed to the Bank of America to be transferred (the toll-free telephone number is 1-800-472-1424, and the TTY/TDD number is 1-800-672-0779).

The centrally billed items will be listed below the "Notice Memo Items Listed Below" line on the cardholder statement of account and will be shown with an "M" printed before the dollar amount. They will not be included in the balance due.

The cardholder must review and verify the accuracy of all "M" billing items just as carefully as if these items were billed for individual payment. Individually billed transactions will appear first on the statement of account. Any incorrect charges must be promptly disputed by seeking credit from the merchant and by contacting Bank of America. All charges that are centrally billed to the finance office will include the identity of the employee who incurred the charge.

5.7 Credit Limits.

Generally, the monthly credit limit for travel charged to the MasterCard is $10,000. This limit includes both individually billed and centrally billed transactions, i.e., transportation tickets, travel agency transaction fees, lodging, restaurants and car rentals. The limit also includes ATM cash advances up to $250/day or $500/week, whichever is less. This limit may be increased in special circumstances by contacting the RCCC. Cards can also be established with smaller credit limits for employees with limited travel responsibilities.

5.8 Fees for Late Payments, Returned Checks and Collections (Individually Billed Accounts).

In accordance with the GSA master contract, a late payment fee of $20 will be assessed by the Bank of America against individually billed (travel business line) transactions which remain unpaid 120 days after the date of the first statement on which the delinquent charges appear. Employees are responsible for paying the late payment fee, unless they can show that their travel voucher was filed within five working days after the conclusion of travel, and payment was not made by the NBC in time to avoid the late payment fee. In such instances, the Service will reimburse the employee for the late payment fee when claimed on a properly executed SF-1164 (Claim for Reimbursement of Expenditures on Official Business). Employees are also responsible for this fee if an expense is incorrectly listed as individually billed and is not called to the attention of the RCCC and corrected to centrally billed within 90 days. If the Bank fails to move these charges, employees may claim the late payment fee by an SF-1164 as previously discussed.

The Bank of America charges a $20 fee for returned checks. This fee is not reimbursable. If the Bank refers the account to any attorney for collection, the cardholder is responsible for attorney fees, if any, not to exceed 25 percent of the account balance plus all other costs of collection and court costs except where prohibited by law.

5.9 Delinquency Management.

At the midpoint in each statement cycle, around the 10th of each month, the SCCC will distribute to the RCCCs the mid-cycle delinquency report. This report will reflect all accounts that will be 60 or more days past due at the end of the statement cycle if no further action occurs on the account. The RCCC will contact the potentially delinquent cardholder or cardholder's immediate supervisor when necessary and attempt to resolve the past due balance. At the end of each cycle, the SCCC will distribute the final delinquency report for that statement cycle, listing all accounts suspended or canceled due to nonpayment. A copy of this report will be distributed to the RCCCs and the AD-BMO, for distribution to the ARDs.

Chapter 6 - Billing, Reconciliation and Other Administrative Procedures

6.1 Billing.

Bank of America posts transactions to EAGLS on a daily basis and bills the Service daily for all centrally billed transactions. The Bank bills the cardholder for individually billed travel transactions on a monthly basis. The Bank generates billing statements on the 19th of each month and the cardholder should receive them shortly thereafter. If the cardholder does not receive statements by the end of the month, contact the Bank at 1-(800)-472-1424 and request a duplicate statement. Non-receipt of a statement does not exempt the cardholder from timely payment of amounts owed to the Bank.

6.2 Reconciliation.

The Department has approved FastPay as a payment mechanism to avoid Prompt Payment Act penalties and to generate an increase in contractor rebates. A timely and complete review of billing statements by cardholders or administrative officials is required. This review is performed in two stages: reconciliation of all charges and transaction receipts to the entries on the cardholder statement or transaction listing from EAGLS and the reconciliation of all transactions on the statement/listing to the cost records appearing in FFS. If the cardholder performs the reconciliation from the statement, he/she must sign a copy of the statement showing agreement with the statement entries and attach supporting documentation for each centrally billed transaction. If the cardholder has no statement activity for a period, he/she must submit a copy of the "Account Inquiry/Maintenance" screen from EAGLS, which will show under the last statement date the last time the cardholder had account activity. This statement is then submitted to the administrative office for reconciliation with Service cost records in FFS. If an administrative official performs the transaction reconciliation from transaction listings from EAGLS, he/she must provide a transaction list to the cardholder. The cardholder will review the list, accept or dispute each transaction, and sign the list. The list should then be returned to the administrative office for reconciliation with Service cost records within EAGLS. The cardholder is ultimately responsible for all transactions regardless of who reconciles the statement. Monthly, the cardholder or administrative official is responsible for reconciling all centrally billed charges from his/her statement or obtained through EAGLS transaction listings. This includes:

A. Matching Documentation and Routing of Statements with Purchase Transactions.

Match original itemized receipts to open items on the statement/listing to ensure that price, quantity, and all other aspects of the transaction are accurate. If the cardholder does not have an original receipt for a purchase transaction to include with the statement, he/she should try to obtain a duplicate copy from the vendor, and as a last resort, from Bank of America. The circumstances surrounding the submission of a copy of the receipt in lieu of the original must be fully explained in an attachment to the statement/listing. If the cardholder cannot obtain a duplicate, he/she should write an explanation that includes a description of the item, date of purchase, merchant's name, and the reason there is no receipt. This should be signed by the cardholder's supervisor and attached to the statement. Statements/listings with complete documentation should then be certified by the cardholder and forwarded to the administrative official for reconciliation with Service accounting records. Cardholder review and administrative reconciliations must occur within five workdays of receipt of the statement or the end of the

billing cycle, whichever is later. Once this reconciliation is completed, original statements with attached documentation are to be reviewed, approved, and signed by the cardholder's supervisor/approving official. Administrative officials with charge card authority cannot approve their own statements as these require a higher level of supervisory review and reconciliation. Approval of the statement indicates that the charges appearing therein are proper expenses of the Government and that the appropriate funding sources were applied to each transaction. Supervisors/approving officials must complete the approval process within five workdays of receipt of the statement/listings from the administrative office/cardholder. Supervisors/approving officials will then return the original statements to the local administrative office and/or the Regional office for record retention (see attachment 13 – Supervisory/Approving Official Checklist).

B. Billing Errors, Disputes, and Cost Structure Adjustments.

When a billing error or problem is discovered, the first approach should be to contact the vendor in an effort to work out the error or problem. Only if the vendor is unwilling or unable to correct the error should the charge be disputed with the Bank of America. Disputed charges with the Bank should be filed using the form on the back of the Bank's billing statement. The form may be faxed or mailed to the Bank as per the instructions therein. Cardholders must dispute charges in writing within 60 days of the original statement date where the incorrect transaction first appears. Disputes may also be filed by phone to the Bank's GCSU at 1-(800)-472-1424 or through EAGLS (see attachment 14 – Cardholder Dispute Charges Process). If these methods are selected, a separate claim form will be mailed to the cardholder requesting the same information as would be included on the form on the back of the Bank's billing statement. Failure to return the Bank's claim form within 25 days will reverse the process and the disputed charge will appear on the cardholder's next statement.

- **Item Receipt.** The cardholder will determine whether or not items have been received. If the item has not been received within 30 days, it should be disputed.

- **Accuracy of Transaction.** Depending on office policy, the cardholder or administrative official will check each purchase on the statement to verify its accuracy. If an item has been returned and a credit voucher received, the cardholder will verify that the credit is reflected on the statement. If the credit does not appear within one month from the date of the transaction, the cardholder must dispute the transaction to resolve the discrepancy.

- **Dispute Follow-up.** Depending on office policy, the cardholder or administrative official is responsible for checking the status of all disputes and making sure that all credits have been received.

- **Acceptance and Cost Structure Adjustments.** If the goods or services have been received and the individual transaction is correct, the cardholder or administrative official may make any needed adjustments to the cost structure data (organization, subactivity and project numbers, fiscal year, ABC code, and budget object classes), and change the status field of the transaction to accept. Then the transaction posts in the FFS as a charge card adjustment. After one adjustment is made in EAGLS and been accepted in FFS, no further adjustment in EAGLS can be made. Re-adjustments may by done in CARD as long as the adjustment appears in CARD—even those adjustments originally were created in EAGLS. For detailed instructions on the use of EAGLS for cost structure adjustments, see attachment 15, EAGLS Instructions.

- **Time Limit for Cost Structure Changes.** All adjustments to cost structures must be made within 90 days from the date the transaction appears in EAGLS.

C. Errors in Centrally and Individually Billed Transactions.

Employees should carefully monitor their monthly statements to ensure that errors do not occur in the billing of transactions on their statements; particularly if an employee has purchase line privileges in addition to travel. For example, if an employee makes a purchase transaction that should be centrally billed, he/she must review the monthly statement to verify that it was centrally billed and not individually billed. If such an error occurs, the cardholder should immediately notify the administrative official of the error, who will forward a copy of the billing statement showing the error and a short explanation for transferring the transaction to the RCCC. Cardholders will be responsible to pay late fees incurred because of the cardholder's failure to timely notify the RCCC of problems with individually billed transactions. After 90 days, the Regional A/OPC cannot move the charges in EAGLS. The charge must be sent or faxed to the Bank of America to be transferred (the toll-free telephone number is 1-800-472-1424, and the TTY/TDD number is 1-800-672-0779).

6.3 How to Handle Improper or Unauthorized Transactions.

Questions regarding the propriety of a purchase or a fleet card transaction will be referred to the servicing contracting office. Refer questions regarding the travel business line to your servicing RCCC. If it is determined that a cardholder made unallowable transactions, the cardholder is responsible for correcting the error by returning the merchandise and obtaining a credit to the account or by reimbursing the Government from personal funds.

- When reimbursement is necessary, a check made payable to the U.S. Fish and Wildlife Service should be given to the local Collection Officer who prepares a Collection Transmittal Form. The Collection Officer transmits this, along with the check and statement showing the unauthorized transaction, to the FWS Lockbox, P.O. Box 840114, Dallas, TX 75284-0114. If travel is involved, attach a copy of the Collection Transmittal to the travel voucher.

- In addition to prepaying the Government for unauthorized or unallowable transactions, misuse of a charge card is subject to disciplinary actions, including, but not limited to:
  - suspension or cancellation of charge card privileges,
  - written or oral reprimands/warnings/admonishments,
  - requirements to complete remedial training,
  - revocation of contracting officer warrant authority pursuant to the Departmental Contracting Officer's Warrant Manual,
  - suspension without pay, reassignment, reduction in pay, or removal from Government office.

  Supervisors should consult with their servicing personnel office when considering the appropriate action, and should ensure, to the extent possible, that employees committing similar infractions receive consistent disciplinary action.

- If, following discussions with the employee and the review of factual information regarding policy infraction, the supervisor has reason to believe that the misuse was fraudulent in nature (i.e., intentional misuse resulting in loss to the Government), he/she must contact the SCCC and the RCCC immediately. The SCCC must for notify the Bank and the OIG as appropriate. Employees wishing to remain anonymous may call the OIG hotline at 1-(800)-424-5081.

6.4 Charge Card Abuse by Vendors and Third Parties

Cardholders should be aware of possible charge card misuse by vendors or other parties and should immediately report these instances to the appropriate authorities as noted below. Some indicators of possible charge card misuse or fraud by vendors or other parties include:

- Unsolicited telephone calls or offers by individuals who request your charge card account number or social security number,
- Unsolicited or unannounced calls or e-mail messages from individuals claiming to represent the Bank of America that request account, social security, or other information. The Bank of America will always announce any such requests for information formally and in advance or will coordinate requests for information through your RCCC,
- Unexplained or improper charges made to an account not initiated by the cardholder.

Suspected charge card abuse should be reported immediately to the OIG at 1-(800)-424-5081. Retain any information regarding the suspect incident (billing statements, telephone records, transaction records and/or EAGLS reporting data) for submission to the OIG or further action as determined appropriate. Suspected abuse by vendors and improper charges should also be reported to the Bank of America at 1-(800)-472-1424.

6.5 Payment.

The Service makes payments for centrally billed transactions on a daily basis in accordance with FastPay procedures.

6.6 Reports.

The Service provides a Charge Card Detail Report on a monthly basis that lists all transactions that were paid during that month. All charge card transactions, including redistributions, will be posted to all applicable monthly financial reports.

6.7 Backup for Staff Absences.

If appropriate staff is unavailable to perform the required reconciliation, another individual will be designated to perform the above tasks.

6.8 Documentation and Record Keeping.

Stations and/or the Regional offices should keep the original documentation for all fleet and purchase transactions, and a copy of centrally billed travel transactions/travel vouchers. The administrative officer will file the original receipts in order by transaction date and grouped by cardholders on a monthly basis. Copies of travel vouchers should include both a listing of all centrally billed transactions and a copy of the centrally billed travel documentation. Program offices must keep the original documentation for the current and the two previous fiscal years until December/January following the close of the fiscal year, then send the oldest fiscal year's records to the NBC at mail stop D2730, 7301 W. Mansfield, Denver, CO 80235 for archiving.

The RCCC will keep the original charge card applications and records of cardholder training for the current and the two previous fiscal years.

6.9 Employee Exit Clearance Procedures for the Charge Card.

Employees transferring within the Service may retain their cards for future use. It is important that the administrative personnel inform the RCCC of these transfers as soon as possible to allow adequate time to transfer the account from the transferring office to the receiving office. Procurement authority is not transferable. The RCCC should notify the Bank to cancel cards issued to employees leaving the Service, and transferees into the Service from other bureaus within Interior must apply for a new card upon arrival at their new duty station. The RCCC should verify that the transferee charge card issued by the transferring bureau is cancelled before approving the application for a new card under the Service hierarchy. Employees performing the clearance confirmation process must inform the exiting employee that if he/she has a charge card balance, the Bank of America will be notified of his/her departure and his/her forwarding address. The employees providing the confirmation will need to follow through by notifying the Bank of America directly either through EAGLS, by phone to the Bank at 1-(800)-472-1424, or through their RCCC.

Chapter 7 - Revocation of Authority and Management Controls

7.1 Revocation of Authority.

If, in the opinion of the Supervisor, SCCC, RCCC, ARD, or AD-BMO, a cardholder fails to follow the acquisition regulations or the policies and procedures in utilizing the card, his/her charge card may be immediately suspended or canceled. This includes unauthorized purchases, delinquent payment of travel charges, purchases for personal use, failure to make restitution for unauthorized purchases, and failure to reconcile statements with proper documentation in a timely manner. When Administrative personnel lose their card privileges, the RCCC must also revoke the individual's access to EAGLS. Delinquent payment of travel charges will result in the loss of both travel and purchase card privileges.

7.2 Management Controls.

To ensure program integrity and proper use of all cards in the charge card program, the Service maintains a number of reasonable, cost effective, internal controls. These include the following:

A. Supervisory Review

The Cardholder's supervisor/approving official must review, approve, and sign the original statements with attached documentation. Approval of the statement indicates that the charges appearing therein are proper expenses of the Government and that the appropriate funding sources were applied to each transaction.

B. Statistical Sampling and Transaction Reviews.

The Service has statistically validated sampling plans that randomly select cardholders for detailed review. Periodically, the SCCC will conduct statistically sampled transaction reviews or transaction reviews based on EAGLS exception reports to ensure program integrity. The SCCC will send an e-mail message to the RCCC identifying the transactions for review. The RCCC will provide the requested documentation within five workdays of receiving the request. Local offices should retain copies of any documentation forwarded for review. The SCCC will report the results of transaction reviews to the Chief, Division of Financial Management and appropriate RCCCs.

C. Acquisition Management Review.

Each acquisition management review at the regional office and field station level contains an evaluation of the purchase card usage. This evaluation includes reviewing statements to determine that employees are following regulations, policies, and procedures in the acquisition process, properly handling credits and disputes, performing reconciliations in a timely manner, and supervisors are certifying cardholders' statements in accordance with policy.

D. Adjust Number of Purchase Cards and Reduce Spending Limits.

The Purchase Business Line Coordinator will review the number of purchase card accounts and spending limits, and make any necessary reductions. Results will be submitted to the Assistant Director, Business Management Operations and the Director, PAM. These reviews are to be shared with the Regional A/OPC's who work with purchase and travel.

The A/OPC will monitor the number of open accounts showing one to five purchase transactions a year, and will close infrequently used accounts unless the supervisor provides an appropriate justification, e.g., the cardholder serves as a backup to the primary purchasing employee. Supervisors must provide the agency/organization program coordinator (A/OPC) written justification to keep every account on the infrequent activity list. Accounts that integrate the travel line will retain account access for travel transactions only. The A/OPC will deactivate the purchase business line and change the option set and spending limit for all other accounts.

Appendix 1 – Charge Card References

Additional guidance concerning charge card use is set forth in the following regulations/policy/ guidelines:

1. Treasury Financial Manual (TFM) 4-4500.
2. The FSS contract for Government-wide Commercial Charge card Services (Industrial Group 615, Class 6153).
3. Federal Acquisition Regulation (FAR) Parts 8 and 13.
4. Department of the Interior Acquisition Regulation (DIAR) Section 1413.
5. Office of Financial Management's guidelines on the commercial charge card program for small purchases (dated 4/24/90 -- currently under revision).
6. Individual Service policy supplements.
7. Agency Program Coordinator Guide for the Use of the Government-wide Commercial Charge card.
8. Contracting Officers Warrant System Manual dated February 11, 1997.
9. Federal Travel Regulations (31 CFR 300-304).
10. Departmental Fleet Management Handbook (410 DM 114-26).
11. Departmental Financial Administration Memoranda (98-030, Charge Card Delinquencies; 98-035, DCIA Waiver for Convenience Checks; 99-045, Employee Exit Clearance Procedures; 2000-010, Resolving Delinquencies on Individually Billed Travel Charge Card Accounts; 2000-011, Travel and Transportation Reform Act of 1998 - Federal Travel Regulation - Final Rule).
12. US Department of the Interior Integrated Charge Card Program Guide (revised April 12, 2004).

Appendix 2 – Government Card Services Quick Reference Guide

Government Card Services Quick Reference Guide

Service Area	Toll-Free Number	Fax Number	Email Address	Web Site
Cardholder Customer Service	800-472-1424	757-441-4724		
Agency Level Support	800-558-0548	757-624-6149	gcsuac@bankofamerica.com	www.gcsuthd.bankofamerica.com
Technical Help Desk	800-558-0548		gcsuthd@bankofamerica.com	www.gcsuthd.bankofamerica.com
TTY/TTD Service	800-672-0779		gcsuac@bankofamerica.com	www.gcsuthd.bankofamerica.com
Claims	800-472-1424	888-678-6046		
Bank of America ATM Locator	800-333-6262 TTT/TDD 800-288-4408			www.bankofamerica.com
MasterCard	800-MC-Assist 800-622-7747			www.mastercard.com ATM Locator
Visa	800-VISA-911 800-847-8911			www.visa.com ATM Locator

Appendix 3 – Declines Report – Reason Codes

Decline Reason	Definition
Bad PIN	The wrong PIN number was entered when attempting to withdraw cash at an ATM.
Card Activation	The cardholder has not verified receipt of a new card.
Checking/Savings	A cash advance withdrawal attempt at an ATM where the cardholder requested to withdraw cash from either a checking or savings account or requested the Fast Cash option. Cardholders should request a cash withdrawal or advance from a credit card to withdraw cash.
Closed Account	The account has a closed status.
Code R9	The account status is credit revoked (cancelled due to delinquency).
Code Y9	The account status is deactivated.
Currently Past Due	The account is in a suspended status (no payment has been received at least 61 days since billing).
Exceeds Max Cash	A cash withdrawal attempt has an authorization system limit set by the bank to prevent fraud on high-risk transactions or behavior.
Exceeds Max Mail	The authorization request exceeds a maximum mail order limit, which is an authorization system limit set by the bank to prevent fraud on high-risk transactions or behavior.
Exceeds Max NBR	The authorization request exceeds a maximum number of authorization requests for specific types of merchants, which is an authorization system limit set by the bank to prevent fraud on high-risk transactions or behavior.
Invalid Account Level	An authorization request was made using the central or diversion account number.
Invalid CVV/CVC	The Point of Sale terminal did not read the magnetic stripe on the card correctly. This can indicate the cardholder's account number possibly has been compromised.
MCCG Amt Limit Exceeded	An authorization request exceeded the dollar limit set for the merchant category code group.
MCCG Include	The merchant was not authorized. The merchant's category code (MCC) was not included in the Agency/Organization's MCC Table for approved authorizations.
MCCG SPL Exceeded	An authorization attempt exceeded the single purchase limit for a merchant category code group.
Not Enough Available	There was not enough available credit to approve the authorization (Credit Limit – Balance – Outstanding Authorizations = Amount of available credit).
Watch	The authorization attempt was referred to the Bank to ensure the cardholder is still in possession of his/her card.
Note: When an authorization is approved, the cardholder's name may default in the response reason field. This is determined by the merchant and the Point of Sale terminal used during the transaction.	

Attachment 1 – Hierarchy Structure for the Fish and Wildlife Service

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AGENCY NAME	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8	# OF CARDS
PACIFIC COAST REGION	3	15	3112214	4000000	0	0	0	0	4
OREGON FWO	3	15	3112214	4112215	5100690	0	0	0	1
PACIFIC ISLANDS FWO	3	15	3112214	4112215	5112293	0	0	0	58
BIG ISLAND NWR COMPLEX	3	15	3112214	4112215	5112299	0	0	0	12
GUAM NWR	3	15	3112214	4112215	5112300	0	0	0	4
KAUAI NWR COMPLEX	3	15	3112214	4112215	5112301	0	0	0	13
PACIFIC/REMOTE ISLAND NWR CPLX	3	15	3112214	4112215	5112302	0	0	0	13
PACIFIC ISLS NWR COMPLEX	3	15	3112214	4112215	5112303	0	0	0	7
OAHU NWR COMPLEX	3	15	3112214	4112215	5112308	0	0	0	8
MAUI NWR COMPLX (KEALIA POND)	3	15	3112214	4112215	5112309	0	0	0	5
CALIFORNIA/NEVADA OPS OFC	3	15	3112214	4112216	0	0	0	0	18
COLEMAN NFH, ANDERSON CA	3	15	3112214	4112216	5112236	0	0	0	20
STOCKTON FWO	3	15	3112214	4112216	5112237	0	0	0	33
SACRAMENTO FWO	3	15	3112214	4112216	5112238	0	0	0	5
DIV OF REALTY-SACRAMENTO	3	15	3112214	4112216	5112239	0	0	0	8
RED BLUFF FWO	3	15	3112214	4112216	5112240	0	0	0	51
ARCATA FWO	3	15	3112214	4112216	5112241	0	0	0	50
YREKA FWO	3	15	3112214	4112216	5112243	0	0	0	16
SACRAMENTO FWO	3	15	3112214	4112216	5112245	0	0	0	136
CARLSBAD FIELD OFC	3	15	3112214	4112216	5112246	0	0	0	87
VENTURA FIELD OFC	3	15	3112214	4112216	5112247	0	0	0	46
KLAMATH FALLS FWO	3	15	3112214	4112216	5112248	0	0	0	21
HUMBOLDT BAY NWR, EUREKA CA	3	15	3112214	4112216	5112249	0	0	0	6
KERN NWR, DELANO CA	3	15	3112214	4112216	5112250	0	0	0	10
SACRAMENTO NWR, WILLOWS CA	3	15	3112214	4112216	5112254	0	0	0	36
SONO BONO SALTON SEA NWR CMPLX	3	15	3112214	4112216	5112262	0	0	0	12
SAN FRANCISCO BAY NWR COMPLEX	3	15	3112214	4112216	5112264	0	0	0	28
SAN LUIS NWR, LOS BANOS CA	3	15	3112214	4112216	5112272	0	0	0	35
KLAMATH BASIN NWR,TULELAKE,CA	3	15	3112214	4112216	5112277	0	0	0	41
HOPPER MOUNTAIN NWR	3	15	3112214	4112216	5112284	0	0	0	10
SAN DIEGO NWR COMPLEX	3	15	3112214	4112216	5112285	0	0	0	28
MODOC NWR - ALTURAS, CA	3	15	3112214	4112216	5112289	0	0	0	5
STONE LAKE NWR	3	15	3112214	4112216	5112290	0	0	0	5
LAHONTAN NFH-GARDNERVILLE,NV	3	15	3112214	4112216	5112368	0	0	0	14
NEVADA FWO	3	15	3112214	4112216	5112370	0	0	0	31
DESERT NWR CPLX--LAS VEGAS, NV	3	15	3112214	4112216	5112374	0	0	0	13
RUBY LAKE NWR RUBY LAKE NV	3	15	3112214	4112216	5112382	0	0	0	7
STILLWATER NWR FALLON NV	3	15	3112214	4112216	5112384	0	0	0	11
REG CHIEF, NATL WLDLF REFUGE	3	15	3112214	4112217	0	0	0	0	56
COLUMBIA NWR, OTHELLO WA	3	15	3112214	4112217	5112332	0	0	0	12
NISQUALLY NWR COMPLEX, OLYMPIA	3	15	3112214	4112217	5112337	0	0	0	11
WASHINGTON MARITIME NWR	3	15	3112214	4112217	5112338	0	0	0	7
HANFORD REACH NATL MONU SADDLE	3	15	3112214	4112217	5112339	0	0	0	28
RIDGEFIELD NWR, RIDGEFIELD WA	3	15	3112214	4112217	5112344	0	0	0	13
WILLAPA NWR COMPLEX, ILWACO,WA	3	15	3112214	4112217	5112345	0	0	0	15
CHIEF, DIVISION OF REALTY	3	15	3112214	4112217	5112346	0	0	0	6
NWR REALTY ACQUISITION	3	15	3112214	4112217	5112346	6112435	0	0	1
NWR REALTY SAN DIEGO SOCA OFFI	3	15	3112214	4112217	5112346	6112439	0	0	1
CHIEF,DIV OF REFUGE PLANNING	3	15	3112214	4112217	5112347	0	0	0	10
NWR RPL PACIFIC ISLANDS OFFICE	3	15	3112214	4112217	5112347	6112442	0	0	1

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DIV OF VISITORS COMM SERVICES	3	15	3112214	4112217	5112348	0	0	0	1
DIV CHIEF, REFUGES OPERATIONS	3	15	3112214	4112217	5112349	0	0	0	1
TURNBULL NWR, CHENEY WA	3	15	3112214	4112217	5112350	0	0	0	19
LTL PEND OREILLE NWR,COLVILEWA	3	15	3112214	4112217	5112351	0	0	0	14
MALHEUR NWR-BURNS, OR	3	15	3112214	4112217	5112352	0	0	0	22
MID COLUMBIA RVR NWR COMPLEX	3	15	3112214	4112217	5112353	0	0	0	22
WILLAMETTE VALLEY NWR COMPLEX	3	15	3112214	4112217	5112356	0	0	0	17
OREGON COAST NWR COMPLEX	3	15	3112214	4112217	5112357	0	0	0	7
TUALATIN RIVER NWR	3	15	3112214	4112217	5112358	0	0	0	6
DEER FLAT NWR NAMPA ID	3	15	3112214	4112217	5112380	0	0	0	5
KOOTENAI NWR BONNERS FERRY ID	3	15	3112214	4112217	5112383	0	0	0	4
SE IDAHO NWR COMP POCATELLO ID	3	15	3112214	4112217	5112387	0	0	0	18
SHELDON-HART MOUNTAIN NWR	3	15	3112214	4112217	5112392	0	0	0	20
ARD-ECOLOGICAL SERVICES	3	15	3112214	4112218	0	0	0	0	59
WESTERN WASHINGTON FWO	3	15	3112214	4112218	5100689	0	0	0	92
OREGON FWO	3	15	3112214	4112218	5100690	0	0	0	96
ES ENDANGERED SPECIES DIV	3	15	3112214	4112218	5100691	0	0	0	2
ES-RECOVERY PLANNING & PERMITS	3	15	3112214	4112218	5100691	6112452	0	0	1
ES FOREST RESRCES TECH SUP DIV	3	15	3112214	4112218	5100694	0	0	0	1
UPPER COLUMBIA RIVER FWO	3	15	3112214	4112218	5112310	0	0	0	46
SNAKE RIVER BASIN OFFICE	3	15	3112214	4112218	5112313	0	0	0	51
ARD-FISHERIES	3	15	3112214	4112219	0	0	0	0	10
CA/NV FISH HEALTH CENTER	3	15	3112214	4112219	5112235	0	0	0	5
E WASHINGTON / N IDAHO FWO	3	15	3112214	4112219	5112313	0	0	0	1
ABERNATHY SALMON CDC,LONGVW WA	3	15	3112214	4112219	5112314	0	0	0	19
CARSON NFH, CARSON WA	3	15	3112214	4112219	5112315	0	0	0	6
LEAVENWORTH NFH,LEAVENWORTH WA	3	15	3112214	4112219	5112317	0	0	0	29
LITTLE WTE SALMN-WLD NFH,CK WA	3	15	3112214	4112219	5112318	0	0	0	12
LWR CMBIA RVR FISH HEALTH CNTR	3	15	3112214	4112219	5112319	0	0	0	7
SPRING CREEK NFH, UNDERWOOD WA	3	15	3112214	4112219	5112323	0	0	0	10
EAGLE CREEK NFH-ESTACADA, OR	3	15	3112214	4112219	5112325	0	0	0	6
WARM SPRINGS NFH-WARM SPGS, OR	3	15	3112214	4112219	5112326	0	0	0	7
COLUMBIA RIVER FISHERIES PROGM	3	15	3112214	4112219	5112328	0	0	0	47
MID-COLUMBIA RVR FISHRY RES	3	15	3112214	4112219	5112329	0	0	0	13
QUILCENE NFH, QUILCENE WA	3	15	3112214	4112219	5112330	0	0	0	6
QUINAULT NFH, NEILTON, WA	3	15	3112214	4112219	5112331	0	0	0	6
OLYMPIA NFH	3	15	3112214	4112219	5112333	0	0	0	5
MAKAH NFH	3	15	3112214	4112219	5112334	0	0	0	7
KOOSKIA NFH, KOOSKIA ID	3	15	3112214	4112219	5112361	0	0	0	3
IDAHO FISHERY RSC OFC	3	15	3112214	4112219	5112362	0	0	0	12
LWR SNAKE RV COMP PLN,BOISE,ID	3	15	3112214	4112219	5112363	0	0	0	5
DWORSHAK NFH, AHSAHKA ID	3	15	3112214	4112219	5112364	0	0	0	25
IDAHO FISH HEALTH CENTER	3	15	3112214	4112219	5112365	0	0	0	5
HAGERMAN NFH, HAGERMAN ID	3	15	3112214	4112219	5112366	0	0	0	9
SE IDAHO NWR COMP POCATELLO ID	3	15	3112214	4112219	5112387	0	0	0	1
AFR RO FISHERY STAFF	3	15	3112214	4112219	5112400	0	0	0	1
FISHERIES PROGRAM STAFF	3	15	3112214	4112219	5112400	6112400	0	0	1
ARD FISHERIES RSCS	3	15	3112214	4112221	0	0	0	0	1
ARD-MIGRATORY BIRDS & ST PROG	3	15	3112214	4112223	0	0	0	0	15
DIV OF FEDERAL AID	3	15	3112214	4112223	5112224	0	0	0	8

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ASST REG DIR - EXTERNAL AFFAIR	3	15	3112214	4112226	0	0	0	0	9
ASST REG DIR-BUDGET & ADMIN	3	15	3112214	4112228	0	0	0	0	2
DIV OF CNTRCTNG & GEN SVCS	3	15	3112214	4112228	5112229	0	0	0	19
DIV OF PERSONNEL MGMT	3	15	3112214	4112228	5112230	0	0	0	17
DIV OF INFO RSC MGMT	3	15	3112214	4112228	5112232	0	0	0	20
DIV OF BUDGET & FINANCE	3	15	3112214	4112228	5112233	0	0	0	29
DIV OF ENGNRG	3	15	3112214	4112228	5112234	0	0	0	32
DIV OF DIVERSITY & CIVIL RGHTS	3	15	3112214	4112228	5112235	0	0	0	6
ASST REG DIR-LAW ENFORCEMENT	3	15	3112214	4112395	0	0	0	0	10
SENIOR RES AGENT-REDMOND WA	3	15	3112214	4112395	5112396	0	0	0	9
SR RES AGENT - WILSONVILLE OR	3	15	3112214	4112395	5112400	0	0	0	7
SPECIAL AGENT-KLAMATH FALLS OR	3	15	3112214	4112395	5112401	0	0	0	1
SR RESIDENT AGENT - BOISE ID	3	15	3112214	4112395	5112403	0	0	0	3
SPECIAL AGENT-IDAHO FALLS ID	3	15	3112214	4112395	5112404	0	0	0	1
SPECIAL AGENT SPOKANE WA	3	15	3112214	4112395	5112405	0	0	0	1
SR RESIDENT AGENT, HONOLULU HI	3	15	3112214	4112395	5112406	0	0	0	11
SR RES AGENT SACRAMENTO CA	3	15	3112214	4112395	5112408	0	0	0	9
SPECIAL AGENT - CLOVIS CA	3	15	3112214	4112395	5112408	6112411	0	0	1
SPECIAL AGENT CHICO CA	3	15	3112214	4112395	5112409	0	0	0	1
SPECIAL AGENT-BURLINGAME CA	3	15	3112214	4112395	5112410	0	0	0	6
SR RES AGENT-LOS ANGELES CA	3	15	3112214	4112395	5112412	0	0	0	19
SPECIAL AGENT - LOS OSOS CA	3	15	3112214	4112395	5112413	0	0	0	1
SPECIAL AGENT SAN DIEGO CA	3	15	3112214	4112395	5112414	0	0	0	4
SPEC AGENT LAS VEGAS NV	3	15	3112214	4112395	5112416	0	0	0	2
OFC RGNL DIR, ALBUQUERQUE, NM	3	15	3112417	4112418	0	0	0	0	4
SPECIAL ASSISTNT FOR ECOSYSTEM	3	15	3112417	4112419	0	0	0	0	1
GEOGRAPHIC ARD-AZ	3	15	3112417	4112420	0	0	0	0	11
USFWS DIVISION OF PLANNING	3	15	3112417	4112420	5112421	0	0	0	7
USFWS DIVISION OF VISITOR SERV	3	15	3112417	4112420	5112422	0	0	0	3
DIVISION OF REFUGES	3	15	3112417	4112420	5112423	0	0	0	27
REFUGE SUPERVISOR AZ NM	3	15	3112417	4112420	5112424	0	0	0	1
SAN ANDRES NWR	3	15	3112417	4112420	5112424	6112496	0	0	4
SEVILLETA NWR	3	15	3112417	4112420	5112424	6112497	0	0	10
SAN BERNARDINO NWR	3	15	3112417	4112420	5112424	6112498	0	0	7
CABEZA PRIETA NWR	3	15	3112417	4112420	5112424	6112506	0	0	12
CIBOLA NWR	3	15	3112417	4112420	5112424	6112605	0	0	6
HAVASU NWR	3	15	3112417	4112420	5112424	6112607	0	0	13
IMPERIAL NWR	3	15	3112417	4112420	5112424	6112608	0	0	8
BITTER LAKE NWR	3	15	3112417	4112420	5112424	6112617	0	0	10
BOSQUE DEL APACHE NWR	3	15	3112417	4112420	5112424	6112618	0	0	24
BUENOS AIRES NWR	3	15	3112417	4112420	5112424	6112619	0	0	22
BILL WILLIAMS RIVER NWR	3	15	3112417	4112420	5112424	6112620	0	0	6
KOFA NWR	3	15	3112417	4112420	5112424	6112621	0	0	6
LAS VEGAS NWR	3	15	3112417	4112420	5112424	6112622	0	0	6
REFUGE SUPERVISOR OK TX	3	15	3112417	4112420	5112425	0	0	0	1
CADDO LAKE NWR	3	15	3112417	4112420	5112425	6112472	0	0	1
DEEP FORK NWR	3	15	3112417	4112420	5112425	6112473	0	0	6
TRINITY RIVER NWR	3	15	3112417	4112420	5112425	6112474	0	0	5
MAXWELL NWR	3	15	3112417	4112420	5112425	6112508	0	0	4
BUFFALO LAKE NWR	3	15	3112417	4112420	5112425	6112622	0	0	5

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HAGERMAN NWR	3	15	3112417	4112420	5112425	6112623	0	0	6
SALT PLAINS NWR	3	15	3112417	4112420	5112425	6112624	0	0	9
SEQUOYAH NWR	3	15	3112417	4112420	5112425	6112625	0	0	8
OZARK PLATEAU NWR	3	15	3112417	4112420	5112425	6112625	7112701	0	1
TISHOMINGO NWR	3	15	3112417	4112420	5112425	6112626	0	0	7
WASHITA NWR	3	15	3112417	4112420	5112425	6112627	0	0	7
WICHITA MOUNTAINS WR	3	15	3112417	4112420	5112425	6112628	0	0	32
LITTLE RIVER NWR	3	15	3112417	4112420	5112425	6112629	0	0	5
ANAHUAC NWR	3	15	3112417	4112420	5112425	6112630	7112704	0	27
ARANSAS/MATAGORDA ISL NWR COMP	3	15	3112417	4112420	5112425	6112631	0	0	1
ARANSAS NWR	3	15	3112417	4112420	5112425	6112631	7112707	0	20
TEXAS MIDCOAST REFUGES COMPLEX	3	15	3112417	4112420	5112425	6112632	0	0	4
BRAZORIA NWR	3	15	3112417	4112420	5112425	6112632	7112709	0	23
LWR RIO GRANDE VLY NWR COMP	3	15	3112417	4112420	5112425	6112633	0	0	7
SANTA ANA NWR	3	15	3112417	4112420	5112425	6112633	7112712	0	50
ATTWATER PR CHCKN NWR	3	15	3112417	4112420	5112425	6112634	0	0	7
MULESHOE NWR	3	15	3112417	4112420	5112425	6112635	0	0	3
BALCONES CANYONLANDS NWR	3	15	3112417	4112420	5112425	6112636	0	0	14
DIVISON OF REALTY	3	15	3112417	4112420	5112426	0	0	0	14
ARD MIGRTRY BIRDS &STATE PRGMS	3	15	3112417	4112421	0	0	0	0	2
MIGRATORY BIRDS	3	15	3112417	4112421	5112422	0	0	0	12
DIVISION OF FEDERAL AID	3	15	3112417	4112421	5112509	0	0	0	10
ARD-ECOLOGICAL SERVICES	3	15	3112417	4112427	0	0	0	0	21
ENDANGERED SPECIES & HAB CONS	3	15	3112417	4112427	5112431	0	0	0	10
NATL WETLANDS INVENTORY	3	15	3112417	4112427	5112431	6112000	0	0	1
TEXAS STATE ADMINISTRATOR	3	15	3112417	4112427	5112431	6112010	0	0	2
PARTNERS/COASTAL	3	15	3112417	4112427	5112431	6112432	0	0	6
HOUSTON ECOL SVCS OFC	3	15	3112417	4112427	5112454	0	0	0	15
CORPUS CHRISTI ECOL SVCS OFC	3	15	3112417	4112427	5112454	6112455	0	0	16
OKLAHOMA ECOL SVCS OFC	3	15	3112417	4112427	5112455	0	0	0	22
AUSTIN ECOL SVCS OFC	3	15	3112417	4112427	5112456	0	0	0	22
ARLINGTON ECOL SVCS OFC	3	15	3112417	4112427	5112456	6112637	0	0	11
ARIZONA ECOL SVCS OFFICE	3	15	3112417	4112427	5112492	0	0	0	41
NEW MEXICO ECOL SVCS OFC	3	15	3112417	4112427	5112493	0	0	0	39
ARD FISHERIES	3	15	3112417	4112428	0	0	0	0	2
FISHERY RSCS	3	15	3112417	4112428	5112429	0	0	0	7
OKLAHOMA FRO	3	15	3112417	4112428	5112429	6112449	0	0	2
ALCHESAY/WILLIAMS CREEK NFH CO	3	15	3112417	4112428	5112429	6112638	0	0	5
WILLIAMS CREEK NFH	3	15	3112417	4112428	5112429	6112638	7112001	0	1
WILLOW BEACH NFH	3	15	3112417	4112428	5112429	6112639	0	0	6
PINETOP FISH HEALTH CTR	3	15	3112417	4112428	5112429	6112640	0	0	5
ARIZONA FRO-PINETOP	3	15	3112417	4112428	5112429	6112641	0	0	8
ARIZONA FRO-PARKER	3	15	3112417	4112428	5112429	6112641	7112002	0	5
DEXTER NFH & TECH CENTER	3	15	3112417	4112428	5112429	6112642	0	0	9
NEW MEXICO FRO	3	15	3112417	4112428	5112429	6112644	0	0	10
TISHOMINGO NFH	3	15	3112417	4112428	5112429	6112645	0	0	5
INKS DAM NFH	3	15	3112417	4112428	5112429	6112646	0	0	6
SAN MARCOS NFH&TC	3	15	3112417	4112428	5112429	6112647	0	0	5
UVALDE NFH	3	15	3112417	4112428	5112429	6112649	0	0	4
MORA NFH & TC	3	15	3112417	4112428	5112429	6112650	0	0	5

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ARD-EXTERNAL AFFAIRS	3	15	3112417	4112432	0	0	0	0	6
ARD-BUDGET & ADMIN	3	15	3112417	4112434	0	0	0	0	3
DIV OF CNTRCTNG & GEN SVCS	3	15	3112417	4112434	5112435	0	0	0	11
DIV OF PERSONNEL MGMT	3	15	3112417	4112434	5112436	0	0	0	13
DIV OF BUDGET & FINANCE	3	15	3112417	4112434	5112441	0	0	0	11
TECHNICAL RESOURCES	3	15	3112417	4112434	5112443	0	0	0	11
SAFETY & OCCPTNL HEALTH	3	15	3112417	4112434	5112443	6112437	0	0	2
INFO RSCS MGMT	3	15	3112417	4112434	5112443	6112439	0	0	5
GEOGRAPHIC INFO SYSTEMS	3	15	3112417	4112434	5112443	6112440	0	0	1
WATER RSCS	3	15	3112417	4112434	5112443	6112442	0	0	6
CULTURAL RESOURCES	3	15	3112417	4112434	5112443	6112444	0	0	1
DIVERSITY & CIVIL RIGHTS	3	15	3112417	4112434	5112510	0	0	0	3
TREASURE LAKE JOB CORPS CCC	3	15	3112417	4112434	5113465	0	0	0	31
ARD-LAW ENFORCEMENT	3	15	3112417	4112509	0	0	0	0	9
SENIOR RESIDENT AGENT MESA AZ	3	15	3112417	4112509	5112510	0	0	0	8
SR RES AGT SAN ANTONIO TX	3	15	3112417	4112509	5112516	0	0	0	9
SENIOR RESIDENT AGENT -HOUSTON	3	15	3112417	4112509	5112527	0	0	0	9
SR RES AGT, OKLAHOMA CITY, OK	3	15	3112417	4112509	5112529	0	0	0	13
SENIOR RESIDENT AGENT - ALBQ	3	15	3112417	4112509	5112532	0	0	0	7
EXECUTIVE DIR SW STRATEGY	3	15	3112417	4112517	0	0	0	0	3
REGION 3, TWIN CITIES, MN	3	15	3112535	0	0	0	0	0	1
NORTH CENTRAL REGION	3	15	3112535	4000000	0	0	0	0	4
ASST REG DIR-ECOLOGICAL SVCS	3	15	3112535	4112537	0	0	0	0	27
MISSOURI PRIVATE LANDS OFFICE	3	15	3112535	4112537	5112530	0	0	0	2
INDIANA PRIVATE LANDS OFFICE	3	15	3112535	4112537	5112531	0	0	0	1
ILLINOIS PRIVATE LANDS OFFICE	3	15	3112535	4112537	5112533	0	0	0	1
CRAB ORCHARD SUPERFUND PROJECT	3	15	3112535	4112537	5112534	0	0	0	6
CHICAGO METRO AREA WETLAND OFF	3	15	3112535	4112537	5112538	0	0	0	9
ECOL SVCS EAST LANSING MI	3	15	3112535	4112537	5112573	0	0	0	17
ECO SVS-REYNOLDSBURG OH	3	15	3112535	4112537	5112574	0	0	0	11
ECOL SVCS BLOOMINGTON IN	3	15	3112535	4112537	5112575	0	0	0	12
NORTHERN INDIANA SUBOFC	3	15	3112535	4112537	5112576	0	0	0	1
ECOL SVCS TWIN CITIES MN	3	15	3112535	4112537	5112586	0	0	0	12
ECOL SVCS GREEN BAY WI	3	15	3112535	4112537	5112587	0	0	0	10
ECOL SVCS COLUMBIA MO	3	15	3112535	4112537	5112622	0	0	0	9
ECOL SVCS ROCK ISLAND IL	3	15	3112535	4112537	5112623	0	0	0	11
ECOL SVCS MARION IL	3	15	3112535	4112537	5112624	0	0	0	3
RGNL CHIEF NAT WLDLF REFUG SYS	3	15	3112535	4112539	0	0	0	0	7
HABITAT & POPULATION EVAL TM	3	15	3112535	4112539	5112540	6112605	0	0	4
DIV OF REFUGES I	3	15	3112535	4112539	5112541	0	0	0	7
BRANCH OF ASCERTAINMENT & PLNG	3	15	3112535	4112539	5112541	6112630	0	0	11
DIV OF REFUGES II	3	15	3112535	4112539	5112542	0	0	0	4
PATOKA RVR ACQ OFF-SEYMOUR IN	3	15	3112535	4112539	5112543	0	0	0	3
DIV OF REALTY	3	15	3112535	4112539	5112544	0	0	0	14
DIV OF TECH & ADMIN SPT	3	15	3112535	4112539	5112546	0	0	0	3
BR OF SPECIAL SVCS	3	15	3112535	4112539	5112546	6112547	0	0	3
MICHIGAN STE PRIVATE LANDS OFC	3	15	3112535	4112539	5112546	6112581	0	0	4
WLDLF ASSISTANCE-ST.CLOUD MN	3	15	3112535	4112539	5112546	6112618	0	0	4
WLDLIF ASST-MADISON WI	3	15	3112535	4112539	5112546	6112619	0	0	5
IOWA ST PRIVATE LANDS OFC	3	15	3112535	4112539	5112546	6112620	0	0	2

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CYPRESS CREEK NATL WLDLFE REF	3	15	3112535	4112539	5112548	0	0	0	8
NEAL SMITH NWR	3	15	3112535	4112539	5112555	0	0	0	16
PROGRAM MGMT 1-REFUGES & WLDLF	3	15	3112535	4112539	5112560	0	0	0	1
PROGRAM MGMT 2-REFUGES & WLDLF	3	15	3112535	4112539	5112561	0	0	0	2
PROGRAM MGMT 3-REFUGES & WLDLF	3	15	3112535	4112539	5112562	0	0	0	3
SENEY NWR SENEY MI	3	15	3112535	4112539	5112577	0	0	0	11
SHIAWASSEE NWR SAGINAW MI	3	15	3112535	4112539	5112578	0	0	0	10
MUSCATATUCK NWR SEYMOUR IN	3	15	3112535	4112539	5112579	0	0	0	5
OTTAWA NWR OAK HARBOR OH	3	15	3112535	4112539	5112580	0	0	0	10
AGASSIZ NWR MIDDLE RIVER MN	3	15	3112535	4112539	5112588	0	0	0	11
HORICON NWR MAYVILLE WI	3	15	3112535	4112539	5112589	0	0	0	13
LEOPOLD WETLAND MGMT DIST	3	15	3112535	4112539	5112590	0	0	0	12
NECEDAH NWR NECEDAH WI	3	15	3112535	4112539	5112591	0	0	0	13
RICE LAKE NWR MCGREGOR MN	3	15	3112535	4112539	5112592	0	0	0	7
SHERBURNE NWR ZIMMERMAN MN	3	15	3112535	4112539	5112593	0	0	0	16
CRANE MEADOWS NATL WLDLFE RFG	3	15	3112535	4112539	5112594	0	0	0	2
TAMARAC NWR ROCHERT MN	3	15	3112535	4112539	5112595	0	0	0	11
REGIONAL SIGN CENTER WINONA MN	3	15	3112535	4112539	5112596	0	0	0	4
WINONA DISTRICT WINONA MN	3	15	3112535	4112539	5112598	0	0	0	8
SAVANNA DISTRICT SAVANNA IL	3	15	3112535	4112539	5112599	0	0	0	14
ST CROIX WETLAND MGMT DIST	3	15	3112535	4112539	5112600	0	0	0	11
TREMP NWR TREMPEALEAU WI	3	15	3112535	4112539	5112601	0	0	0	5
UP MISS RV NWR WINONA MN	3	15	3112535	4112539	5112602	0	0	0	8
LACROSSE DISTRICT	3	15	3112535	4112539	5112602	6112597	0	0	6
MORRIS WMD MORRIS MN	3	15	3112535	4112539	5112603	6112604	0	0	16
RYDELL NATL WLDLF REFUGE	3	15	3112535	4112539	5112603	6112606	0	0	5
FERGUS FS WAO FERGUS FALLS MN	3	15	3112535	4112539	5112603	6112607	0	0	4
FERGUS FS WMD FERGUS FALLS MN	3	15	3112535	4112539	5112603	6112608	0	0	21
DETROIT LK WMD DETROIT LAKE MN	3	15	3112535	4112539	5112603	6112609	0	0	17
WINDOM WMD-WINDOM MN	3	15	3112535	4112539	5112603	6112610	0	0	11
LITCHFIELD WMD LITCHFIELD MN	3	15	3112535	4112539	5112603	6112611	0	0	19
LITCHFIELD WAO LITCHFIELD MN	3	15	3112535	4112539	5112603	6112612	0	0	4
HAMDEN SLOUGH-DETROIT LAKES MN	3	15	3112535	4112539	5112603	6112616	0	0	3
MN VALLEY NWR BLOOMINGTON MN	3	15	3112535	4112539	5112613	0	0	0	26
MCGREGOR DIST OFF MCGREGOR IA	3	15	3112535	4112539	5112614	0	0	0	7
DRIFTLESS AREA NATL WLDLFE RFG	3	15	3112535	4112539	5112615	0	0	0	1
BIG STONE NWR ORTONVILLE MN	3	15	3112535	4112539	5112617	0	0	0	13
DESOTO NWR MISSOURI VLY IA	3	15	3112535	4112539	5112625	0	0	0	18
MINGO NWR PUXICO MO	3	15	3112535	4112539	5112627	0	0	0	12
SQUAW CREEK NWR MOUND CITY MO	3	15	3112535	4112539	5112628	0	0	0	7
SWAN LAKE NWR SUMNER MO	3	15	3112535	4112539	5112629	0	0	0	5
UNION SLOUGH TITONKA IA	3	15	3112535	4112539	5112630	0	0	0	6
BIG MUDDY NATL F&W REFUGE	3	15	3112535	4112539	5112631	0	0	0	8
CRAB ORCHARD NWR CARTRVILLE IL	3	15	3112535	4112539	5112632	0	0	0	27
MARK TWAIN NWR QUINCY IL	3	15	3112535	4112539	5112633	0	0	0	4
BRUSSELS DISTRICT-BRUSSELS, IL	3	15	3112535	4112539	5112634	0	0	0	8
WAPELLO DISTRICT-WAPELLO, IA	3	15	3112535	4112539	5112635	0	0	0	10
GREAT RIVER NATIONAL WR	3	15	3112535	4112539	5112636	0	0	0	5
ILLINOIS RIVER NW & FISH REF	3	15	3112535	4112539	5112638	0	0	0	6
BIG OAKS NATL WLDLF REFUG	3	15	3112535	4112539	5112655	0	0	0	5

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WHITTLESEY CREEK NATL WLDLF RF	3	15	3112535	4112539	5112657	0	0	0	4
MIDDLE MISS RVR NATL WLDLF RFG	3	15	3112535	4112539	5112658	0	0	0	1
ASST REG DIR - FISHERIES	3	15	3112535	4112549	0	0	0	0	10
FISH HEALTH CENTER	3	15	3112535	4112549	5112550	0	0	0	8
COLUMBIA FISHERY RSCS OFC	3	15	3112535	4112549	5112551	0	0	0	9
MARQUETTE BIOL ST MARQUETTE MI	3	15	3112535	4112549	5112553	0	0	0	76
LUDINGTON BIO STA LUDINGTON MI	3	15	3112535	4112549	5112554	0	0	0	36
GREAT LAKES COORD OFF	3	15	3112535	4112549	5112556	0	0	0	1
JORDAN RIVER NFH ELMIRA MI	3	15	3112535	4112549	5112566	0	0	0	9
PENDILLS CREEK NFH BRIMLEY MI	3	15	3112535	4112549	5112567	0	0	0	5
SULLIVAN CREEK NFH	3	15	3112535	4112549	5112567	6112568	0	0	1
GREEN BAY FISHERY RSC OFC	3	15	3112535	4112549	5112569	0	0	0	7
ALPENA FISHERY RSC OFC	3	15	3112535	4112549	5112570	0	0	0	10
FISHERY RSCS OFC-CRTRVLLE	3	15	3112535	4112549	5112571	0	0	0	8
GENOA NFH GENOA WI	3	15	3112535	4112549	5112582	0	0	0	7
IRON RIVER NFH IRON RIVER WI	3	15	3112535	4112549	5112583	0	0	0	5
FISHERY RESRCS OFC - ASHLAND	3	15	3112535	4112549	5112584	0	0	0	10
FISHERY RSCS OFC	3	15	3112535	4112549	5112585	0	0	0	6
NEOSHO NFH NEOSHO MO	3	15	3112535	4112549	5112621	0	0	0	6
ASST REG DIR-MIGRATORY BIRDS	3	15	3112535	4112557	0	0	0	0	7
DIVISION OF FEDERAL AID	3	15	3112535	4112557	5112545	0	0	0	16
DIVISION OF MIGRATORY BIRDS	3	15	3112535	4112557	5112547	0	0	0	7
ASST REG DIR-PUBLIC AFFAIRS	3	15	3112535	4112558	0	0	0	0	8
ASST REG DIR-BUDGET & ADMIN	3	15	3112535	4112560	0	0	0	0	2
DIV OF CNTRCTNG & GEN SVCS	3	15	3112535	4112560	5112561	0	0	0	11
DIV OF PERSONNEL MGMT	3	15	3112535	4112560	5112562	0	0	0	12
DIV OF BUDGET & FINANCE	3	15	3112535	4112560	5112564	0	0	0	6
DIV OF ENGNRG	3	15	3112535	4112560	5112565	0	0	0	17
DIV OF DIVERSITY & CIVIL RIGHT	3	15	3112535	4112560	5112567	0	0	0	3
COMPUTER SUPPORT GROUP	3	15	3112535	4112560	5112568	0	0	0	9
MINGO JOB CORPS CIV CONSVN CTR	3	15	3112535	4112560	5113466	0	0	0	47
ASST REG DIR-LAW ENFORCEMENT	3	15	3112535	4112639	0	0	0	0	8
SR RESIDENT AGENT ST PAUL MN	3	15	3112535	4112639	5112640	0	0	0	7
SPECIAL AGENT MADISON WI	3	15	3112535	4112639	5112640	6112642	0	0	1
LAW ENFORCEMENT	3	15	3112535	4112639	5112640	6112643	0	0	2
SR RES AGNT CHICAGO IL ROSEMNT	3	15	3112535	4112639	5112645	0	0	0	10
SPECIAL AGENT-SPRINGFIELD, IL	3	15	3112535	4112639	5112645	6112649	0	0	3
SR RESIDENT AGENT ANN ARBOR MI	3	15	3112535	4112639	5112646	0	0	0	4
SPECIAL AGENT - BAY CITY, MI	3	15	3112535	4112639	5112646	6112647	0	0	1
SPECIAL AGENT COLUMBUS OH	3	15	3112535	4112639	5112646	6112651	0	0	2
SPECIAL AGENT SANDUSKY OH	3	15	3112535	4112639	5112646	6112652	0	0	1
SR RES AGENT JEFFERSON CY MO	3	15	3112535	4112639	5112654	0	0	0	2
SPECIAL AGENT ST CHARLES MO	3	15	3112535	4112639	5112654	6112655	0	0	1
SPECIAL AGENT NO KANSAS CTY MO	3	15	3112535	4112639	5112654	6112656	0	0	1
SPECIAL AGENT DES MOINES IA	3	15	3112535	4112639	5112654	6112657	0	0	1
REGION 4, ATLANTA, GA	3	15	3112658	0	0	0	0	0	6
ASST REG DIR - FISHERIES	3	15	3112658	4112659	5112671	0	0	0	10
GULF COAST FISHRS RSRC COORD	3	15	3112658	4112659	5112671	6112672	0	0	4
CHATTAHOOCHEE FST NFH SUCHS GA	3	15	3112658	4112659	5112671	6112685	0	0	5
WARM SPRINGS REG FISHERIES CTR	3	15	3112658	4112659	5112671	6112687	0	0	7

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WARM SPRINGS NFH GA	3	15	3112658	4112659	5112671	6112687	7112688	0	13
WELAKA NFH WELAKA FL	3	15	3112658	4112659	5112671	6112690	0	0	6
PANAMA CITY FISHERIES RSRC OFC	3	15	3112658	4112659	5112671	6112691	0	0	5
DALE HOLLOW NFH CELINA TN	3	15	3112658	4112659	5112671	6112752	0	0	8
EDENTON NFH EDENTON NC	3	15	3112658	4112659	5112671	6112753	0	0	5
ERWIN NFH ERWIN TN	3	15	3112658	4112659	5112671	6112754	0	0	5
ORANGEBURG NFH ORANGEBURG SC	3	15	3112658	4112659	5112671	6112757	0	0	7
WOLF CREEK NFH JAMESTOWN KY	3	15	3112658	4112659	5112671	6112760	0	0	6
SO ATLANTIC FSHRS RSRC COOR OF	3	15	3112658	4112659	5112671	6112762	0	0	3
GREERS FRY NFH HEBER SPRING AR	3	15	3112658	4112659	5112671	6112795	0	0	4
MAM SPRG NFH MAMMOTH SPRNGS AR	3	15	3112658	4112659	5112671	6112796	0	0	5
LOWER MS RIVER COOD OFC	3	15	3112658	4112659	5112671	6112797	0	0	1
NATCHITOCHES NFH-LA	3	15	3112658	4112659	5112671	6112799	0	0	7
NORFORK NFH MTN HOME AR	3	15	3112658	4112659	5112671	6112800	0	0	8
PVT JOHN ALLEN NFH-TUPELO MS	3	15	3112658	4112659	5112671	6112801	0	0	4
ASST REG DIR-MIGRATORY BIRDS	3	15	3112658	4112659	5112677	0	0	0	7
WHM AUBURN AL	3	15	3112658	4112659	5112677	6112856	0	0	1
WHM-JACKSON, MS	3	15	3112658	4112659	5112677	6112858	0	0	2
JOINT VENTURE COORDINATOR	3	15	3112658	4112659	5112677	6112860	0	0	6
WHM-ST CHARLES AR	3	15	3112658	4112659	5112677	6112861	0	0	2
ASST REG DIR - ECOL SVCS	3	15	3112658	4112660	0	0	0	0	35
ECOL SVCS RALEIGH NC	3	15	3112658	4112660	5112001	0	0	0	6
ECOL SVCS VERO BEACH FL	3	15	3112658	4112660	5112002	0	0	0	88
ECOL SVCS CONWAY AR	3	15	3112658	4112660	5112003	0	0	0	12
ECOL SVCS PANAMA CITY FL	3	15	3112658	4112660	5112692	0	0	0	19
ECOL SVCS BOQUERON-PR	3	15	3112658	4112660	5112695	0	0	0	15
ECOL SVCS RIO GRANDE - PR	3	15	3112658	4112660	5112696	0	0	0	10
ECOL SVCS BRUNSWICK GA	3	15	3112658	4112660	5112697	0	0	0	23
KENTUCKY EXOLOGICAL SER FLD OF	3	15	3112658	4112660	5112698	0	0	0	7
BIOL SVCS PANAMA CITY FL	3	15	3112658	4112660	5112750	0	0	0	1
ECOL SVCS JACKSONVILLE FL	3	15	3112658	4112660	5112751	0	0	0	29
ECOL SVCS CHARLESTON SC	3	15	3112658	4112660	5112764	0	0	0	17
ECOL SVCS COOKVILLE TN	3	15	3112658	4112660	5112766	0	0	0	18
ECOL SVCS CLEMSON SC	3	15	3112658	4112660	5112767	0	0	0	1
ECOL SVCS ASHEVILLE NC	3	15	3112658	4112660	5112793	0	0	0	15
ECOL SVCS RALEIGH NC	3	15	3112658	4112660	5112793	6112765	0	0	10
ECOL SVCS DAPHNE AL	3	15	3112658	4112660	5112802	0	0	0	23
ECOL SVCS VICKSBURG MS	3	15	3112658	4112660	5112803	0	0	0	1
ECO SVCS LITTLE ROCK AR	3	15	3112658	4112660	5112803	6112804	0	0	5
ECOL SVCS LAFAYETTE LA	3	15	3112658	4112660	5112805	0	0	0	24
ECOL SVCS JACKSON MS	3	15	3112658	4112660	5112855	0	0	0	21
REGIONAL CHIEF, NWR SYSTEM	3	15	3112658	4112661	0	0	0	0	34
CACHE RIVER NWR AUGUSTA AR	3	15	3112658	4112661	5112001	0	0	0	1
CACHE RIVER NWR AUGUSTA AR	3	15	3112658	4112661	5112662	6112806	0	0	15
BAYOU COCODRIE NWR	3	15	3112658	4112661	5112662	6112811	0	0	7
HOLLA BEND NWR - DARDANELLE AR	3	15	3112658	4112661	5112662	6112826	0	0	4
DIV REALTY	3	15	3112658	4112661	5112666	0	0	0	37
DIV OF WLDLIF&HABITAT MGMT	3	15	3112658	4112661	5112668	0	0	0	3
FIRE ECOLOGY FIELD OFC	3	15	3112658	4112661	5112668	6112857	0	0	5
JOINT VENTURE COORDINATOR	3	15	3112658	4112661	5112668	6112860	0	0	1

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AGENCY NAME	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8	# OF CARDS
WHM - MANTEO NC	3	15	3112658	4112661	5112668	6112862	0	0	4
WHM - ST CHARLES AR	3	15	3112658	4112661	5112668	6112863	0	0	2
CHASSAHOWITZKA NWR HOMOSASS FL	3	15	3112658	4112661	5112698	0	0	0	8
LOW SUWANEE NWR-CHIEFLAND, FL	3	15	3112658	4112661	5112701	0	0	0	12
CARIBBEAN ISL NWR BOQUERON PR	3	15	3112658	4112661	5112702	0	0	0	24
CULEBRA NWR PUERTO RICO	3	15	3112658	4112661	5112704	0	0	0	3
GREEN CAY NWR VIRGIN ISLANDS	3	15	3112658	4112661	5112707	0	0	0	1
JN DING DARLING NWR SANIBEL FL	3	15	3112658	4112661	5112710	0	0	0	21
FLORIDA PANTHER NWR-NAPLES, FL	3	15	3112658	4112661	5112713	0	0	0	17
LK WOODRUFF NWR DELEON SPRS FL	3	15	3112658	4112661	5112718	0	0	0	10
AR MARSHALL LOXAHATCHEE NWR FL	3	15	3112658	4112661	5112720	0	0	0	29
HOBE SOUND NWR BOYNTON BCH FL	3	15	3112658	4112661	5112720	6112721	0	0	1
MERRITT ISLAND NWR TITUSVLE FL	3	15	3112658	4112661	5112725	0	0	0	27
PELICAN ISL NWR TITUSVILLE FL	3	15	3112658	4112661	5112726	0	0	0	5
NATL KEY DEER NWR - BIG PINE	3	15	3112658	4112661	5112729	0	0	0	12
CROCODILE LAKE NWR	3	15	3112658	4112661	5112729	6112730	0	0	1
OKEFENOKEE NWR FOLKSTON GA	3	15	3112658	4112661	5112733	0	0	0	30
SAVANNAH CSTL REF SAVANNAH GA	3	15	3112658	4112661	5112735	0	0	0	31
ALLIGATOR R NWR MANTEO NC	3	15	3112658	4112661	5112743	0	0	0	34
ST MARKS NWR ST MARKS FL	3	15	3112658	4112661	5112745	0	0	0	25
ST VINCENT NWR APALACHICOLA FL	3	15	3112658	4112661	5112746	0	0	0	7
MACKAY ISLAND NWR NC	3	15	3112658	4112661	5112747	0	0	0	6
PIEDMONT NWR ROUND OAK GA	3	15	3112658	4112661	5112748	0	0	0	15
CAPE ROMAIN NWR AWENDAW SC	3	15	3112658	4112661	5112768	0	0	0	11
ACE BASIN NWR MT PLEASANT S C	3	15	3112658	4112661	5112769	0	0	0	8
CROSS CREEKS NWR DOVER TN	3	15	3112658	4112661	5112770	0	0	0	5
CAROLINA SANDHILL NWR MCBEE SC	3	15	3112658	4112661	5112771	0	0	0	10
HATCHIE NWR BROWNSVILLE TN	3	15	3112658	4112661	5112772	0	0	0	4
MATTAMUSKEET NWR NEWHOLLAND NC	3	15	3112658	4112661	5112775	0	0	0	12
POCOSIN LAKES NWR	3	15	3112658	4112661	5112778	0	0	0	16
PEEDEE NATL WILDLIE REFUG	3	15	3112658	4112661	5112781	0	0	0	6
SANTEE NWR SUMMERTON SC	3	15	3112658	4112661	5112783	0	0	0	7
REELFOOT NWR SAMBURG TN	3	15	3112658	4112661	5112784	0	0	0	13
CHICKASAW NWR-BROWNSVILLE TN	3	15	3112658	4112661	5112784	6112773	0	0	2
TENNESSEE NWR PARIS TN	3	15	3112658	4112661	5112787	0	0	0	15
CLARKS RIVER NWR	3	15	3112658	4112661	5112787	6112001	0	0	6
ROANOKE RIVER NWR	3	15	3112658	4112661	5112788	0	0	0	7
ST CATHERINE CREEK NWR	3	15	3112658	4112661	5112789	0	0	0	6
NORTH LOUISIANA REFUGES	3	15	3112658	4112661	5112791	0	0	0	15
D'ARBONNE NWR MONROE LA	3	15	3112658	4112661	5112791	6112813	0	0	1
CATAHOULA NWR JENA LA	3	15	3112658	4112661	5112810	0	0	0	4
CHOCTAW NWR JACKSON AL	3	15	3112658	4112661	5112812	0	0	0	3
S E LOUISIANA REFUGES	3	15	3112658	4112661	5112815	0	0	0	23
DELTA NWR	3	15	3112658	4112661	5112815	6112816	0	0	1
BAYOU SAUVAGE NWR	3	15	3112658	4112661	5112815	6112828	0	0	2
BOGUE CHITTO NWR	3	15	3112658	4112661	5112815	6112834	0	0	1
EUFAULA NWR EUFAULA AL	3	15	3112658	4112661	5112819	0	0	0	6
FELSENTHAL NWR CROSSETT AR	3	15	3112658	4112661	5112821	0	0	0	17
OVERFLOW NWR	3	15	3112658	4112661	5112821	6112822	0	0	2
LACASSINE NWR LAKE ARTHUR LA	3	15	3112658	4112661	5112829	0	0	0	10

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CAMERON PRAIRIE NWR-BELL CTYLA	3	15	3112658	4112661	5112830	0	0	0	8
MANDALAY NWR, HOUMA, LA	3	15	3112658	4112661	5112830	6112837	0	0	4
MISS SANDHILL CRANE NWR	3	15	3112658	4112661	5112833	0	0	0	14
GRAND BAY NWR	3	15	3112658	4112661	5112833	6112835	0	0	2
NOXUBEE NWR BROOKSVILLE MS	3	15	3112658	4112661	5112836	0	0	0	13
BON SECOUR NWR GULF SHORES AL	3	15	3112658	4112661	5112838	0	0	0	4
SABINE NWR HACKBERRY LA	3	15	3112658	4112661	5112840	0	0	0	16
WHEELER NWR DECATUR AL	3	15	3112658	4112661	5112843	0	0	0	17
WHITE RIVER NWR DEWITT AR	3	15	3112658	4112661	5112847	0	0	0	11
MISSISSIPPI WETLAND MGMT DIST.	3	15	3112658	4112661	5112848	0	0	0	12
YAZOO NWR HOLLANDALE MS	3	15	3112658	4112661	5112849	0	0	0	12
HILLSIDE NWR YAZOO CITY MS	3	15	3112658	4112661	5112849	6112823	0	0	3
TENSAS RVR NWR HDQ TALLULAH LA	3	15	3112658	4112661	5112851	0	0	0	12
LAKE OPHELIA NWR-AVOYELLES, LA	3	15	3112658	4112661	5112852	0	0	0	7
ARD - BUDGET & ADMINISTRATION	3	15	3112658	4112678	0	0	0	0	3
DIV OF CONTRACTING & GEN SVC	3	15	3112658	4112678	5112679	0	0	0	16
DIV OF PERSONNEL	3	15	3112658	4112678	5112680	0	0	0	21
DIV OF SAFETY	3	15	3112658	4112678	5112681	0	0	0	4
DIV OF ADP	3	15	3112658	4112678	5112682	0	0	0	6
DIV OF BUDGET & FINANCE	3	15	3112658	4112678	5112683	0	0	0	9
DIV OF ENGNRG	3	15	3112658	4112678	5112684	0	0	0	18
DIVERSITY/CIVIL RIGHTS	3	15	3112658	4112678	5112685	0	0	0	3
ASST REG DIR-LAW ENFORCEMENT	3	15	3112658	4112874	0	0	0	0	15
SPECIAL AGENT CHARLESTON SC	3	15	3112658	4112874	5112866	0	0	0	1
SR RES AGT-ATLANTA GA	3	15	3112658	4112874	5112875	0	0	0	4
SPECIAL AGENT - MEMPHIS TN	3	15	3112658	4112874	5112875	6112002	0	0	1
WLDLIF INSPECTOR-ATLANTA PORT	3	15	3112658	4112874	5112875	6112876	0	0	5
SPECIAL AGENT - MILLBROOK, AL	3	15	3112658	4112874	5112875	6112878	0	0	2
SPECIAL AGENT-NASHVILLE TN	3	15	3112658	4112874	5112875	6112881	0	0	1
SR RES AGENT-TAMPA/ST PETE FL	3	15	3112658	4112874	5112883	0	0	0	5
SPECIAL AGENT - FT MYERS, FL	3	15	3112658	4112874	5112883	6112886	0	0	1
SPECIAL AGENT - PANAMA CITY FL	3	15	3112658	4112874	5112883	6112887	0	0	1
SR RESIDENT AGENT - MIAMI, FL	3	15	3112658	4112874	5112893	0	0	0	12
WLDLIF INSPECTOR-MIAMI PORT FL	3	15	3112658	4112874	5112893	6112894	0	0	5
SPECIAL AGENT - GUAYNABO, PR	3	15	3112658	4112874	5112893	6112895	0	0	1
SR RESIDENT AGENT - JACKSON MS	3	15	3112658	4112874	5112897	0	0	0	4
SPECIAL AGENT - LITTLE ROCK AR	3	15	3112658	4112874	5112897	6112898	0	0	2
SR RES AGENT-NASHVILLE TN (V)	3	15	3112658	4112874	5112905	0	0	0	4
SPECIAL AGENT-NASHVILLE TN	3	15	3112658	4112874	5112905	6112909	0	0	1
SR RES AGENT-RALEIGH NC	3	15	3112658	4112874	5112909	0	0	0	2
SPECIAL AGENT - WASHINGTON NC	3	15	3112658	4112874	5112909	6112910	0	0	1
SPECIAL AGENT-ASHEVILLE NC	3	15	3112658	4112874	5112909	6112912	0	0	1
SR RES AGENT-SLIDELL LA	3	15	3112658	4112874	5112914	0	0	0	4
SPECIAL AGENT - LAFAYETTE LA	3	15	3112658	4112874	5112914	6112867	0	0	1
WLDLIF INSPECTOR-NEW ORLEANS	3	15	3112658	4112874	5112914	6112915	0	0	1
SPECIAL AGENT-LAKE CHARLES LA	3	15	3112658	4112874	5112914	6112918	0	0	1
ARD - EXTERNAL AFFAIRS	3	15	3112658	4112878	0	0	0	0	11
ARD - FEDERAL AID	3	15	3112658	4112879	5112002	0	0	0	20
REG 5, HADLEY MA	3	15	3112922	0	0	0	0	0	1
NORTHWEST REGION	3	15	3112922	4000000	0	0	0	0	9

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DIVISION OF MIGRATORY BIRDS	3	15	3112922	4112922	0	0	0	0	6
ASST REG DIR-MIG BIRDS & STATE	3	15	3112922	4112923	0	0	0	0	4
NORTH AMER WMP COORD	3	15	3112922	4112923	5112924	0	0	0	1
ARD ECO SVCS	3	15	3112922	4112924	0	0	0	0	15
DIV OF ENVMTL CONTMNTS	3	15	3112922	4112924	5112925	0	0	0	1
DIV OF ECO SVCS	3	15	3112922	4112924	5112926	0	0	0	6
DIV-ENDANGERED SPEC-SUPVR	3	15	3112922	4112924	5112940	0	0	0	2
DELAWARE ESTUARY PGM-SMYRNA	3	15	3112922	4112924	5112950	0	0	0	5
SOUTHERN NEW ENG / NEW YORK BI	3	15	3112922	4112924	5112951	0	0	0	5
GULF MAINE CSTL/ESTUARY PROJ	3	15	3112922	4112924	5112952	0	0	0	7
CHESAPEAKE BAY FIELD OFFICE	3	15	3112922	4112924	5112958	0	0	0	49
ECOL SVCS ELKINS WV	3	15	3112922	4112924	5112960	0	0	0	7
ECOL SVCS CORTLAND NY	3	15	3112922	4112924	5112992	0	0	0	23
ECOL SVCS ST COLLEGE PA	3	15	3112922	4112924	5112993	0	0	0	19
ECO SERV-ABSECON NJ	3	15	3112922	4112924	5112994	0	0	0	21
ECO SVCS-LONG ISLAND NY	3	15	3112922	4112924	5112995	0	0	0	5
EASTERN PENNSYLVANIA FLD OFC	3	15	3112922	4112924	5112996	0	0	0	2
ECOL SVCS CONCORD NH	3	15	3112922	4112924	5113035	0	0	0	17
MAINE FIELD OFF - ORONO, ME	3	15	3112922	4112924	5113035	6113036	0	0	7
VIRGINIA FO GLOUCESTER	3	15	3112922	4112924	5113100	0	0	0	24
REGNL CHIEF-NAT WILD REFUGE SY	3	15	3112922	4112928	0	0	0	0	35
REGIONAL BIOLOGIST-S	3	15	3112922	4112928	5112000	6112036	0	0	1
REGIONAL BIOLOGIST-N	3	15	3112922	4112928	5112000	6112038	0	0	2
REGIONAL FIRE COORD-SUFFOLK VA	3	15	3112922	4112928	5112000	6112039	0	0	1
EASTERN MASS NWR COMPLEX	3	15	3112922	4112928	5112929	6112000	0	0	2
GREAT MEADOWS NWR CONCORD MA	3	15	3112922	4112928	5112929	6112000	7112000	0	12
RHODE ISLAND NWR COMPLEX	3	15	3112922	4112928	5112929	6112001	0	0	11
MCKINNEY NWR	3	15	3112922	4112928	5112929	6112002	0	0	4
PARKER RVR NWR NEWBURYPORT MA	3	15	3112922	4112928	5112929	6112003	0	0	10
RACHEL CARSON NWR ME	3	15	3112922	4112928	5112929	6112004	0	0	7
LAKE UMBAGOG NWR	3	15	3112922	4112928	5112929	6112006	0	0	5
SILVIO CONTE NWR	3	15	3112922	4112928	5112929	6112007	0	0	6
SILVIO CONTE FWR-NULHEGAN BASI	3	15	3112922	4112928	5112929	6112007	7112016	0	3
AROOSTOOK NWR	3	15	3112922	4112928	5112929	6112008	0	0	3
PETIT MANAN NWR	3	15	3112922	4112928	5112929	6112009	7112017	0	12
MOOSEHORN NWR	3	15	3112922	4112928	5112929	6112010	0	0	8
MISSISQUOI NWR	3	15	3112922	4112928	5112929	6112011	0	0	7
REFUGES CENTRAL	3	15	3112922	4112928	5112931	0	0	0	1
BOMBAY HOOK NWR SMYRNA DE	3	15	3112922	4112928	5112931	6112012	0	0	7
PRIME HOOK NWR DE	3	15	3112922	4112928	5112931	6112013	0	0	10
EDWIN B FORSYTHE NWR OCNVLE NJ	3	15	3112922	4112928	5112931	6112014	0	0	7
BRNGT DV EB FRSYTH BRNGT NJ	3	15	3112922	4112928	5112931	6112014	7112024	0	9
ERIE NWR GUYS MILLS PA	3	15	3112922	4112928	5112931	6112015	0	0	7
GREAT SWAMP WR BASKINGRIDGE NJ	3	15	3112922	4112928	5112931	6112016	0	0	10
IROQUOIS NWR BASOM NY	3	15	3112922	4112928	5112931	6112017	0	0	6
MONTEZUMA NWR SENECA FALLS NY	3	15	3112922	4112928	5112931	6112018	0	0	9
LONG ISLAND NWR COMPLEX-NY	3	15	3112922	4112928	5112931	6112019	0	0	12
JOHN HEINZ NWR AT TINICUM	3	15	3112922	4112928	5112931	6112020	0	0	12
SUPAWNA MEADOWS NWR-PHLDLPA PA	3	15	3112922	4112928	5112931	6112021	0	0	3
WALLKILL RIVER NWR	3	15	3112922	4112928	5112931	6112023	0	0	6

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DIV OF REALTY	3	15	3112922	4112928	5112933	0	0	0	22
DIV SYSTEM DEVELOPMENT & POLIC	3	15	3112922	4112928	5112937	0	0	0	1
CANAAN VALLEY NWR DAVIS WV	3	15	3112922	4112928	5112979	0	0	0	1
BACK BAY NWR VIRGINIA BCH VA	3	15	3112922	4112928	5112997	6112025	0	0	13
CHESAPEAKE MARSHLANDS COMPLEX	3	15	3112922	4112928	5112997	6112026	0	0	2
BLACKWATER NWR CAMBRIDGE MD	3	15	3112922	4112928	5112997	6112026	7112038	0	23
CHINCOTEAGUE NWR CHINCTG VA	3	15	3112922	4112928	5112997	6112027	0	0	23
DISMAL SWAMP NWR SUFFOLK VA	3	15	3112922	4112928	5112997	6112028	0	0	16
EASTERN NECK NWR ROCK HALL MD	3	15	3112922	4112928	5112997	6112029	0	0	5
POTOMAC RIVER NWR COMPLEX	3	15	3112922	4112928	5112997	6112030	0	0	5
MASON NECK NWR WOODBRIDGE VA	3	15	3112922	4112928	5112997	6112030	7112042	0	1
EASTERN VIRGINIA RIVERS COMPLE	3	15	3112922	4112928	5112997	6112031	0	0	7
RAPPAHANNOCK RIVER VALLEY NWR	3	15	3112922	4112928	5112997	6112031	7112047	0	1
CANAAN VALLEY NWR DAVIS WV	3	15	3112922	4112928	5112997	6112032	0	0	9
PATUXENT NWR	3	15	3112922	4112928	5112997	6112033	0	0	22
E SHORE OF VA NWR-CAPE CHRL VA	3	15	3112922	4112928	5112997	6112034	0	0	6
OHIO RIVER ISLAND	3	15	3112922	4112928	5112997	6112035	0	0	6
WALLKILL RIVER NWR	3	15	3112922	4112928	5113019	0	0	0	1
GREAT MEADOWS NWR CONCORD MA	3	15	3112922	4112928	5113038	0	0	0	1
PARKER RVR NWR NEWBURYPORT MA	3	15	3112922	4112928	5113060	0	0	0	1
PERMITS	3	15	3112922	4112928	5113069	0	0	0	3
ASST REG DIR - FISHERIES	3	15	3112922	4112938	0	0	0	0	11
PITTSFORD NFH PITTSFORD VT	3	15	3112922	4112938	5112938	0	0	0	4
HARRISON LAKE NFH CHAS CITY VA	3	15	3112922	4112938	5112953	0	0	0	2
WHITE SULPH SP NFH WV	3	15	3112922	4112938	5112955	0	0	0	5
FISHERY ASST-GLOUCESTER PT, VA	3	15	3112922	4112938	5112956	0	0	0	1
MARYLAND FISHERIES RSCS	3	15	3112922	4112938	5112957	0	0	0	6
ALLEGHENY NFH WARREN PA	3	15	3112922	4112938	5112984	0	0	0	3
LAMAR NORTHEAST FISHERY CENTER	3	15	3112922	4112938	5112985	0	0	0	10
SUSQUE RV COORD HARRISBURG PA	3	15	3112922	4112938	5112987	0	0	0	1
LOWER GT LAKES FISHERY RES OFC	3	15	3112922	4112938	5112988	0	0	0	9
DELWRE RVR CRDNTR - W TRENTON	3	15	3112922	4112938	5112989	0	0	0	1
VIRGINIA FISHERIES COORDINATOR	3	15	3112922	4112938	5112990	0	0	0	2
LAMAR FISH HEALTH UNT LAMAR PA	3	15	3112922	4112938	5112991	0	0	0	5
CRAIG BROOK NFH EAST ORLAND ME	3	15	3112922	4112938	5113022	0	0	0	4
GREEN LAKE NFH ELLSWORTH ME	3	15	3112922	4112938	5113023	0	0	0	7
NASHUA NFH NASHUA NH	3	15	3112922	4112938	5113024	0	0	0	4
NO ATTLEBORO NFH ATTLEBORO MA	3	15	3112922	4112938	5113025	0	0	0	4
WHITE RIVER NFH BETHEL VT	3	15	3112922	4112938	5113027	0	0	0	4
R CRONIN SALMON-SUNDERLAND MA	3	15	3112922	4112938	5113028	0	0	0	2
CONNECTICUT R COORD-AMHERST MA	3	15	3112922	4112938	5113029	0	0	0	2
FISHERY ASST LACONIA NH	3	15	3112922	4112938	5113030	0	0	0	1
LAKE CHAMPLAIN FISHERY RES OFC	3	15	3112922	4112938	5113031	0	0	0	10
MERRIMACK RIV COORD-CONCORD NH	3	15	3112922	4112938	5113032	0	0	0	2
OFF OF FISH ASST-SUNDERLAND MA	3	15	3112922	4112938	5113033	0	0	0	1
MAINE ANADROMOUS FISH COORDTOR	3	15	3112922	4112938	5113034	0	0	0	5
DIVISION OF FERDERAL AID	3	15	3112922	4112939	0	0	0	0	17
ASST REG DIR-EXTERNAL AFFAIRS	3	15	3112922	4112941	0	0	0	0	9
DIV OF DIVERSITY & CIVIL RIGHT	3	15	3112922	4112942	0	0	0	0	3
ASST REG DIR-BUDGET & ADMIN	3	15	3112922	4112943	0	0	0	0	2

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DIV-CONT AND GENERL SVCS	3	15	3112922	4112943	5112944	0	0	0	9
DIV-PERSONNEL	3	15	3112922	4112943	5112945	0	0	0	13
DIV OF SAFETY & OCCUPATNL HEAL	3	15	3112922	4112943	5112946	0	0	0	2
DIV OF INFO RSC MGMT	3	15	3112922	4112943	5112947	0	0	0	3
DIV-BUDGET AND FINANCE	3	15	3112922	4112943	5112948	0	0	0	8
DIV ENGNRG	3	15	3112922	4112943	5112949	0	0	0	15
ARD - LAW ENFORCEMENT	3	15	3112922	4113085	0	0	0	0	8
SR RESIDENT AGENT - BALTIMORE	3	15	3112922	4113085	5113070	0	0	0	8
SPECIAL AGENT - DOVER, DE	3	15	3112922	4113085	5113070	6113072	0	0	1
SPECIAL AGENT - ANNAPOLIS, MD	3	15	3112922	4113085	5113070	6113073	0	0	1
SR RES AGENT - RICHMOND, VA	3	15	3112922	4113085	5113077	0	0	0	5
SPECIAL AGENT - FREDICKBURG	3	15	3112922	4113085	5113077	6113078	0	0	1
SPECIAL AGENT - CHARLESTON,WVA	3	15	3112922	4113085	5113077	6113079	0	0	1
SR RESIDENT AGENT - NY	3	15	3112922	4113085	5113080	0	0	0	24
SPECIAL AGENT - ALBANY, NY	3	15	3112922	4113085	5113080	6113081	0	0	1
SPECIAL AGENT - AMHERST, NY	3	15	3112922	4113085	5113080	6113082	0	0	3
SPECIAL AGENT CHAMPLAIN NY	3	15	3112922	4113085	5113080	6113083	0	0	1
SR RES AGENT - NEWARK, NJ	3	15	3112922	4113085	5113083	0	0	0	6
SPECIAL AGENT - HARRISBURG PA	3	15	3112922	4113085	5113083	6113074	0	0	1
SPECIAL AGENT-PHILADELPHIA PA	3	15	3112922	4113085	5113083	6113075	0	0	1
SPECIAL AGENT - PLEASANTVILLE	3	15	3112922	4113085	5113083	6113084	0	0	1
SR RESIDENT AGENT - MA	3	15	3112922	4113085	5113086	0	0	0	6
SPECIAL AGENT - HARTFORD, CT	3	15	3112922	4113085	5113086	6113087	0	0	1
SPECIAL AGENT - ESSEX JUNCTION	3	15	3112922	4113085	5113086	6113089	0	0	1
SPECIAL AGENT - EAST ORLAND,ME	3	15	3112922	4113085	5113086	6113090	0	0	1
SPECIAL AGENT CHARLESTOWN RI	3	15	3112922	4113085	5113086	6113091	0	0	1
MOUNTAIN PRAIRIE REGION	3	15	3113091	4000000	0	0	0	0	2
ASST REG DIR - ES	3	15	3113091	4113092	0	0	0	0	25
BLACK FOOTED FERRET FACILITY	3	15	3113091	4113092	5113093	0	0	0	7
MT FIELD OFC	3	15	3113091	4113092	5113110	0	0	0	31
GRZLY BEAR RCVRY MISSOULA MT	3	15	3113091	4113092	5113111	0	0	0	4
WY FIELD OFC	3	15	3113091	4113092	5113121	0	0	0	18
ND FIELD OFC	3	15	3113091	4113092	5113156	0	0	0	14
KS FIELD OFC	3	15	3113091	4113092	5113237	0	0	0	9
GRAND ISLAND FIELD OFC	3	15	3113091	4113092	5113238	0	0	0	14
S D FIELD OFC	3	15	3113091	4113092	5113239	0	0	0	8
UT FIELD OFC	3	15	3113091	4113092	5113272	0	0	0	22
CO FIELD OFC	3	15	3113091	4113092	5113273	0	0	0	30
ASST REG DIR - RW	3	15	3113091	4113093	0	0	0	0	63
BOYER CHUTE NWR	3	15	3113091	4113093	5113092	0	0	0	5
DIV REALTY	3	15	3113091	4113093	5113094	0	0	0	9
WETLANDS ACQ DIST ABERDEEN SD	3	15	3113091	4113093	5113094	6113260	0	0	7
WETLANDS ACQ DIST HURON SD	3	15	3113091	4113093	5113094	6113261	0	0	5
WETLAND ACQ OFC-BISMARCK ND	3	15	3113091	4113093	5113094	6113262	0	0	7
ROCKY MTN ARSENL-ADAMS CNTY CO	3	15	3113091	4113093	5113112	0	0	0	41
BENTON LAKE WMD MT	3	15	3113091	4113093	5113122	0	0	0	20
C M RUSSELL NWR	3	15	3113091	4113093	5113124	0	0	0	49
MEDICINE LAKE NWR	3	15	3113091	4113093	5113134	0	0	0	12
NATIONAL BISON RANGE	3	15	3113091	4113093	5113137	0	0	0	18
NATL ELK REFUGE WY	3	15	3113091	4113093	5113142	0	0	0	12

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LEE METCALF NWR MT	3	15	3113091	4113093	5113143	0	0	0	5
RED ROCK LAKES NWR MT	3	15	3113091	4113093	5113144	0	0	0	7
BOWDOIN NWR MT	3	15	3113091	4113093	5113145	0	0	0	10
HAB & POP EVAL TEAM (HAPET)	3	15	3113091	4113093	5113151	0	0	0	7
WETLANDS HABITAT OFC -BISMARCK	3	15	3113091	4113093	5113152	0	0	0	6
ARROWWOOD NWR PINGREE ND	3	15	3113091	4113093	5113157	0	0	0	21
LONG LAKE NWR - MOFFIT ND	3	15	3113091	4113093	5113168	0	0	0	14
AUDUBON NWR ND	3	15	3113091	4113093	5113178	0	0	0	14
DES LACS NWR ND	3	15	3113091	4113093	5113190	0	0	0	25
DEVILS LAKE WMD ND	3	15	3113091	4113093	5113197	0	0	0	19
J CLARK SALYER NWR ND	3	15	3113091	4113093	5113212	0	0	0	22
KULM WATERFOWL MGT DIST	3	15	3113091	4113093	5113221	0	0	0	9
TEWAUKON NWR ND	3	15	3113091	4113093	5113225	0	0	0	19
UPPER SOURIS NWR ND	3	15	3113091	4113093	5113230	0	0	0	8
WETLANDS ACQ DIST MINOT ND	3	15	3113091	4113093	5113231	0	0	0	1
HURON WETLAND MGMT DIST	3	15	3113091	4113093	5113232	0	0	0	20
BROOKINGS WLDLIF HABITAT OFC	3	15	3113091	4113093	5113233	0	0	0	5
CRESCENT LAKE NORTH PLATTE NWR	3	15	3113091	4113093	5113240	0	0	0	15
FT NIOBRARA VALENTINE NWR	3	15	3113091	4113093	5113242	0	0	0	20
RAINWATER BASIN WMD	3	15	3113091	4113093	5113244	0	0	0	14
LACREEK NWR SD	3	15	3113091	4113093	5113246	0	0	0	8
LAKE ANDES NWR SD	3	15	3113091	4113093	5113247	0	0	0	13
MADISON WMD SD	3	15	3113091	4113093	5113250	0	0	0	11
SAND LAKE NWR SD	3	15	3113091	4113093	5113251	0	0	0	12
FLINT HILLS NWR HARTFORD KS	3	15	3113091	4113093	5113254	0	0	0	15
MARAIS DES CYGNES NWR	3	15	3113091	4113093	5113254	6113255	0	0	6
WAUBAY NWR SD	3	15	3113091	4113093	5113255	0	0	0	16
KIRWIN NWR KIRWIN KS	3	15	3113091	4113093	5113257	0	0	0	5
QUIVIRA NWR STAFFORD KS	3	15	3113091	4113093	5113258	0	0	0	13
ALAMOSA MONTE VISTA NWR	3	15	3113091	4113093	5113274	0	0	0	13
ARAPAHO NWR	3	15	3113091	4113093	5113276	0	0	0	5
BEAR RV MIG BD REFUGE UT	3	15	3113091	4113093	5113281	0	0	0	14
FISH SPRINGS NWR UT	3	15	3113091	4113093	5113282	0	0	0	5
BROWNS PARK NWR CO	3	15	3113091	4113093	5113283	0	0	0	8
OURAY NWR UT	3	15	3113091	4113093	5113284	0	0	0	6
SEEDSKADEE NWR	3	15	3113091	4113093	5113285	0	0	0	8
ASST REG DIR FISHERIES	3	15	3113091	4113095	0	0	0	0	11
BOZEMAN FISH HEALTH CENTER	3	15	3113091	4113095	5113096	0	0	0	9
BOZEMAN FISH TECH BOZEMAN MT	3	15	3113091	4113095	5113113	0	0	0	15
CRESTON FR CENTER-KALISPELL MT	3	15	3113091	4113095	5113114	0	0	0	7
ENNIS NFH ENNIS MT	3	15	3113091	4113095	5113115	0	0	0	6
JACKSON NFH JACKSON WY	3	15	3113091	4113095	5113116	0	0	0	3
SARATOGA NFH SARATOGA WY	3	15	3113091	4113095	5113117	0	0	0	3
MT F&W MGMT ASSIST OFF-BOZEMAN	3	15	3113091	4113095	5113118	0	0	0	6
FISH ASST LANDER WY	3	15	3113091	4113095	5113119	0	0	0	7
MONTANA NATIVE FISHES MGT	3	15	3113091	4113095	5113120	0	0	0	2
GARRISON DAM NFH RIVERDALE ND	3	15	3113091	4113095	5113153	0	0	0	4
VALLEY CITY NFH VALLEY CITY ND	3	15	3113091	4113095	5113154	0	0	0	2
MO RVR F&W ASST OF-BISMARCK ND	3	15	3113091	4113095	5113155	0	0	0	5
DC BOOTH NHF HATCHERY - SD	3	15	3113091	4113095	5113234	0	0	0	4

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GAVINS POINT NFH YANKTON SD	3	15	3113091	4113095	5113235	0	0	0	7
GREAT PLAINS FWMAO	3	15	3113091	4113095	5113236	0	0	0	7
CRESCENT LAKE NWR ELLSWORTH NE	3	15	3113091	4113095	5113240	0	0	0	1
CO/PLATTE R CRDNTR-DENVER CO	3	15	3113091	4113095	5113263	0	0	0	9
HOTCHKISS NFH HOTCHKISS CO	3	15	3113091	4113095	5113264	0	0	0	4
JONES HOLE NFH VERNAL UT	3	15	3113091	4113095	5113265	0	0	0	6
LEADVILLE NFH LEADVILLE CO	3	15	3113091	4113095	5113266	0	0	0	2
OURAY NFH	3	15	3113091	4113095	5113267	0	0	0	5
UTAH FWMAO	3	15	3113091	4113095	5113268	0	0	0	2
COLO FISH ASST DENVER CO	3	15	3113091	4113095	5113269	0	0	0	16
CO RV FH INV OFC VERNAL UT	3	15	3113091	4113095	5113270	0	0	0	6
CO RV FIO GRAND JUNCTION CO	3	15	3113091	4113095	5113271	0	0	0	16
MIGRATORY BIRDS STATE PROGRAM	3	15	3113091	4113098	0	0	0	0	17
MIGRATORY BIRDS STATE PROGRAMS	3	15	3113091	4113098	5113001	0	0	0	10
ASST REG DIR EXTERNAL AFFAIRS	3	15	3113091	4113099	0	0	0	0	6
DIV OF DIVERSITY & CIVIL RIGHT	3	15	3113091	4113100	0	0	0	0	3
ASST REG DIR-BUDGET & ADMIN	3	15	3113091	4113101	0	0	0	0	3
DIV-CONT AND GEN SVCS	3	15	3113091	4113101	5113102	0	0	0	15
DIV OF HUMAN RESOURCES	3	15	3113091	4113101	5113103	0	0	0	15
DIV OF SAFETY & OCCUPAT	3	15	3113091	4113101	5113105	0	0	0	3
DIV OF INFO TECHNOLOGY MGMT	3	15	3113091	4113101	5113106	0	0	0	8
DIV OF BUDGET & ANALYSIS	3	15	3113091	4113101	5113107	0	0	0	5
DIV OF WATER RSCS	3	15	3113091	4113101	5113108	0	0	0	11
DIV - ENGNRG	3	15	3113091	4113101	5113109	0	0	0	20
ASST REG DIR-LAW ENFORCEMENT	3	15	3113091	4113286	0	0	0	0	7
SR RES AGT BILLINGS MT	3	15	3113091	4113286	5113288	0	0	0	1
SPCL AGENT BOZEMAN MT	3	15	3113091	4113286	5113288	6113287	0	0	1
SPCL AGENT MISSOULA MT	3	15	3113091	4113286	5113290	0	0	0	1
SPECIAL AGENT LANDER WY	3	15	3113091	4113286	5113291	0	0	0	1
SPECIAL AGENT - CASPER WY	3	15	3113091	4113286	5113293	0	0	0	2
SPCL AGENT CODY WY	3	15	3113091	4113286	5113293	6113206	0	0	1
SENIOR RESIDENT AGENT-SALT LK	3	15	3113091	4113286	5113294	0	0	0	3
SPCL AGENT CEDAR CITY UT	3	15	3113091	4113286	5113294	6113295	0	0	1
SENIOR RES AGENT - LAKEWOOD CO	3	15	3113091	4113286	5113295	0	0	0	4
SPCL AGENT GRAND JUNCTION CO	3	15	3113091	4113286	5113295	6113296	0	0	1
WILDLIFE INSPECTOR DENVER CO	3	15	3113091	4113286	5113295	6113297	0	0	1
SR RESIDENT AGENT - WICHITA KS	3	15	3113091	4113286	5113300	0	0	0	2
SPCL AGENT LINCOLN NE	3	15	3113091	4113286	5113300	6113301	0	0	1
SPCL AGENT N PLATTE NE	3	15	3113091	4113286	5113300	6113305	0	0	1
SPCL AGENT TOPEKA KS	3	15	3113091	4113286	5113300	6113314	0	0	1
SR RESIDENT AGENT PIERRE SD	3	15	3113091	4113286	5113301	0	0	0	2
WILDLIFE INSPECTOR DUNSEITH ND	3	15	3113091	4113286	5113301	6113302	0	0	1
SPCL AGENT SIOUX FALLS SD	3	15	3113091	4113286	5113301	6113313	0	0	1
SPCL AGENT BISMARK ND	3	15	3113091	4113286	5113301	6113315	0	0	1
REGION 7 REGIONAL DIRECTORATE	3	15	3113306	4113300	0	0	0	0	6
ARD SUBSISTENCE MGMT ANCHORAGE	3	15	3113306	4113307	0	0	0	0	48
ARD - EXTERNAL AFFAIRS	3	15	3113306	4113308	0	0	0	0	7
DIVERSITY AND CIVIL RIGHTS	3	15	3113306	4113309	0	0	0	0	2
DIV OF CONT AND GENL SVCS	3	15	3113306	4113310	5113311	0	0	0	11
DIV OF PERSONNEL MGMT	3	15	3113306	4113310	5113312	0	0	0	8

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BRANCH OF SAFETY	3	15	3113306	4113310	5113313	0	0	0	2
DIV OF INFO RSC MGMT	3	15	3113306	4113310	5113314	0	0	0	13
DIV OF BUDGET AND FINANCE	3	15	3113306	4113310	5113315	0	0	0	6
DIV OF ENGNRG	3	15	3113306	4113310	5113346	0	0	0	8
ASST REG DIR-ECO SVCS & FISHER	3	15	3113306	4113316	0	0	0	0	8
DIV OF ENVMTL CONTAM	3	15	3113306	4113316	5113317	0	0	0	9
ECO SVCS-JUNEAU AK	3	15	3113306	4113316	5113320	0	0	0	16
ECO SERVCS-ANCHORAGE AK	3	15	3113306	4113316	5113321	0	0	0	20
ECO SERVCS-FAIRBANKS AK	3	15	3113306	4113316	5113322	0	0	0	31
US FISH AND WILDIFE SERVICE	3	15	3113306	4113316	5113324	0	0	0	10
US FISH AND WILDLIFE SERVICE	3	15	3113306	4113316	5113325	0	0	0	19
KENAI FISHERY RSC OFC	3	15	3113306	4113316	5113342	0	0	0	11
KING SALMON FISHERY RESC OFC	3	15	3113306	4113316	5113344	0	0	0	8
DIV OF REFUGES	3	15	3113306	4113324	5113325	0	0	0	26
AK MARITIME NWR	3	15	3113306	4113324	5113325	6113347	0	0	26
M/V TIGLAX	3	15	3113306	4113324	5113325	6113348	0	0	1
ALEUTIAN ISLANDS UNIT AK	3	15	3113306	4113324	5113325	6113349	0	0	2
AK PENINSULA/BECHAROF NWR	3	15	3113306	4113324	5113325	6113350	0	0	9
IZEMBEK NWR COLD BAY AK	3	15	3113306	4113324	5113325	6113352	0	0	6
KENAI NWR AK	3	15	3113306	4113324	5113325	6113353	0	0	34
KODIAK NWR KODIAK AK	3	15	3113306	4113324	5113325	6113354	0	0	16
TOGIAK AK	3	15	3113306	4113324	5113325	6113355	0	0	15
YUKON DELTA NWR AK	3	15	3113306	4113324	5113325	6113356	0	0	19
ARCTIC NWR FAIRBANKS AK	3	15	3113306	4113324	5113325	6113357	0	0	19
INNOKO NWR	3	15	3113306	4113324	5113325	6113358	0	0	9
KANUTI NWR	3	15	3113306	4113324	5113325	6113359	0	0	8
KOYUKUK/NOWITNA NWR	3	15	3113306	4113324	5113325	6113361	0	0	14
SELAWIK NWR	3	15	3113306	4113324	5113325	6113362	0	0	6
TETLIN NWR	3	15	3113306	4113324	5113325	6113363	0	0	19
YUKON FLATS NWR AK	3	15	3113306	4113324	5113325	6113364	0	0	11
AVIATION MANAGER-ANCHORAGE, AK	3	15	3113306	4113324	5113328	0	0	0	3
DIV OF REALTY	3	15	3113306	4113324	5113329	0	0	0	24
DIV OF MIGRATORY BIRD MGMT	3	15	3113306	4113324	5113331	0	0	0	1
ASST REG DIR-LAW ENFORCEMENT	3	15	3113306	4113365	0	0	0	0	6
SR RES AGT ANCHORAGE AK	3	15	3113306	4113365	5113366	0	0	0	12
SR RES AGT FAIRBANKS AK	3	15	3113306	4113365	5113370	0	0	0	4
SPECIAL AGENT NOME AK	3	15	3113306	4113365	5113371	0	0	0	1
ASST REG DIR-MIG BRD & ST PROG	3	15	3113306	4113366	0	0	0	0	2
DIV OF MIGRATORY BIRD MGMT	3	15	3113306	4113366	5113372	0	0	0	5
MIGRATORY BIRDS-ANCHORAGE AK	3	15	3113306	4113366	5113372	6113366	0	0	11
MIGRATORY BIRDS-FAIRBANKS AK	3	15	3113306	4113366	5113372	6113367	0	0	2
MIGRATORY BIRDS-JUNEAU AK	3	15	3113306	4113366	5113372	6113368	0	0	2
NONGAME MIGRATORY BIRDS	3	15	3113306	4113366	5113372	6113369	0	0	11
DIVISION OF FEDERAL AID	3	15	3113306	4113366	5113373	0	0	0	5
HEADQUARTERS OFFICE	3	15	3113372	4000000	0	0	0	0	4
ASST DIR-LAW ENFORCEMENT	3	15	3113372	4113370	0	0	0	0	6
LAW ENFORCEMENT-SPECIAL OPS	3	15	3113372	4113370	5113371	0	0	0	11
LAW ENFORCEMENT-TRAIN & INSPEC	3	15	3113372	4113370	5113371	6113372	0	0	18
CLARK BASIN NFW FORENSICS LAB	3	15	3113372	4113370	5113372	0	0	0	33
NATL EAGLE/WLDLF PROPERTY REPO	3	15	3113372	4113370	5113373	0	0	0	5

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SAC-INTERNAL AFFAIRS	3	15	3113372	4113370	5113374	0	0	0	1
SAC-INVESTIGATIONS BRANCH	3	15	3113372	4113370	5113375	0	0	0	9
WILDLIFE INSPECTIONS BRANCH	3	15	3113372	4113370	5113376	0	0	0	1
LE DATA SYSTEMS(DENVER)	3	15	3113372	4113370	5113377	0	0	0	2
POLICY AND ANALYSIS	3	15	3113372	4113370	5113378	0	0	0	8
DIRECTOR US FISH & WLDLF SRVC	3	15	3113372	4113372	0	0	0	0	15
CORRESPONDENCE CONTROL UNIT	3	15	3113372	4113372	5113372	0	0	0	1
ASST DIR-ENDANGERED SPECIES	3	15	3113372	4113383	0	0	0	0	3
OFC OF PRGM SUPPORT-END SPECIE	3	15	3113372	4113383	5113384	0	0	0	7
OFC OF CONSERVATION AND CLASS	3	15	3113372	4113383	5113410	6113411	0	0	16
OFC OF CONSULTATION, HCPS, REC	3	15	3113372	4113383	5113410	6113412	0	0	15
OFFICE OF INFO MGMT	3	15	3113372	4113383	5113410	6113413	0	0	9
ASST DIRECTOR NATL WILDLIFE RF	3	15	3113372	4113394	0	0	0	0	5
DIV OF REFUGES-WASH DC	3	15	3113372	4113394	5113404	0	0	0	1
DIV OF REALTY, WASH DC	3	15	3113372	4113394	5113405	0	0	0	14
DIV OF REFUGE SYSTEMBUDGET	3	15	3113372	4113394	5113408	0	0	0	8
DIVISION OF INFORMATION MGMT	3	15	3113372	4113394	5113409	0	0	0	17
DIVISION OF NATURAL RESOURSES	3	15	3113372	4113394	5113410	0	0	0	15
BRANCH OF AIR QUALITY	3	15	3113372	4113394	5113410	6113408	0	0	4
BRANCH OF FIRE MANAGEMENT	3	15	3113372	4113394	5113410	6113409	0	0	15
DIV OF VISITOR SVCS & COMMUNIC	3	15	3113372	4113394	5113411	0	0	0	4
BRANCH OF VISITOR SERVICES	3	15	3113372	4113394	5113411	6113410	0	0	7
BRANCH OF COMMUNICATIONS	3	15	3113372	4113394	5113411	6113411	0	0	6
BRANCH OF LAW ENFORCEMENT	3	15	3113372	4113394	5113411	6113412	0	0	10
DIV OF PLANNING & POLICY	3	15	3113372	4113394	5113412	0	0	0	8
ASST DIR-FISH & HAB CONSERV	3	15	3113372	4113406	0	0	0	0	4
OFC OF PROGRAM SUPPORT	3	15	3113372	4113406	5113407	0	0	0	4
DIV OF NATL FISH HATCHERY SYS	3	15	3113372	4113406	5113408	0	0	0	14
DIV OF FW MGMT ASST & HAB REST	3	15	3113372	4113406	5113409	0	0	0	7
BR OF FISH & WLDLF MGMT ASSIST	3	15	3113372	4113406	5113409	6113410	0	0	3
BR OF HABITAT RESTORATION	3	15	3113372	4113406	5113409	6113411	0	0	7
DIV OF FED PROGRAM ACTIVITIES	3	15	3113372	4113406	5113410	0	0	0	21
NATL WETLANDS INVENTORY CNTR	3	15	3113372	4113406	5113411	0	0	0	14
DIV OF ENVMTL QUALITY	3	15	3113372	4113406	5113413	0	0	0	23
BRANCH OF INVASIVE SPECIES	3	15	3113372	4113406	5113413	6113413	0	0	4
PATUXENT ANAL CONT FACILITY	3	15	3113372	4113406	5113413	6113414	0	0	5
ASST DIR-INTERNATL AFFAIRS	3	15	3113372	4113417	0	0	0	0	8
DIVISION OF MGMT AUTHORITY	3	15	3113372	4113417	5113414	0	0	0	24
DIV OF SCIENTIFIC AUTHORITY	3	15	3113372	4113417	5113418	0	0	0	7
DIV OF INTERNATL CONSERVATION	3	15	3113372	4113417	5113419	0	0	0	15
ASST DIR-EXTERNAL AFFAIRS	3	15	3113372	4113420	0	0	0	0	4
NCTC-DIRECTORS OFFICE	3	15	3113372	4113420	5113413	0	0	0	6
NCTC-DIVISION OF FACILITY OPS	3	15	3113372	4113420	5113414	0	0	0	20
NCTC-DIVISION OF TRAINING	3	15	3113372	4113420	5113415	0	0	0	44
NCTC-PUBLICATIONS & TRAINING	3	15	3113372	4113420	5113415	6113415	0	0	15
NCTC-DIVISION OF EDUCATION	3	15	3113372	4113420	5113416	0	0	0	12
NCTC-PUB AND TRAING MATERIALS	3	15	3113372	4113420	5113417	0	0	0	3
DIV OF PUBLIC AFFAIRS	3	15	3113372	4113420	5113421	0	0	0	8
MEDIA SVCS	3	15	3113372	4113420	5113421	6113422	0	0	9
BROADCAST & AUDIOVISUAL SVCS	3	15	3113372	4113420	5113421	6113423	0	0	2

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PRINTING AND PUBLISHING	3	15	3113372	4113420	5113421	6113424	0	0	2
DIV OF CONGRESSIONAL & LEGIS	3	15	3113372	4113420	5113424	0	0	0	6
DIV OF CONSERVATION PARTNERSHI	3	15	3113372	4113420	5113425	0	0	0	4
ASST DIR-BUSINESS MGMT & OPERS	3	15	3113372	4113429	0	0	0	0	4
DIV OF SAFETY, HEALTH & AVIATI	3	15	3113372	4113429	5113417	0	0	0	1
BRANCH OF SAFETY&SECURITY	3	15	3113372	4113429	5113417	6113401	0	0	1
DIV OF CGS WASHINGTON DC	3	15	3113372	4113429	5113434	0	0	0	4
BR OF CONTRACTS WASH DC	3	15	3113372	4113429	5113434	6113435	0	0	10
BR OF PROCURMNT & PROP MGT	3	15	3113372	4113429	5113434	6113436	0	0	9
DIV OF FINANCE	3	15	3113372	4113429	5113441	0	0	0	4
BR OF ACCT & PROGRAM ASST	3	15	3113372	4113429	5113441	6113441	0	0	4
BR OF NATL FIN ACT & MGMT CTLS	3	15	3113372	4113429	5113441	6113442	0	0	4
BR OF FIN PLCY & REG 9 FIN OFC	3	15	3113372	4113429	5113441	6113443	0	0	3
BRANCH OF FINANCIAL PROCESS	3	15	3113372	4113429	5113441	6113444	0	0	8
BRANCH OF FINANCIAL SYSTEMS	3	15	3113372	4113429	5113441	6113445	0	0	7
BRANCH OF FINANCIAL STATEMENTS	3	15	3113372	4113429	5113441	6113446	0	0	5
BRANCH OF FINANCIAL OPERATIONS	3	15	3113372	4113429	5113441	6113447	0	0	11
DIV OF INFO RSC MGMT	3	15	3113372	4113429	5113446	0	0	0	1
BR OF TECH SVCS-ARLINGTON VA	3	15	3113372	4113429	5113446	6113447	0	0	3
NATIONAL COMM CENTER-DENVER CO	3	15	3113372	4113429	5113446	6113448	0	0	8
BR OF MGMT SVCS	3	15	3113372	4113429	5113446	6113449	0	0	2
BRANCH OF DATA & SYSTEMS SRVCS	3	15	3113372	4113429	5113446	6113450	0	0	7
BRANCH OF BUSINESS SERVICES	3	15	3113372	4113429	5113446	6113451	0	0	3
BRANCH OF SECURITY MANAGEMENT	3	15	3113372	4113429	5113446	6113452	0	0	2
DIV OF ECONOMICS	3	15	3113372	4113429	5113456	0	0	0	5
DIV OF ENGNRG	3	15	3113372	4113429	5113457	0	0	0	1
BRANCH OF DAM SAFETY	3	15	3113372	4113429	5113457	6113458	0	0	4
BR OF ENGNRG SVCS	3	15	3113372	4113429	5113457	6113459	0	0	4
ENVMTL&FACILITY COMPL BR	3	15	3113372	4113429	5113457	6113461	0	0	5
ASST DIR-MIG BIRDS & ST PROGMS	3	15	3113372	4113430	0	0	0	0	2
DIV OF BIRD HABITAT CONSERV	3	15	3113372	4113430	5113403	0	0	0	22
BRANCH OF FEDERAL DUCK STAMP	3	15	3113372	4113430	5113403	6113404	0	0	3
DIV OF MIG BIRD MGMT	3	15	3113372	4113430	5113404	0	0	0	64
DIV OF FEDERAL AID	3	15	3113372	4113430	5113406	0	0	0	25
BR OF FED AID-MGMT ASSIST TEAM	3	15	3113372	4113430	5113406	6113406	0	0	4
BR OF FEDL AIR-INFOR MGMT SYS	3	15	3113372	4113430	5113406	6113408	0	0	7
BRANCH OF AVIATION MANAGEMENT	3	15	3113372	4113430	5113407	0	0	0	2
ASST DIR PLAN-BUDGET & HUM RES	3	15	3113372	4113432	0	0	0	0	3
PLANNING AND EVALUATION STAFF	3	15	3113372	4113432	5113434	0	0	0	3
DIVISION OF HUMAN RESOURCES	3	15	3113372	4113432	5113437	0	0	0	2
BRANCH OF WORKFORCE MANAGEMENT	3	15	3113372	4113432	5113437	6113436	0	0	4
BR OF DIVERSITY&CIVIL RIGHTS	3	15	3113372	4113432	5113437	6113437	0	0	6
BR OF HQ AND HUMAN RESOURCES	3	15	3113372	4113432	5113437	6113438	0	0	8
BR OF POLICY AND FIELD LIAISON	3	15	3113372	4113432	5113437	6113439	0	0	7
DIV OF POLICY AND DIRECTIVES	3	15	3113372	4113432	5113450	0	0	0	9
DIV OF BUDGET	3	15	3113372	4113432	5113453	0	0	0	16
REGION 1, PORTLAND, OREGON	3	15	3201704	4205558	0	0	0	0	26
WESTERN WASHINGTON FWO	3	15	3201704	4205558	5205559	6201442	0	0	2
WASHINGTON MARITIME NWR	3	15	3201704	4205558	5205559	6205560	0	0	7
HAKALAU FOREST NWR HI	3	15	3201704	4205558	5205559	6205643	0	0	9

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GUAM NWR	3	15	3201704	4205558	5205559	6205644	0	0	9
KAUAI NWR COMPLEX	3	15	3201704	4205558	5205559	6205645	0	0	3
PAC/REMOTE ISL & MIDWAY ATOLL	3	15	3201704	4205558	5205559	6205646	0	0	1
PACIFIC ISLS NWR COMPLEX	3	15	3201704	4205558	5205559	6205647	0	0	6
OAHU/MAUI/MOLOXAI NWR COMPLEX	3	15	3201704	4205558	5205559	6205652	0	0	12
N. COAST ECO FISHERIES	3	15	3201704	4205558	5205559	6205674	0	0	4
QUILCENE NFH, QUILCENE WA	3	15	3201704	4205558	5205559	6205674	7205665	0	2
NISQUALLY NWR COMPLEX, OLYMPIA	3	15	3201704	4205558	5205559	6205681	0	0	4
RIDGEFIELD NWR, RIDGEFIELD WA	3	15	3201704	4205558	5205559	6205688	0	0	12
WILLAPA NWR COMPLEX,ILWACO, WA	3	15	3201704	4205558	5205559	6205689	0	0	6
CALIFORNIA/NEVADA OPS OFC	3	15	3201704	4205558	5205560	0	0	0	1
CA/NV FISH HEALTH CENTER	3	15	3201704	4205558	5205560	6205579	0	0	5
COLEMAN NFH, ANDERSON CA	3	15	3201704	4205558	5205560	6205580	0	0	7
SACRAMENTO FWO	3	15	3201704	4205558	5205560	6205582	0	0	26
SACRAMENTO WLDLIF RSCS F.O.	3	15	3201704	4205558	5205560	6205583	0	0	11
NTRN CENTRAL VALLEY FISHRY RES	3	15	3201704	4205558	5205560	6205584	0	0	63
TEHAMA COLUSA FISH FAC,RD BLCA	3	15	3201704	4205558	5205560	6205584	7205581	0	1
COASTAL CALIFORNIA F&W	3	15	3201704	4205558	5205560	6205585	0	0	17
KLAMATH FALLS FWO	3	15	3201704	4205558	5205560	6205587	0	0	1
CALIFORNIA STATE OFC	3	15	3201704	4205558	5205560	6205588	0	0	2
VENTURA FIELD OFC	3	15	3201704	4205558	5205560	6205591	0	0	3
HUMBOLDT BAY NWR, EUREKA CA	3	15	3201704	4205558	5205560	6205593	0	0	8
KERN NWR, DELANO CA	3	15	3201704	4205558	5205560	6205594	0	0	4
SACRAMENTO NWRC, WILLOWS, CA	3	15	3201704	4205558	5205560	6205598	0	0	36
SONNY BONO SALTON SEA NWRC	3	15	3201704	4205558	5205560	6205606	0	0	18
SAN FRANCISCO BAY NWRC	3	15	3201704	4205558	5205560	6205608	0	0	29
SAN LUIS NWR, LOS BANOS CA	3	15	3201704	4205558	5205560	6205616	0	0	12
KLAMATH BASIN NWRC	3	15	3201704	4205558	5205560	6205621	0	0	57
HOPPER MOUNTAIN NWR	3	15	3201704	4205558	5205560	6205628	0	0	1
SAN DIEGO NWR COMPLEX	3	15	3201704	4205558	5205560	6205629	0	0	18
SAN DIEGO NWR	3	15	3201704	4205558	5205560	6205629	7205635	0	2
MODOC NWR - ALTURAS, CA	3	15	3201704	4205558	5205560	6205633	0	0	7
STONE LAKE NWR	3	15	3201704	4205558	5205560	6205634	0	0	6
LAHONTAN NFH-GARDNERVILLE,NV	3	15	3201704	4205558	5205560	6205712	0	0	6
NEVADA FWO	3	15	3201704	4205558	5205560	6205714	0	0	15
DESERT NWRC, LAS VEGAS NV	3	15	3201704	4205558	5205560	6205718	0	0	20
RUBY LAKE NWR RUBY LAKE NV	3	15	3201704	4205558	5205560	6205726	0	0	15
STILLWATER NWR FALLON NV	3	15	3201704	4205558	5205560	6205728	0	0	28
GUAM NWR	3	15	3201704	4205558	5205561	6205636	0	0	1
BIG ISLAND NWRC	3	15	3201704	4205558	5205561	6205643	0	0	3
KAUAI NWR COMPLEX	3	15	3201704	4205558	5205561	6205645	0	0	4
OAHU NWRC	3	15	3201704	4205558	5205561	6205652	0	0	6
COLUMBIA NWR, OTHELLO WA	3	15	3201704	4205558	5205561	6205672	0	0	10
COLUMBIA NWR, OTHELLO WA	3	15	3201704	4205558	5205561	6205676	0	0	15
NISQUALLY NWRC OLYMPIA	3	15	3201704	4205558	5205561	6205681	0	0	2
RIDGEFIELD NWRC, RIDGEFIELD,WA	3	15	3201704	4205558	5205561	6205688	0	0	3
WILLAPA NWRC, ILWACO, WA	3	15	3201704	4205558	5205561	6205689	0	0	11
TURNBULL NWR, CHENEY WA	3	15	3201704	4205558	5205561	6205694	0	0	14
LTL PEND OREILL NWR, COLVILEWA	3	15	3201704	4205558	5205561	6205695	0	0	8
MALHEUR NWR-BURNS, OR	3	15	3201704	4205558	5205561	6205696	0	0	14

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MID COLUMBIA RVR NWR COMPLEX	3	15	3201704	4205558	5205561	6205697	0	0	31
DEER FLAT NWR NAMPA ID	3	15	3201704	4205558	5205561	6205724	0	0	10
KOOTENAI NWR BONNERS FERRY ID	3	15	3201704	4205558	5205561	6205727	0	0	3
SE IDAHO NWRC, CHUBBUCK, ID	3	15	3201704	4205558	5205561	6205731	0	0	11
SHEL-HART MTN NWR LAKEVIEW OR	3	15	3201704	4205558	5205561	6205736	0	0	44
WESTERN WASHINGTON FWO	3	15	3201704	4205558	5205562	6201442	0	0	9
SNAKE RIVER BASIN OFFICE	3	15	3201704	4205558	5205562	6205657	0	0	2
GARD-COLUMBIA BASIN	3	15	3201704	4205558	5205563	0	0	0	2
DIV OF REFUGE SUPERVISOR II	3	15	3201704	4205558	5205563	6205562	0	0	13
ABERNATHY SALMON CDC,LONGVW WA	3	15	3201704	4205558	5205563	6205658	0	0	1
CARSON NFH, CARSON WA	3	15	3201704	4205558	5205563	6205659	0	0	2
LEAVENWORTH NFH,LEAVENWORTH WA	3	15	3201704	4205558	5205563	6205661	0	0	5
LITTLE WTE SALMN-WLD NFH,CK WA	3	15	3201704	4205558	5205563	6205662	0	0	1
LWR CMBIA RVR FISH HEALTH CNTR	3	15	3201704	4205558	5205563	6205663	0	0	2
SPRING CREEK NFH, UNDERWOOD WA	3	15	3201704	4205558	5205563	6205667	0	0	4
EAGLE CREEK NFH-ESTACADA, OR	3	15	3201704	4205558	5205563	6205669	0	0	3
WARM SPRINGS NFH-WARM SPGS, OR	3	15	3201704	4205558	5205563	6205670	0	0	2
COLUMBIA RIVER FISHERIES PROGM	3	15	3201704	4205558	5205563	6205672	0	0	2
MID-COLUMBIA RVR FISHRY RES	3	15	3201704	4205558	5205563	6205673	0	0	1
COLUMBIA NWR, OTHELLO WA	3	15	3201704	4205558	5205563	6205676	0	0	17
TURNBULL NWR, CHENEY WA	3	15	3201704	4205558	5205563	6205694	0	0	2
LTL PEND OREILLE NWR,COLVILEWA	3	15	3201704	4205558	5205563	6205695	0	0	10
MALHEUR NWR - BURNS, OR	3	15	3201704	4205558	5205563	6205696	0	0	8
MID COLUMBIA RIVER NWR COMPLEX	3	15	3201704	4205558	5205563	6205697	0	0	12
LWR SNAKE RV COMP PLN,BOISE,ID	3	15	3201704	4205558	5205563	6205707	0	0	1
DWORSHAK NFH, AHSAHKA ID	3	15	3201704	4205558	5205563	6205708	0	0	7
IDAHO FISHERY RSC OFC	3	15	3201704	4205558	5205563	6205708	7205715	0	1
HAGERMAN NFH, HAGERMAN ID	3	15	3201704	4205558	5205563	6205710	0	0	3
KOOTENAI NWR BONNERS FERRY ID	3	15	3201704	4205558	5205563	6205727	0	0	4
SE IDAHO NWR COMP POCATELLO ID	3	15	3201704	4205558	5205563	6205731	0	0	10
SHEL-HART MTN NWR LAKEVIEW OR	3	15	3201704	4205558	5205563	6205736	0	0	19
NISQUALLY FISH HTCH-OLYMPIA WA	3	15	3201704	4205558	5205565	6205569	0	0	8
ABERNATHY SALMON CDC,LONGVW WA	3	15	3201704	4205558	5205565	6205658	0	0	7
CARSON NFH, CARSON WA	3	15	3201704	4205558	5205565	6205659	0	0	2
LEAVENWORTH NFH,LEAVENWORTH WA	3	15	3201704	4205558	5205565	6205661	0	0	7
LWS NFH, COOK, WA	3	15	3201704	4205558	5205565	6205662	0	0	5
LWR CMBIA RVR FISH HEALTH CNTR	3	15	3201704	4205558	5205565	6205663	0	0	3
SPRING CREEK NFH, UNDERWOOD WA	3	15	3201704	4205558	5205565	6205667	0	0	1
EAGLE CREEK NFH-ESTACADA, OR	3	15	3201704	4205558	5205565	6205669	0	0	2
WARM SPRINGS NFH-WARM SPGS, OR	3	15	3201704	4205558	5205565	6205670	0	0	1
MID-COLUMBIA RVR FISHRY RES	3	15	3201704	4205558	5205565	6205673	0	0	6
QUILCENE NFH,QUILCENE WA	3	15	3201704	4205558	5205565	6205674	0	0	11
WESTERN OREGON NWR COMPLEX	3	15	3201704	4205558	5205565	6205700	0	0	14
LWR SNAKE RV COMP PLN BOISE,ID	3	15	3201704	4205558	5205565	6205707	0	0	2
IDAHO FISHERY RSC OFC	3	15	3201704	4205558	5205565	6205708	0	0	5
HAGERMAN NFH, HAGERMAN ID	3	15	3201704	4205558	5205565	6205710	0	0	9
DIV OF CNTRCTNG & GEN SVCS	3	15	3201704	4205558	5205572	6205573	0	0	3
ASST REG DIR-LAW ENFORCEMENT	3	15	3201704	4205558	5205739	0	0	0	7
SENIOR RES AGENT-REDMOND, WA	3	15	3201704	4205558	5205739	6205740	0	0	14
SPECIAL AGENT OLYMPIA WASH	3	15	3201704	4205558	5205739	6205740	7205741	0	1

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SPECIAL AGENT BELLINGHAM WA	3	15	3201704	4205558	5205739	6205742	0	0	1
SR RES AGENT - WILSONVILLE OR	3	15	3201704	4205558	5205739	6205744	0	0	7
SPECIAL AGENT-KLAMATH FALLS OR	3	15	3201704	4205558	5205739	6205745	0	0	2
SR RESIDENT AGENT - BOISE ID	3	15	3201704	4205558	5205739	6205747	0	0	8
SPECIAL AGENT-IDAHO FALLS ID	3	15	3201704	4205558	5205739	6205748	0	0	3
SPECIAL AGENT SPOKANE WA	3	15	3201704	4205558	5205739	6205749	0	0	2
SR RESIDENT AGENT, HONOLULU HI	3	15	3201704	4205558	5205739	6205750	0	0	8
WLDLIF INSPECTOR-GUAM	3	15	3201704	4205558	5205739	6205750	7205751	0	1
SR RES AGENT SACRAMENTO CA	3	15	3201704	4205558	5205739	6205752	0	0	26
SPECIAL AGENT - CLOVIS CA	3	15	3201704	4205558	5205739	6205752	7205755	0	2
SPECIAL AGENT CHICO CA	3	15	3201704	4205558	5205739	6205753	0	0	2
SPECIAL AGENT-BURLINGAME CA	3	15	3201704	4205558	5205739	6205754	0	0	3
SR RES AGENT-LOS ANGELES CA	3	15	3201704	4205558	5205739	6205756	0	0	37
SPECIAL AGENT SAN DIEGO CA	3	15	3201704	4205558	5205739	6205758	0	0	1
SPEC AGENT LAS VEGAS NV	3	15	3201704	4205558	5205739	6205760	0	0	9
REGNL CHF NTL WLDLF REFUGE SYS	3	15	3201704	4205761	5205764	0	0	0	1
USFWS DIVISION OF PLANNING	3	15	3201704	4205761	5205764	6205765	0	0	1
DIVISION OF RESOURCE MANAGEMEN	3	15	3201704	4205761	5205764	6205767	0	0	50
BUENOS AIRES NWR	3	15	3201704	4205761	5205764	6205768	7205000	0	276
HAGERMAN NWR	3	15	3201704	4205761	5205764	6205769	7205007	0	414
DIVISON OF REALTY	3	15	3201704	4205761	5205764	6205770	0	0	2
FISHERY RSCS	3	15	3201704	4205761	5205765	6205773	0	0	1
WILLOW BEACH NFH	3	15	3201704	4205761	5205765	6205773	7205038	0	111
MIGRATORY BIRDS	3	15	3201704	4205761	5205771	6205766	0	0	6
ENDNGRD SPEC & HABITAT CONSERV	3	15	3201704	4205761	5205772	6205775	0	0	4
PARTNERS/COASTAL	3	15	3201704	4205761	5205772	6205775	7205777	0	1
HOUSTON ECOL SVCS OFC	3	15	3201704	4205761	5205772	6205798	0	0	2
CORPUS CHRISTI ECOL SVCS OFC	3	15	3201704	4205761	5205772	6205798	7205799	0	5
OKLAHOMA ECOL SVCS OFFICE	3	15	3201704	4205761	5205772	6205799	0	0	9
AUSTIN ECOL SVCS OFC	3	15	3201704	4205761	5205772	6205800	0	0	8
ARLINGTON ECOL SVCS OFC	3	15	3201704	4205761	5205772	6205800	7205037	0	9
ARIZONA ECOL SVCS OFFICE	3	15	3201704	4205761	5205772	6205836	0	0	17
NEW MEXICO ECOL SVCS OFFICE	3	15	3201704	4205761	5205772	6205837	0	0	29
TECHNICAL SVCS	3	15	3201704	4205761	5205778	6205787	0	0	1
SAFETY & OCCPTNL HEALTH	3	15	3201704	4205761	5205778	6205787	7205781	0	2
ARD-LAW ENFORCEMENT	3	15	3201704	4205761	5205853	0	0	0	4
SENIOR RESIDENT AGENT MESA AZ	3	15	3201704	4205761	5205853	6205854	0	0	16
SR RES AGT SAN ANTONIO TX	3	15	3201704	4205761	5205853	6205860	0	0	13
SENIOR RESIDENT AGENT -HOUSTON	3	15	3201704	4205761	5205853	6205871	0	0	14
SR RES AGT, OKLAHOMA CITY, OK	3	15	3201704	4205761	5205853	6205873	0	0	15
SENIOR RESIDENT AGENT - ALBQ	3	15	3201704	4205761	5205853	6205876	0	0	11
REGION 3, TWIN CITIES, MN	3	15	3201704	4205879	0	0	0	0	15
ASST REG DIR-FISH & WLDLF ENHC	3	15	3201704	4205879	5205881	0	0	0	1
CHICAGO METRO AREA WETLAND OFF	3	15	3201704	4205879	5205881	6205882	0	0	9
CRAB ORCHARD SUPERFUND PROJECT	3	15	3201704	4205879	5205881	6205883	0	0	5
ECOL SVCS EAST LANSING MI	3	15	3201704	4205879	5205881	6205917	0	0	20
ECO SVS-REYNOLDSBURG OH	3	15	3201704	4205879	5205881	6205918	0	0	4
ECOL SVCS BLOOMINGTON IN	3	15	3201704	4205879	5205881	6205919	0	0	16
ECOL SVCS TWIN CITIES MN	3	15	3201704	4205879	5205881	6205930	0	0	3
ECOL SVCS GREEN BAY WI	3	15	3201704	4205879	5205881	6205931	0	0	10

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ECOL SVCS COLUMBIA MO	3	15	3201704	4205879	5205881	6205966	0	0	7
ECOL SVCS ROCK ISLAND IL	3	15	3201704	4205879	5205881	6205967	0	0	6
ECOL SVCS MARION IL	3	15	3201704	4205879	5205881	6205968	0	0	4
GARD 2	3	15	3201704	4205879	5205882	0	0	0	3
ASST REG DIR-REFUGES & WLDLF	3	15	3201704	4205879	5205883	0	0	0	1
DIV OF MIGRATORY BIRDS&REFUGE	3	15	3201704	4205879	5205883	6205884	0	0	3
HABITAT & POPULATION EVAL TM	3	15	3201704	4205879	5205883	6205884	7205949	0	17
DIV OF REFUGES II	3	15	3201704	4205879	5205883	6205886	0	0	1
PATOKA RVR ACQ OFF-SEYMOUR IN	3	15	3201704	4205879	5205883	6205887	0	0	4
DIV OF REALTY	3	15	3201704	4205879	5205883	6205888	0	0	1
WLDLIF ASST-E. LANSING MI	3	15	3201704	4205879	5205883	6205890	7205925	0	30
CYPRESS CREEK NATL WLDLFE REF	3	15	3201704	4205879	5205883	6205892	0	0	16
WALNUT CREEK NWR	3	15	3201704	4205879	5205883	6205899	0	0	19
SENEY NWR SENEY MI	3	15	3201704	4205879	5205883	6205921	0	0	30
SHIAWASSEE NWR SAGINAW MI	3	15	3201704	4205879	5205883	6205922	0	0	23
MUSCATATUCK NWR SEYMOUR IN	3	15	3201704	4205879	5205883	6205923	0	0	24
OTTAWA NWR OAK HARBOR OH	3	15	3201704	4205879	5205883	6205924	0	0	28
BIG OAKS NATL WILDLIFE REFUGE	3	15	3201704	4205879	5205883	6205925	0	0	5
AGASSIZ NWR MIDDLE RIVER MN	3	15	3201704	4205879	5205883	6205932	0	0	22
HORICON NWR MAYVILLE WI	3	15	3201704	4205879	5205883	6205933	0	0	19
LEOPOLD WETLAND MGMT DIST	3	15	3201704	4205879	5205883	6205934	0	0	24
NECEDAH NWR NECEDAH WI	3	15	3201704	4205879	5205883	6205935	0	0	40
RICE LAKE NWR MCGREGOR MN	3	15	3201704	4205879	5205883	6205936	0	0	10
SHERBURNE NWR ZIMMERMAN MN	3	15	3201704	4205879	5205883	6205937	0	0	27
CRANE MEADOWS NATL WLDLFE RFG	3	15	3201704	4205879	5205883	6205938	0	0	2
TAMARAC NWR ROCHERT MN	3	15	3201704	4205879	5205883	6205939	0	0	23
REGIONAL SIGN CENTER WINONA MN	3	15	3201704	4205879	5205883	6205940	0	0	1
WINONA DISTRICT WINONA MN	3	15	3201704	4205879	5205883	6205942	0	0	16
SAVANNA DISTRICT SAVANNA IL	3	15	3201704	4205879	5205883	6205943	0	0	13
ST CROIX WETLAND MGMT DIST	3	15	3201704	4205879	5205883	6205944	0	0	21
TREMP NWR TREMPEALEAU WI	3	15	3201704	4205879	5205883	6205945	0	0	14
UP MISS RV NWR WINONA MN	3	15	3201704	4205879	5205883	6205946	0	0	14
LACROSSE DISTRICT	3	15	3201704	4205879	5205883	6205946	7205941	0	13
MN WTLNDS CPLX FERGUS FALLS MN	3	15	3201704	4205879	5205883	6205947	0	0	2
MORRIS WMD MORRIS MN	3	15	3201704	4205879	5205883	6205947	7205948	0	190
MN VALLEY NWR BLOOMINGTON MN	3	15	3201704	4205879	5205883	6205957	0	0	16
MCGREGOR DIST OFF MCGREGOR IA	3	15	3201704	4205879	5205883	6205958	0	0	25
DRIFTLESS AREA NATL WLDLFE RFG	3	15	3201704	4205879	5205883	6205959	0	0	1
BIG STONE NWR ORTONVILLE MN	3	15	3201704	4205879	5205883	6205961	0	0	24
DESOTO NWR MISSOURI VLY IA	3	15	3201704	4205879	5205883	6205969	0	0	27
MINGO NWR PUXICO MO	3	15	3201704	4205879	5205883	6205971	0	0	10
SQUAW CREEK NWR MOUND CITY MO	3	15	3201704	4205879	5205883	6205972	0	0	18
SWAN LAKE NWR SUMNER MO	3	15	3201704	4205879	5205883	6205973	0	0	10
UNION SLOUGH TITONKA IA	3	15	3201704	4205879	5205883	6205974	0	0	20
BIG MUDDY NATL F&W REFUGE	3	15	3201704	4205879	5205883	6205975	0	0	9
CRAB ORCHARD NWR CARTRVILLE IL	3	15	3201704	4205879	5205883	6205976	0	0	54
MARK TWAIN NWR QUINCY IL	3	15	3201704	4205879	5205883	6205977	0	0	12
BRUSSELS DISTRICT-BRUSSELS, IL	3	15	3201704	4205879	5205883	6205978	0	0	9
WAPELLO DISTRICT-WAPELLO, IA	3	15	3201704	4205879	5205883	6205979	0	0	12
ANNADA DISTRICT-ANNADA, MO	3	15	3201704	4205879	5205883	6205980	0	0	10

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ILLINOIS RIVER NW & FISH REF	3	15	3201704	4205879	5205883	6205982	0	0	17
ASST REG DIR - FISHERIES	3	15	3201704	4205879	5205893	0	0	0	1
FISH HEALTH CENTER	3	15	3201704	4205879	5205893	6205894	0	0	4
COLUMBIA FISHERY RSCS OFC	3	15	3201704	4205879	5205893	6205895	0	0	5
MARQUETTE BIOL ST MARQUETTE MI	3	15	3201704	4205879	5205893	6205897	0	0	73
LUDINGTON BIO STA LUDINGTON MI	3	15	3201704	4205879	5205893	6205898	0	0	52
GREAT LAKES COORD OFF	3	15	3201704	4205879	5205893	6205900	0	0	1
JORDAN RIVER NFH ELMIRA MI	3	15	3201704	4205879	5205893	6205910	0	0	15
PENDILLS CREEK NFH BRIMLEY MI	3	15	3201704	4205879	5205893	6205911	0	0	14
GREEN BAY FISHERY RSC OFC	3	15	3201704	4205879	5205893	6205913	0	0	9
ALPENA FISHERY RSC OFC	3	15	3201704	4205879	5205893	6205914	0	0	8
FISHERY RSCS OFC-CRTRVLLE	3	15	3201704	4205879	5205893	6205915	0	0	12
GENOA NFH GENOA WI	3	15	3201704	4205879	5205893	6205926	0	0	7
IRON RIVER NFH IRON RIVER WI	3	15	3201704	4205879	5205893	6205927	0	0	7
FISHERY RESRCS OFC - ASHLAND	3	15	3201704	4205879	5205893	6205928	0	0	8
FISHERY RSCS OFC	3	15	3201704	4205879	5205893	6205929	0	0	12
NEOSHO NFH NEOSHO MO	3	15	3201704	4205879	5205893	6205965	0	0	3
ASST REG DIR-LAW ENFORCEMENT	3	15	3201704	4205879	5205983	0	0	0	38
REGION 4, ATLANTA, GA	3	15	3201704	4206002	0	0	0	0	59
ASST REG DIR-MIGRATORY BIRDS	3	15	3201704	4206002	5206003	6206010	0	0	1
ASST REG DIRECTOR - FISHERIES	3	15	3201704	4206002	5206003	6206015	0	0	19
GULF COAST FISHRS RSRC COORD	3	15	3201704	4206002	5206003	6206015	7206016	0	131
ASST REG DIR-EXTERNAL AFFAIRS	3	15	3201704	4206002	5206003	6206020	0	0	1
ASST REG DIR - ECOL SVCS	3	15	3201704	4206002	5206004	0	0	0	2
ECOL SVCS PANAMA CITY FL	3	15	3201704	4206002	5206004	6206036	0	0	19
ECOL SVCS VERO BEACH FL	3	15	3201704	4206002	5206004	6206036	7206038	0	15
ECOL SVCS BOQUERON-PR	3	15	3201704	4206002	5206004	6206039	0	0	7
ECOL SVCS RIO GRANDE - PR	3	15	3201704	4206002	5206004	6206040	0	0	10
ECOL SVCS BRUNSWICK GA	3	15	3201704	4206002	5206004	6206041	0	0	10
ECOL SVCS GEORGIA FIELD OFFICE	3	15	3201704	4206002	5206004	6206041	7206100	0	5
ECOL SVCS JACKSONVILLE FL	3	15	3201704	4206002	5206004	6206095	0	0	15
ECOL SVCS CHARLESTON SC	3	15	3201704	4206002	5206004	6206108	0	0	10
ECOL SVCS COOKVILLE TN	3	15	3201704	4206002	5206004	6206110	0	0	9
ECOL SVCS CLEMSON SC	3	15	3201704	4206002	5206004	6206111	0	0	4
ECOL SVCS ASHEVILLE NC	3	15	3201704	4206002	5206004	6206137	0	0	10
ECOL SVCS RALEIGH NC	3	15	3201704	4206002	5206004	6206137	7206109	0	10
ECOL SVCS DAPHNE AL	3	15	3201704	4206002	5206004	6206146	0	0	11
ECOL SVCS VICKSBURG MS	3	15	3201704	4206002	5206004	6206147	0	0	5
ECOL SVCS CONWAY AR	3	15	3201704	4206002	5206004	6206147	7206148	0	4
ECOL SVCS LAFAYETTE LA	3	15	3201704	4206002	5206004	6206149	0	0	17
ECOL SVCS JACKSON MS	3	15	3201704	4206002	5206004	6206199	0	0	18
REGIONAL CHIEF, NWR SYSTEM	3	15	3201704	4206002	5206005	0	0	0	21
DIV OF REFUGES RF-1 (AR,LA)	3	15	3201704	4206002	5206005	6206006	0	0	7
CACHE RIVER	3	15	3201704	4206002	5206005	6206006	7206150	0	53
DIV OF REFUGES RF-2 (MS,TN&KY)	3	15	3201704	4206002	5206005	6206007	0	0	2
DIV OF REFUGES RF3 AL,GA,NC,SC	3	15	3201704	4206002	5206005	6206008	0	0	2
DIV OF REFUGES RF-4 (FL,PR&VI)	3	15	3201704	4206002	5206005	6206009	0	0	2
DIV REALTY	3	15	3201704	4206002	5206005	6206010	0	0	7
DIV OF WLDLIFE & HABITAT MGMT	3	15	3201704	4206002	5206005	6206012	0	0	3
FIRE ECOLOGY FIELD OFC	3	15	3201704	4206002	5206005	6206012	7206201	0	32

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CHASSAHOWITZKA NWR HOMOSASS FL	3	15	3201704	4206002	5206005	6206042	0	0	12
LOW SUWANEE NWR-CHIEFLAND, FL	3	15	3201704	4206002	5206005	6206045	0	0	18
CARIBBEAN ISL NWR BOQUERON PR	3	15	3201704	4206002	5206005	6206046	0	0	38
JN DING DARLING NWR SANIBEL FL	3	15	3201704	4206002	5206005	6206054	0	0	23
FLORIDA PANTHER NWR-NAPLES, FL	3	15	3201704	4206002	5206005	6206057	0	0	22
LK WOODRUFF NWR DELEON SPRS FL	3	15	3201704	4206002	5206005	6206062	0	0	15
AR MARSHALL LOXAHATCHEE NWR FL	3	15	3201704	4206002	5206005	6206064	0	0	32
HOBE SOUND NWR BOYNTON BCH FL	3	15	3201704	4206002	5206005	6206064	7206065	0	1
MERRITT ISLAND NWR TITUSVLE FL	3	15	3201704	4206002	5206005	6206069	0	0	51
PELICAN ISL NWR TITUSVILLE FL	3	15	3201704	4206002	5206005	6206070	0	0	3
NATL KEY DEER NWR - BIG PINE	3	15	3201704	4206002	5206005	6206073	0	0	24
OKEFENOKEE NWR FOLKSTON GA	3	15	3201704	4206002	5206005	6206077	0	0	52
SAVANNAH CSTL REF SAVANNAH GA	3	15	3201704	4206002	5206005	6206079	0	0	35
ALLIGATOR R NWR MANTEO NC	3	15	3201704	4206002	5206005	6206087	0	0	74
ST MARKS NWR ST MARKS FL	3	15	3201704	4206002	5206005	6206089	0	0	35
ST VINCENT NWR APALACHICOLA FL	3	15	3201704	4206002	5206005	6206090	0	0	7
MACKAY ISLAND NWR NC	3	15	3201704	4206002	5206005	6206091	0	0	15
CURRITUCK NWR MANTEO NC	3	15	3201704	4206002	5206005	6206091	7206088	0	1
PIEDMONT NWR ROUND OAK GA	3	15	3201704	4206002	5206005	6206092	0	0	14
CACHE RIVER NWR AUGUSTA AR	3	15	3201704	4206002	5206005	6206100	0	0	1
CAPE ROMAIN NWR AWENDAW SC	3	15	3201704	4206002	5206005	6206112	0	0	24
ACE BASIN NWR MT PLEASANT S C	3	15	3201704	4206002	5206005	6206113	0	0	12
CROSS CREEKS NWR DOVER TN	3	15	3201704	4206002	5206005	6206114	0	0	4
CAROLINA SANDHILL NWR MCBEE SC	3	15	3201704	4206002	5206005	6206115	0	0	21
HATCHIE NWR BROWNSVILLE TN	3	15	3201704	4206002	5206005	6206116	0	0	4
MATTAMUSKEET NWR NEWHOLLAND NC	3	15	3201704	4206002	5206005	6206119	0	0	34
POCOSIN LAKES NWR	3	15	3201704	4206002	5206005	6206122	0	0	35
PEEDEE NATL WILDLIE REFUG	3	15	3201704	4206002	5206005	6206125	0	0	19
SANTEE NWR SUMMERTON SC	3	15	3201704	4206002	5206005	6206127	0	0	9
REELFOOT NWR SAMBURG TN	3	15	3201704	4206002	5206005	6206128	0	0	16
TENNESSEE NWR PARIS TN	3	15	3201704	4206002	5206005	6206131	0	0	21
ROANOKE RIVER NWR	3	15	3201704	4206002	5206005	6206132	0	0	16
ST CATHERINE CREEK NWR	3	15	3201704	4206002	5206005	6206133	0	0	13
NORTH LOUISIANA REFUGES	3	15	3201704	4206002	5206005	6206135	0	0	24
LA WETLAND MGMT DIST	3	15	3201704	4206002	5206005	6206135	7206134	0	1
CATAHOULA NWR JENA LA	3	15	3201704	4206002	5206005	6206154	0	0	5
CHOCTAW NWR JACKSON AL	3	15	3201704	4206002	5206005	6206156	0	0	4
S E LOUISIANA REFUGES	3	15	3201704	4206002	5206005	6206159	0	0	40
EUFAULA NWR EUFAULA AL	3	15	3201704	4206002	5206005	6206163	0	0	17
FELSENTHAL NWR CROSSETT AR	3	15	3201704	4206002	5206005	6206165	0	0	29
LACASSINE NWR LAKE ARTHUR LA	3	15	3201704	4206002	5206005	6206173	0	0	19
CAMERON PRAIRIE NWR-BELL CTYLA	3	15	3201704	4206002	5206005	6206174	0	0	9
MANDALAY NWR, HOUMA, LA	3	15	3201704	4206002	5206005	6206174	7206181	0	5
MISS SANDHILL CRANE NWR	3	15	3201704	4206002	5206005	6206177	0	0	39
GRAND BAY NWR	3	15	3201704	4206002	5206005	6206177	7206179	0	2
NOXUBEE NWR BROOKSVILLE MS	3	15	3201704	4206002	5206005	6206180	0	0	11
BON SECOUR NWR GULF SHORES AL	3	15	3201704	4206002	5206005	6206182	0	0	5
SABINE NWR HACKBERRY LA	3	15	3201704	4206002	5206005	6206184	0	0	14
WHEELER NWR DECATUR AL	3	15	3201704	4206002	5206005	6206187	0	0	29
WHITE RIVER NWR DEWITT AR	3	15	3201704	4206002	5206005	6206191	0	0	32

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NORTH MISSISSIPPI REFUGES	3	15	3201704	4206002	5206005	6206192	0	0	21
DAHOMEY NWR	3	15	3201704	4206002	5206005	6206192	7206183	0	1
YAZOO NWR HOLLANDALE MS	3	15	3201704	4206002	5206005	6206193	0	0	35
TENSAS RVR NWR HDQ TALLULAH LA	3	15	3201704	4206002	5206005	6206195	0	0	36
LAKE OPHELIA NWR-AVOYELLES, LA	3	15	3201704	4206002	5206005	6206196	0	0	23
CLARKS RIVER NTL WILDLIFE REFU	3	15	3201704	4206002	5206005	6206198	0	0	6
DIV OF SAFETY	3	15	3201704	4206002	5206022	6206025	0	0	1
SR RES AGENT-TAMPA/ST PETE FL	3	15	3201704	4206002	5206100	6206101	0	0	7
ASST REG DIR-LAW ENFORCEMENT	3	15	3201704	4206002	5206218	0	0	0	8
SR RES AGT-ATLANTA GA	3	15	3201704	4206002	5206218	6206219	0	0	4
SPECIAL AGENT - SAVANNAH GA	3	15	3201704	4206002	5206218	6206219	7206103	0	15
SPECIAL AGENT SAVANNAH GA	3	15	3201704	4206002	5206218	6206221	0	0	1
SENIOR RESIDENT AGENT - TAMPA	3	15	3201704	4206002	5206218	6206227	0	0	11
SPECIAL AGENT - ORLANDO FL	3	15	3201704	4206002	5206218	6206227	7206229	0	4
SR RES AGENT-MIAMI FL	3	15	3201704	4206002	5206218	6206237	0	0	16
SR RESIDENT AGENT - JACKSON MS	3	15	3201704	4206002	5206218	6206241	0	0	7
SPECIAL AGENT-GREENWOOD MS	3	15	3201704	4206002	5206218	6206241	7206244	0	5
SR RES AGT-NASHVILLE TN (V)	3	15	3201704	4206002	5206218	6206249	0	0	3
SR RES AGENT-RALEIGH NC	3	15	3201704	4206002	5206218	6206253	0	0	13
SPECIAL AGENT - WASHINGTON NC	3	15	3201704	4206002	5206218	6206253	7206254	0	2
SR RES AGENT-SLIDELL LA	3	15	3201704	4206002	5206218	6206258	0	0	19
FISHERIES RSRC OFC BATON ROUGE	3	15	3201704	4206002	5206500	6206100	7206100	0	8
ASST REG DIR-ECOLOGICAL SVCS	3	15	3201704	4206002	5206600	0	0	0	1
ECOL SVCS RALIEIGH NC	3	15	3201704	4206002	5206600	6206100	0	0	1
ECOL SVCS CONWAY AR	3	15	3201704	4206002	5206600	6206102	0	0	4
REG 5, HADLEY MA	3	15	3201704	4206266	0	0	0	0	1
VIRGINIA FO GLOUCESTER VA	3	15	3201704	4206266	5206268	6206272	0	0	10
DELAWARE ESTUARY PGM-SMYRNA	3	15	3201704	4206266	5206268	6206294	0	0	4
SOUTHERN NEW ENG / NEW YORK BI	3	15	3201704	4206266	5206268	6206295	0	0	4
GULF MAINE CSTL/ESTUARY PROJ	3	15	3201704	4206266	5206268	6206296	0	0	6
CHESAPEAKE BAY FIELD OFFICE	3	15	3201704	4206266	5206268	6206302	0	0	22
SOUTHWEST VIRGINIA FIELD OFC	3	15	3201704	4206266	5206268	6206302	7206305	0	3
ECOL SVCS ELKINS WV	3	15	3201704	4206266	5206268	6206304	0	0	5
ECOL SVCS CORTLAND NY	3	15	3201704	4206266	5206268	6206336	0	0	16
ECOL SVCS ST COLLEGE PA	3	15	3201704	4206266	5206268	6206337	0	0	13
ECO SERV-ABSECON NJ	3	15	3201704	4206266	5206268	6206338	0	0	7
ECO SVCS-LONG ISLAND NY	3	15	3201704	4206266	5206268	6206339	0	0	5
EASTERN PENNSYLVANIA FLD OFC	3	15	3201704	4206266	5206268	6206340	0	0	1
ECOL SVCS CONCORD NH	3	15	3201704	4206266	5206268	6206379	0	0	4
MAINE FIELD OFF - ORONO, ME	3	15	3201704	4206266	5206268	6206379	7206380	0	3
EASTERN MASS NWR COMPLEX	3	15	3201704	4206266	5206272	6206273	7206000	0	159
REFUGES CENTRAL	3	15	3201704	4206266	5206272	6206275	0	0	1
BOMBAY HOOK NWR SMYRNA DE	3	15	3201704	4206266	5206272	6206275	7206012	0	274
REGIONAL FIRE COORD-SUFFOLK VA	3	15	3201704	4206266	5206272	6206276	7206036	0	4
DIV OF REALTY	3	15	3201704	4206266	5206272	6206277	0	0	3
BACK BAY NWR VIRGINIA BCH VA	3	15	3201704	4206266	5206272	6206281	7206037	0	89
PATUXENT NWR	3	15	3201704	4206266	5206272	6206324	0	0	1
HARRISON LAKE NFH CHAS CITY VA	3	15	3201704	4206266	5206282	6206297	0	0	8
WHITE SULPH SP NFH WV	3	15	3201704	4206266	5206282	6206299	0	0	6
FISHERY ASST-GLOUCESTER PT, VA	3	15	3201704	4206266	5206282	6206300	0	0	4

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AGENCY NAME	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8	# OF CARDS
MARYLAND FISHERIES RSCS	3	15	3201704	4206266	5206282	6206301	0	0	11
ALLEGHENY NFH WARREN PA	3	15	3201704	4206266	5206282	6206328	0	0	7
LAMAR NORTHEAST FISHERY CENTER	3	15	3201704	4206266	5206282	6206329	0	0	14
SUSQUE RV COORD HARRISBURG PA	3	15	3201704	4206266	5206282	6206331	0	0	1
LOWER GT LAKES FISHERY RES OFC	3	15	3201704	4206266	5206282	6206332	0	0	8
DELWRE RVR CRDNTR - W TRENTON	3	15	3201704	4206266	5206282	6206333	0	0	1
VIRGINIA FISHERIES COORDINATOR	3	15	3201704	4206266	5206282	6206334	0	0	3
LAMAR FISH HEALTH UNT LAMAR PA	3	15	3201704	4206266	5206282	6206335	0	0	1
CRAIG BROOK NFH EAST ORLAND ME	3	15	3201704	4206266	5206282	6206366	0	0	4
GREEN LAKE NFH ELLSWORTH ME	3	15	3201704	4206266	5206282	6206367	0	0	9
NASHUA NFH NASHUA NH	3	15	3201704	4206266	5206282	6206368	0	0	7
NO ATTLEBORO NFH ATTLEBORO MA	3	15	3201704	4206266	5206282	6206369	0	0	6
PITTSFORD NFH PITTSFORD VT	3	15	3201704	4206266	5206282	6206370	0	0	5
WHITE RIVER NFH BETHEL VT	3	15	3201704	4206266	5206282	6206371	0	0	5
R CRONIN SALMON-SUNDERLAND MA	3	15	3201704	4206266	5206282	6206372	0	0	5
CONNECTICUT R COORD-AMHERST MA	3	15	3201704	4206266	5206282	6206373	0	0	3
FISHERY ASST LACONIA NH	3	15	3201704	4206266	5206282	6206374	0	0	3
LAKE CHAMPLAIN FISHERY RES OFC	3	15	3201704	4206266	5206282	6206375	0	0	10
MERRIMACK RIV COORD-CONCORD NH	3	15	3201704	4206266	5206282	6206376	0	0	7
OFF OF FISH ASST-SUNDERLAND MA	3	15	3201704	4206266	5206282	6206377	0	0	4
MAINE ANADROMOUS FISH COORDTOR	3	15	3201704	4206266	5206282	6206378	0	0	2
ARD - LAW ENFORCEMENT	3	15	3201704	4206266	5206429	0	0	0	5
SR RESIDENT AGENT - BALTIMORE	3	15	3201704	4206266	5206429	6206414	0	0	8
SPECIAL AGENT - DOVER, DE	3	15	3201704	4206266	5206429	6206414	7206416	0	5
SR RES AGENT - RICHMOND, VA	3	15	3201704	4206266	5206429	6206421	0	0	6
SPECIAL AGENT - FREDICKBURG	3	15	3201704	4206266	5206429	6206421	7206422	0	2
SR RESIDENT AGENT - NY	3	15	3201704	4206266	5206429	6206424	0	0	17
SPECIAL AGENT - ALBANY, NY	3	15	3201704	4206266	5206429	6206424	7206425	0	5
SR RES AGENT - NEWARK, NJ	3	15	3201704	4206266	5206429	6206427	0	0	11
SPECIAL AGENT - HARRISBURG PA	3	15	3201704	4206266	5206429	6206427	7206418	0	1
SR RESIDENT AGENT - MA	3	15	3201704	4206266	5206429	6206430	0	0	7
SPECIAL AGENT - HARTFORD, CT	3	15	3201704	4206266	5206429	6206430	7206431	0	5
MT FIELD OFC	3	15	3201704	4206435	5206436	6206454	0	0	11
GRZLY BEAR RCVRY MISSOULA MT	3	15	3201704	4206435	5206436	6206455	0	0	7
WY FIELD OFC	3	15	3201704	4206435	5206436	6206465	0	0	5
BISMARK ES	3	15	3201704	4206435	5206436	6206500	0	0	6
MANHATTEN ES	3	15	3201704	4206435	5206436	6206581	0	0	7
GRAND ISLAND ES	3	15	3201704	4206435	5206436	6206582	0	0	8
PIERRE ES	3	15	3201704	4206435	5206436	6206583	0	0	5
SALT LAKE ES	3	15	3201704	4206435	5206436	6206616	0	0	3
GRAND JUNCTION ES	3	15	3201704	4206435	5206436	6206617	0	0	6
BLACK FOOTED FERRET	3	15	3201704	4206435	5206436	6206630	0	0	6
ASST REG DIR - RW	3	15	3201704	4206435	5206437	0	0	0	24
RO MIG BIRDS	3	15	3201704	4206435	5206437	6206434	0	0	4
RO LIVELY GRAND ISLAND	3	15	3201704	4206435	5206437	6206435	0	0	1
DIV REALTY	3	15	3201704	4206435	5206437	6206438	0	0	3
WETLANDS ACQ DIST ABERDEEN SD	3	15	3201704	4206435	5206437	6206438	7206604	0	17
RMA NWR	3	15	3201704	4206435	5206437	6206456	0	0	42
BENTON LAKE NWR	3	15	3201704	4206435	5206437	6206466	0	0	25
CMR NWR	3	15	3201704	4206435	5206437	6206468	0	0	63

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MEDICINE LAKE NWR	3	15	3201704	4206435	5206437	6206478	0	0	29
NATIONAL BISON RANGE	3	15	3201704	4206435	5206437	6206481	0	0	26
LOST TRAIL NWR	3	15	3201704	4206435	5206437	6206481	7206485	0	1
NATIONAL ELK REFUGE	3	15	3201704	4206435	5206437	6206486	0	0	22
LEE METCALF NWR	3	15	3201704	4206435	5206437	6206487	0	0	12
RED ROCK LAKES NWR	3	15	3201704	4206435	5206437	6206488	0	0	12
BOWDOIN NWR	3	15	3201704	4206435	5206437	6206489	0	0	16
HAB & POP EVAL TEAM (HAPET)	3	15	3201704	4206435	5206437	6206495	0	0	9
WETLANDS HABITAT OFC -BISMARCK	3	15	3201704	4206435	5206437	6206496	0	0	8
VALLEY CITY NIH-VALLEY CITY ND	3	15	3201704	4206435	5206437	6206498	0	0	1
MO RVR F&W ASST OF-BISMARCK ND	3	15	3201704	4206435	5206437	6206499	0	0	1
ARROWWOOD NWR PINGREE ND	3	15	3201704	4206435	5206437	6206501	0	0	21
CHASE LAKE ND	3	15	3201704	4206435	5206437	6206501	7206504	0	31
LONG LAKE NWR - MOFFIT ND	3	15	3201704	4206435	5206437	6206512	0	0	23
AUDUBON NWR ND	3	15	3201704	4206435	5206437	6206522	0	0	39
DES LACS NWR ND	3	15	3201704	4206435	5206437	6206534	0	0	51
DEVILS LAKE WMD ND	3	15	3201704	4206435	5206437	6206541	0	0	43
J CLARK SALYER NWR ND	3	15	3201704	4206435	5206437	6206556	0	0	57
KULM WATERFOWL MGT DIST	3	15	3201704	4206435	5206437	6206565	0	0	30
TEWAUKON NWR ND	3	15	3201704	4206435	5206437	6206569	0	0	25
UPPER SOURIS NWR ND	3	15	3201704	4206435	5206437	6206574	0	0	24
WETLANDS ACQ DIST MINOT ND	3	15	3201704	4206435	5206437	6206575	0	0	3
HURON WETLAND MGMT DIST	3	15	3201704	4206435	5206437	6206576	0	0	23
BROOKINGS WLDLIF HABITAT OFC	3	15	3201704	4206435	5206437	6206577	0	0	5
CRESCENT LAKE NWR	3	15	3201704	4206435	5206437	6206584	0	0	31
NIOBRARA NWR	3	15	3201704	4206435	5206437	6206586	0	0	42
BOYERS CHUTE NWR	3	15	3201704	4206435	5206437	6206587	0	0	8
RAINWATER BASIN WMD	3	15	3201704	4206435	5206437	6206588	0	0	30
LACREEK NWR SD	3	15	3201704	4206435	5206437	6206590	0	0	17
LAKE ANDES NWR SD	3	15	3201704	4206435	5206437	6206591	0	0	15
MADISON WMD SD	3	15	3201704	4206435	5206437	6206594	0	0	24
SAND LAKE NWR SD	3	15	3201704	4206435	5206437	6206595	0	0	32
FLINT HILLS NWR	3	15	3201704	4206435	5206437	6206598	0	0	17
FLINT HILLS/MARAIS DES CYGNES	3	15	3201704	4206435	5206437	6206598	7206599	0	6
WAUBAY NWR SD	3	15	3201704	4206435	5206437	6206599	0	0	22
KIRWIN NWR	3	15	3201704	4206435	5206437	6206601	0	0	14
QUIVIRA NWR	3	15	3201704	4206435	5206437	6206602	0	0	24
ALAMOSA NWR	3	15	3201704	4206435	5206437	6206618	0	0	31
ARAPAHO NWR	3	15	3201704	4206435	5206437	6206620	0	0	15
BEAR RIVER MBR	3	15	3201704	4206435	5206437	6206625	0	0	18
FISH SPRINGS NWR	3	15	3201704	4206435	5206437	6206626	0	0	12
BROWNS PARK NWR	3	15	3201704	4206435	5206437	6206627	0	0	13
OURAY NWR	3	15	3201704	4206435	5206437	6206628	0	0	11
SEEDSKADEE NWR	3	15	3201704	4206435	5206437	6206629	0	0	16
ASST REG DIR -FR- CO/KS/NE/UT	3	15	3201704	4206435	5206439	0	0	0	1
FORT MORGAN FISH HEALTH CENTER	3	15	3201704	4206435	5206439	6206440	0	0	3
MISSOURI RIVER COORDINATOR	3	15	3201704	4206435	5206439	6206441	0	0	1
FISH TECH CENTER	3	15	3201704	4206435	5206439	6206457	0	0	12
CRESTON NFH	3	15	3201704	4206435	5206439	6206458	0	0	5
ENNIS NFH	3	15	3201704	4206435	5206439	6206459	0	0	5

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AGENCY NAME	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8	# OF CARDS
JACKSON NFH	3	15	3201704	4206435	5206439	6206460	0	0	5
SARATOGA NFH	3	15	3201704	4206435	5206439	6206461	0	0	3
MONTANA FWMAO	3	15	3201704	4206435	5206439	6206462	0	0	7
LANDER FAO	3	15	3201704	4206435	5206439	6206463	0	0	7
NATIVE FISH MANAGEMENT	3	15	3201704	4206435	5206439	6206464	0	0	4
GARRISON DAM NFH	3	15	3201704	4206435	5206439	6206497	0	0	9
VALLEY CITY NFH	3	15	3201704	4206435	5206439	6206498	0	0	5
MISSOURI RIVER	3	15	3201704	4206435	5206439	6206499	0	0	5
DC BOOTH NFH	3	15	3201704	4206435	5206439	6206578	0	0	6
GAVINS POINT NFH	3	15	3201704	4206435	5206439	6206579	0	0	8
GREAT PLAINS NFH	3	15	3201704	4206435	5206439	6206580	0	0	7
GRAND ISLAND FIELD OFC	3	15	3201704	4206435	5206439	6206582	0	0	2
MARAIS DES CYGNES NWR	3	15	3201704	4206435	5206439	6206598	7206599	0	1
HOTCHKISS NFH HOTCHKISS CO	3	15	3201704	4206435	5206439	6206608	0	0	7
JONES HOLE NFH VERNAL UT	3	15	3201704	4206435	5206439	6206609	0	0	9
LEADVILLE NFH LEADVILLE CO	3	15	3201704	4206435	5206439	6206610	0	0	8
OURAY NFH	3	15	3201704	4206435	5206439	6206611	0	0	6
ROOSEVELT F&W MGMT ASST OFC	3	15	3201704	4206435	5206439	6206612	0	0	4
COLO FISH ASST DENVER CO	3	15	3201704	4206435	5206439	6206613	0	0	35
CO RV FH INV OFC VERNAL UT	3	15	3201704	4206435	5206439	6206614	0	0	11
CO RV FIO GRAND JUNCTION CO	3	15	3201704	4206435	5206439	6206615	0	0	9
ARAPAHO NWR CO	3	15	3201704	4206435	5206439	6206620	0	0	3
BROWNS PARK NWR CO	3	15	3201704	4206435	5206439	6206627	0	0	1
DIV-CONT AND GEN SVCS	3	15	3201704	4206435	5206445	6206446	0	0	1
ASST REG DIR-LAW ENFORCEMENT	3	15	3201704	4206435	5206630	0	0	0	6
BOZEMAN LAW ENFORCEMENT	3	15	3201704	4206435	5206630	6206430	0	0	1
CEDAR CITY LAW ENFORCEMENT	3	15	3201704	4206435	5206630	6206431	0	0	2
LAKEWOOD LAW ENFORCEMENT	3	15	3201704	4206435	5206630	6206432	0	0	6
LINCOLN LAW ENFORCEMENT	3	15	3201704	4206435	5206630	6206433	0	0	1
NATL EAGLE/CTL FFTD PROP REPSY	3	15	3201704	4206435	5206630	6206631	0	0	3
SR RES AGT BILLINGS MT	3	15	3201704	4206435	5206630	6206632	0	0	2
SPCL AGENT GREAT FALLS MT	3	15	3201704	4206435	5206630	6206633	0	0	2
SPCL AGENT MISSOULA MT	3	15	3201704	4206435	5206630	6206634	0	0	1
SPECIAL AGENT LANDER WY	3	15	3201704	4206435	5206630	6206635	0	0	1
SPL AGENT GRAND JUNCTION CO	3	15	3201704	4206435	5206630	6206636	0	0	1
SPECIAL AGENT - CASPER WY	3	15	3201704	4206435	5206630	6206637	0	0	2
SENIOR RESIDENT AGENT-SALT LK	3	15	3201704	4206435	5206630	6206638	0	0	4
SPECIAL AGENT - BISMARCK, ND	3	15	3201704	4206435	5206630	6206640	0	0	1
SPECIAL AGENT-VALLEY CITY ND	3	15	3201704	4206435	5206630	6206641	0	0	2
SPECIAL AGENT - LENEXA KS	3	15	3201704	4206435	5206630	6206643	0	0	1
SR RESIDENT AGENT - WICHITA KS	3	15	3201704	4206435	5206630	6206644	0	0	2
SR RESIDENT AGENT PIERRE SD	3	15	3201704	4206435	5206630	6206645	0	0	3
SPECIAL AGENT - RAPID CITY SD	3	15	3201704	4206435	5206630	6206647	0	0	1
SPECIAL AGENT-NORTH PLATTE NE	3	15	3201704	4206435	5206630	6206648	7206649	0	1
ASST REG DIR-ECO SVCS & FISHER	3	15	3201704	4206650	5206660	0	0	0	1
ECO SERVCS-ANCHORAGE AK	3	15	3201704	4206650	5206660	6206665	0	0	1
ECO SERVCS-FAIRBANKS AK	3	15	3201704	4206650	5206660	6206666	0	0	1
KENAI FISHERY RSC OFC	3	15	3201704	4206650	5206660	6206686	0	0	11
KING SALMON FISHERY RESC OFC	3	15	3201704	4206650	5206660	6206688	0	0	4
ASST REG DIR-REFUGES & WLDLF	3	15	3201704	4206650	5206668	0	0	0	2

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AGENCY NAME	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8	# OF CARDS
AK MARITIME NWR	3	15	3201704	4206650	5206668	6206669	7206691	0	153
MIGRATORY BIRD COORDINATOR	3	15	3201704	4206650	5206668	6206670	0	0	2
ASST REG DIR MIG BIRDS & ST PR	3	15	3201704	4206650	5206669	0	0	0	1
ASST REG DIR-LAW ENFORCEMENT	3	15	3201704	4206650	5206709	0	0	0	2
SR RES AGT ANCHORAGE AK	3	15	3201704	4206650	5206709	6206710	0	0	3
DIV OF MIG BIRD MGMT	3	15	3201704	4206716	5206722	6206721	0	0	10
NCTC-DIVISION OF FACILITY OPS	3	15	3201704	4206716	5206723	6206724	0	0	15
ASST DIR-LAW ENFORCEMENT	3	15	3201704	4206716	5206724	0	0	0	6
CLARK BASIN NFW FORENSICS LAB	3	15	3201704	4206716	5206724	6206726	0	0	4
DIV OF REFUGES-WASH DC	3	15	3201704	4206716	5206738	6206748	0	0	6
OFFICE OF LAW ENFORCEMENT- DC	3	15	3201704	4206716	5206740	0	0	0	23
SEC OF FIELD TRNG	3	15	3201704	4206716	5206740	6206743	7206744	0	1
DIV OF CGS WASHINGTON DC	3	15	3201704	4206716	5206773	6206778	0	0	1
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Attachment 2 – Option Sets and MCC/BOC Crosswalk

DOI FWS WARRANTED PURCHASE/FLEET
Option Set # 03E00
Overall Credit Limit: None

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**None**	**$100,000**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699, 5712-5732, 5734-5735, 5812, 5814, 5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5971, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 7011, 7032, 7210-7221, 7278, 7299, 7311, 7321, 7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 9752, 9999

DOI FWS NONWARRANTED PURCHASE/FLEET ENHANCED
Option Set # 03E01
Overall Credit Limit: $55,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$50,000**	**$2,500**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed
0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5812, 5814-5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7011, 7032,7210-7221,7278, 7299,7311,7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed
5013, 5935, 7511, 9752, 9999

DOI FWS NONWARRANTED PURCHASE/FLEET STANDARD
Option Set # 03E02
Overall Credit Limit: $25,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$20,000**	**$2,500**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed
0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5812, 5814-5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7011, 7032,7210-7221,7278, 7299,7311,7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed
5013, 5935, 7511, 9752, 9999

DOI FWS ORDERING OFFICER PURCHASE/FLEET I
Option Set # 03E05
Overall Credit Limit: $80,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$75,000**	**$25,000**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed
0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5812, 5814-5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7011, 7032,7210-7221,7278, 7299,7311,7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed
5013, 5935, 7511, 9752, 9999

DOI FWS ORDERING OFFICER PURCHASE/FLEET II
Option Set # 03E06
Overall Credit Limit: $155,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$150,000**	**$50,000**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed
0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5812, 5814-5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7011, 7032,7210-7221,7278, 7299,7311,7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed
5013, 5935, 7511, 9752, 9999

DOI FWS ORDERING OFFICER PURCHASE/FLEET III
Option Set # 03E07
Overall Credit Limit: $230,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$225,000**	**$75,000**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed
0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5812, 5814-5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7011, 7032,7210-7221,7278, 7299,7311,7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed
5013, 5935, 7511, 9752, 9999

DOI FWS ORDERING OFFICER PURCHASE/FLEET IV
Option Set # 03E08
Overall Credit Limit: $305,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$300,000**	**$100,000**
Fleet	**$5,000**	**$2,500**

Purchase Merchant Category Codes included - Centrally Billed
0742-2842, 4112-4225, 4457-4582, 4789-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5812, 5814-5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7011, 7032,7210-7221,7278, 7299,7311,7332-7399, 7512-7523, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405, 9751

Fleet Merchant Category Codes included – Centrally Billed
5013, 5935, 7511, 9752, 9999

DOI FWS TRAVEL/FLEET ENHANCED
Option Set # 03E10
Overall Credit Limit $12,000

Business Lines Included:	Business Line Limits:	SPL:
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Fleet Merchant Category Codes included – Centrally Billed
0763, 4900, 5013, 5099, 5172, 5300, 5411, 5511-5542, 5551-5571, 5592-5599, 5935, 5983, 5999, 7278, 7511, 7531-7549, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed
3501-3799, 4111, 4121, 4784, 4814, 5331, 5441-5451, 5462, 5499, 5812-5814, 7011, 7032, 7033, 7210, 7211, 7216, 7221, 7299, 7338

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 3351-3441, 4112-4119, 4131, 4457-4468, 4511, 4582, 4722, 4789, 7512-7513, 7523, 9399

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS TRAVEL/FLEET FOREIGN/EXCEPTIONAL NEED
Option Set # 03E11
Overall Credit Limit $15,000

Business Lines Included:	Business Line Limits:	SPL:
Travel – IBA	**$10,000**	
Travel – CBA	**$10,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$2,000Daily/$3,000 Weekly**	

Fleet Merchant Category Codes included – Centrally Billed
0763, 4900 5013, 5099, 5172, 5300, 5411, 5511-5542, 5551-5571, 5592-5599, 5935, 5983, 5999, 7278, 7511, 7531-7549, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed
3501-3799, 4111, 4121, 4784, 4814, 5331, 5441-5451, 5462, 5499, 5812-5814, 7011, 7032, 7033, 7210, 7211, 7216, 7221, 7299, 7338

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 3351-3441, 4112-4119, 4131, 4457-4468, 4511, 4582, 4722, 4789, 7512-7513, 7523, 9399

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS TRAVEL/FLEET NO ATM
Option Set # 03E12
Overall Credit Limit $12,000

Business Lines Included:	Business Line Limits:	SPL:
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**

Fleet Merchant Category Codes included – Centrally Billed
0763, 4900, 5013, 5099, 5172, 5300, 5411, 5511-5542, 5551-5571, 5592-5599, 5935, 5983, 5999, 7278, 7511, 7531-7549, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed
3501-3799, 4111, 4121, 4784, 4814, 5331, 5441-5451, 5462, 5499, 5812-5814, 7011, 7032, 7033, 7210, 7211, 7216, 7221, 7299, 7338

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 3351-3441, 4112-4119, 4131, 4457-4468, 4511, 4582, 4722, 4789, 7512-7513, 7523, 9399

DOI FWS TRAVEL/FLEET FIRE/EMERGENCY EXPANDED
Option Set #03E13
Overall Credit Limit $35,000

Business Lines Included:	Business Line Limits:	SPL:
Travel – IBA	**$30,000**	
Travel – CBA	**$30,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$2,000 Daily/$3,000 Weekly**	

Fleet Merchant Category Codes included – Centrally Billed
0763, 4468, 4900, 5013, 5099, 5172, 5200, 5300, 5411, 5499, 5511-5599, 5935, 5983, 5999, 7278, 7511, 7523-7549, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed
3501-3799, 4111, 4121, 4784, 5331, 5441-5451, 5462, 5812-5814, 7011, 7032, 7033, 7210-7216, 7221, 7299

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 3351-3441, 4112-4119, 4131, 4457, 4511, 4582, 4722, 4789, 4814, 7338, 7512, 7513, 9399, 9751

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS TRAVEL/FLEET STANDARD
Option Set #03E14
Overall Credit Limit $3,000

Business Lines Included:	Business Line Limits:	SPL:
Travel – IBA	**$2,000**	
Travel – CBA	**$2,000**	
Fleet	**$1,000**	**$500**
ATM	**$261 Daily/$410 Weekly**	

Fleet Merchant Category Codes included – Centrally Billed
0763, 4900, 5013, 5099, 5172, 5300, 5411, 5511-5542, 5551-5571, 5592-5599, 5935, 5983, 5999, 7278, 7511, 7531-7549, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed
3501-3799, 4111, 4121, 4784, 4814, 5331, 5441-5451, 5462, 5499, 5812-5814, 7011, 7032, 7033, 7210, 7211, 7216, 7221, 7299, 7338

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 3351-3441, 4112-4119, 4131, 4457-4468, 4511, 4582, 4722, 4789, 7512-7513, 7523, 9399

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS TRAVEL/FLEET SKY MARSHAL (IBA)
Option Set # 03E15
Overall Credit Limit $30,000

Business Lines Included:	**Business Line Limits:**	**SPL:**
Travel – IBA	**$30,000**	
ATM	**$2,000Daily/$3,000 Weekly**	

Travel Merchant Category Codes included - Individually Billed
3000-3299, 3351-3441, 3501-3781, 4111-4119, 4121, 4131, 4457-4468, 4511, 4582, 4722, 4784, 4789, 4814, 4900 5013, 5172, 5331, 5411, 5441-5451, 5462, 5499, 5511-5542, 5551-5571, 5592-5599, 5812-5814, 5935, 5983, 5999, 7011, 7032, 7033, 7211, 7338, 7511-7513, 7523-7549, 9399, 9752, 9999

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS FLEET
Option Set # 03E20
Overall Credit Limit $5,000

Business Lines Included:	Business Line Limits:	SPL:
Fleet	**$5,000**	**$2,500**

Fleet Merchant Category Codes included – Centrally Billed
0763, 4468, 4784, 4900, 5013, 5099, 5172, 5200, 5231, 5261, 5300, 5310, 5311, 5331, 5411, 5451, 5499, 5511-5542, 5551-5571, 5592-5599, 5933, 5935, 5983, 5999, 7278, 7299, 7399, 7511, 7523-7549, 7692, 7699, 7999, 9399, 9405, 9752, 9999

DOI FWS WARRANTED PURCHASE/TRAVEL/FLEET
Option Set # 03E30
Overall Credit Limit: None

Business Lines Included:	**Business Line Limits:**	**SPL:**
Purchase	**None**	**$100,000**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5963-5965, 5968-5971, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 7032, 7210, 7216-7221, 7278, 7299, 7311, 7321, 7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812, 5813, 5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

DOI FWS NONWARRANTED PURCHASE/TRAVEL/FLEET ENHANCED
Option Set # 03E31
Overall Credit Limit $62,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$50,000**	**$2,500**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

DOI FWS NONWARRANTED PURCHASE/TRAVEL/FLEET STANDARD
Option Set # 03E32
Overall Credit Limit $32,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$20,000**	**$2,500**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

DOI FWS NONWARRANTED PURCHASE/TRAVEL/FLEET LIMITED
Option Set # 03E33
Overall Credit Limit $22,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$10,000**	**$2,500**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS NONWARRANTED PURCHASE/TRAVEL/FLEET FIRE/EMERGENCY
Option Set # 03E35
Overall Credit Limit $85,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$50,000**	**$2,500**
Travel – IBA	**$30,000**	
Travel – CBA	**$30,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$2,000 Daily/$3,000 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4131-4225, 4457-4468, 4582, 4812-4828, 4830-5085, 5099-5300, 5310-5422, 5499-5631, 5651-5661, 5691-5697, 5699-5735, 5912, 5931, 5940-5949, 5960-5961, 5963-5970, 5975, 5978-5983, 5992, 5994-5999, 6012, 6300-6399, 6513, 7032, 7210, 7212-7221, 7278-7296, 7299-7311, 7332-7399, 7513-7829, 7841, 7933, 7998, 8000-8011, 8031, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399, 9402-9405, 9751, 9950

Fleet Merchant Category Codes included – Centrally Billed

5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441-5451, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 3351-3441, 4112, 4511, 4722, 4789, 7512

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS WARRANTED PURCHASE/TRAVEL/FLEET FIRE/EMERGENCY
Option Set # 03E36
Overall Credit Limit

Business Lines Included:	Business Line Limits:	SPL:
Purchase		**$100,000**
Travel – IBA (1)	**$30,000**	
Travel – CBA	**$30,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$2,000 Daily/$3,000 Weekly**	
Travel – IBA (2)	**$30,000**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4131-4468, 4582, 4812-4828, 4830-5300, 5310-5422, 5499-5811, 5912-5999, 6012, 6300-6399, 7032, 7210, 7221, 7261, 7277-7511, 7513-7994, 7996-7998, 8000-8999, 9399, 9402-9405, 9751, 9950

Fleet Merchant Category Codes included – Centrally Billed

7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed (FWSTIWPTF1)

3501-3771, 4111, 4121, 4784, 5441-5451, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112, 4511, 4722, 4789, 7211, 7216, 7512

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

Travel Merchant Category Codes included - Individually Billed (FWSTRIPTF2)

3722-3799

DOI FWS INVITATIONAL (CORPORATE) TRAVEL
Option Set # 03E40
Overall Credit Limit $300,000

Business Lines Included:	**Business Line Limits:**	**SPL:**
Travel – CBA	**$100,000 Daily/$300,000 Cycle**	

Travel Merchant Category Codes included – Centrally Billed
3000-3299, 4111, 4112, 4131, 4215, 4511, 4582, 4722, 4789, 9399, 9999

DOI FWS ORDERING OFFICER PURCHASE TVL FLEET I
Option Set # 03E51
Overall Credit Limit $87,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$75,000**	**$25,000**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed
6010-6011, 6051

DOI FWS ORDERING OFFICER PURCHASE TVL FLEET II
Option Set # 03E52
Overall Credit Limit $162,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$150,000**	**$50,000**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

DOI FWS ORDERING OFFICER PURCHASE TVL FLEET III
Option Set # 03E53
Overall Credit Limit $237,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$225,000**	**$75,000**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

DOI FWS ORDERING OFFICER PURCHASE TVL FLEET IV
Option Set # 03E54
Overall Credit Limit $312,000

Business Lines Included:	Business Line Limits:	SPL:
Purchase	**$300,000**	**$100,000**
Travel – IBA	**$3,000**	
Travel – CBA	**$7,000**	
Fleet	**$5,000**	**$2,500**
ATM	**$261 Daily/$530 Weekly**	

Purchase Merchant Category Codes included - Centrally Billed

0742-2842, 4119, 4214-4225, 4457-4468, 4790-4812, 4814-4828, 4830-4900, 5021-5085, 5099-5300, 5310-5422, 5451, 5499-5541, 5551-5631, 5651-5661, 5681, 5691-5697, 5699-5732, 5734-5735, 5912, 5931, 5940-5950, 5960, 5961, 5964-5965, 5968-5970, 5978-5983, 5992, 5994-5999, 6012, 6300, 6381-6399, 6513, 7032, 7210, 7216-7221, 7278, 7299, 7311,7332-7399, 7513-7519, 7531-7829, 7841, 7922, 7998, 8011, 8042-8044, 8062-8099, 8111, 8220-8299, 8398, 8641, 8699-8999, 9399-9405

Fleet Merchant Category Codes included – Centrally Billed

5013, 5935, 7511, 7999, 9752, 9999

Travel Merchant Category Codes included - Individually Billed

3501-3799, 4111, 4121, 4784, 5441, 5462, 5812-5814, 7011, 7033, 7211

Travel Merchant Category Codes included – Centrally Billed

3000-3299, 3351-3441, 4112-4118, 4131, 4511, 4582, 4722, 4789, 5542, 7512, 7523, 9751

ATM Merchant Category Codes included – Individually Billed

6010-6011, 6051

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0763	AGRICULTURAL COOPERATIVES	**252R**
0780	LANDSCAPING AND HORTICULTURAL SERVICES	**252R**
1520	GENERAL CONTRACTORS-RESIDENTIAL BUILDINGS	**252R**
1711	HEATING PLUMBING AIR CONDITIONING CONTRACTORS	**252R**
1731	ELECTRICAL CONTRACTORS	**252R**
1740	MASONRY STONEWORK TILE SET PLASTER INSULATION	**252R**
1750	CARPENTRY CONTRACTORS	**252R**
1761	ROOFING + SIDING SHEET METAL WORK CONTRACTORS	**252R**
1771	CONCRETE WORK CONTRACTORS	**252R**
1799	SPECIAL TRADE CONTRACTORS-NOT ELSEWHERE CLASSIFIED	**252R**
2741	MISCELLANEOUS PUBLISHING AND PRINTING	**242A**
2791	TYPESETTING PLATE MAKING + RELATED SERVICES	**242A**
2842	SPECIALTY CLEANING POLISHING + SANITATION PREP.	**252R**
3000	UNITED AIRLINES	**211C**
3001	AMERICAN AIRLINES	**211C**
3002	PAN AMERICAN	**211C**
3004	TRANS WORLD AIRLINES	**211C**
3005	BRITISH AIRWAYS BRITISH AWYS	**212C**
3006	JAPAN AIR LINES	**212C**
3007	AIR FRANCE	**212C**
3008	LUFTHANSA	**212C**
3009	AIR CANADA	**212C**
3010	ROYAL DUTCH AIRLINES (KLM)	**212C**
3011	AEROFLOT	**212C**
3012	QANTAS	**212C**
3013	ALITALIA	**212C**
3014	SAUDI ARABIAN AIRLINES	**212C**
3015	SWISSAIR	**212C**
3016	SCANDINAVIAN AIRLINE SYSTEM (SAS)	**212C**
3017	SOUTH AFRICAN AIRWAYS	**212C**
3018	VARIG (BRAZIL)	**212C**
3020	AIR INDIA	**212C**
3021	AIR ALGERIE	**212C**
3022	PHILIPPINE AIRLINES	**212C**
3023	MEXICANA	**212C**
3024	PAKISTAN INTERNATIONAL	**212C**
3025	AIR NEW ZEALAND LIMITED INTERNATIONAL	**212C**
3026	EMIRATES AIRLINES (ABBR. EMIRATES)	**212C**
3027	UNION DE TRANSPORTS AERIENS	**212C**
3028	AIR MALTA	**212C**
3029	SN BRUSSELS AIRLINES (SNBRSSLSAIR)	**212C**

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3030	AEROLINEAS ARGENTINAS	**212C**
3031	OLYMPIC AIRWAYS	**212C**
3032	EL AL	**212C**
3033	ANSETT AIRLINES	**212C**
3034	AUSTRALIAN AIRWAYS (TAA)	**212C**
3035	TAP (PORTUGAL)	**212C**
3036	VASP (BRAZIL)	**212C**
3037	EGYPTAIR	**212C**
3038	KUWAIT AIRWAYS	**212C**
3039	AVIANCA	**212C**
3040	GULF AIR (BAHRAIN)	**212C**
3041	BALKAN-BULGARIAN AIRLINES	**212C**
3042	FINNAIR	**212C**
3043	AER LINGUS	**212C**
3044	AIR LANKA (ABBR. AIR LANKA)	**212C**
3045	NIGERIA AIRWAYS	**212C**
3046	CRUZERIO DO SUL (BRAZIL)	**212C**
3047	THY (TURKEY)	**212C**
3048	ROYAL AIR MAROC	**212C**
3049	TUNIS AIR	**212C**
3050	ICELANDAIR	**212C**
3051	AUSTRIAN AIRLINES	**212C**
3052	LAN-CHILE	**212C**
3053	AVIACO (SPAIN)	**212C**
3054	LADECO (CHILE)	**212C**
3055	LAB (BOLIVIA)	**212C**
3056	QUEBECAIRE	**212C**
3057	EAST-WEST AIRLINES (AUSTRALIA)	**212C**
3058	DELTA	**211C**
3060	NORTHWEST	**211C**
3061	CONTINENTAL	**211C**
3063	U.S. AIR	**211C**
3064	ADRIA AIRWAYS (ABBR- ADRIA)	**212C**
3065	AIR INTER	**211C**
3066	SOUTHWEST AIRLINES	**211C**
3067	VANGUARD AIRLINES (ABBR- VANGUARD)	**212C**
3071	AIR BRITISH COLUMBIA	**212C**
3075	SINGAPORE AIRLINES	**212C**
3076	AEROMEXICO	**212C**
3077	THAI AIRWAYS	**212C**
3078	CHINA AIRLINES	**212C**
3081	NORDAIR	**212C**
3082	KOREAN AIRLINES	**212C**
3083	AIR AFRIQUE (RK)	**212C**
3084	EVA AIRWAYS (BR)	**211C**
3085	MIDWEST EXPRESS AIRLINES	**211C**

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3086	CARNIVAL AIRLINES (KW)	**211C**
3087	METRO AIRLINES	**211C**
3088	CROATIA AIR	**212C**
3089	TRANSAERO (ABBR. TRANSAERO)	**212C**
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3092	MIDWAY AIRLINES	**211C**
3094	ZAMBIA AIRWAYS	**212C**
3095	WARDAIR (CANADA)	**212C**
3096	AIR ZIMBABWE	**212C**
3097	SPANAIR	**212C**
3098	ASIANA AIRLINES	**212C**
3099	CATHAY PACIFIC	**211C**
3100	MALAYSIAN AIRLINE SYSTEM	**212C**
3102	IBERIA	**212C**
3103	GARUDA (INDONESIA)	**212C**
3106	BRAATHENS S.A.F.E. (NORWAY)	**212C**
3110	WINGS AIRWAYS	**212C**
3111	BRITISH MIDLAND	**212C**
3112	WINDWARD ISLAND	**212C**
3115	TOWER AIR	**212C**
3117	VENEZOLANA INTERNATIONAL DE AVIACION (VIASA)	**212C**
3118	VALLEY AIRLINES	**212C**
3125	TAN AIRLINES	**212C**
3126	TALAIR	**212C**
3127	TACA INTERNATIONAL	**212C**
3129	SURINAM AIRWAYS	**212C**
3130	SUNWORLD INTERNATIONAL AIRWAYS	**212C**
3132	FRONTIER AIR	**211C**
3133	SUNBELT AIRLINES	**211C**
3135	SUDAN AIRWAYS	**212C**
3136	QATAR AIR	**212C**
3137	SINGLETON AIR	**212C**
3138	SIMMONS AIRLINES	**212C**
3143	SCENIC AIRLINES	**212C**
3144	VIRGIN ATLANTIC	**212C**
3145	SAN JUAN AIRLINES	**212C**
3146	LUXAIR	**212C**
3148	AIR LITTORAL SA	**212C**
3151	AIR ZAIRE	**212C**
3154	PRINCEVILLE	**212C**
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3159	PROVINCETOWN-BOSTON AIRWAYS (PBA)	**212C**
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3165	NEW YORK HELICOPTER	**211C**
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3172	NATION AIR	**212C**
3174	JETBLUE AIRLINES	**211C**
3175	MIDDLE EAST AIR	**212C**
3176	METROFLIGHT AIRLINES	**212C**
3177	AIRTRAN AIRWAYS	**211C**
3178	MESA AIR	**211C**
3180	WEST JET AIRLINES (WEST JET AIR)	**211C**
3181	MALEV HUNGARIAN AIRLINES	**212C**
3182	LOT - POLISH AIRLINES	**212C**
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3187	LACSA (COSTA RICA)	**212C**
3188	VIRGIN EXPRESS (VIRGINEXPAIR)	**211C**
3190	JUGOSLAV AIR	**212C**
3191	ISLAND AIRLINES	**212C**
3192	IRAN AIR	**212C**
3193	INDIAN AIRLINES	**212C**
3196	HAWAIIAN AIR	**211C**
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3228	CAYMAN AIRWAYS	**212C**
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3253	AMERICA WEST	**211C**
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3259	AMERICAN TRANS AIR ATA AIR	**211C**
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3293	EQUATORIANA	**212C**
3294	ETHIOPIAN AIRLINES	**212C**
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3297	TAROM ROMANIAN AIR TRANSPORT	**212C**
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3354	ACTION AUTO RENTAL	**211R**
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3359	PAYLESS CAR RENTAL	**211R**
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3361	AIRWAYS RENT-A-CAR	**211R**
3362	ALTRA AUTO RENTAL	**211R**
3364	AGENCY RENT-A-CAR	**211R**
3366	BUDGET RENT-A-CAR	**211R**
3368	HOLIDAY RENT-A-CAR	**211R**
3370	RENT A WRECK	**211R**
3374	ACCENT RENT-A-CAR	**211R**
3376	AJAX RENT-A-CAR	**211R**
3380	TRIANGLE RENT A CAR	**211R**
3381	EUROPE CAR	**212R**
3385	TROPICAL RENT-A-CAR	**212R**
3386	SHOWCASE RENTAL CARS	**211R**

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3387	ALAMO RENT-A-CAR	**211R**
3388	MERCHANTS RENT-A-CAR	**211R**
3389	AVIS RENT A CAR	**211R**
3390	DOLLAR RENT A CAR	**211R**
3391	EUROPE BY CAR	**212R**
3393	NATIONAL CAR RENTAL	**211R**
3394	KEMWELL GROUP RENT-A-CAR	**211R**
3395	THRIFTY CAR RENTAL	**211R**
3396	TILDEN RENT-A-CAR	**211R**
3398	ECONO-CAR RENT-A-CAR	**211R**
3400	AUTO HOST CAR RENTAL	**211R**
3405	ENTERPRISE RENT-A-CAR	**211R**
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3412	A1 RENT-A-CAR	**211R**
3414	GODFREY NATIONAL RENT-A-CAR	**211R**
3420	ANSA INTERNATIONAL	**212R**
3421	ALLSTATE RENT-A-CAR	**211R**
3423	AVCAR RENT-A-CAR	**212R**
3425	AUTOMATE RENT-A-CAR	**211R**
3427	AVON RENT-A-CAR	**211R**
3428	CAREY RENT-A-CAR	**211R**
3429	INSURANCE RENT-A-CAR	**211R**
3430	MAJOR RENT A CAR	**211R**
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3432	RESERVE RENT-A-CAR	**211R**
3433	UGLY DUCKLING RENT-A-CAR	**211R**
3434	USA RENT-A-CAR	**211R**
3435	VALUE RENT-A-CAR	**211R**
3436	AUTOHANSA RENT-A-CAR	**212R**
3437	CITE RENT-A-CAR	**211R**
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3505	FORTE HOTELS	**211D**
3506	GOLDEN TULIP HOTELS	**211D**
3507	FRIENDSHIP INNS	**211D**
3508	QUALITY INNS	**211D**
3509	MARRIOTT	**211D**
3510	DAYS INNS	**211D**
3511	ARABELLA HOTELS	**211D**
3512	INTERCONTINENTAL HOTELS	**211D**
3513	WESTIN HOTELS	**211D**

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3515	RODEWAY INNS	**211D**
3516	LA QUINTA MOTOR INNS	**211D**
3517	AMERICANA HOTELS	**211D**
3518	SOL HOTELS	**211D**
3519	PULLMAN INT'L HOTELS	**211D**
3520	MERIDIEN HOTELS	**211D**
3521	ROYAL LAHAINA RESORTS	**211D**
3522	TOKYO HOTEL	**212D**
3523	PENINSULA HOTELS	**211D**
3524	WELCOMGROUP HOTELS	**211D**
3525	DUNFEY HOTELS	**211D**
3526	PRINCE HOTELS	**211D**
3527	DOWNTOWNER-PASSPORT	**211D**
3528	RED LION INNS	**211D**
3529	CP (CANADIAN PACIFIC) HOTELS	**211D**
3530	RENAISSANCE HOTELS	**211D**
3533	HOTEL IBIS	**211D**
3534	SOUTHERN PACIFIC HOTELS	**211D**
3535	HILTON INTERNATIONAL	**211D**
3536	AMFAC HOTELS	**211D**
3537	ANA HOTELS	**211D**
3538	CONCORDE HOTELS	**212D**
3539	SUMMERFIELD SUITES	**212D**
3540	IBEROTEL GITEKS	**212D**
3541	HOTEL OKURA	**212D**
3542	ROYAL HOTELS	**211C**
3543	FOUR SEASONS HOTELS	**211C**
3544	CIGA HOTELS	**211C**
3545	SHANGRI-LA INTERNATIONAL	**212D**
3546	SIERRA SUITES HOTEL	**212D**
3548	HOTELS MELIA	**212D**
3549	AUBERGE DES GOVERNEURES	**212D**
3550	REGAL 8 INNS	**211D**
3551	MIRAGE HOTEL AND CASINO	**211D**
3552	COAST HOTEL	**211D**
3553	PARKS INNS INTERNATIONAL	**211D**
3555	TREASURE ISLAND HOTEL AND CASINO	**211D**
3558	JOLLY HOTELS	**211D**
3561	GOLDEN NUGGET	**211D**
3562	COMFORT INNS	**211D**
3563	JOURNEY'S END MOTELS	**211D**
3564	SAM'S TOWN HOTEL AND CASINO	**211D**
3565	RELAX INNS	**211D**
3568	LADBROKE HOTELS	**211D**
3570	FORUM HOTELS	**211D**

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3572	MIYAKO HOTEL	**212D**
3573	SANDMAN HOTELS	**211D**
3574	VENTURE INN	**211D**
3575	VAGABOND HOTELS	**211D**
3577	MANDARIN ORIENTAL HOTELS	**212D**
3579	HOTEL MERCURE	**211D**
3581	DELTA HOTELS	**211D**
3582	CALIFORNIA HOTEL AND CASINO	**211D**
3583	SAS HOTELS	**212D**
3584	PRINCESS HOTELS INTERNATIONAL	**211D**
3585	HUNGAR HOTELS	**212D**
3586	SOKOS HOTEL	**212D**
3587	DORAL HOTELS	**211D**
3588	HELMSLEY HOTELS	**211D**
3590	FAIRMONT HOTELS	**211D**
3591	SONESTA HOTELS	**211D**
3592	OMNI HOTELS	**211D**
3593	CUNARD HOTELS	**211D**
3595	HOSPITALITY INNS	**211D**
3598	REGENT INT'L HOTEL	**211D**
3599	PANNONIA HOTELS	**211D**
3603	NOAH'S HOTEL	**211D**
3612	MOVENPICK HOTELS	**211D**
3615	TRAVELODGE	**211D**
3620	BINION'S HORSESHOE CLUB	**211D**
3622	MERLIN HOTEL GROUP	**211D**
3623	DORINT HOTELS	**211D**
3624	LADY LUCK HOTEL AND CASINO	**211D**
3625	HOTEL UNIVERSALE	**211D**
3628	EXCALIBUR HOTEL AND CASINO	**211D**
3629	DAN HOTELS	**211D**
3631	SLEEP INN	**211D**
3632	THE PHOENICIAN	**211D**
3633	RANK HOTELS	**211D**
3634	SWISSOTEL	**211D**
3635	RESO HOTEL	**211D**
3636	SAROVA HOTELS	**211D**
3637	RAMADA INNS	**211D**
3638	HOWARD JOHNSON	**211D**
3639	MOUNT CHARLOTTE THISTLE	**211D**
3640	HYATT HOTELS	**211D**
3641	SOFITEL HOTELS	**212D**
3642	NOVOTEL HOTELS	**212D**
3643	STEIGENBERGER HOTELS	**211D**
3644	ECONOLODGES	**211D**
3645	QUEENS MOAT HOUSES	**211D**

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3646	SWALLOW HOTELS	**211D**
3647	HUSA HOTELS	**212D**
3648	DE VERA HOTELS	**211D**
3649	RADISSON HOTELS	**211D**
3650	RED ROOF INNS	**211D**
3651	IMPERIAL LONDON HOTELS	**211D**
3652	EMBASSY HOTELS	**211D**
3653	PENTA HOTELS	**211D**
3654	LOEWS HOTELS	**211D**
3655	SCANDIC HOTELS	**212D**
3656	SARA HOTELS	**212D**
3657	OBEROI HOTELS	**212D**
3658	OTANI HOTELS	**212D**
3659	TAJ HOTELS INTERNATIONAL	**212D**
3660	KNIGHTS INN	**211D**
3661	METROPOLE HOTELS	**211D**
3662	CIRCUS CIRCUS HOTEL AND CASINO	**211D**
3663	HOTELES EL PRESIDENTE	**212D**
3664	FLAG INNS	**211D**
3665	HAMPTON INN HOTELS	**211D**
3666	STAKIS HOTELS	**211D**
3667	LUXOR HOTEL AND CASINO	**211D**
3668	MARITIM HOTELS	**211D**
3669	ELDORADO HOTEL AND CASINO	**211D**
3670	ARCADE HOTELS	**211D**
3671	ARCTIA HOTELS	**211D**
3672	CAMPANILE HOTELS	**212D**
3673	IBUSZ HOTELS	**212D**
3674	RANTASIPI HOTELS	**212D**
3675	INTERHOTEL CEDOK	**212D**
3676	MONTE CARLO HOTEL AND CASINO	**212D**
3677	CLIMAT DE FRANCE HOTELS	**212D**
3678	CUMULUS HOTELS	**212D**
3679	SILVER LEGACY HOTEL AND CASINO	**212D**
3680	HOTEIS OTHAN	**211D**
3681	ADAMS MARK HOTELS	**211D**
3682	SAHARA HOTEL AND CASINO	**211D**
3683	BRADBURY SUITES	**211D**
3684	BUDGET HOST INNS	**211D**
3685	BUDGETEL INNS	**211D**
3686	SUSSE CHALET	**211D**
3687	CLARION HOTELS	**211D**
3688	COMPRI HOTELS	**211D**
3689	CONSORT HOTELS	**211D**
3690	COURTYARD INNS	**211D**
3691	DILLON INN	**211D**

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3692	DOUBLETREE HOTELS	**211D**
3693	DRURY INN	**211D**
3694	ECONOMY INNS OF AMERICA	**211D**
3695	EMBASSY SUITES	**211D**
3696	EXCEL INN	**211D**
3697	FAIRFIELD HOTELS	**211D**
3698	HARLEY HOTELS	**211D**
3699	MIDWAY MOTOR LODGE	**211D**
3700	MOTEL 6	**211D**
3701	LA MANSION DEL RIO	**211D**
3702	THE REGISTRY HOTELS	**211D**
3703	RESIDENCE INN	**211D**
3704	ROYCE HOTELS	**211D**
3705	SANDMAN INN	**211D**
3706	SHILO INN	**211D**
3707	SHONEY'S INN	**211D**
3708	VIRGIN RIVER HOTEL AND CASINO	**211D**
3709	SUPER 8 MOTELS	**211D**
3710	THE RITZ CARLTON	**211D**
3711	FLAG INNS (AUSTRALIA)	**211D**
3712	BUFFALO BILL'S HOTEL AND CASINO	**211D**
3713	QUALITY PACIFIC HOTEL	**211D**
3714	FOUR SEASONS (AUSTRALIA) HOTELS	**212D**
3715	FAIRFIELD INN	**211D**
3716	CARLTON HOTELS	**211D**
3717	CITY LODGE HOTELS	**211D**
3718	KAROS HOTELS	**211D**
3719	PROTEA HOTELS	**211D**
3720	SOUTHERN SUN HOTELS	**211D**
3721	CONRAD HOTELS	**211D**
3722	WYNDHAM HOTELS	**211D**
3723	RICA HOTELS	**211D**
3724	INTER NOR HOTELS	**211D**
3725	SEAPINES PLANTAION	**211D**
3726	RIO SUITES	**211D**
3727	BROADMOOR HOTEL	**211D**
3728	BALLY'S HOTEL AND CASINO	**211D**
3729	JOHN ASCUGGA'S NUGGET	**211D**
3730	MGM GRAND HOTEL	**211D**
3731	HARRAH'S HOTELS AND CASINOS	**211D**
3732	OPRYLAND HOTEL	**211D**
3733	BOCA RATON RESORT	**211D**
3734	HARVEY BRISTOL HOTELS	**211D**
3735	MASTERS ECONOMY INNS	**211D**
3736	COLORADO BELLE EDGEWATER RESORT	**211D**
3737	RIVIERA HOTEL AND CASINO	**211D**

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3738	TROPICANA RESORT AND CASINO	**211D**
3739	WOODSIDE HOTELS AND RESORTS	**211D**
3740	TOWNEPLACE SUITES	**211D**
3741	MILLENNIUM BROADWAY HOTEL	**211D**
3742	CLUB MED	**211D**
3743	BILTMORE HOTEL AND SUITES	**211D**
3744	CAREFREE RESORTS	**211D**
3745	ST REGIS HOTEL	**211D**
3746	ELIOT HOTELS	**211D**
3747	CLUB CORP-CLUB RESORTS	**211D**
3748	WELLESLEY INNS	**211D**
3749	THE BEVERLY HILLS HOTEL	**211D**
3750	CROWNE PLAZA HOTELS	**211D**
3751	HOMEWOOD SUITES	**211D**
3752	PEABODY HOTELS	**211D**
3753	GREENBRIAR RESORTS	**211D**
3754	AMELIA ISLAND PLANTATION	**211D**
3755	THE HOMESTEAD	**211D**
3756	SOUTH SEAS RESORTS	**211D**
3757	CANYON RANCH	**211D**
3758	KAHALA MANDARIN ORIENTAL HOTEL	**211D**
3759	THE ORCHID AT MAUNA LANI	**211D**
3760	HALEKULANI HOTEL - WAIKIKI PARC	**211D**
3761	PRIMADONNA HOTEL AND CASINO	**211D**
3762	WHISKEY PETE'S HOTEL AND CASINO	**211D**
3763	CHATEAU ELAN WINERY AND RESORT	**211D**
3764	BEAU RIVAGE HOTEL AND CASINO	**211D**
3765	BELLAGIO	**211D**
3766	FREMONT HOTEL AND CASINO	**211D**
3767	MAIN STREET HOTEL AND CASINO	**211D**
3768	SILVER STAR HOTEL AND CASINO	**211D**
3769	STRATOSPHERE HOTEL AND CASINO	**211D**
3770	SPRINGHILL SUITES	**211D**
3771	CAESARS HOTEL AND CASINO	**211D**
3772	NEMACOLIN WOODLINS	**211D**
3773	VENETIAN RESORT HOTEL CASINO	**211D**
3774	NEW YORK HOTEL AND CASINO	**211D**
3775	SAND'S RESORT	**211D**
3776	NEVELEL GRAND RESORT AND COUNTRY CLUB	**211D**
3777	MANDALAY BAY HOTEL	**211D**
3778	FOUR POINTS HOTEL	**211D**
3779	W HOTELS	**211D**
3780	DISNEYLAND PACIFIC HOTEL/DISNEYLAND RESORT HOTEL	**211D**
3781	PATRICIA GRAND RESORT HOTELS	**211D**
3782	ROSEN HOTELS AND RESORTS	**211D**
3783	TOWN AND COUNTRY RESORT AND CONVENTION CENTER	**211D**

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3784	FIRST HOSPITALITY HOTELS	**211D**
3785	OUTRIGGER HOTELS AND RESORTS	**211D**
3786	OHANA HOTELS OF HAWAII	**211D**
3787	CARIBE ROYALE RESORT SUITES AND VILLAS	**211D**
3788	ALA MOANA HOTEL	**211D**
3789	SMUGGLER'S NOTCH RESORT	**211D**
3790	RAFFLES HOTEL	**211D**
3791	STAYBRIDGE SUITES	**211D**
3792	CLARIDGE CASINO HOTEL	**211D**
3793	FLAMINGO HOTELS	**211D**
3794	GRAND CASINO HOTEL	**211D**
3795	PARIS LAS VEGAS HOTEL	**211D**
3796	PEPPERMILL	**211D**
3797	ATLANTIC CITY HILTON RESORTS (ATLANTIC CITY HILTON)	**211D**
3799	HALE KOA HOTEL	**211D**
4011	RAILROADS	**211C**
4111	LOCAL + SUBURBAN PASS TRANSPORTATION INCL FERRIES	**211L**
4112	PASSENGER RAILWAYS	**211C**
4119	AMBULANCE SERVICES	**252R**
4121	TAXICABS-LIMOUSINES	**211T**
4131	BUS LINES	**211C**
4214	TRUCKING-LOCAL-LONG DIST- MOVING-STORAGE-LOC DEL	**211B**
4215	COURIER SVC-AIR + GROUND FREIGHT FORWARDERS	**221B**
4225	PUBLIC WAREHOUSING-FARM REFRIG GOODS HHG STORAGE	**257P**
4411	CRUISE LINES	**211C**
4457	BOAT RENTALS AND BOAT LEASES	**233Q**
4468	MARINAS MARINE SERVICE-SUPPLIES	**264B**
4511	AIRLINES AIR CARRIERS	**211B**
4582	AIRPORTS FLYING FIELDS AIRPORT TERMINALS	**252R**
4722	TRAVEL AGENCIES AND TOUR OPERATORS	**252R**
4784	TOLLS ROAD AND BRIDGE FEES	**211I**
4789	TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIFIED	**252R**
4812	TELECOMMUNICATION EQUIPMENT INCL TELEPHONE SALES	**312B**
4814	TELECOM SVC-LOC-LONG DIST CR CD + MAG STRIPE FAX	**233E**
4815	MONTHLY SUMMARY TELEPHONE CHARGES	**233T**
4816	COMPUTER NETWORK-INFORMATION SERVICES	**251B**
4821	TELEGRAPH SERVICES	**233E**
4829	WIRE TRANSFER MONEY ORDERS (WTMOS)	**264B**
4899	CABLE, SATELLITE, AND OTHER PAY TELEVISION AND RADIO	**233K**
4900	UTILITIES-ELECTRIC GAS WATER SANITARY	**233K**
5013	MOTOR VEHICLE SUPPLIES AND NEW PARTS	**261M**
5021	OFFICE AND COMMERCIAL FURNITURE	**312G**
5039	CONSTRUCTION MATERIALS NOT ELSEWHERE CLASSIFIED	**264A**
5044	OFFICE PHOTOGRAPHIC PHOTOCOPY + MICROFILM EQUIPMT.	**312B**
5045	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	**312E**
5046	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	**312B**

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5047	LABORATORY-MEDICAL-DENTAL-OPHTHALMIC HOS. EQUI-SUP	**261X**
5051	METAL SERVICE CENTERS AND OFFICES	**264B**
5065	ELECTRICAL PARTS AND EQUIPMENT	**264A**
5072	HARDWARE EQUIPMENT AND SUPPLIES	**264A**
5074	PLUMBING AND HEATING EQUIPMENT	**264A**
5085	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSIFIED	**264B**
5094	PRECIOUS STONES AND METALS WATCHES AND JEWELRY	**264B**
5099	DURABLE GOODS NOT ELSEWHERE CLASSIFIED	**264B**
5111	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	**261A**
5122	DRUGS DRUG PROPRIETARIES AND DRUGGIST'S SUPPLIES	**261X**
5131	PIECE GOODS NOTIONS AND OTHER DRY GOODS	**261A**
5137	MEN'S-WOMEN'S-CHILDREN'S UNIFORMS-COMMERCIAL CLOTH	**265C**
5139	COMMERCIAL FOOTWEAR	**265C**
5169	CHEMICALS-ALLIED PRODUCTS NOT ELSEWHERE CLASSIFIED	**265C**
5172	PETROLEUM AND PETROLEUM PRODUCTS	**269F**
5192	BOOKS PERIODICALS AND NEWSPAPERS	**262F**
5193	FLORIST SUPPLIES NURSERY STOCK + FLOWERS	**264B**
5198	PAINTS VARNISHES AND SUPPLIES	**264A**
5199	NONDURABLE GOODS (NOT ELSEWHERE CLASSIFIED)	**264B**
5200	HOME SUPPLY WAREHOUSE	**264B**
5211	LUMBER BUILDING MATERIALS STORES	**264A**
5231	GLASS PAINT WALLPAPER STORES	**264A**
5251	HARDWARE STORES	**264A**
5261	NURSERIES LAWN GARDEN SUPPLY STORES	**264B**
5271	MOBILE HOME DEALERS	**323Z**
5300	WHOLESALE CLUBS	**264B**
5309	DUTY FREE STORES	**264B**
5310	DISCOUNT STORES	**264B**
5311	DEPARTMENT STORES	**264B**
5331	VARIETY STORES	**264B**
5399	MISCELLANEOUS GENERAL MERCHANDISE STORES	**264B**
5411	GROCERY STORES SUPERMARKETS	**265F**
5422	FREEZER LOCKER MEAT PROVISIONERS	**265F**
5441	CANDY NUT CONFECTIONERY STORES	**265F**
5451	DAIRY PRODUCTS STORES	**265F**
5462	BAKERIES	**265F**
5499	MISC FOOD STORES SPECIALTY MARKETS CONVENIENCE	**265F**
5511	AUTO + TRUCK DLRS NEW + USED SALES SVC PARTS	**312T**
5521	AUTO + TRUCK DLRS USED ONLY-SALES	**312T**
5531	AUTO STORE HOME SUPPLY STORES	**257D**
5532	AUTOMOTIVE TIRE STORES	**257D**
5533	AUTOMOTIVE PARTS ACCESSORIES STORES	**257D**
5541	SERVICE STATIONS WITH OR WITHOUT ANCILLARY SERVICE	**269F**
5542	AUTOMATED FUEL DISPENSER	**269F**
5551	BOAT DEALERS	**312T**
5561	RECREATIONAL + UTILITY TRAILERS CAMPER DEALERS	**312T**

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5571	MOTORCYCLE SHOPS AND DEALERS	**312T**
5592	MOTOR HOME DEALERS	**312T**
5598	SNOWMOBILE DEALERS	**312T**
5599	MISC-AUTO-AIRCRAFT-FARM EQUIP NOT ELSEWHERE CLASS	**312T**
5611	MEN'S AND BOY'S CLOTHING AND FURNISHINGS STORE	**265C**
5621	WOMEN'S READY TO WEAR STORES	**265C**
5631	WOMEN'S ACCESSORY AND SPECIALTY STORES	**265C**
5641	CHILDREN'S AND INFANT'S WEAR STORES	**265C**
5651	FAMILY CLOTHING STORES	**265C**
5655	SPORTS APPAREL RIDING APPAREL STORES	**265C**
5661	SHOE STORES	**265C**
5681	FURRIERS AND FUR SHOPS	**265C**
5691	MEN'S AND WOMEN'S CLOTHING STORES	**265C**
5697	TAILORS SEAMSTRESSES MENDING ALTERATIONS	**265C**
5698	WIG AND TOUPEE SHOPS	**265C**
5699	MISCELLANEOUS APPAREL AND ACCESSORY STORES	**265C**
5712	FURNITURE HOME FURNISH + EQUIP EXCL APPLIANCES	**312G**
5713	FLOOR COVERING STORES	**264A**
5714	DRAPERY WINDOW COVERINGS AND UPHOLSTERY STORES	**312G**
5718	FIREPLACE FIREPLACE SCREENS + ACCESSORIES STORES	**264A**
5719	MISCELLANEOUS HOUSE FURNISHING SPECIALTY SHOPS	**312G**
5722	HOUSEHOLD APPLIANCE STORES	**312A**
5732	ELECTRONIC SALES	**312A**
5733	MUSIC STORES-INSTRUMENTS PIANOS SHEET MUSIC	**261A**
5734	COMPUTER SOFTWARE STORES	**312E**
5735	RECORD SHOPS	**261A**
5811	CATERERS	**252Z**
5812	EATING PLACES RESTAURANTS	**211D**
5813	DRINKING PLACES-BARS-TAVERNS-NITECLB-LOUNGE-DISCO	**211D**
5814	FAST FOOD RESTAURANTS (QUICK PAY SERVICE PILOT)	**211D**
5912	DRUG STORES PHARMACIES	**264B**
5921	PACKAGE STORES BEER WINE LIQUOR	**265F**
5931	USED MERCHANDISE STORES SECOND HAND STORES	**264B**
5932	ANTIQUE SHOPS-SALES REPAIRS RESTORATION SERVICES	**252Z**
5933	PAWN SHOPS	**264B**
5935	WRECKING AND SALVAGE YARDS	**252R**
5937	ANTIQUE REPRODUCTION STORES	**252Z**
5940	BICYCLE SHOPS-SALES AND SERVICE	**312T**
5941	SPORTING GOODS STORES	**264B**
5942	BOOK STORES	**262A**
5943	STATIONERY OFFICE AND SCHOOL SUPPLY STORES	**261B**
5944	JEWELRY-WATCHES CLOCKS AND SILVERWARE STORES	**264B**
5945	HOBBY TOY AND GAME SHOPS	**264B**
5946	CAMERA AND PHOTOGRAPHIC SUPPLY STORES	**312B**
5947	GIFT CARD NOVELTY AND SOUVENIR SHOPS	**261A**
5948	LUGGAGE AND LEATHER GOODS STORES	**264B**

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5949	SEWING NEEDLEWORK FABRIC AND PIECE GOODS STORES	**264B**
5950	GLASSWARE AND CRYSTAL STORES	**264B**
5960	DIRECT MARKETING-INSURANCE SERVICES	**252Z**
5962	DIRECT MARKETING-TRAVEL RELATED ARRANGEMENT SERVS.	**211C**
5963	DOOR-TO-DOOR SALES	**264B**
5964	DIRECT MARKETING-CATALOG MERCHANTS	**261A**
5965	DIRECT MARKETING-COMBINATION CATALOG-RETAIL MERCH.	**261A**
5966	DIRECT MARKETING-OUTBOUND TELEMARKETING MERCHANTS	**264B**
5967	DIRECT MARKETING-INBOUND TELEMARKETING MERCHANTS	**264B**
5968	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	**262F**
5969	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	**264B**
5970	ARTIST SUPPLY STORES CRAFT SHOPS	**261A**
5971	ART DEALERS AND GALLERIES	**264B**
5972	STAMP + COIN STORES-PHILATELIC + NUMISMATIC SUPPLY	**261A**
5973	RELIGIOUS GOODS STORES	**261A**
5975	HEARING AIDS-SALES SERVICE SUPPLY STORES	**265S**
5976	ORTHOPEDIC GOODS-ARTIFICIAL LIMB STORES	**265S**
5977	COSMETIC STORES	**265S**
5978	TYPEWRITER STORES-SALES SERVICE RENTALS	**257I**
5983	FUEL DEALERS-OIL WOOD COAL LIQUEFIED PETROLEUM	**269G**
5992	FLORISTS	**252Z**
5993	CIGAR STORES AND STANDS	**264B**
5994	NEWS DEALERS AND NEWSSTANDS	**262F**
5995	PET SHOPS - PET FOODS AND SUPPLIES	**269A**
5996	SWIMMING POOLS - SALES AND SUPPLIES	**264B**
5997	ELECTRIC RAZOR STORES - SALES AND SERVICE	**265S**
5998	TENT AND AWNING SHOPS	**264B**
5999	MISCELLANEOUS AND SPECIALTY RETAIL STORES	**264B**
6010	FINANCIAL INSTITUTIONS-MANUAL CASH DISBURSEMENTS	**211D**
6011	FINANCIAL INSTITUTIONS-AUTOMATED CASH DISBURSEMENT	**211D**
6012	FINANCIAL INSTITUTIONS-MERCHANDISE SERVICES/CONVENIENCE CHECKS	**252Z**
6022	FINANCIAL INSTITUTION (RCL INTERNAL)	**252Z**
6023	STATE BANKS (RCL INTERNAL)	**252Z**
6025	NATIONAL BANKS (RCL INTERNAL)	**252Z**
6026	NATIONAL BANKS NON FEDERAL (RCL INTERNAL)	**252Z**
6028	UNINCORPORATED PRIVATE BANKS (RCL INTERNAL)	**252Z**
6051	NON-FINANCIAL INST-FORN CURR-MO-TC	**211D**
6211	SECURITIES-BROKERS-DEALERS	
6300	INSURANCE SALES UNDERWRITING AND PREMIUMS	**252Z**
6381	INSURANCE PREMIUMS	**252Z**
6399	INSURANCE-CARRIERS NOT ELSEWHERE CLASSIFIED	**252Z**
6513	REAL ESTATE AGENTS AND MANAGERS - RENTALS	**258A**
7011	LODGING-HOTELS MOTELS RESORTS	**211D**
7012	TIMESHARES	**211D**
7032	SPORTING AND RECREATIONAL CAMPS	**264B**

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7033	TRAILER PARKS AND CAMPGROUNDS	**264B**
7210	LAUNDRY CLEANING AND GARMENT SERVICES	**252R**
7211	LAUNDRY SERVICES - FAMILY AND COMMERICAL	**252R**
7216	DRY CLEANERS	**252R**
7217	CARPET AND UPHOLSTERY CLEANING	**252R**
7221	PHOTOGRAPHIC STUDIOS	**252P**
7230	BEAUTY SHOPS AND BARBER SHOPS	**252Z**
7251	SHOE REPAIR SHOPS SHOE SHINE HA T CLEANING	**252Z**
7261	FUNERAL SERVICE AND CREMATORIES	**252Z**
7273	DATING AND ESCORT SERVICES	
7276	TAX PREPARATION SERVICE	
7277	COUNSELING SERVICE-DEBT MARRIAGE PERSONAL	**252R**
7278	BUYING-SHOPPING SERVICES CLUBS	**264B**
7296	CLOTHING RENTAL-COSTUMES UNIFORMS FORMAL WEAR	**265C**
7297	MASSAGE PARLORS	**252Z**
7298	HEALTH AND BEAUTY SPAS	**252Z**
7299	OTHER SERVICES (NOT ELSEWHERE CLASSIFIED)	**252Z**
7311	ADVERTISING SERVICES	**252W**
7321	CONSUMER CREDIT REPORTING AGENCIES	**252Z**
7332	BLUEPRINTING AND PHOTOCOPYING SERV ICES	**243C**
7333	COMMERCIAL PHOTOGRAPHY ART GRAPHICS	**242A**
7338	QUICK COPY REPRODUCTION AND BLUEPRINTING SERVICES	**243C**
7339	STENOGRAPHIC AND SECRETARIAL SUPPORT SERVICES	**252R**
7342	EXTERMINATING AND DISINFECTING SERVICES	**252R**
7349	CLEANING AND MAINTENANCE JANITORIAL SERVICES	**252R**
7361	EMPLOYMENT AGENCIES TEMPORARY HELP SERVICES	**252R**
7372	COMPUTER AND DATA PROCESSING SERVICES	**251B**
7375	INFORMATION RETRIEVAL SERVICES	**252R**
7379	COMPUTER MAIN.-REPAIR-SERVICES NOT ELSEWHERE CLASS	**257C**
7392	MANAGEMENT CONSULTING AND PUBLIC RELATIONS SVCS	**251B**
7393	DETECTIVE + PROTECTIVE AGENCIES SECURITY SERVICES	**252R**
7394	EQUIP RENTAL + LEASING TOOL + FURNITURE RENTAL	**233L**
7395	PHOTOFINISHING LABORATORIES PHOTO DEVELOPING	**243C**
7399	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	**252R**
7511	TRUCK STOP TRANSACTIONS	**269F**
7512	AUTOMOBILE RENTAL AND LEASING	**212R**
7513	TRUCK AND UTILITY TRAILER RENTAL	**233Q**
7519	MOTOR HOME AND RECREATIONAL VEHICLE RENTAL	**2331**
7523	AUTOMOBILE PARKING LOTS AND GARAGES	**211I**
7531	AUTOMOTIVE BODY REPAIR SHOPS	**257D**
7534	TIRE RETREADING AND REPAIR SHOPS	**257D**
7535	AUTOMOTIVE PAINT SHOPS	**257D**
7538	AUTOMOTIVE SERVICE SHOPS	**257D**
7542	CAR WASHES	**257D**
7549	TOWING SERVICES	**257D**
7622	ELECTRONIC REPAIR SHOPS	**257E**

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MCC	MCC Descripton	BOC
7623	AIR CONDITIONING AND REFRIGERATION REPAIR SHOPS	**257E**
7629	ELECTRICAL AND SMALL APPLIANCE REPAIR SHOPS	**257E**
7631	WATCH CLOCK AND JEWELRY REPAIR SHOPS	**257E**
7641	REUPHOLSTERY AND FURNITURE REPAIR REFINISHING	**257E**
7692	WELDING REPAIR	**257E**
7699	MISCELLANEOUS REPAIR SHOPS AND RELATED SERVICES	**257E**
7829	MOTION PICTURE-VIDEO TAPE PRODUCTION-DISTRIBUTION	**252Z**
7832	MOTION PICTURE THEATERS	**264B**
7841	VIDEO TAPE RENTAL STORES	**264B**
7911	DANCE HALLS STUDIOS AND SCHOOLS	**261B**
7922	THEATRICAL PRODUCERS-EXCL MOTION PIX TICKET AGNCY	**264B**
7929	BANDS ORCHESTRAS MISC ENTERTAINERS NOT ELSEWHERE	**264B**
7932	BILLIARD AND POOL ESTABLISHMENTS	**264B**
7933	BOWLING ALLEYS	**264B**
7941	COMMERCIAL SPORTS PROFESSIONAL CLBS ATHLETIC FLD	**264B**
7991	TOURIST ATTRACTIONS AND EXHIBITS	**264B**
7992	GOLF COURSES-PUBLIC	**252Z**
7993	VIDEO AMUSEMENT GAME SUPPLIES	**264B**
7994	VIDEO GAME ARCADES-ESTABLISHMENTS	**264B**
7995	BETTING-INCL LOTTERY GAMING CHIPS TRACK WAGERS	
7996	AMUSEMENT PARKS CIRCUSES CARNIVALS FORTUNE TLR	
7997	MBRSHIP CLUBS COUNTRY CLUBS PRIVATE GOLF COURSES	**252Z**
7998	AQUARIUMS SEAQUARIUMS AND DOLPHINARIUMS	**264B**
7999	RECREATION SERVICES (NOT ELSEWHERE CLASSIFIED)	**264B**
8011	DOCTORS (NOT ELSEWHERE CLASSIFIED)	**252R**
8021	DENTISTS ORTHODONTISTS	**256M**
8031	OSTEOPATHIC PHYSICIANS	**256M**
8041	CHIROPRACTORS	**256M**
8042	OPTOMETRISTS OPHTHALMOLOGISTS	**256M**
8043	OPTICIANS OPTICAL GOODS + EYEGLASSES	**256M**
8044	OPTICAL GOODS AND EYEGLASSES	**256M**
8049	CHIROPODISTS PODIATRISTS	**256M**
8050	NURSING AND PERSONAL CARE FACILITIES	**256M**
8062	HOSPITALS	**256M**
8071	MEDICAL AND DENTAL LABORATORIES	**256M**
8099	MEDICAL SVCS HEALTH PRACTICE-NOT CLASS ELSEWHERE	**256M**
8111	LEGAL SERVICES ATTORNEYS	**252R**
8211	ELEMENTARY AND SECONDARY SCHOOLS	**261B**
8220	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	**252S**
8241	CORRESPONDENCE SCHOOLS	**252S**
8244	BUSINESS AND SECRETARIAL SCHOOLS	**252S**
8249	VOCATIONAL AND TRADE SCHOOLS	**252S**
8299	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	**252S**
8351	CHILD CARE SERVICES	**252Z**
8398	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	**252Z**
8641	CIVIC SOCIAL AND FRATERNAL ASSOCIATIONS	**252R**

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MCC	MCC Descripton	BOC
8651	POLITICAL ORGANIZATIONS	**252Z**
8661	RELIGIOUS ORGANIZATIONS	**252Z**
8675	AUTOMOBILE ASSOCIATIONS	**252Z**
8699	MEMBERSHIP ORGANIZATIONS-NOT ELSEWHERE CLASSIFIED	**252S**
8734	TESTING LABORATORIES (NON-MEDICAL)	**252R**
8911	ENGINEERING ARCHITECTURAL AND SURVEYING SERVICES	**252R**
8931	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	**252R**
8999	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	**252R**
9211	COURT COSTS INCLUDING ALIMONY AND CHILD SUPPORT	
9222	FINES	
9223	BAIL AND BOND PAYMENTS	
9311	TAX PAYMENTS	
9399	GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED	**261F**
9401	FOOD STAMPS	
9402	POSTAL SERVICES-GOVERNMENT ONLY	**253H**
9405	INTRA-GOVERNMENT PURCHASES - GOVERNMENT ONLY	
9700	VISA AUTOMATED REFERRAL SERVICE	**BLOCK**
9702	GCAS EMERGENCY SERVICES	
9751	UK SUPERMARKETS ELECTRONIC HOT FILE	
9752	UK PETROLS STATIONS ELECTRONIC HOT FILE	
9950	INTRA-COMPANY PURCHASES	
9999	TRANSACTION TRANSFERS	

Attachment 3 – Departmental Integrated Card Account Setup/Application Form

Integrated Card Account Setup/Application Form (pg. 1 of 2)
U. S. Department of the Interior

Bank of America.

(Optional fields are *italicized*. DO NOT use this form for Uniform or Vehicle/Fleet accounts)
Information collected on this application is subject to the Privacy Act of 1974 (5 U.S.C. 552a) and applicable agency regulations.

PART 1: TO BE COMPLETED BY EMPLOYEE — PLEASE TYPE OR PRINT ALL INFORMATION

Action Required: (Check one) New Account ☐ **Reinstatement** ☐

Cardholder name as it should appear on the card (First Name, Middle Name or Middle Initial and Last Name (Maximum 26 characters):

Social Security Number ___ - __ - ____ **Date of Birth (MM/DD/YYYY)** __ / __ / ____

Address: If a P.O. Box is your Primary Mailing Address, a physical address must also be provided. You may input this address in the section below. An application providing only a P.O. Box will not be processed. For APO/FPO addresses only, a physical address is not required.

Primary Mailing Address (25 maximum characters)	☐ **Alternate Mailing Address (for newly issued card only)** ☐ **Physical Address, if required.**
Address Line 1	***Address Line 1***
Address Line 2	***Address Line 2***
Address Line 3	***Address Line 3***
City:	*City:*
State: Zip Code:	*State:* *Zip Code:*

Telephone Numbers: (Including applicable Area Codes)
Office: Ext. Home: *Fax Number:*

E-mail Address:

Are you currently a user of the Electronic Account Government Ledger System (EAGLS)? Yes ☐ No ☐ | ***If yes, please provide current EAGLS User ID:***

Business Line Requested:
Travel/Fleet ☐ Purchase*/Fleet ☐ Travel/Purchase*/Fleet ☐ Office Travel Account ☐

*Note: If required by bureau/office policy or procedures, when selecting the Purchase Business Line, you must provide the completion date for Purchase Training. Indicate date here:

If you have requested a Purchase Business Line, are you warranted? Yes* ☐ No ☐ | *If yes, check box below to indicate your appropriate warrant level: 1A ☐ 1B ☐ 2A ☐ 2B ☐ 3 ☐ 4 ☐

Master Accounting Code (Default Account Code): | **Are Convenience Checks required?:** (For Purchase Business Line only) Yes ☐ No ☐

Office Assignment and Address: (To be used by the Department of the Interior)
Office Division or Branch: City:
Street Address: State: Zip Code:

By signing below, I (a) request that a Government Card be issued in my name, (b) agree to use the Card for Government official business only, including mandatory use, in accordance with Department of the Interior policy; (c) agree to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card and; (d) attest to the best of my knowledge, that the information I have provided herein is true and correct.

Pursuant to requirements of law, including the USA PATRIOT Act, Bank of America is requesting additional information to verify your identity.

PLEASE RETAIN COPY FOR YOUR RECORDS

Applicant's Signature: _____ **Date:** _____

NOTE: See attached Agreement between Department of the Interior Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account.

By signing below, I approve the issuance of a new card.

Supervisor's Name & Title: _____
Name/title (Please print) Signature
Commercial Office Telephone: Ext. Date: _____

Part 2 on the next page must be completed by the employee's A/OPC.

Integrated Card Account Setup/Application Form (pg. 2 of 2)
U. S. Department of the Interior

Bank of America

(Optional fields are *italicized*. DO NOT use this form for Uniform or Vehicle/Fleet accounts)
Information collected on this application is subject to the Privacy Act of 1974 (5 U.S.C. 552a) and applicable agency regulations.

PART 2: TO BE COMPLETED BY A/OPC — PLEASE TYPE OR PRINT ALL INFORMATION

Cardholder name as it should appear on the card (First Name, Middle Name or Middle Initial and Last Name): (Maximum 26 characters):

Social Security Number or Other Unique Identifier: — —

Central Account No. 5 5 6 8 — 1 6 — —

DOI Hierarchy: Specify the complete Hierarchy Level (HL) number that pertains to the applicant's organization. For example, 0000003 0000005 3012345.

HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8
0000003							

Please verify the Master Accounting Code indicated in Part 1 above. If incorrect, please specify the correct one here:

FIPS Code: 1 4

Card Issuance: Integrated (MIGI) ☐ No Card (Office Travel Account) ☐

ATM Access: Yes (GSTD) ☐ No (GSPN) ☐

Account Type: Standard ☐ Limited Use* ☐

* If Limited Use, specify how the account should be restricted. (Note: All reinstated accounts must be limited use.)

Date to Activate:	**Month**	**Day**	**Year**
Date to Deactivate:	**Month**	**Day**	**Year**

Authorization Control Option Set Number: (Please fill in the five-character alphanumeric code) 0 3

Convenience Checks: (Cardholders with a Purchase Business Line only. Must be warranted to exceed $2,500 but may not exceed warrant level.)

If authorized to receive, single purchase amount not to exceed: $2,500 ☐ $5,000 ☐ $25,000 ☐ $50,000 ☐

Issue an initial book with the number of Convenience Checks indicated below: 20 Checks ☐ 50 Checks ☐ Auto Reissue ☐

By signing below, I hereby authorize, on behalf of the Department of the Interior, a Government Card be issued to the employee named above. To the best of my knowledge, the employee's current or past government accounts are in good standing. **PLEASE RETAIN A COPY FOR YOUR RECORDS.** Send application to the address or facsimile number identified in the instructions.

A/OPC: _____ (Name (Please Type or Print))

_____ Signature **Date:** _____

Address Line 1:	**City:**	**State:**
Address Line 2:	**Zip Code:**	**Country:**
Address Line 3:	**Office Phone:**	**Ext.**

Form S03I0700 Revised: 10/01/03

Integrated Card Account Setup/Application Form
U. S. Department of the Interior

Bank of America.

Purpose:	The U. S. Department of the Interior will use this form to establish an individual integrated card account of office travel account for the GSA SmartPay program.
Instructions:	**Cardholders:** Fill out the section entitled "Part 1: To be completed by Employee." Please print or type all information except your signature. **Supervisors:** After reviewing the information provided by the Employee, complete the Supervisors section at the bottom of "Part 1: to be completed by Employee." Please print or type all information except your signature. **A/OPCs:** Fill out the section entitled "Part 2: To be completed by the Agency/Organization Program Coordinator." Please print or type all information except your signature.

Part 1: TO BE COMPLETED BY EMPLOYEE

Action Required –

- New Account: Check this box if the applicant has not had a Bank of America MasterCard with the Department of the Interior in this bureau.
- Reinstatement: Check this box if the applicant already had a Bank of America MasterCard account with the Department of the Interior that was previously cancelled.

Cardholder name as it should appear on the card – Self-explanatory.

Social Security Number or Other Unique Identifier – Self-explanatory.

Date of Birth – Complete information as appropriate

Primary Mailing Address – This is the address to which the employee's statement of account should be mailed. If a P.O. Box is provided, a physical address is required in the designated section. For APO/FPO addresses only, a physical address is not required. If the Purchase Business Line is being requested, this should be the applicant's office address, unless otherwise directed by bureau/office policy.

- Address Line 1: Indicate the street or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
- *Address Line 2:* If needed, continue with the street or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
- *Address Line 3:* If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
- City: Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]
- State: Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
- Zip Code: Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]

Alternate Mailing Address or Physical Mailing Address – Complete this section if a P.O. Box is being provided as your Primary Mailing Address. Or, Complete this section if you would like the card mailed to an address that is different than the Primary Mailing Address to which the regular billing statement will be sent. NOTE: Expedited delivery to an alternate mailing address should be requested in emergency situations only.

- *Address Line 1:* Indicate the street or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
- *Address Line 2:* If needed, continue with the street or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
- *Address Line 3:* If needed, continue with the street or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
- City: Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]
- *State:* Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
- *Zip Code:* Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]

Integrated Card Account Setup/Application Form
U. S. Department of the Interior

Bank of America.

Part 1: TO BE COMPLETED BY EMPLOYEE (continued)

Telephone Numbers (including applicable Area Codes) –

- **Commercial Office Phone:** The applicant's commercially accessible work telephone number. [Field length available: 17 positions. Data Type: Numeric.]
- **Home:** The applicant's home telephone number. [Field length available: 17 positions. Data Type: Numeric.]
- **Fax Number:** The applicant's commercially accessible fax number, if available. [Field length available: 17 positions. Data Type: Numeric.]

E-mail Address – Employee's internet e-mail address, if available. [Field length available: 60 positions. Data Type: Alphanumeric.]

Are you currently a user of the Electronic Account Government Ledger System (EAGLS)? – Check the appropriate box to indicate whether or not you already have been issued a User ID for access to Bank of America's **E**lectronic **A**ccount **G**overnment **L**edger **S**ystem.

If yes, please provide current EAGLS User ID – If you are already an EAGLS user, indicate your EAGLS User ID. [Field length available: 8 positions. Data Type: Alphanumeric.]

Business Line Requested –

- Travel/Fleet: An account issued to an individual for the Travel and Fleet Business Lines only.
- Purchase*/Fleet: An account issued to an individual for Purchase and Fleet Business Lines only.
- Travel/Purchase*/Fleet: An account issued to an individual for all three Business Lines.
- Office Travel Account: An office account to be used for invitational travel.

If you have requested a Purchase Business Line, are you warranted? – For cardholders with purchase authority, specify if you hold a contracting officer's warrant and check the appropriate box to indicate your warrant level.

Master Accounting Code (MAC or Default Account Code) – The default account code that will be applied to all transactions for this account for budget tracking purposes. This is a mandatory field. Include (a) an appropriation code and (b) a cost accounting data/code. Examples of MACs for each bureau are listed in the following table:

Bureau/Accounting Entity	Total Accounting Code Length	Formatted Example*
Bureau of Indian Affairs (BIA)	29	2000-A00100-31010#######261A
Bureau of Land Management (BLM)	23	2000182000####BC640261A
Bureau of Reclamation (BOR)	38	K12-12345678-12345671234567######261A
Fish and Wildlife Service (FWS)	22	2000-1261000012345261A
Minerals Management Service (MMS)	13	PB6026D02261A
Office of the Secretary	26	20006600CBW01-#######261A
Office of Surface Mining	N/A	
National Park Service	19	20001492000 2SYA261A
US Geological Survey	23	2000-####6120-00060261A
Office of the Special Trustee	17	2000-70000000261A
Office of Aircraft Services	N/A	
BOR Job Corps	23	2001-JB1-5035216701261A
FWS Job Corps	22	2001-1261000012345261A

*Color Coding for Account Code Segmentation: Segment 1 Segment 2 Segment 3 Segment 4

Are Convenience Checks required? – If you have requested the Purchase Business Line, check the appropriate box to indicate whether or not you also will require Convenience Checks.

Office Assignment and Address – For Department of the Interior use only. Self-explanatory.

Applicant's Signature and Date – Employee's signature and the date the application form is signed.

Supervisor's Approval Signature and Date – Employee's supervisor must sign and date the setup/application form.

Integrated Card Account Setup/Application Form
U. S. Department of the Interior

Bank of America.

Part 2 (Section to be completed by the Agency/Organization Program Coordinator)

Cardholder name as it should appear on the card – Self-explanatory.

Social Security Number or Other Unique Identifier – Self-explanatory.

Central Account Number – The 16 digit roll-up number assigned for this billing entity. This number allows Bank of America to assign the centrally-billed transactions to the correct account. The first six digits have been pre-filled for your convenience.

Account Hierarchy (HL1 to HL8) – The hierarchy level (HL) numbers under which the new account will be established. Complete as many hierarchical levels as are appropriate for the cardholder/account. A/OPCs should refer to the hierarchy lists published by their bureau or office to determine the correct numbers to use. Each level of hierarchy consists of a seven-digit number; up to eight levels of hierarchy may be assigned. Hierarchy levels are sequential and indicate the organization's structure as illustrated below:

HL1 = 0000003 Department of the Interior
HL2 = 00000XX Bureau*
HL3 = 3XXXXXX

*The HL2 numbers available for use by the Department of the Interior include:

Office of the Secretary	Bureau of Land Management	Bureau of Indian Affairs	Bureau of Reclamation	U. S. Geological Survey	National Park Service
0000001	0000005	0000006	0000007	0000008	0000010

U. S. Fish and Wildlife Service	Office of Surface Mining	Minerals Management Service
0000015	0000022	0000023

A complete hierarchy level number always begins with Level 1 and contains successive level numbers, down to the lowest level assigned. It is required to determine the reporting group to which a cardholder's account will belong.

Please verify the Master Accounting Code indicated in Part 1 above. If incorrect, please specify the correct one here – Self-explanatory.

FIPS Code – Indicate the Federal Information Processing Standards Code assigned to your organization. The Department of the Interior's two-digit code (14) has been pre-filled. The FIPS Code is used for the identification of Federal and Federally-Assisted Organizations. For more information, see Publication 95-1, or download from http://www.nist.gov/itl/div897/pubs/fip95-1.html. [Field lengths available: 4 positions. Data Type: Alphanumeric.]

Card Issuance – Based on the Business Lines selected, indicate whether or not a card is to be issued.

- Integrated (MIGI): A card will be issued for this account featuring a plastic design that indicates the account is issued for official government use only.
- No Card (Office Travel Account): A Centrally Billed card less account used to pay for invitational travel expenses will be established. "Office Travel Account" must also be selected as the Business Line.

ATM Access – Check whether or not cash access via ATM should be available to the cardholder (travel business line only).

- Yes (GSTD): An ATM Personal Identification Number (PIN) for cash access will be issued to the cardholder
- No (GSPN): Cash access via ATM will not be available to the cardholder.

Account Type – Designate whether the applicant's account should be Standard or Limited Use.

If Limited Use, specify the following – If the Limited Use option is chosen, enter the dates the card is to be initially available for use and then deactivated after initial use, if known. If no dates are provided, the card will be issued in a deactivated status and must be activated by the A/OPC before the cardholder will be able to use it. Cardholder confirmation of card receipt will not result in automatic activation for a Limited Use card as it does for a Standard card.

Integrated Card Account Setup/Application Form
U. S. Department of the Interior

Bank of America.

Authorization Control Option Set Number – Specify the Authorization Control Option Set number that will apply to this account. Option sets identify the type of transactions a cardholder may make and to limit account spending on a daily, weekly, or per cycle basis.
Part 2 (Section to be completed by the Agency/Organization Program Coordinator)
Convenience Checks – Convenience Checks are available only to applicants requesting the Purchase Business Line. If the cardholder is authorized to receive them, check the appropriate box to indicate the single purchase limit specific to the convenience checks ordered and indicate the number of Checks, either 20 or 50, required for issuance. All accounts requiring Convenience Checks will receive an automatic replenishment of the quantity specified as Checks are used.
A/OPC – Printed or typed name of the Agency/Organization Program Coordinator (A/OPC) authorizing this application on behalf of their bureau or office and the Department of the Interior.
Signature – A/OPC's signature.
Date – Date of A/OPC's signature.
Address Line 1 – The first line of the agency address should start with the bureau or office, such as Bureau of Land Management. [Field length available: 40 positions. Data Type: Alphanumeric.]
Address Line 2 – If needed, continue with the street, P.O. Box or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
Address Line 3 – If needed, continue with the street, P.O. Box or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
City – Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]
State – Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
Zip Code – Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]
Once completed, you may MAIL or FAX completed application form(s) to: Bank of America Attn: Government Card Services Unit (GCSU) P. O. Box 1637 Norfolk, VA 23501-1637 Fax: 1-888-784-1039 toll-free if dialing from the U.S. or Canada; or 1-757-441-4993 if dialing from international locations If you need assistance completing this application, please call 1.800.558.0548. If outside the U.S., please call collect 1.757.441.4124. For TTY/TDD access, please call 1.800.672.0779.

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Attachment 4 – ACH Vendor/Miscellaneous Payment Enrollment Form

U.S. Fish and Wildlife Service Department of the Interior FFS Vendor Updating Document
INTERNAL E-MAIL - NBCDENVER.ACHForm **EXTERNAL E-MAIL** - ACHFORM@NBC.GOV

Date: _____ Attention: April Esparza (303) 969-5881
Shannon Schoen (303) 969-7780 x2277
To: U.S. Fish and Wildlife Service Heather Aguiler (303) 969-6371
National Business Center
Fax: (303) 969-7281

From: _____
Fax: _____
Phone: _____

Vendor #:_____
or (If already entered in FFS)
Duns #: _____

Vend Type:
_____ (G) Federal Gov
_____ (S) State Gov
_____ (N) Private Sector
_____ (E) Employee / Interns
_____ (V) Volunteer / Invitational Travelers

Vendors 24 characters max per line including spaces

Vendor Name: _____

DBA: _____
(The name should be exactly as it was issued on your TIN / EIN)

TIN / EIN #: _____ or **SSN#:** _____
Required **Required**

Address Line 1: _____
Address Line 2: _____ **1099 Vendor:** Yes _____ No _____
Address Line 3: _____ E-Mail Address: _____
Address Line 4: _____ Telephone Number: _____
City State Zip

Employee / Volunteer / Interns/ Invitational Travelers 24 characters max per line including spaces

Employee Name: _____
(Name should be exactly as it appears on your Social Security Card)

SSN #: _____ **Home Org Code:** _____ (5 Digits)
Required **Required**

Address Line 1: _____
Address Line 2: _____
Address Line 3: _____
Address Line 4: _____
City State Zip

E-Mail Address: _____ Telephone Number: _____

ACH Bank Information (Required) Financial Institution Information Check if new: _____
Waiver Requested _____ (to follow via fax) Account Type: Checking _____ Savings _____

Bank Name: _____
Bank Address: _____
City State Zip
ACH Coordinator Name: _____
Telephone Number: _____
Bank Contact: _____
Nine Digit Routing Number: _____
Depositor Account Number: _____ OMB FORM 1510
Depositor Account Title: _____ NBC ACH form REV 7-13-04wp

Attachment 5 – Fleet Account Application/Fleet Change Form

Bank of America

Return Copy to:

Bank of America
Government Card Services Unit
P.O. Box 1637
Norfolk, VA 23501-1637
Fax: (757) 441-4993
Fax: (888) 784-1039 (toll free)

Fleet Account Application / Fleet Change Form

Account Type:
Vehicle / Fleet Card Activated Upon Issue

To be completed by Agency Program Coordinator
Please print or type all information

Central Account Number ____ – ____ – ____ – ____

Credit Limit $ .00

Authorization Option Number _____

Vehicle Account Number ____ – ____ – ____ – ____

Vehicle License Number		**Vehicle Type / VIN / Equipment ID**	
Billing Address			
Address Line 1:	ATTN:		
Address Line 2:			
Address Line 3:			
City		State	Zip Code
Business Phone Number *(including area code or country code)*			

Master Accounting Code

Tax Exempt Number _____ **Card Type** Standard ☐ Quasi Generic ☐

Please complete the Account Hierarchy below:

HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8

By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Government Vehicle Card can be prepared and mailed to the local employee named above. **Please retain a copy for your records.**

A/OPC Last Name		**A/OPC First Name**	
A/OPC Address Information			
Address Line 1:	ATTN:		
Address Line 2:			
Address Line 3:			
City		State	Zip Code
A/OPC Phone Number *(including area code or country code)*			
A/OPC Fax Number *(including area code or country code)*			
A/OPC Signature		Date	

Note: See the Agreement between the Agency/Organization Employee and Bank of America for the terms and conditions of your Account.

Form SC0F1203
Revised 04/26/04

Bank of America

Instructions for Fleet Account Application / Fleet Change Form

Field Descriptions of Form Elements
Central Account Number – Provide central account number.
Credit Limit – Enter total spending limit for this account.
Authorization Option – If your agency utilizes option sets/templates for authorization controls, enter the 5 character alphanumeric option set template number. If you need assistance contact GCSU.
Vehicle Account – Provide account number to vehicle.
Vehicle License – Provide tag number. Example: 123456 or 654785
Vehicle Type / Vin / Equipment ID – Enter the vehicle type, identification or equipment ID number.
Billing Address – Enter the billing address where the account statement should be mailed via the U.S. Postal Service. Delivery time from Bank of America receipt of the fax is about seven days. Line 1 - the first line of the agency address should start with the bureau or office Attn: to the individual receiving to card. Field length available 40 positions. Data Type: Alphanumeric Line 2 - if needed; continue with the street, P.O. Box or other address information. Field length available 40 positions. Data Type: Alphanumeric Line 3 - if needed; continue with the street, P.O. Box or other address information. Field length available 40 positions. Data Type: Alphanumeric
Business Phone Number – Provide business telephone number.
Master Accounting Code – Provide master accounting code.
Tax Exempt Number – Enter Agency/Organization's tax-exempt number.
Card Type – Choose standard design or quasi generic design.
Fleet Hierarchy Code – Indicate the 7-digit hierarchy level (HL) numbers assigned to each unit of the organization.
A/OPC Last and First Names – Enter the last name and first name of the A/OPC approving the application.
A/OPC Address Information – Line 1 - the first line of the agency address should start with the bureau or office Attn: to the individual receiving to card. Field length available 40 positions. Data Type: Alphanumeric Line 2 - if needed; continue with the street, P.O. Box or other address information. Field length available 40 positions. Data Type: Alphanumeric Line 3 - if needed; continue with the street, P.O. Box or other address information. Field length available 40 positions. Data Type: Alphanumeric
A/OPC Phone Number – Enter the A/OPC's office phone number.
A/OPC Fax Number – Enter the fax number used by the APC.
A/OPC Signature – Signature of the A/OPC approving the application.
Date – Enter the date A/OPC approved the application

After the form is completed, it should be faxed to Bank of America at the fax number shown at the top of this form.

Form SC0F1203
Revised 04/26/04

Attachment 6 – Convenience Check Program Guide

I. INTRODUCTION

This document provides the policies and procedures for the operation of the convenience check payment program in the U.S. Fish and Wildlife Service (Service). Convenience checks are a component of the Bank of America MasterCard (MC) charge card program. They are primarily used as a method of payment for purchase transactions where the vendor will not accept payment by a charge card, electronic funds transfer (EFT) or Treasury check. This guide summarizes the Service's policy on the use of convenience checks, establishes the roles and responsibilities of cardholders and others involved in the program, and sets forth detailed operating procedures. Following these policies and procedures is critical to ensuring that an effective system of internal controls is maintained over the program.

II. BACKGROUND

The Debt Collection Act of 1996 includes a requirement that all Federal agency payments (with few exceptions) be made by EFT. The implementing regulation issued by Treasury defined credit card payments as compliant with the EFT requirements. It also set forth several narrow conditions under which EFT payments can be waived (codified in 31 CFR 208.4, Management of Federal Agency Disbursements – Waivers). Convenience checks are not considered EFT payments, so their use is allowed only for disbursements that meet the EFT waiver requirements. Thus, they can only be used when payment by credit card, EFT, or Treasury check issued through the Service's financial system cannot be accomplished.

III. DEFINITIONS

The following terms and definitions apply to the convenience check program:

Bounced Convenience Check. A check returned by the bank because the check user has exceeded his/her established monthly credit limits.

Check Processing Charge. The amount charged by the Bank for processing each check (currently 1.9% of the face value of the check).

Check Register. Log used to document information on each check issued by the check writer. It is used to reconcile with the check writer's charge card statement. The hard copy register may be used or the register may be automated if the check writer desires.

Convenience Check. A negotiable instrument issued by a check writer drawn against the funds of the Bank of America (BoA). Convenience check transactions are included in cardholder statements along with applicable fees.

Convenience Check Tax Identification Data Base. A web database that captures the station number, the vendor taxpayer identification number, the check number, the check amount, the vendor's name and address, account number and date issued. Exhibit 4 provides instructions for completing the Convenience Check Tax Identification Data Base.

Documentation. Written evidence to support transactions paid by convenience check, including itemized invoices, itemized receipts, etc.

Form 1099 MISC. Internal Revenue Service (IRS) form that captures information required by the IRS relating to vendor payments.

Payee. The vendor to whom the check writer issues the check.

Stale Dated Check. A check not deposited 60 days after the check date.

Tax Identification Number (TIN). The tax identification number the Service must use collect and report payment totals to the IRS.

IV. POLICY

A. General

Convenience checks are available only to Service charge cardholders with purchase authority. Each Assistant Regional Director for Budget and Administration (ARD/BA) may select one cardholder and alternate at each location who will be authorized to make payments via convenience check. At locations where it is not feasible to have alternate check writers, the alternate may be selected from another location within the Region. However, the alternate check writer cannot issue checks that exceed the maximum limits for the primary check writer.

Use of convenience checks should be kept to a minimum because of their cost, inherent risk, and other weaknesses. Each check processed will be assessed a fee equal to 1.9 percent of the face value of the check (e.g., a $500 check will cost $9.50 to process). The check stock must be closely controlled due to the significant risk of loss to the Government through theft, fraud, or use of checks for improper purchases. Also, because of Federal Reserve regulations, check recipients may experience delays in negotiating the checks. Every effort should be made to use vendors who accept credit card, EFT payments, or Treasury checks.

B. Allowable Uses of Convenience Checks

The use of convenience checks is limited to the following types of transactions:

Vendor Payments. Convenience checks may be used for purchases from vendors only if the following conditions apply:

- the vendor refuses to accept payment via the Government charge card;
- the vendor does not accept EFT payments processed via remote data entry (RDE) through the Service's financial system; and
- it is not feasible to issue a Treasury check via RDE through the Service's financial system.

Other Payments. Convenience checks may be used for other types of payments that meet the conditions for EFT waivers established in 31 CFR 208.4. Examples include:

- Emergency acquisitions (e.g., procurements incident to fire, flood or other natural disasters) approved by the Regional Charge Card Coordinator (RCCC);
- Emergency travel advances (Regions must obtain a specific waiver from the Assistant Director – Business Management and Operations for emergency travel advances);
- Reimbursements to volunteers.

C. Prohibited Uses of Convenience Checks

Convenience checks are not to be used for the following types of transactions:

- Cash advances
- Travel related items other than emergency travel advances (e.g., airline tickets, meals, drink, lodging, rental cars, etc.)
- Employee reimbursements (e.g., for local travel)
- Salary payments, cash awards, garnishments
- Purchase of telephone services
- Repairs for **GSA** vehicles
- Gas or oil for vehicles
- Payments to online auction sites such as E-Bay

D. Maximum Amounts

The following maximum check writing authority applies in each Region:

- $2,500 maximum per check – two locations (selected by the ARD/BA)
- $500 maximum per check – all other locations

Approval for transactions that exceed the dollar amounts established for a location must be approved in writing by the ARD/BA. This approval authority may be re-delegated, but authority should be fixed at the field station supervisor or equivalent level. Please note that a check exceeding the maximum limit for a location cannot be issued by the check writer at that site because the location's maximum limit is printed on all checks issued to that individual. Consequently, the check will have to be issued by a check writer at another location in the Region who has appropriate authority. Check writers are prohibited from writing more than one check per transaction (i.e., splitting payments) to circumvent the maximum transaction limits.

E. Documentation Requirements

All convenience check transactions must be supported by proper and complete documentation that includes:

- An explanation of how the payment satisfies the conditions for EFT waiver.
- Documentation to support the amount and purpose of the payment, including at least one of the following:
  - Original itemized invoice
  - Fee receipts (plus supporting documentation)
  - Itemized sales slip
  - Itemized cash register receipt
  - Itemized packing slip

All required documentation must be appropriately filed for six years.

F. Administrative Review and Reporting Requirements

Periodic Reviews. Convenience check usage will be reviewed as part of the random review process of credit card accounts. Other reviews of the program may be conducted as required in connection with the Service's management control process, financial audits, and Department-wide functional reviews. Reviews within a Region may also be conducted at the discretion of the ARD/BA, the Regional Budget and Finance Officer or supervisor.

Annual Reports. An annual report on the operation of the convenience check program in each Region will be prepared by the Regional Budget and Finance Officer for submission to the Chief, Division of Finance. The report will at a minimum include the following:

- Summary information and related output measures on the amount and purpose of check transactions
- An assessment of:
  - Completeness of transaction documentation
  - Adherence to established operating procedures
  - Effectiveness of internal controls
  - Compliance with laws and regulations

V. RESPONSIBILITIES

A. Check Writer (Cardholder) Responsibilities

- Understanding and complying with Departmental and Service policies relating to convenience check usage, and related cardholder responsibilities.

- Limiting use of convenience checks to appropriate payment situations; i.e. payments to vendors that do no accept the charge card, EFT payments, or Treasury checks processed through the Service's financial system. Improper and unauthorized use of convenience checks may render the user personally liable for payment, account cancellation, and/or disciplinary action.

- Staying within the personalized credit card limits (single transaction limit and monthly purchasing limit). It is imperative that both single transaction limit (printed on the face of the convenience check) and monthly limits are not exceeded. If either of these limits is exceeded, the result will be a bounced convenience check and possible loss of charge card and convenience check privileges for a minimum of one year. Monthly available balances are renewed on the twentieth of each month. Current transaction status is available through EAGLS.

- Keeping track of un-cleared checks. Convenience checks go against monthly limits when checks actually *clear* the bank, not when they are written. Thus, personal attention by the check writer is essential to track un-cleared checks, since the check writer is the only person who knows what checks are still in "float".

- Requesting additional convenience checks from the RCCC in a timely manner.

- Completing and signing the Checklist for Receipt of Check Supply after checks are received at the station (see Section V.B.)

Maintaining an adequate supply of blank checks in a secure location, accessible only to the check writer.

- Ensuring that all essential backup/supporting documentation is collected and maintained in the file.
- Completing the Bank Check Register.
- Collecting and updating the required 1099 information by keying into the Web based Convenience Check Tax Identification Database (see exhibit 4).
- Reconciling the charge card check register to the Bank statement.
- Placing stop payment requests and voiding checks when necessary.
- Maintaining copies of Bank Check Register for all checks issued.
- Retaining records in accordance with Service policy.

B. Responsibilities of the Check Writer's Supervisor

The responsibilities of the check writer's supervisor include:

- Signing the Checklist for Receipt of Check Supply after checks are received at the station
- Serving as a witness when checks are destroyed.
- Reviewing and signing the charge card statement which contains the convenience check transactions attesting that the check writer executed the convenience checks in accordance with applicable procedures and regulations.
- Notifying the RCCC if violations by the check writer are suspected.

C. Responsibilities of the RCCC's

- Approving all initial convenience check orders.
- Appointing and revoking check writing privileges in accordance with Service policy.
- Ensuring that check writers have copies of the convenience check policies and procedures.

- Issuing stop payment notices to the bank and contacting the bank regarding check status when the check writer and alternate are unavailable.

- Monitoring use of the charge card and convenience check programs.

- Ensuring that appropriate documentation of convenience check transactions is retained for six years.

D. Financial Systems Branch

The Division of Finance's Financial Systems Branch is responsible for:

- Downloading Bank of America files and running the automated interface with the Service's financial system.

- Operating and maintaining calendar year-to-date database of processed checks.

VI. OPERATING GUIDELINES

A. Check Writer Certification

The check writer at each location must read this Convenience Check Program Guide and have a thorough understanding of all applicable policies and regulations. Prior to the issuance of the convenience checks, the check writer must certify in writing that he/she had read and understands these policies and regulations. The RCCC will not forward checks to the check writer until a Check Writer Certification is received. Exhibit 4 is a pro forma Check Writer Certification.

Ordering Check Supply

Following are the steps for obtaining the initial supply of checks at each location:

1. The check writer sends a request (written or via email) to the RCCC that includes the Check Writer Certification.
2. The RCCC confirms that the check writer has provided the required Check Writer Certification and forwards the checks to the check writer.
3. Upon receipt of the check supply, the check writer and the supervisor must complete and sign a checklist (see exhibit 2) indicating the checks were received and all of the information is valid, and return the checklist to the RCCC promptly.

Following are the steps for re-ordering checks:

1. The check writer sends a notification (written or via email) to the RCCC indicating that the check writer is contacting the Bank to re-order checks. The notification should include the number of checks being ordered.
2. The check writer calls the bank and requests the reorder. Checks should arrive within a few weeks.

C. Storing and Controlling the Check Supply

The checks are accountable documents and must be kept in a secure location with access limited to the check writer. The check writer will keep an inventory record of the blank checks on hand, along with their serial number. A verification of the inventory of un-issued convenience checks must be performed at least annually and when the check writer's convenience check authority is terminated.

D. Check Issuance Procedures

The following requirements must be adhered to for each check written (also refer to exhibit 3 for detailed steps to be followed in the check issuance process):

- Checks are to be issued in sequential order.
- The following information should be entered in the space provided on the convenience check and must be legibly written/printed in ink, or typed:

  -- **DATE**: Enter the date on which the convenience check is prepared. Spell out the date (e.g., March 15, 2001). Do not predate or postdate a convenience check.

  -- **PAY TO THE ORDER OF**: Enter the official business name as it appears on the invoice. Use the company name only. Do not use the name of a person if they are an employee of the company. Under no circumstances may the convenience checks be issued to "cash". Check writers may not issue convenience checks payable to themselves.

  -- **AMOUNT**: Write the amount of the convenience check in the spaces provided in number and words, e.g., *One hundred twenty-six dollars and 39/100* -----, followed by a horizontal line out to the end of the space provided, and $126.39 in the applicable space. Convenience checks must be written for the ***exact*** amount of purchase only. You cannot make out the check for more than the purchase and receive cash back.

  -- **FOR**: Enter additional information pertinent to the purchase. A brief description and the cost structure is recommended.

- -- **AUTHORIZED SIGNATURE**: Sign in the space provided. Your signature should be in the same format as the name printed on the convenience check; e.g., if first, middle, and last names are spelled out in full rather than initials used, your signed name must also be spelled out in full, too.

- -- **TAX IDENTIFICATION NUMBER**: Write on the carbon copy of the check only.

- Concurrently with the issuance of the check, the following information should be entered in the check register:
  - -- the convenience check number
  - -- check amount
  - -- date issued
  - -- payee's name
  - -- payee's Tax Identification Number (TIN) **(NOTE: If a vendor will not provide a TIN, a convenience check <u>cannot be written.)</u>**
  - -- a description of the purchase

E. Voiding Checks

If an error is made and the convenience check must be voided, write in ink or stamp **VOID-NOT NEGOTIABLE** and the date on which the check was voided. Place the voided original in the cleared checks file and keep the copy in the check register. If the check was entered into the Convenience Check Tax Identification Data Base, the check writer must change the amount entered to zero.

F. Issuing Replacement Checks

A replacement check is a check issued because the original is lost, stale-dated, or otherwise in error and nonnegotiable. Before issuing a replacement check, the check holder/signer or the Regional Charge Card Coordinator must verify that the original check has not been negotiated. This can be done by examining the bank statement, examining your own records, or by contacting the bank. If the check has been negotiated, the check writer must act accordingly. This might include requesting a copy of the negotiated check from the bank. If the check has not been negotiated, the check writer or in his/her absence the Regional Credit Card Coordinator will initiate stop payment procedures for the initial check and issue a replacement check.

G. Placing Stop Payment Orders

It may be necessary to request a stop payment on a check issued, but not yet negotiated. To place stop payment, the check writer must notify Bank of America immediately by calling 1-800-472-1424. The bank charges a fee for this service. After the check writer has determined that the check has not been negotiated and can be canceled, he/she will mark the copy "**PAYMENT STOPPED**" and place the copy in the checks cleared file. If the check was entered into the Convenience Check Tax Identification Data Base, the check writer must change the amount entered to zero.

H. Reconciling Cardholder Accounts

Each convenience check will appear as a centrally billed item on the check writer's charge card statement. The administrative fee (currently 1.9% of the face value of the check) will also appear as a centrally billed item. If the transaction appears as individually billed instead of centrally billed, contact your RCCC promptly.

The check writer's charge card bank statement must be cross-checked with the convenience check register to ensure that the register and the statement match. The bank should be contacted immediately if any of the transactions are erroneous. Also, outstanding checks that have not cleared the bank in a reasonable time should be researched.

I. Cost Allocation

Convenience checks and administrative fees are charged against the default cost structure assigned to the cardholder. The check writer will make any required adjustments to the cost structure.

J. Maintaining Records

The check supply will include an original and carbon copy of each convenience check. Carbons must include the TIN, be placed in check number sequence, and kept in a secure place in the office. Copies of the convenience checks, the check registers, and backup documentation shall be filed and retained at the field station for six years.

K. Destroying Unused Checks

It may be necessary to destroy unused checks if they become outdated due to form changes, or, if the check writer's convenience check authority is terminated. The check writer should destroy (shred) the checks and have this witnessed by the supervisor. The check writer must note in the Convenience Check Register the destruction, the reason, the date checks were destroyed, and the name of the witness.

L. Reporting Lost or Stolen Convenience Checks

As soon as a determination is made that checks are lost or stolen, the check writer should notify the Bank of America (1-800-472-1424), the supervisor, and the RCCC. If there are only one or two convenience checks, the stop payment action is recommended. If more than two convenience checks are lost or stolen, the checking account will be closed and a new checking account established. Replacement time is approximately two weeks. There is no fee for reporting lost or stolen convenience checks or for requesting a replacement account.

M. Canceled Checks

Copies of canceled checks can be obtained from Bank of America at 1-800-472-1424.

Exhibit 1 – Convenience Check Guide – Format for Check Writer Certification

To: Regional Charge Card Coordinator – Region

I hereby certify that I have received and reviewed the Service's Convenience Check Guideline and that I have a thorough understanding of all applicable policies and regulations.

Station Number

Address

Check Writer:	**Supervisor:**
Name _____	Name
Signature _____	Signature
Date _____	Date

Exhibit 2 – Convenience Check Guide – Checklist for Receipt of Check Supply

Please answer all questions. The check writer **and** the supervisor must date and sign the bottom of the page immediately upon receipt of the checks. The checklist is to be returned to the Regional Charge Card Coordinator (Purchase card).

1. Was a Check Writer Certification signed attesting that the check writer has read and understands the policies and procedures contained in the Convenience Check Guideline?

YES..... NO.....

2. Were all of the checks received (first and last check number)? If a reorder, does the first check number sequentially follow the last check number in the previous order?

YES..... NO.....

3. Is the following information printed correctly on the checks?

Check holder/signer name and office address
Account Number
Not to Exceed amount

YES..... NO.....

4. Did you receive a check register?

YES..... NO.....

Station Number.....

Date.....

Check Writer **Supervisor**:

Name..... **Name**.....

Signature..... **Signature**.....

Exhibit 3 – Convenience Check Guide – Step-by-Step Day-to-Day Procedures

1. BEFORE writing the check, be sure the vendor:
    - refuses to take the credit card
    - does not accept EFT payments processed via RDE
    - does not accept Treasury checks processed by RDE

2. Obtain a proper itemized invoice, itemized fee receipt, itemized sales slip, or itemized packing slip from the vendor. You cannot pay anything without proper documentation or backup.

3. Obtain taxpayer identification number from the vendor.

4. Write the check. Be sure to complete all required fields.

5. Complete the Check Register. You may use the manual check register or you may create an automated check register.

6. Give check to the vendor or mail the check to the vendor.

7. Post taxpayer identification data to the Convenience Check Taxpayer Identification Data Base (this must be done at least once a month).

8. Make cost adjustments to the CARD Table or through EAGLS cost allocation.

9. When your statement arrives, verify the transactions against your Check Register. Convenience Checks will be identified on the statement. Dispute charges that are not yours. Be sure to research outstanding checks to find out why they haven't cleared. Stop payments as necessary.

10. Sign the monthly statement as normal and give to your supervisor for review and signature.

Exhibit 4 – Convenience Check Guide – Convenience Check Tax I.D. Database

This Internet data base is updated at least monthly (or daily) for all actions involving convenience checks including the initial check issuance, bounced checks, stop payments, reissues etc.

1. Go to Internet Explorer (the address is http://fc.fws.gov/).

2. Move the cursor over Data & Web Applications to display the rolldown menu.

3. Click on the 1099 Convenience Checks.

4. The Server Login window displays. Enter your Username and Password (assigned by your IRM staff). Click on the Login button.

5. Click on the 1099 Convenience Check View.

6. Click on Enter Convenience Check (top left corner of the screen).

7. Complete all fields in the Finance Center 1099 Convenience Check Entry Record.

TIN NUMBER-	tax identification number-**two dashes are required for social security numbers and one dash for employer identification numbers**
Company Name-	vendor name
Address Line 1-	
Address Line 2-	
City-	
State-	dropdown menu
Zip Code-	5 digits only
Org Code-	**organization code of the check writer**
Account-	**last 10 digits of the credit card account number**
Check #-	check number
Date Issued-	date of check (mm/dd/yyyy)
Amount-	amount of check (include cents even if .00)

8. Click on Submit. A message displays indicating that the document has been saved.

9. Click on the 1099 Convenience Check View to display all 1099 Convenience Checks.

10. To enter another check, click on the BACK button to return to step 7.

11. To edit or delete a document, go into the Convenience Check View, click on the record number, and then click on edit. Change the incorrect field and submit. If you click on Delete, a message will be displayed stating "Deleted". You may also search for specific records.

Attachment 7 – Point of Contact Form

Bank of America

Return Copy to: Bank of America
Government Card Services Unit
P.O. Box 1637
Norfolk, VA 23501-1637

Facsimile: 757.624.6149
Toll Free Fax: 877.248.4104

Point of Contact Information	Use this form to update point of contact information for Agency/Organization Program Coordinators (A/OPCs), Approving Officals (AOs), Transaction Dispute Offices (TDOs), and Designated Billing Offices (DBOs) / Payment Offices. To add, modify, or delete EAGLS access, please use the EAGLS Access Application Form. Questions? Call GCSU toll-free (1.800.558.0548 Option 5) from the US and Canada or, if dialing from international locations, call collect (1.757.441.4124).

Add	☐	Use to Create a new point of contact entry
Modify	☐	Use to change point of contact information such as hierarchy, email address, phone number etc...
Delete*	☐	Use only to remove members from the Point of contact list

*If the Primary AOPC is being removed, you must fill out a new point of contact form to designate a replacement.

Hierarchy Level: Please list unit name and the seven (7) digit number associated with each level of the organization's hierarchy (up to eight levels).

Hierarchical Unit Name	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8

Responsibility:

A/OPC ☐ TDO ☐ Approving Official ☐ DBO/Payment Office ☐

If A/OPC, check one:

Primary ☐ Alternate ☐

Central Account Number:
*Contact Name:
*Mailing Address: *City:
*State/Province:
*Zip/Postal Code:
*Country:
*Business Telephone: (Include Area or Country Code) Facsimile: (Include Area or Country Code)
*E-mail Address:

* Required Fields

*Authorized Official: _____ *Business Telephone (Commercial): _____
Name (Please print) (Include Area/Country Code)

*Title of Official: _____
Title (Please print)

*Signature of Official: _____ Date: _____
Signature

Form: SD6A0399
Revised: 06/18/03

Instructions for Point of Contact Information Form

Purpose	Use this form to establish primary contacts for your Agency or to update primary contact information for the following: A/OPC, TDO, DBO / Payment Office, and AO.
Instructions	Print or type all information and return or fax to the address or number listed below: **Bank of America** **Attn: GCSU** **P. O. Box 1637** **Norfolk, VA 23501-1637** **Fax: 757.624.6149** **Toll Free Fax: 877.248.4104**

Field Descriptions of form elements
Hierarchy Level – Enter hierarchy levels to which the Point Of Contact (POC) will be associated.
Hierarchical Unit Name – Enter name of hierarchy unit to which the Point Of Contact (POC) will be associated.
HL Number (HL1 – HL8) – Hierarchy Level Number - Enter 7-digit hierarchy level number assigned to each unit of the organization.
Responsibility – Check position or capacity the POC will have.
A/OPC – (Agency/Organization Program Coordinator) - Handles day to day operations of the GSA Smart Pay program for the agency/organization.
TDO – (Transaction Dispute Office) - Handles tracking or reconciling transaction disputes.
DBO (Designated Billing Office) / **Payment Office** – Reconciles account billing. Identifies an agency's payment office/central office or headquarters.
AO- (Approving Official)- An Approving Offical reviews specific transaction data. AOs are restricted from maintaining accounts.
If A/OPC, check one: Primary or Alternate – Check if A/OPC information is for primary or alternate A/OPC.
Central Account Number – Enter 16-digit number of the central account which the POC will be associated.
***Contact Name** – Enter POC's name.
***Mailing Address, City, State/Province, Zip/Postal Code, and Country** – Enter POC's work address.
***Business Telephone** – Enter POC's commercial work telephone number.
Facsimile – Enter POC's fax number.
***Email Address** – Enter POC's email address
***Authorized Official** – Print name and title of officer authorized to submit POC information.
***Business Telephone** – Enter Authorized Official's commercial work telephone number.
***Authorized Official Signature** – Signature of Authorized Official.
Date – Enter date form is signed.
Making POC changes- Please send in a separate POC form for changes to each member
***Required Fields**

Instructions to Form: S06A0399
Revised: 06/18/03

Bank of America.

Return Copy to: Bank of America
Government Card Services
P.O. Box 1637
Norfolk, VA 23501-1637

Facsimile: 757.624.6149
Toll Free Fax:
877.248.4104

Pending GSA Approval

Use this form to obtain, modify or delete access to Bank of America Electronic Account Government Ledger System (EAGLS). Questions? Call GCSU toll-free (1.800.558.0548 Option 4) from the US and Canada or, if dialing from international locations, call collect (1.757.441.4124).

New ☐ Modify* ☐ Delete/Deactivate * ☐ *Note: If Modify or Delete/Deactivate, give Current User ID — _____

Name (Last, First):

Agency/Organization Name:

Mailing Address:

City: State/Province:

Zip/Postal Code: Country:

Business Telephone: (Commercial) FAX Number:

E-mail Address:

Role

Agency Program Coordinator ☐ Approving Official ☐

Designated Billing Officer ** ☐ View Only ☐

Transaction Dispute Officer** ☐ Reviewing Official ☐

Clerical ☐

Cardholder ☐

Customized Role (Please Specify) _____ ☐

Cardholder Account Number: (if cardholder access requested)

A/OPC Name:

**To be completed for Centrally Billed Accounts Only

IMPORTANT: Please complete the following information for all roles except "Cardholder." List Agency/Organization name and the seven (7) digit hierarchy number for each hierarchy level to which access is required.

Hierarchical Unit Name	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8

Authorized Official: _____ Name (Please print)

Business Telephone: _____ (Commercial Access Number Required; Include Area or Country Code)

Authorized Official Signature: _____ Signature

Date: _____

Form 507A1108
Revised: 06/18/03

Bank of America.

Instructions for EAGLS Access Application Form

Purpose	Use this form to obtain, modify, or delete access to the Electronic Account Government Ledger System (EAGLS).
Instructions	Authorized Officials should complete this form to add access, or change or delete existing access to EAGLS. Mail or fax to: **Bank of America** **Attn: GCSU** **P. O. Box 1637** **Norfolk, VA 23501-1637** **Fax: 757.624.6149** **Toll free fax: 877.248.4104**

Field Descriptions of form elements
New, Modify, Delete/Close – Check box to indicate status of user's access.
Name (Last, First) - Enter last and first name of user requesting EAGLS access.
Agency/Organization Name - Enter user's (card holder's) agency name.
Mailing Address (includes City, State/Province, Zip/Postal Code, and Country) – Enter user's mailing address.
Business Telephone — Enter user's commercial work telephone number.
Fax Number — Enter user's fax number.
E-mail Address — Enter user's email address.
Role (check one) — Check role user will be assigned. For role descriptions, refer to EAGLS User Guide, Overview, Authorized Use. Note that the DBO and TDO roles are for centrally billed accounts only.
Cardholder Account Number — Enter user's 16-digit account number. Complete only if user's role will be cardholder.
A/OPC Name — Enter user's A/OPC's name.
HL1 – HL8 — Enter 7-digit hierarchy level number(s) for which the user will have responsibility. Do not complete if user's role will be cardholder.
Authorized Official - Name/Title — Print name and title of person authorized to request EAGLS access.
Business Telephone — Enter Authorized Official's commercial business telephone number.
Authorized Official – Signature — Enter Authorized Official's signature.
Date — Enter date of signature.

Instructions to Form S07A1198
Revised: 6/18/03

Attachment 8 – Blanket Fund Certification Form

Purpose: This form eliminates the need for separate acquisition forms (requisitions usually done on an SF 2109). A separate blanket acquisition form is required for each individual cardholder and must be signed (or block stamped) by the budget officer indicating the funds are available. The cardholder completes the line on the form **BEFORE** making the purchase.

CREDIT CARD BLANKET ACQUISITION FORM

CARDHOLDER: JOHN Q CARDHOLDER

PERIOD OF TIME-OCT-JAN BFY 2000

DATE PURCHASED	VENDOR	DESCRIPTION	AMOUNT	BALANCE $10,000.00
10-5-99	U.S. West	phone service	100.00	9, 900.00
11-1-99	ABC Company	hardware	900.00	9,000.00

BLANKET FUND CERTIFICATION FORM

CARDHOLDER:

PERIOD OF TIME:

DATE PURCHASED	VENDOR	DESCRIPTION	AMOUNT	BALANCE $10,000.00

Attachment 9 – Departmental Copying Policy,
Department of the Interior Acquisition Policy Release (DIAPR) 2004 – 06

0ffice of Acquisition and PropertyManagement

Departmental Copying Policy

June 16, 2004

Department of the Interior Acquisition Policy Release (DIAPR) 2004-06

SUBJECT: Departmental Copying Policy

1. *Purpose:*

   To establish Departmental policy that: (1) distinguishes copying from other types of reproduction work; and (2) specifies the proper circumstances under which copying services may be obtained from commercial sources without requesting and obtaining a waiver from the Governement Printing Office.

2. *Effective Date:*

   This policy is effective immediately.

3. *Expiration:*

   This policy release shall remain in effect until the following policy is formally incorporated into the Departmental Manual under Part 314, Printing and Publications, and Part 1408 of the Department of the Interior Acquisition Regulation.

4. *Background and Explanation:*

   The Joint Committee on Printing (JCP) printing and binding regulations stipulate that an agency's central printing and publication management organization has authority over the control, production, and procurement of reprographic equipment. For the Department of the Interior, these responsibilities are delegated to the Interior Publishing Council.

   The Interior Publishing Council recently drafted, sought and received (on June 17, 2004) GPO concurrence on a Departmentwide policy that distinguishes copying from other types of reproduction work, and specifies the proper circumstances under which copy services may be obtained from commercial sources without requesting and obtaining individual waivers from GPO.

5. *Policy:*

   A. Definitions.

   1. *Duplicating* is the mass reproduction of materials beyond the capabilities of typical office copiers. Volumes are of sufficient mass quantities up to 5000 single page and 25,000 production units in the aggregate of multiple pages. This type of work is usually accomplished through GPO duplicating term contracts or processed through authorized centralized duplicating operations that may have been established for efficiency and cost savings. Such duplicating units shall require Departmental approval processed through the Interior Publishing Council.

2. *Copying* is further distinguished from "duplicating" in that such work is administrative in nature, produced on office copying equipment, and produced as necessary in limited quantities. Volumes typically range from 1 to 500 single-page production units to 2,500 production units in the aggregate of multiple pages. This volume standard is referred to as the "500/2500" rule.

B. Acquiring Copying Services.

Requirements meeting the copying definition in paragraph A.2 above that cannot be fulfilled through available resources may be referred to a commercial source without seeking GPO approval. Only employees with micropurchase authority may procure copying under these provisions. Qualifying work must meet the following criteria:

A. Quantities must not exceed the "500/2500" copying rule, i.e., you may make up to 500 copies of a single page document, or up to 2,500 total copied pages of a multiple page document, AND

B. Cost not more than $500 and be charged to the employee's purchase card, AND

C. Work is being produced while employee is on official travel or attending a conference, OR

D. Resources, including GPO, are not readily available (e.g., within the immediate area where the work is required to be accomplished) or accessible (e.g., requirements emerge after hours or on weekends) to the employee to obtain the work within the required time frame.

C. Process and Documentation.

These transactions are to be processed using the attached "Copy Work Obtained From A Commercial Source" form to ensure that work produced meets the conditions outlined above. The completed forms will be maintained with the cardholder's purchase card documentation and processed in accordance with internal bureau procedures regarding purchase card transactions. A copy of the completed form must also be provided to the bureau printing officer. All charges are processed under object class 242A – Printing and Reproduction-Commercial.

D. Work Exceeding the "500/2500" Rule.

Reproduction work exceeding the "500/2500" rule is duplicating, and requires a waiver from the nearest servicing GPO office. Employees should consult with their bureau printing officer or Interior Publishing Council representative to secure such a waiver.

6. *Action Required:*

This policy may be implemented immediately for all appropriate actions. (An amendment will be issued when a DI form number is provided to the attached form.) The Department of the Interior Integrated Charge Card Guide will be amended to include the policy for acquiring copying services.

If you have any questions, please contact Patricia Corrigan of this office on 202-208-1906.

Debra E. Sonderman, Director
Office of Acquisition and Property Management

Copy Work Obtained From A Commercial Source

In accordance with 314 DM 10, copy work was obtained as provided below.

Criteria:

- Quantities must not exceed the "500/2500" copying rule; AND
- The cost not exceeding $500 is charged to the employee's purchase card; AND
- Work is being produced while employee is on official travel or attending a conference; OR
- Resources (including GPO) are not readily available (e.g., within the immediate area where the work is required to be accomplished) or accessible (e.g., requirements emerge after hours or on weekends) to the employee to obtain the work within the required time frame.

Date Work Obtained:	**Commercial Vendor (include address):**	**Object Class:** 242A

Type of Product:	Number of Copies:	**Cost:**

Reason for using commercial vendor (enter an X in the appropriate block):

Official Travel	Attending a Conference	Resources not readily available or accessible

Cardholder Name:	**Phone:**	**E-mail:**

For Use by the Bureau Printing Officer

Email this form to:(Bureau Printing Officer)

DI Form XXXXR

This form is reproducible and intended for use electronically.

Attachment 10 – Regional Charge Card Coordinators

DEPARTMENT OF THE INTERIOR
US FISH AND WILDLIFE SERVICE

Service Charge Card Coordinators
(all cards under HL2 - 0000015)

Service Charge Card Coordinator - Randy Van Pelt	303-984-6806
Travel Program Coordinator - Vacant	703-358-2050
Purchase Program Coordinator – Ramona Polk	703-358-1783

Regional Charge Card Coordinators
(all cards under the HL3 level indicated)

1 (HL - 3112214) --	Sam Buzbee	503-231-6112	Fax	503-231-6827
	Corene Kellogg	503-231-6112		
	Jim Ericson	503-231-6820	Fax	503-231-6821
2 (HL - 3112417) --	Terri Braden	505-248-6934		
	Karen Rager	505-248-7896	Fax	505-248-6604
3 (HL - 3112535) –	June Johnson	612-713-5238	Fax	612-713-5298
4 (HL - 3112658) –	Karmen Nicholson	404-679-4095		
	Patricia Schick	404-679-4098		
5 (HL - 3112922) --	Sharon Woodin	413-253-8222	Fax	413-253-8354
	Christine Nolan	413-253-8227	Fax	413-253-8354
6 (HL - 3113091) --	Carolee Zidan	303-236-4455	Fax	303-236-6958
	Katherine Buckhouse	303-236-2825	Fax	303-236-6958
7 (HL - 3113306) –	Mary McCormick	907-786-3455		
	LeAnn Phillips	907-786-3574	Fax	907-786-3419
9 (HL - 3113372) --	Vacant	703-358-2050		
	Sam Juzbasich	703-358-2049		
	Ramona Polk	703-358-1783		

Service Charge Card Fleet Coordinator
(all cards under HL3 - 3201704)

Fleet Program Coordinator – Filiverto Rodriguez	703-358-1733

Regional Fleet Card Coordinators

1 (HL – 4205558) –	Jannette Brummel	503-231-6225	
2 (HL – 4205761) –	Tina Noedel	505-248-6446	
3 (HL – 4205879) –	David Gustafson	612-713-5210	Fax 612-713-7210
4 (HL – 4206002) –	Curtis Wilcox	404-679-4078	Fax 404-679-7309
5 (HL – 4206266) –	Jeff Parsons	413-253-8241	
6 (HL – 4206435) –	Jodi Miller	303-236-4332	Fax 303-236-8739
7 (HL – 4206650) –	LeAnn Phillips	907-786-3574	
	Janice Collins	907-786-3419	Fax 907-786-3923
9 (HL – 4205558) –	Filiverto Rodriguez	703-358-1733	

Regional Locations:

1	Pacific Coast	911 NE 11th Ave., Eastside Fed Complex, Portland OR 97232
2	Southwest	PO Box 1306, Albuquerque, NM 87103
3	North Central	Fed Bldg Rm 671, Ft. Snelling, Twin Cities, MN 55111
4	Southeast	1875 Century Blvd, Rm 302, Atlanta, GA 30345
5	Northeast	300 Westgate Center Drive, Hadley, MA 01035
6	Mountain/Prairie	PO Box 25486, DFC, Denver, CO 80225
7	Alaska	1011 E Tudor Rd., Anchorage, AK 99503
9	Headquarters Office	4401 N Fairfax Drive, Rm 380, Arlington, VA 22203
	National Coordinator	PO Box 272060, DFC, Denver, CO 80227
	Fleet/Purchase Coordinator	4401 N Fairfax Drive, Rm 212, Arlington, VA 22203

Attachment 11 – EAGLS Online Bill Payment

The Bank of America provides a free online bill payment system, MyEasyPayment.com, for government-issued integrated charge card accounts. A cardholder can transfer funds electronically from a checking account to make a payment through the secure MyEasyPayment.com interface. All payments made through MyEasyPayment.com will be applied to the cardholder account within two to three calendar days.

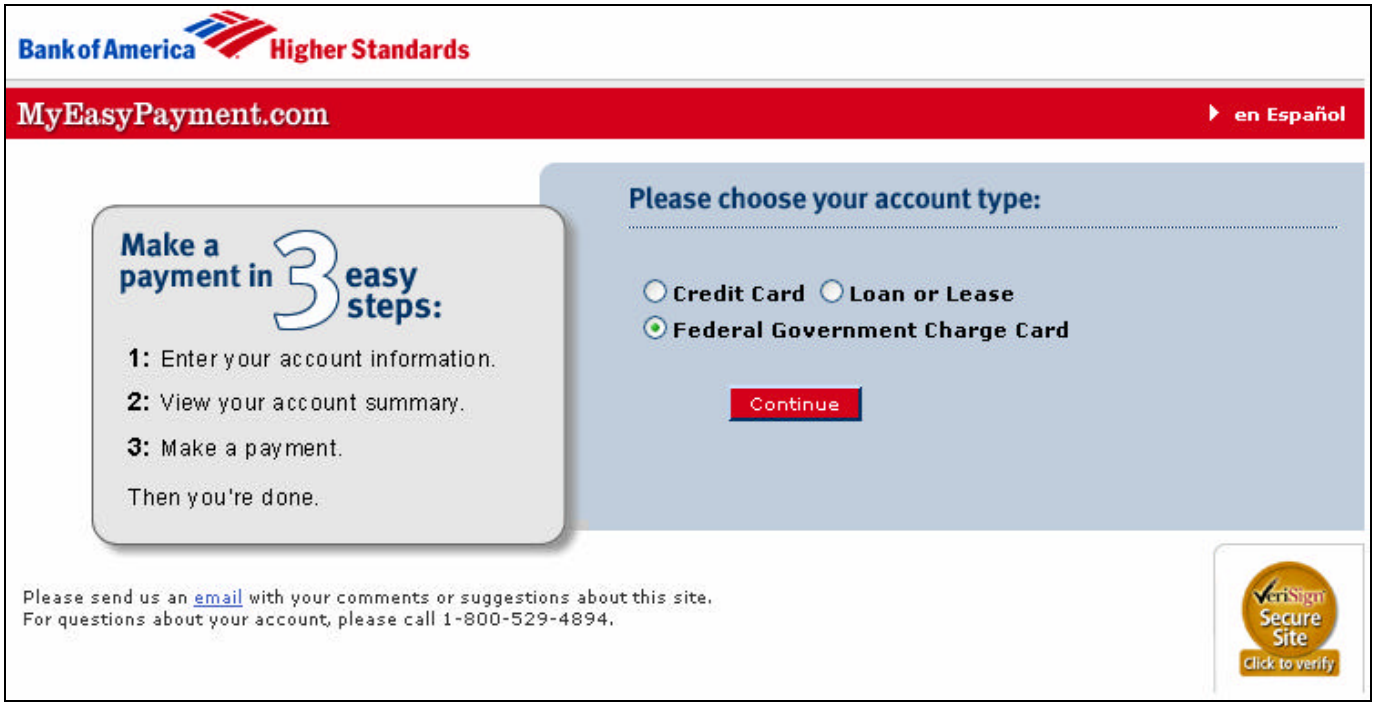
Step 1 – Access Charge Card Account Information

The Cardholder:

- Logs on to the Bank of America's online bill payment system, www.MyEasyPayment.com.

  The *Welcome to MyEasyPayment.com* screen displays.

- Selects the Federal Government Charge Card radio button.
- Clicks the Continue button.

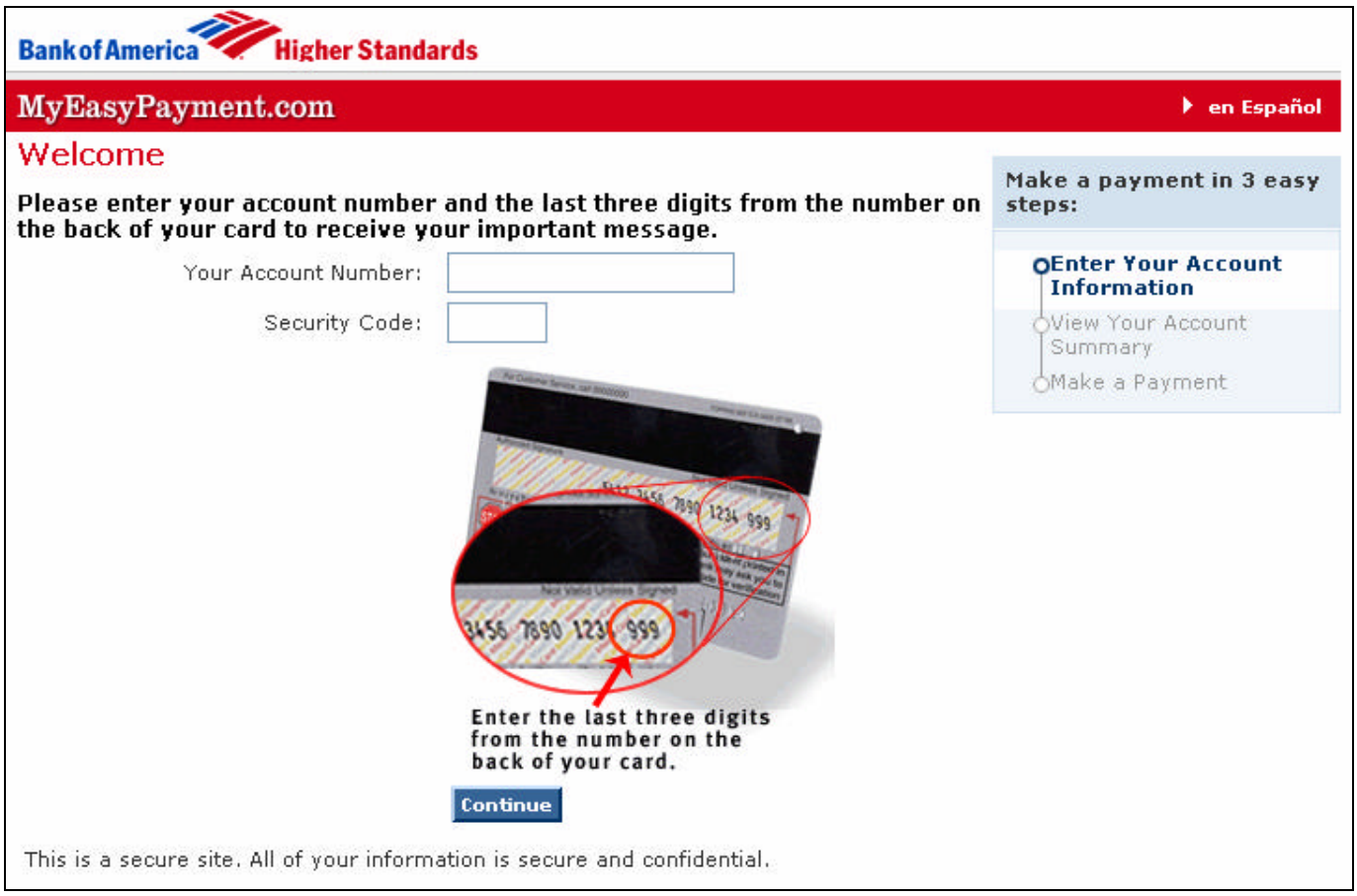


Step 2 – Enter Charge Card Account Information

The Account Information screen displays.

The Cardholder:

- Enters the charge card account number and the security code into the appropriate fields.
- Clicks the Continue button.

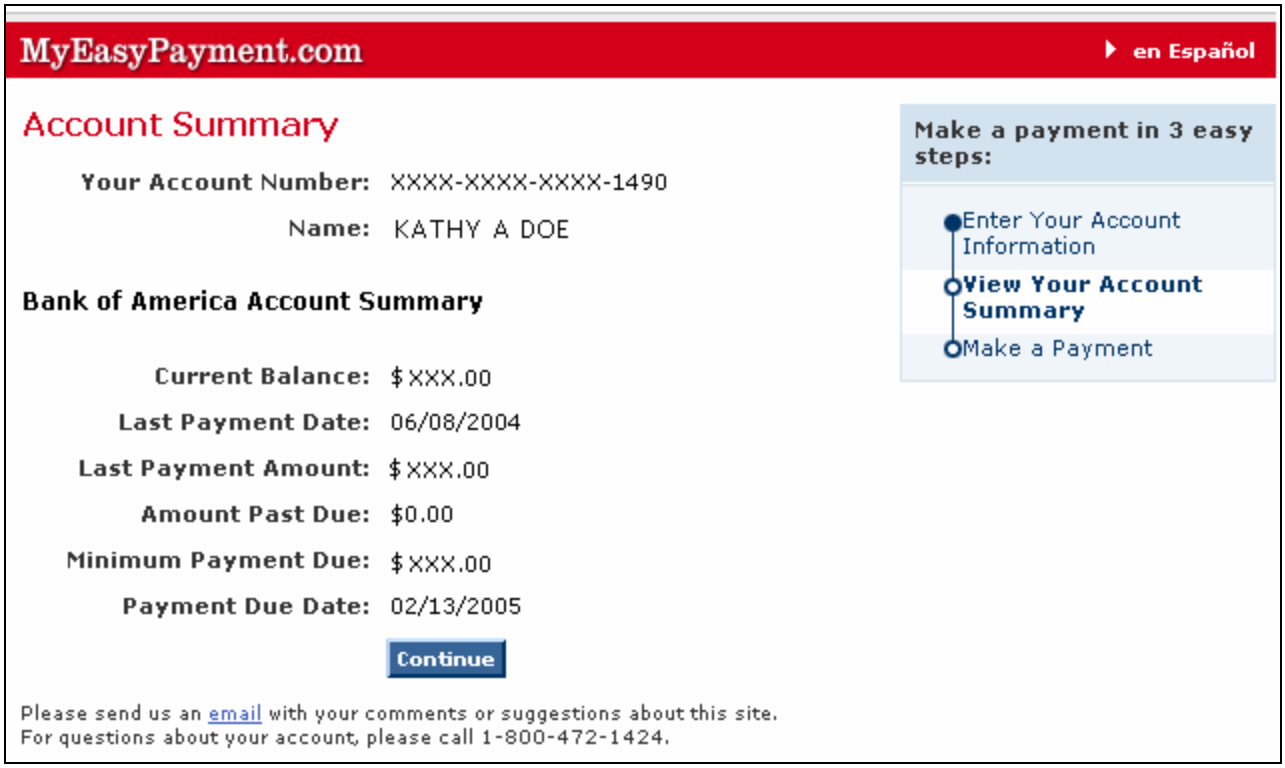


Step 3 – Account Summary Screen

The Account Summary screen displays.

The Cardholder:

- Reviews the account information.
- Selects the Make a Payment radio button.
- Clicks the Continue button.

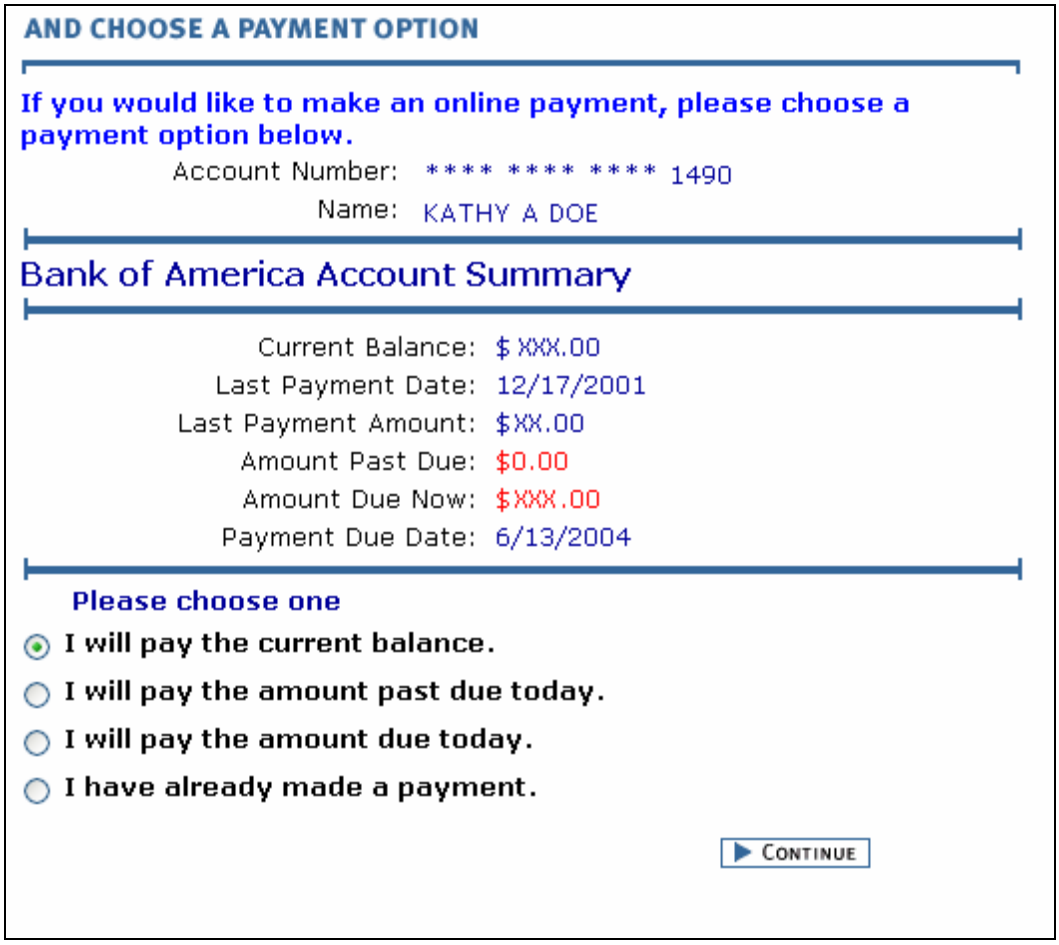


Step 4 – Choose a Payment Option

The Choose a Payment Option screen displays.

The Cardholder:

- Selects the radio button for the payment option:
  - Pay the current balance.
  - Pay the amount past due.
  - Pay the amount due.
  - Previously made a payment.
- Clicks the Continue button.



Step 5 – Enter Payment Information

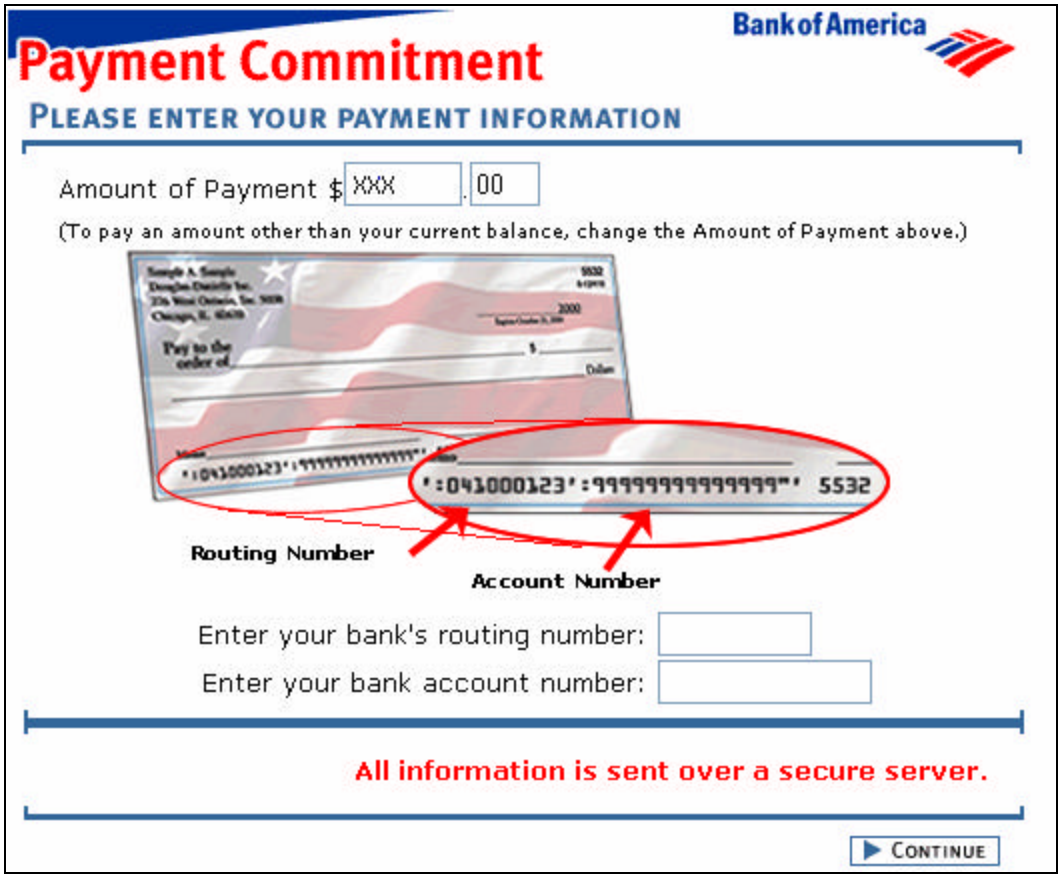
The payment commitment screen displays.

The Cardholder:

- Reviews the current balance payment amount.
- Either accepts or changes the amount.
- Enters the bank's routing number into the appropriate field.
- Enters the bank account number into the appropriate field.
- Clicks the Continue button.

When the transaction is complete, the online bill payment system issues a confirmation number.

The payment will be applied to the cardholder account within two to three calendar days.



Attachment 12 – FWS Director's Order No. 149

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

DIRECTOR'S ORDER NO. 149

Subject: Disciplinary Actions for Misuse or Nonpayment of Government-Issued Charge Cards

Sec. 1 What is the purpose of this Order? This Order provides Service policy and procedures for consistent and fair administration of disciplinary actions resulting from Government-issued charge card misuse and/or individually-billed account delinquency.

Sec. 2 Does this Order supersede other directives? This Order supersedes Director's Order No. 140, November 9, 2001.

Sec. 3 What is the scope of this Order? This Order applies to supervisors and managers responsible for administering disciplinary actions resulting from Government-issued charge card misuse and/or individually-billed account delinquency.

Sec. 4 What is the responsibility of immediate supervisors?

a. Upon notification that an individually billed account has reached a past due status, the employee's immediate supervisor must discuss the matter with the employee and strongly urge him or her to resolve the past due account. The supervisor must counsel the employee regarding possible adverse actions resulting from nonpayment of charge card accounts and follow up such discussions in writing. The supervisor must consider formal disciplinary action if the charge account delinquency continues and/or if the employee's ability to perform his or her assigned duties is compromised as a result of charge card suspension or cancellation.

b. Upon notification of an employee's misuse of the Government-issued charge card, the supervisor must initiate formal disciplinary action. Though intentional misuse of the charge card is more serious, supervisors must take corrective action immediately to address any misuse of the card.

c. Before initiating any formal action and before issuing any notices to the employee, the supervisor must contact his or her servicing human resources office to ensure that all necessary requirements are satisfied and that all appropriate documents are properly prepared.

Sec. 5 What is the penalty for charge card misuse or nonpayment of an individually-billed account? Charge card misuse or account nonpayment can result in suspension or cancellation of the cardholder's account and disciplinary action that may include removal. Gross negligence and misuse will result in referral to the Office of the Inspector General for investigation.

Sec. 6 How is a determination made of which penalty to impose in a particular situation?
Determining which penalty to impose in a particular situation requires the application of reasonable judgment. Disciplinary action is based on a conclusion that there is sufficient evidence available to support the reason(s) for action and that disciplinary action is warranted and reasonable in terms of the circumstances that prompted it. In determining the appropriate penalty, you must observe the principle of "like penalties for like offenses in like circumstances." This means that you must apply penalties as consistently as possible. Refer to the Department's Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions. The penalty guide provides a starting point for a supervisor or manager who must propose or decide discipline, and helps maintain consistency within the Service. The Handbook lists penalties ranging from a letter of reprimand to removal for a first offense of charge card misuse or failure to pay the full account balance on the Government-issued charge card. A 3-day suspension should be the starting point when selecting a penalty for a first offense of charge card misuse or individually-billed account delinquency. You should then consider the following critical factors in selecting the appropriate penalty:

a. The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical, or inadvertent, or was committed maliciously or for gain, or was frequently repeated.

b. The employee's job level and type of employment, including supervisory or fiduciary role; contacts with the public; and the prominence of the position.

c. The employee's past disciplinary record.

d. The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability.

e. The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon the supervisor's confidence in the employee's ability to perform assigned duties.

f. Consistency of the penalty with those imposed upon other employees for same or similar offenses.

g. Consistency of the penalty with any applicable agency table of penalties.

h. The notoriety of the offense or its impact upon the reputation of the agency.

i. The clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question.

j. Potential for the employee's rehabilitation.

k. Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, mental impairment, harassment, or bad faith, malice, or provocation on the part of others involved in the matter.

l. The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

Sec. 7 What is the effective date of this Order? This Order is effective immediately. We will include the provisions of this Order in 227 FW 2 of the Fish and Wildlife Service Manual.

Sec. 8 When does this Order expire? This Order will expire on June 30, 2004, unless amended, superseded, or revoked.

/sgd/ MATT HOGAN

DEPUTY DIRECTOR

Date: April 3, 2003

For specific information on the contents of this Director's Order, contact the Division of Human Resources. For additional information regarding the Directives web pages, contact Hope Grey , in the Division of Policy and Directives Management, 703-358-2482.

Attachment 13 – Supervisory/Approving Official Checklist

The purpose of this checklist is to assist supervisors and approving officials in reviewing cardholders' transactions. At a minimum the following items must be checked.

Travel Business Line Transaction	Yes	No	N/A	Comments
All charges are related to official government travel.				
Travel transactions are appropriate for the cardholder.				
There are no POV related charges such as fuel.				
ATM transactions are associated with official travel.				
ATM advances are within 5 days prior to the beginning of a trip and no later than the last day.				
Signatures of the cardholder and approving official are on the statement of account.				
For Bureaus that centrally bill hotel charges: there are no charges for items such as movies or room service on hotel bills.				

Purchase Business Line Transactions	Yes	No	N/A	Comments
The purchase is necessary and appropriate to execute the program mission.				
Funds are available and have been authorized for the purchase.				
Transactions are not split into smaller purchases to circumvent the single-purchase limit.				
Proper documentation is attached to the statement of account, e.g., itemized original charge slip, original register receipt, or original packing list or shipping documents. In instances where a vendor allowed an individual other than the cardholder to pick up a purchase, the action must be clearly documented and that employee's signature should be on the receipt.				

Purchase Business Line Transactions	Yes	No	N/A	Comments
Receipts are itemized and match the amount on the statement of account.				
Signatures of the cardholder and approving official are on the statement of account .				
The correct object class code is used.				
Action is taken to ensure the transaction is entered into the property system, if applicable.				
Purchases are made from mandatory sources, as applicable.				

Convenience Checks: In addition to the items listed above, approving officials must check to ensure that:	Yes	No	N/A	Comments
NCR/Carbon copies are available for all issued checks.				
No checks are written to prohibited sources, e.g., self, other Federal employees, cash, or vendors that accept the charge card.				
The payee is filled in and matches the name on the statement of account.				
1099 Misc reportable transactions are prepared and submitted to Finance, when applicable.				
All checks are within the check writers' single-purchase limit.				

Fleet Business Line Transactions	Yes	No	N/A	Comments
The purchase is an authorized use of the card				
Proper documentation is attached, e.g., charge slips, register receipts, or invoices				
The receipt amount matches the amount on the statement of account				
Purchases are only for the vehicle/equipment assigned to the card				
Purchases are made by the official users of the vehicle/equipment assigned to the card				
Purchases of bulk fuel are not made on cards assigned to a specific vehicle/piece of equipment				
Statements/cover certificate(s) are signed both the designated cardholder and the Fleet A/OPC or fleet manager				

Attachment 14 – Cardholder Dispute Process

Option 1 – Cardholder Statement – Dispute Form

The dispute form is on lower portion of the back of a cardholder's statement. To dispute an entry or to get information about a transaction, the cardholder:

Step 1 – Completes and signs the form.

Step 2 – Faxes the form to the Claims Department at 1-888-678-6046.
Or
Mails the form to P.O. Box 53142, Phoenix, AZ 85072.

IN CASE OF A DISPUTE OR QUESTION ABOUT YOUR STATEMENT– If you believe that an entry on your account is wrong, or if you need more information about a transaction, please complete and sign this form and fax it to Bank of America N.A., (USA), attn: Claims Department at 1.888.678.6046. You may also write to us (on a separate sheet of paper) at P.O. Box 53142, Phoenix, AZ 85072-3142. **YOU MUST CONTACT US WITH THE REQUIRED INFORMATION NO LATER THAN 60 DAYS AFTER WE SENT YOU THE FIRST STATEMENT ON WHICH THE DISPUTED TRANSACTION APPEARED.** You may telephone us, but doing so does not preserve your rights.

Name_____ Account Number_____

Merchant Name_____ Reference Number_____

Transaction Date_____ Transaction Description_____

Posting Date_____ Amount_____

****Check only ONE of the boxes below. Signature and date must be completed below****

1.___ I am not disputing the transaction listed above, I am only requesting a copy of the sales draft for my records.

2.___ I certify that the charge(s) listed above was not made by me nor a person authorized by me to use my card. I did not receive any goods or services from this transaction nor did any person authorized by me.

3.___ Although I did engage in a transaction with the above merchant, I have no knowledge of the particular transaction noted above and it was not authorized by me or anyone representing me. My cards were in my possession at the time of the above transaction. The correct transaction took place on _____ (date) in the amount of $_____.

4.___ Although I did engage in the above transaction (complete ONE of the following statements and provide as much detail as possible to support your statement):

i) The dollar amount of the sale was increased from $_____ to $_____. I am enclosing a copy of my charge card sales receipt, which reflects the correct dollar amount.

ii) I dispute the entire charge or a portion of it in the amount of $_____. I have contacted the merchant and asked that a credit be applied to my account. (Please provide details of the circumstances surrounding this transaction and your calculations used to derive the correct amount, if amount is less than the total billed to your account.)

iii) I have never received the merchandise. I expected to receive it during the week of _____ (date). I have since contacted the merchant and asked that a credit be applied to my account.

iv) All or part of the shipped or delivered merchandise was defective or damaged when received. I returned the merchandise on _____ (date) but have not received a credit for the amount of $ _____. I am enclosing a detailed statement describing the defects of the merchandise and I am enclosing a copy of my proof of return (receipt from UPS, FedEx, Post Office, a credit voucher from the merchant, etc.). In addition, enclosed is an itemized list of the merchandise received, the items returned and the cost of each item.

v) The above transaction is duplication of an authorized transaction that took place on _____ (posting date). The reference number of the authorized transaction as shown on my charge card statement is _____.

vi) I am enclosing a detailed explanation of the reason(s) the merchant was not able or willing to provide the requested merchandise/services. I am also providing details of my attempts to resolve this mater with the merchant, including date(s) and the merchant response(s).

5.___ I received a credit slip, but it was applied to my account as a charge. I am enclosing a copy of this credit slip.

6.___ I received a credit slip, but it was not applied to my account. I am enclosing a copy of this credit slip.

7.___ I notified the merchant on _____ (date) to cancel pre-authorized recurring charges (i.e., insurance premium, membership fee). I have cancelled with the merchant and am enclosing a copy of my dated correspondence to the merchant, if available.

8.___ I guaranteed a hotel reservation for late arrival and subsequently cancelled it on _____ (date) at _____(a.m./p.m.) with cancellation number _____. (If no cancellation number was given, please provide a copy of a phone bill showing the date and time the call was made to cancel the reservation.)

9.___ **Airline ticket dispute:** I have cancelled or returned the above identified airline ticket. I understood at the time of ordering that it was fully refundable if I chose to cancel. **(This only applies if you were issued a paper ticket and must be able to enclose proof of return or credit voucher issued by the merchant.)**

10.___ Other: please explain:

_____

_____

_____

SIGNATURE: _____ **DATE: (MM/DD/YY)** _____ / _____ / _____

CUSTOMER SERVICE: **For questions regarding transactions, general assistance, and reporting lost and stolen cards.** **Worldwide Toll Free 1.800.472.1424** **Worldwide Collect 757.441.4124**

SERVICE FOR THE HEARING-IMPAIRED (TTY/TDD) **1.800.672.0779**

Option 2 – EAGLS User Guide – Disputing a Transaction

In EAGLS, cardholders can dispute charges on individual transactions by using the dispute transaction function. To access this function:

Step 1 – Login to EAGLS.

Step 2 – From the Statements/Tranactions Menu Tab, click on the Statement/Invoice screen.

Step 3 – From the Transaction Details screen, click on the Dispute link for the transaction.

Step 4 – From the Dispute Transaction screen, type the disputed amount in the Dispute Amount text box. Do not use $, commas, or decimal points.

Step 5 – Click Submit. A confirmation message displays at the top of the screen.

Guide15_0704

Attachment 15 – EAGLS Instructions

EAGLS Instructions are available online at the Bank of America – EAGLS website at:
https://www.gov-eagls.bankofamerica.com/EAGLS/portal.do (Requires User I.D. and Passcode.)

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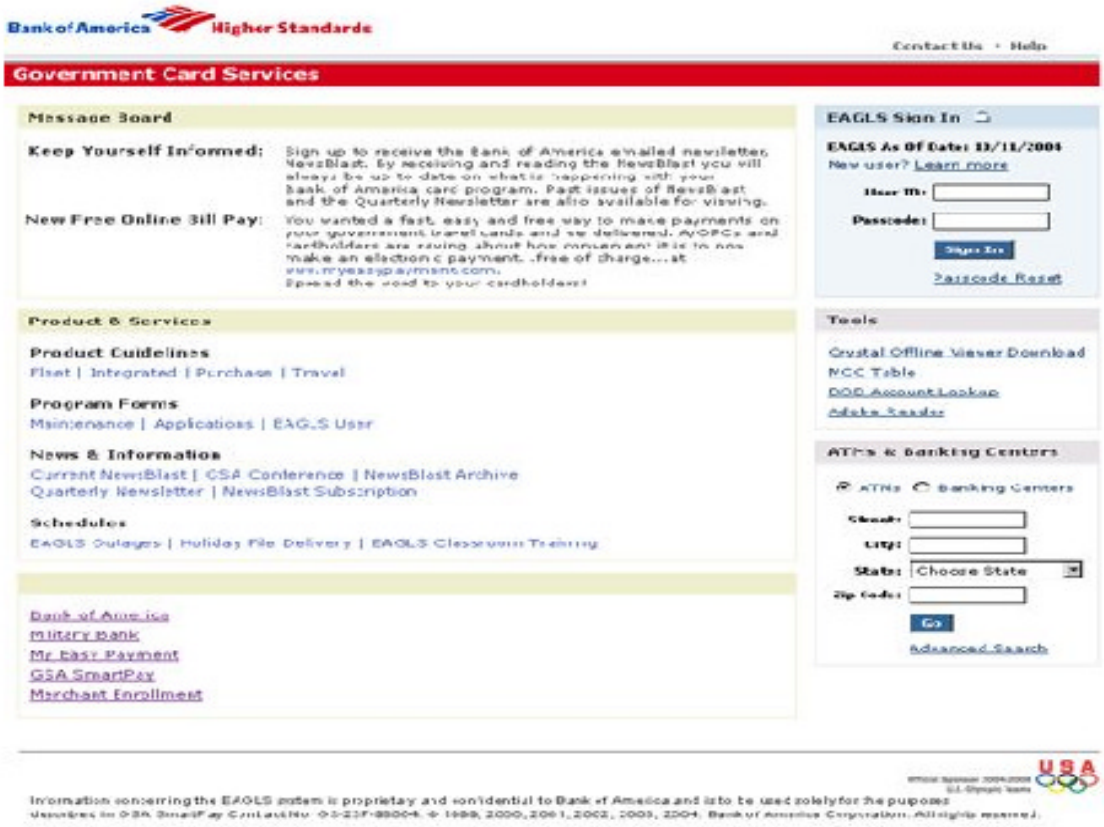
Accessing EAGLS[sm]

You can access EAGLS to perform administrative and accounting tasks online at the following web address: www.gov-eagls.bankofamerica.com

1. Type the EAGLS web site address in the Address bar and press **Enter**. The **Government Card Services** Portal displays. The **Message Board** displays, providing you with up-to-date information about changes in policies and procedures or introduces new products.



2. Type your **User ID** and **Passcode** in the **EAGLS Sign In** section on the right.
3. Click on **Sign In**. Your personalized **Welcome** screen displays.

Note: *The first time you sign in to EAGLS you are prompted to change your Passcode.*

*See **Change Passcode, Page 5,** for more information.*

Sign Off EAGLS

To sign off EAGLS, click on the **Sign Off** link located at the top or at the bottom of any screen.

When you sign off, you are returned to the Government Card Services Portal page.

What you Need to Know

- The **User ID** is not case-sensitive *(Example: You may enter either JSMITH01 or jsmith01)*
- You are automatically directed to the Change Passcode function during initial logon
- **The Passcode:**

  Is case-sensitive and must be entered exactly as defined

  Must be 8 - 20 alphanumeric characters

  Must contain at least one alpha character and one numeric character. However, a single numeric character cannot be the first nor last character of the Passcode.

  Cannot contain special characters (i.e., *, @, #, $, &, etc)

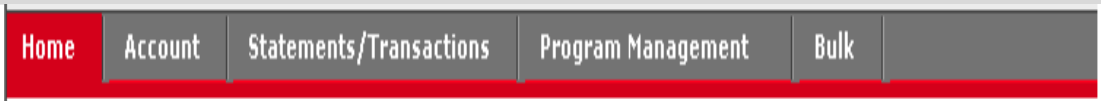
  Must not match the nine previous Passcodes
- Three invalid logon attempts will lock you out of the system. Contact the technical help desk at 1.800.558.0548 for Passcode reset or click on **Passcode Reset.**
- **Passcode Expiration:**

  Every 84 days

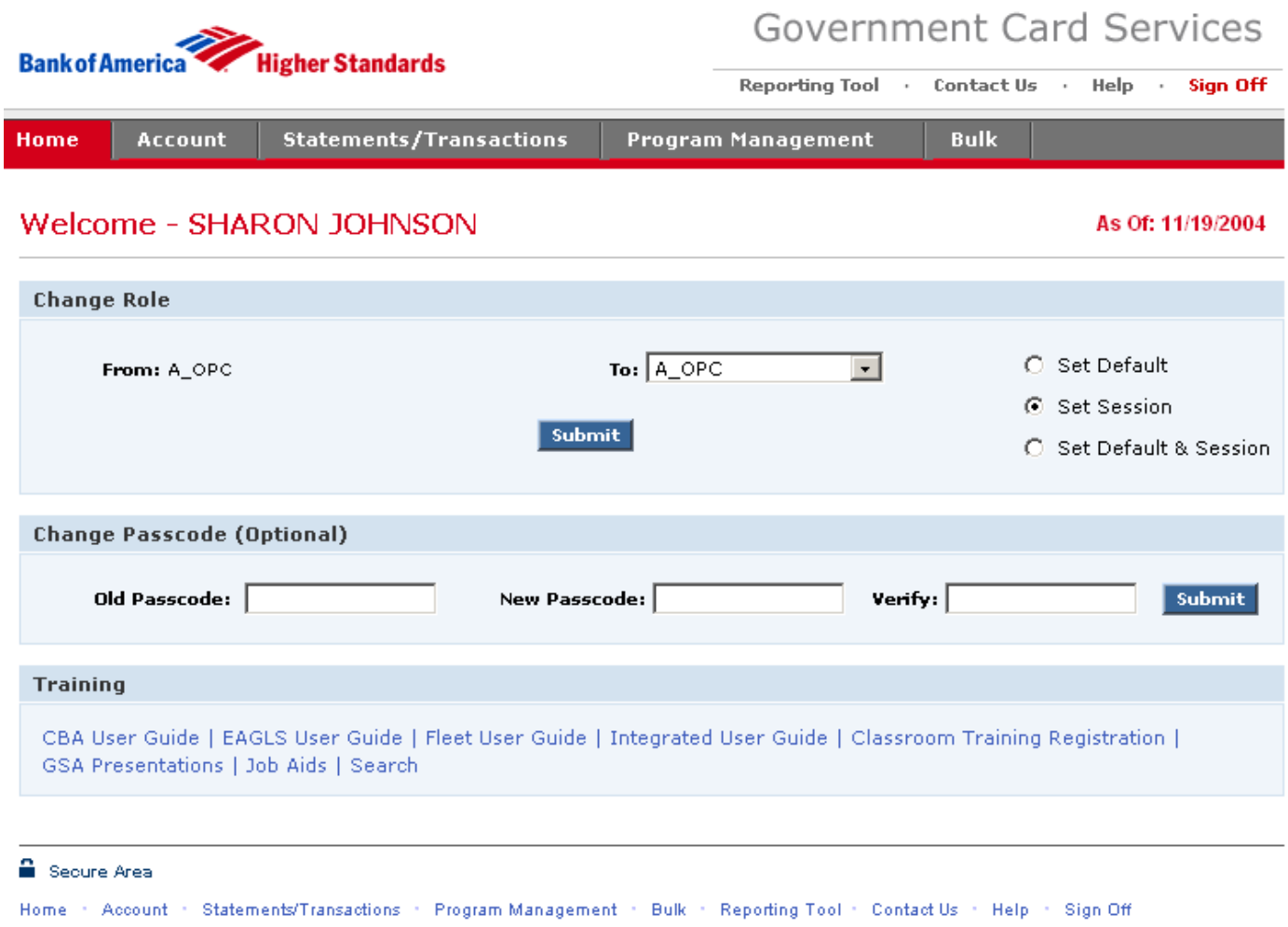
  System prompt to change Passcode seven days prior to expiration

  Automatically directed to Change Passcode function if not changed by the 84th day

HOME - WELCOME SCREEN



Your personal information displays on the **Welcome** screen when you sign in to EAGLS. From your **Home** screen, you may navigate to other functions by clicking on the menu tabs. You may change your Passcode and depending on your user profile, you may change Hierarchy Levels, Roles, or Accounts.
Note: *You will only have access to the functions that are associated with your user profile.*



The **As Of:** date indicates when the latest Data Exchange File (DEF) was processed and updated to the system. The DEF contains the latest updated information for the database. A user can readily determine if their transactions have been processed and updated to the system. The **As Of:** date displays on every screen in EAGLS.

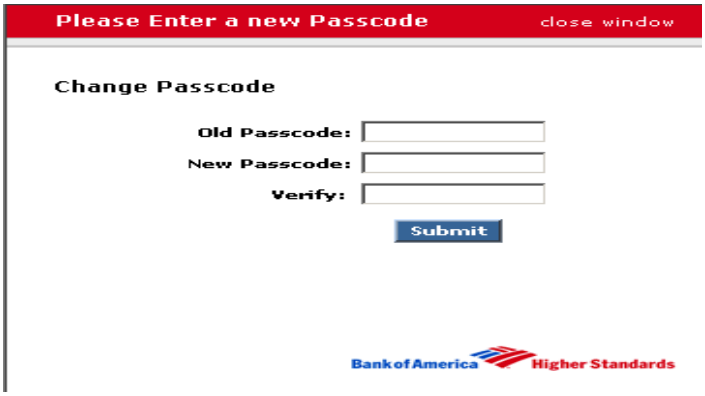
How to Change a Passcode

You need to change your password every 84 days or whenever the security of your password needs to be maintained. From the **Welcome** screen or from the **Change Passcode** pop-up window that displays at initial sign in to EAGLS:

1. Click in **Old Passcode** field and type the Passcode. Asterisks display as a security measure.
2. Tab to the **New Passcode** field and type the new password.
3. Tab to the **Verify** field and type the new password for verification.
4. Click **Submit.** A confirmation message displays at the top of the screen.

Change Passcode from Welcome screen

Change Passcode screen at Initial Sign In to EAGLS



How to Change Hierarchy Level

You may change hierarchies if there is more than one hierarchy associated with your profile. You will need to change hierarchies in order to access accounts associated with the different hierarchies.

1. From the **Welcome** screen, click on the drop down arrow and select a **Hierarchy** from the list.
2. Click on a radio button to select one of the options:

   Set Default option automatically changes the hierarchy assigned each time you log into EAGLS until you change it.

   Set Session option changes the hierarchy for the current session.

   Set Default & Session changes the hierarchy for the current session and for the next log in
3. Click **Submit**. A confirmation message displays at the top of the screen.

How to Change Role

When you initially sign on to EAGLS, your default role determines your access to data and functions. You may change roles if there is more than one role associated with your profile.

1. From the Welcome screen, click on the drop down arrow and select a **Role** from the list.
2. Click on a radio button to select one of the options:

   Set Default option automatically changes the role assigned each time you log into EAGLS until you change it.

   Set Session option changes the role for the current session.

   Set Default & Session changes the role for the current session and for the next log in.
3. Click **Submit**. A confirmation message displays at the top of the screen.

How to Change Account

You may change the session or default account number that is associated with your profile when you have more than one account assigned to your profile.

1. From the Welcome screen, click on the drop down arrow and select an **Account** from the list.
2. Click on a radio button to select one of the options:

   Set Default option automatically changes the account assigned each time you log into EAGLS until you change it.

   Set Session option changes the account for the current session.

   Set Default & Session changes the account for the current session and for the next log in.
3. Click **Submit**. A confirmation message displays at the top of the screen.

What you Need to Know

- You will only have access to the Change Hierarchy function if you have more than one hierarchy associated with your user profile.
- You will only have access to the Change Role function if you have more than one role associated with your user profile.
- You will only have access to the Change Account function if you have more than one account associated with your user profile.

ACCOUNT MENU TAB

Account Inquiry/Maintenance Search

1. From any screen, select the **Account** menu tab.
2. Search for an account by selecting one **Search For** criteria.
3. Enter the Account Number or other **Search By** criteria. *The search screen will display with the user's default hierarchy. You may click **Browse Hierarchy** to view a level below your hierarchy level.*
4. Click **Submit**. Depending on your search criteria, you may see the account display or multiple results display.
5. If multiple page results display, you may skip to a specific page by clicking on the arrows or page number.

   Search Results Page 3 of 6 <1 2 3 4 5 6 >

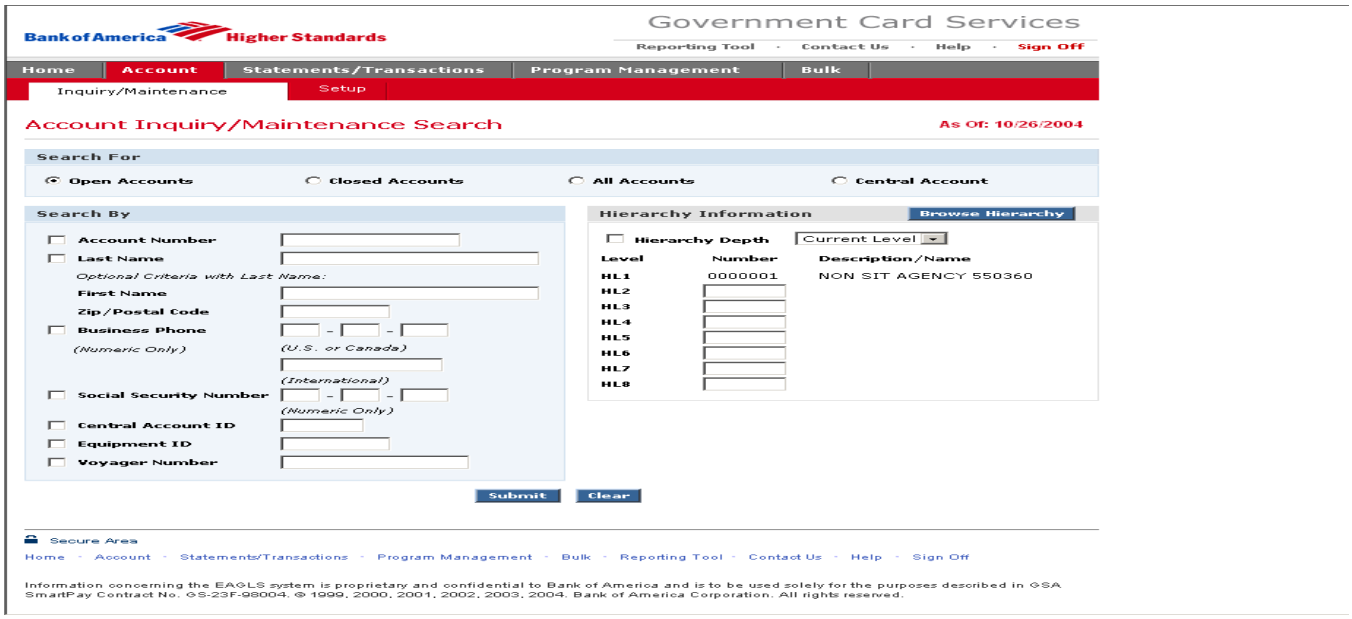
6. Click on the desired account number to display the **Account/Inquiry Maintenance** screen.

What You Need to Know

- Search screens will display the user's default hierarchy.
- Depending on the search criteria used, multiple search results may display. Click on the desired account number or name to make a selection.
- Searching by Last Name permits a wildcard search. A wildcard search allows you to enter a least two characters followed by an asterisk (*). For example, entering "Jo*" in the Last Name field will find last names such as "Jones" and "Johnson". These partial searches will take longer to complete than exact searches.

Searching by Hierarchy

- The Search function in EAGLS allows you to browse through a list of agencies using a 40 character-length field for the agency name.
- The **Browse** functionality pulls in the agency names associated with the hierarchy level within your span of control and lists them in a pop-up window.
- As you browse and select an agency, you may continue moving to and through the next levels and make additional selections by continuing to drill down through the hierarchy levels. Use **Next Level** and **Previous Level** buttons to move you between hierarchy levels within your span of control.



Account Inquiry/Maintenance

The **Account Inquiry/Maintenance** screen allows you to perform wide-ranging maintenance on an account from a single page.

From this screen you may maintain the following:

- Account holder information (address, phone number, email address, Grade/Rank, Employment Status, etc)
- Master accounting code (Agency specific)
- Account Status
- Activate/Deactivate accounts (Agency specific)
- Order Convenience Checks (Agency specific)
- Credit Limits
- Temporary Cash Limits (Agency specific)
- Request Card

From this screen you may view the following information:

- View account statement summary information
- Point of Contact Information

From this screen you may access links to the following functions:

- Statement Detail
- View Authorization Controls
- Transfer Hierarchy
- Card Receipt Verification

Account Inquiry/Maintenance Screen

Account Holder Information

View Point of Contact Information

Summary Statement Information

Links to access other functionality:
Statement Detail
View Authorization Controls
Transfer Hierarchy
Card Receipt Verification

Accounting Code Information

Order Convenience Checks

Request Card

Account Status

Activate/Deactivate

Credit Limit

Temporary Cash Limit

Bank of America Higher Standards

Government Card Services

Reporting Tool · Contact Us · Help · Sign Off

Home | Account | Statements/Transactions | Program Management | Bulk

Inquiry/Maintenance | Setup

Account Inquiry/Maintenance Return to Search Results As Of: 10/26/2004

Submit Clear

Links

Statement Detail | Authorization Controls | Transfer Hierarchy | Card Receipt Verification

Account Holder Information

Account Number 4486128800024220
*Last Name JOHNSON
*First Name WYLLA A
*Address 1 200 PIEDMONT AVE SE STE 1406W
Address 2 200412 GDC ONLY, CH-PARNELL
Address 3 TEST EXP TEST
Address 4 (Display Only)
*City ATLANTA
*State/Province GA
*Country US
*Zip/Postal Code 30334
*Business Phone 757 - 555 - 5018 (Numeric Only) (U.S. or Canada) (ext.) (International)
Home Phone 757 - 555 - 0018 (Numeric Only) (U.S. or Canada) (International)
Fax Number 757 - 555 - 9017 (Numeric Only) (U.S. or Canada) (International)
Email Address TESTACCOUNT@BANKOFAMERICA.COM
Social Security Number 123-45-0018
Employee ID
Grade/Rank
Employment Status
Central Account ID 9025214
Central Account Name EAGLS CORP ACCOUNT CO 9025214
Central Account Number 4486128800000055

Hierarchy Information Browse Hierarchy

Level	Number	Description/Name
HL1	0000001	NON SIT AGENCY 550360
HL2	2000004	NON SIT AGENCY 551456
HL3	3042151	NON SIT AGENCY 550356
HL4		
HL5		
HL6		
HL7		
HL8		

Accounting

Master Accounting Code Browse
Accounting Center ID 130000 Browse
Accounting Center Name 130000

Account Information

Program Type Travel Billing Type Individual
Convenience Checks Yes 20 Reorder Now
Convenience Check Not To Exceed Amount $0
Previous Account Number 4486128800000857
Request Card No Send Card to an Alternate Address

Account Status

Account Status OPEN
Restricted No
Activate On (MM/DD/YYYY) Deactivate On (MM/DD/YYYY)
Account Expiration Date 11/2008
Account Open Date 10/23/1998
Account Closed Date

Points of Contact

TIM WILLIAMS
704-555-8855
Alternate

JOHN EVANS
704-688-7754
EAGLS@BANKOFAMERICA.COM
Alternate

Account Limit

Option Set Number 01000 Option Set Description NONSIT3867
Warrant Level Dollar Amount $0 Unlimited
*Credit Limit $15,000
Cash Limit $15,000 Temporary Cash Limit $5,000
Temporary Cash Start Date 12/12/2004 (MM/DD/YYYY) Temporary Cash End Date 12/13/2004 (MM/DD/YYYY)

Account Statement Information

Previous Balance	$0.00	Last Statement	
Individually Billed Transactions	$0.00	Centrally Billed Transactions	$0.00
Combined Fees	$0.00	Travelers Checks Amount	$0.00
Convenience Checks Amount	$0.00	Cash Advance Amounts	$0.00
Credits	$0.00	Payments	($0.00)
Disputes	$0.00	Current Balance	$0.00
Statement Date	10/20/2004	Payment Due	$0.00
Payment Due Date	10/20/2004		

Activity since end of cycle

Individually Billed Transactions	$0.00	Centrally Billed Transactions	$0.00
Total Pending Authorizations	$0.00	Available Credit	$15,000.00
Credits	$0.00		
Total Payment Amount	$0.00	Last Payment Date	
Balance	$0.00	As of Date	10/26/2004

Statement Past Due Information

Past Due Amount	$0.00		
30 Day	$0.00	120 Day	$0.00
60 Day	$0.00	150 Day	$0.00
90 Day	$0.00	180 Day	$0.00

* Indicates a Required Field

Submit Clear

Links

Statement Detail | Authorization Controls | Transfer Hierarchy | Card Receipt Verification

Secure Area

Home · Account · Statements/Transactions · Program Management · Bulk · Reporting Tool · Contact Us · Help · Sign Off

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What You Need to Know

Change Account Holder Information

Personal information such as grade, home phone, or other identification should only be completed for the Individually Billed Travel Card accounts.

Legal Name Change: Individually Billed Accounts

You should follow the Legal Name Change rules that follow unless the change is due to a minor misspelling where only two letters or less need to be changed in the entire name: (Ex. Charlie to Charley)

- Fax or mail a copy of legal name change documents if the change is due to marriage, divorce or legal name change. Legal documentation is also required if a change in name requires changing:
  - More than two letters
  - Gender, (Ex.-Jon to Jan)
  - Adding or deleting Jr., Sr., III, etc.
  - Adding, changing, or deleting a middle initial
  - Actual name. (Ex.-Jon to Don).
- The account holder's A/OPC or higher must authorize the change by sending an Account Maintenance form to GCSU or via EAGLS.

Address Change

- When making address changes in EAGLS it is important to remember the following:
  - EAGLS allows you to use up to three lines of street address in addition to name, city, state/province, country, and zip/postal code for all correspondence.
  - Use of address lines 1, 2, and 3 are the same for domestic or foreign addresses.
  - The deliverable address is the actual address where mail should be delivered and often contains one of the following:
    - Street name and number,
    - Post office box number,
    - Rural route number and box number
    - Highway contract route number and box number
    - Ship name and number
    - Unit number
    - CMR - Consolidated mail room (APO)
    - PSC - Postal Service Center (FPO).
- The deliverable address line should be the last address line used prior to the City field, depending on the number of address lines necessary.
- Additional address lines on the Account Inquiry/Maintenance screen can be used for attention or informational purposes. The type of information that can be noted in additional address lines include:
  - Apartment number
  - Building name
  - Suite number
  - Division name
  - Department name
  - Company name
  - Room number.

Please refer to the examples that follow.

One Address Line

- When entering an address on EAGLS with only one street address line, that information should by entered on the Address 1 field on the Account Inquiry/Maintenance screen. See example 1.

Two Address Lines

- However, if the address includes a suite number, or one of the other informational types of data, as in the second example, the deliverable address must be typed in the Address 2 field. See example 2.

Three Address Lines

- If the address includes several types of informational data, as in the third example, the deliverable address must be typed in the Address 3 field. See example 3.

Example:

1

Account Name	PFC David Jones
Address 1	Unit 20511 Box 4290
Address 2	
Address 3	
Address 4 (display only)	
City	APO
State/Province	AA
Country	US
Zip/Postal Code	34049-2254

2

Account Name	John Smith
Address 1	Suite 200
Address 2	123 Main Street
Address 3	
Address 4 (display only)	
City	Norfolk
State/Province	VA
Country	US
Zip/Postal Code	23510

3

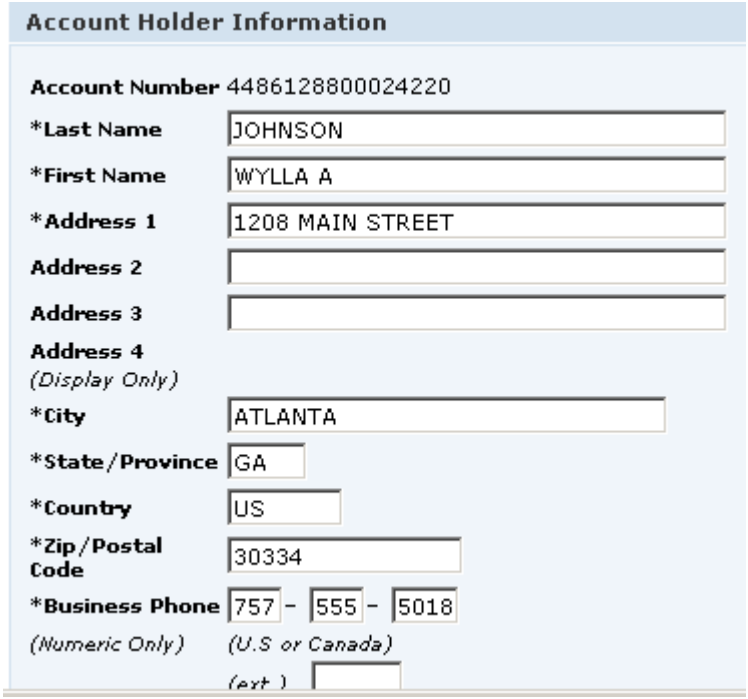
Account Name	PFC David Jones
Address 1	Company A
Address 2	X-1 Division
Address 3	Unit 20511 Box 4290
Address 4 (display only)	
City	APO
State/Province	AA
Country	US
Zip/Postal Code	34049-2254

Change Telephone Numbers

- All phone number fields are numeric fields only.
- You cannot enter both a US/Canadian phone number and an International phone number.

How to Change Account Holder Information

1. Access the desired account by searching on the **Account Inquiry/Maintenance Search** screen.
2. In the **Account Holder Information** section, click in the text box of the information to be changed (*such as address, business phone number, or email address*) and enter the new information.



3. Click **Submit.** A confirmation message displays at the top of the **Account Inquiry/Maintenance** screen.

Change Account Status (Close an account)

Account status is an indicator on an account that shows if it is opened or closed. The account status indicates if the account may be used for future transactions. The Opened status may also show a level of delinquency notation. The Closed status will also show a closure reason notation.

What You Need to Know

- You may change the status of an account from open to closed but not from closed to open. Once an account is closed, you must contact GCS Agency Support at 1.800.558.0548 to reopen the account.
- If a card is lost or stolen, it must be reported to GCS. In these situations, the old account will be closed and a new card and account number will be issued to the account holder.
- For temporary closing or opening of an account, use the **Activate/Deactivate** function.

The following qualifying codes do not coincide with the master contract definitions for delinquency accounts. These codes are system qualifiers only.

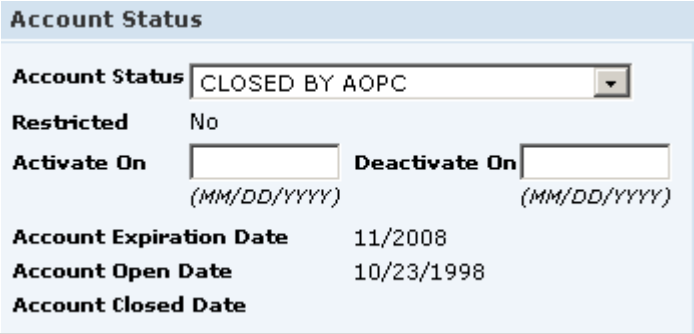
Status Code	Qualifying Codes	Description
Open	Card Receipt Not Verified	Indicates the account has not had confirmation of receipt since the issuance of a new or reissued card.
Open	Correspondence Returned	Indicates mail other than plastic or a statement has been returned to the bank.
Open	Deactivated	Indicates that an account is temporarily unavailable for use by request of the A/OPC.
Open	Disputed Transactions	Indicates that one or more disputed transactions exist on the account.
Open	Mission Critical	Indicates that the account will be held in an open and activated status due to government assignment that may prevent account holder from reconciling his/her statement.

Status Code	Qualifying Codes	Description
Open	Over Limit	This could occur if: • a payment check is returned for insufficient funds • merchant does not do authorization prior to purchase • there are pending authorizations on an account, which affects the available credit on an account
Open	Past Due*	Indicates that a full payment has not been received on the account in 31+ days from the statement billing date.
Open	Plastic Returned	Indicates a plastic card has been returned to the bank.
Open	Statement Returned	Indicates a statement has been returned to the bank.
Open	Suspended*	Indicates that a full payment has not been received on an account in 61 + days beyond the statement billing date.
Open	CBA Suspended*	Indicates an amount has remained unpaid and undisputed for 61 days past the billing date.
Closed	Cancelled*	Card cannot be used due to derogatory reasons.

Status Code	Qualifying Codes	Description
Closed	Charge off	There are several reasons an account has been charged off due to derogatory reasons.
Closed	Closed by A/OPC	Indicates that an account was closed at the A/OPCs discretion.
Closed	Closed by Account holder	Account holder has closed account.
Closed	Deceased	Indicates the account holder is deceased.
Closed	Did Not Use	Closed due to non-use of card.
Closed	DOD HL Cleanup	Closed due to incomplete hierarchy.
Closed	Fix Pay	Account on fixed pay program.
Closed	Lost Card	Indicates that a card has been reported lost.
Closed	Misuse, A/OPC Concurrence	Misuse of account confirmed by A/OPC.
Closed	Misuse, Temporary Block	Misuse of account not confirmed by A/OPC.
Closed	Process Error	Due to incorrect account setup.
Closed	Security Reasons	An account has been closed due to security issues.
Closed	Separated from Government	Indicates the employee has moved to another agency or has retired from the government.
Closed	Terminated Employee	Indicates that an employee has been terminated from the government.

How to Change Account Status (Close an Account)

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Account Status** section.
2. Click on the drop down arrow and select the **CLOSED** status.
3. Click **Submit.** A confirmation message displays at the top of the screen.



Activate/Deactivate

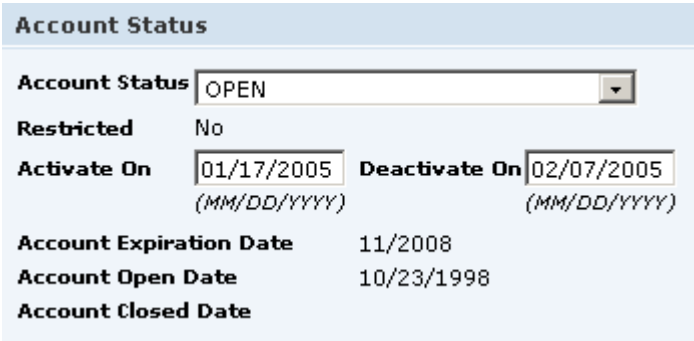
To temporarily close or open an account, use the **Activate On/Deactivate On** function.

What You Need to Know

- You may set a date in the future on which to activate or deactivate an account.
- An account will activate or deactivate at the end of the day specified.
- Activation or deactivation can only occur Monday through Friday.
- Upon the deactivation of an account, the credit limit of the account becomes available for re-use by the agency.

How to Activate/Deactivate an account

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Account Status** section.
2. Click in the **Activate On** text field and enter a date in the DD/MM/YYYY format.
3. Click in the **Deactivate On** text field and enter a date in the DD/MM/YYYY format.
4. Click **Submit**. A confirmation message displays at the top of the screen.



Credit Limit Maintenance

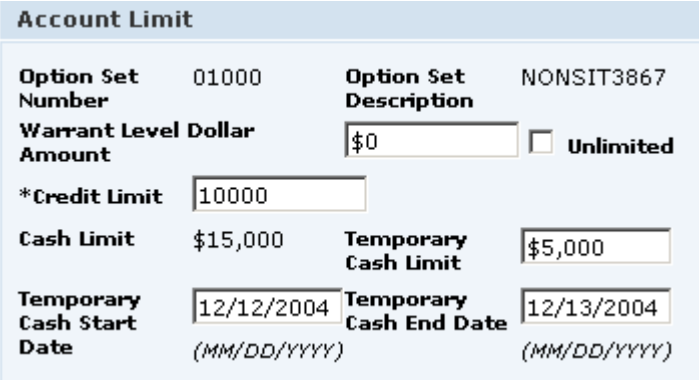
Credit limit is the overall dollar amount that may not be exceeded during a billing cycle for authorizations and transactions on an account.

What You Need to Know

- Account holder credit limit requests are queued to the A/OPC for a decision and approval.
- You will not be able to change the credit limit on your own account.
- Do not use "$" sign, decimals, or commas when entering an amount to change a credit limit.

How to Change a Credit Limit

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Account Limit** section.
2. Click in the **Credit Limit** text field and type in the new credit limit.
3. Click **Submit.** A confirmation message displays at the top of the screen.



Change Temporary Cash Limits *(DoD A/OPCs Only)*

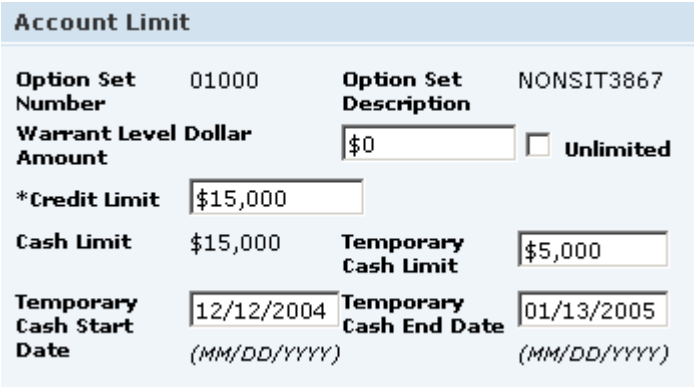
Department of Defense A/OPCs can make temporary changes to cash limits in order to meet individual account holders' travel needs by using this functionality.

What You Need to Know

- The Cash Limit field displays the current cash limit for the account. This field is for display only.
- The Temporary Cash Limit field is maintainable and allows DoD accountholders and A/OPCs to initiate changes to temporary cash limits.
- Temporary cash limit requests that are initiated from accountholders are queued to the A/OPC for approval. When a request is initiated by the A/OPC it is automatically approved upon submission.
- The maximum cash limit amount allowed for Standard accounts is $5,000. The maximum cash limit amount allowed for Restricted accounts is $500.
- Temporary cash limit requests cannot be made on accounts with the following statuses: closed, charged-off, deactivated, lost/stolen. The field will display as read-only for accounts with these statuses.

How to Change Temporary Cash Limits

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Account Limit** section.
2. Click in the **Temporary Cash Limit** text field and type in the new cash limit.
   (Do not use decimals, commas, or $ signs.)
3. Type the beginning effective date in the **Temporary Cash Start Date** in MM/DD/YYYY format.
   (This date must be equal to or greater that the current date.)
4. Type the ending effective date in the **Temporary Cash End Date** in MM/DD/YYYY format.
   (This date cannot exceed 60 days from the Temporary Cash Start Date used.)



5. Click **Submit.** A confirmation message displays at the top of the screen.

Order Convenience Checks

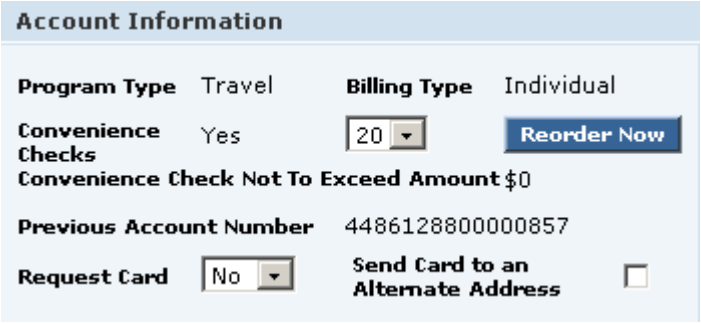
Convenience checks are paper checks that are accepted by a merchant as a cash payment. The transaction is then deducted from the charge card as a cash advance. This function is agency specific.

What You Need to Know

- You may order Convenience Checks in packs of three, twenty, or fifty.
- You may have access to this function only if convenience check usage is accepted by your agency.
- If you have access to multiple accounts, you can order checks for another account by changing your default account. This will allow you access to another account.
- To obtain checks within 24–48 hours, please call Bank of America GCS at 1.800.472.1424.
- If ordering convenience checks via EAGLS, allow up to seven to ten business days for delivery.
- Convenience checks can be ordered on an account in suspension status. However, they cannot be used until the account is removed from the suspension status.

How to Order Convenience Checks

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Account Information** section.
2. Click on the drop down arrow to select an option to order in packs of three, twenty, or fifty.
3. Click on **Reorder Now**.
4. A confirmation message displays at the top of the screen.



Request Card

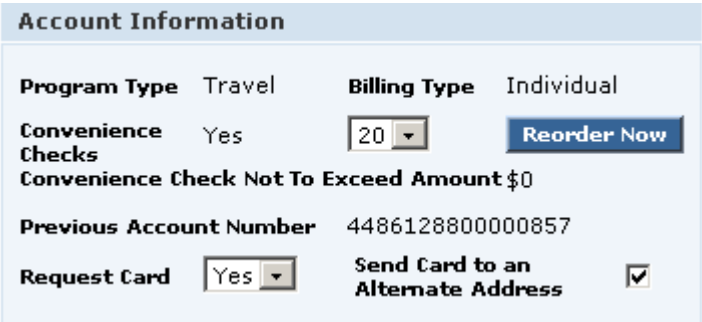
The Request Card function allows you to request a replacement card if a card is unusable due to damage to the magnetic strip or card plastic. In the event an account holder's card is lost or stolen, you must contact GCS immediately. GCS will issue a new card and new account number.

What You Need to Know

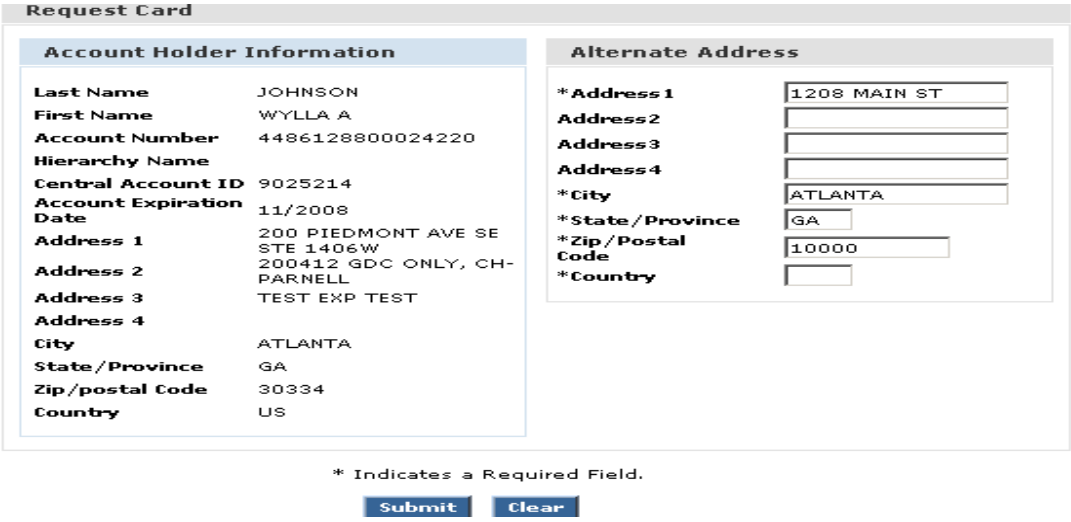
- You can request one card per account.
- You card request will be delivered via United States Postal Service within 7 – 10 business days after the request is processed.

How to Request a Card

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Account Information** section.
2. Click on the drop down arrow by the **Request Card** field and select **Yes**.
3. If the card is to be sent to an alternative address, click in the **Send Card to Alternative Address** check box.



4. Enter the alternate address information in the **Alternative Address** on the pop-up window.



5. Click **Submit.**
6. Click **Submit** on the **Account Inquiry/Maintenance** screen. A confirmation message displays at the top of the screen.

Change Accounting Code Information

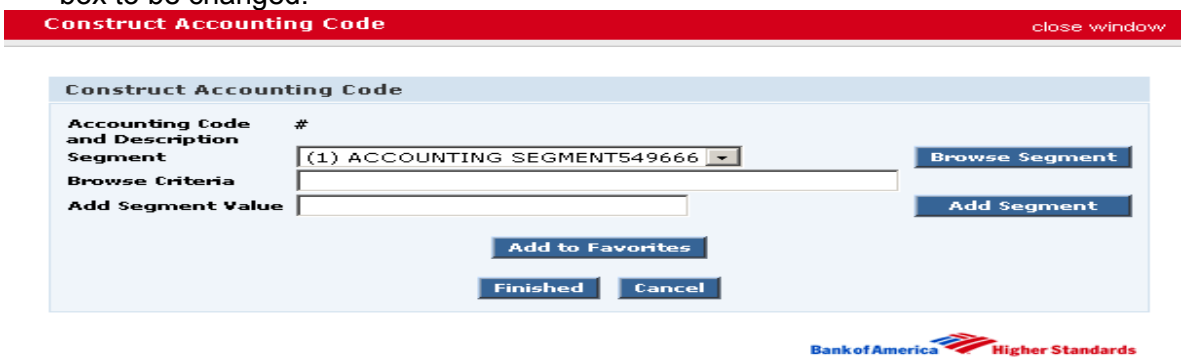
An accounting code is a string of general ledger accounting code segments, which identify the cost center to which a transaction is being applied. Accounting codes are used only with centrally billed transactions. The default accounting code that is assigned to an account and applied to transactions may be changed using the following function.

What You Need to Know

- Accounting codes are only applicable to centrally billed transactions.
- Only A/OPCs or account holders may change default accounting codes.

How to change a default Master Accounting Code (MAC)

1. From the **Account Inquiry/Maintenance** screen, scroll to the **Accounting** section.
2. Click on **Browse** to edit the accounting code.
3. From the **Construct Accounting Code** pop-up window, click a **Segment** from the drop down box to be changed.



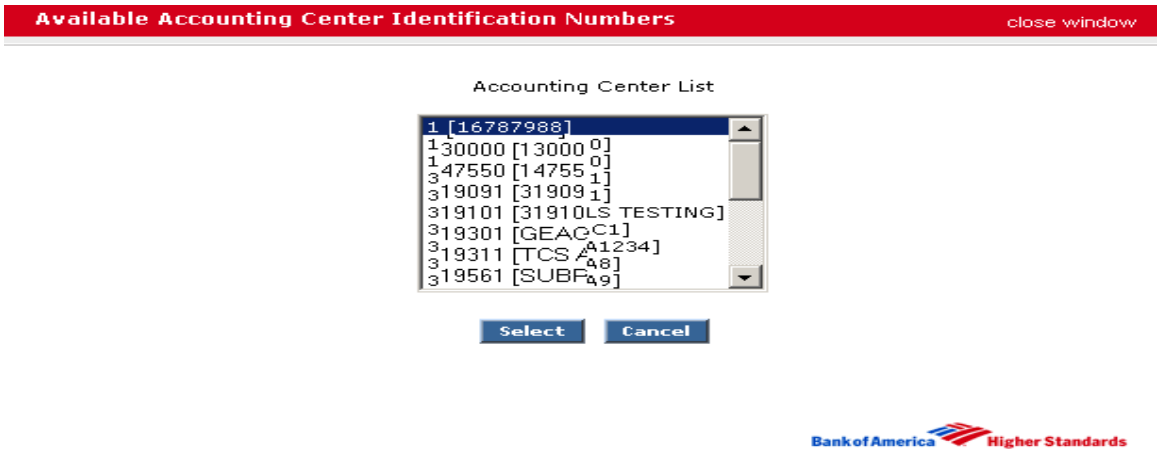
4. Click **Browse Segment** to choose a segment value.
5. Click on a **Segment Value** from the segment list that displays.

6. Click **Select.** The new segment value displays within the **Accounting Code and Description** text at the top.
7. Repeat steps 3 – 6 as necessary to edit any remaining segments.
8. ***(Optional)*** To add the new accounting code to your Favorites List, click on **Add to Favorites** and enter a description or name in the text box. Click **Submit.**
9. Click **Finished** to display the new MAC on the **Account Inquiry/Maintenance** screen.
10. Click **Submit** on the **Account Inquiry/Maintenance** screen. A confirmation message displays at the top of the screen.

How to change an Accounting Center ID

1. From the **Accounting** section of the **Account Inquiry Maintenance** screen, click on **Browse** next to the **Accounting Center ID**.

2. From the **Accounting Center Identification Number** pop-up window, select an ID.



3. Click **Select**. The new Accounting Center ID displays on the **Account Inquiry/Maintenance** screen.

4. Click **Submit** on the **Account Inquiry/Maintenance** screen. A confirmation message displays at the top of the screen.

Links on the Account Inquiry/Maintenance screen

The links on the **Account Inquiry/Maintenance** screen allow you to access the following functions in EAGLS:

- **Statement Detail**
- **View Authorization Controls**
- **Transfer Hierarchy**
- **Card Receipt Verification**

When linking to one of these functions from the Account Inquiry/Maintenance screen, the account number follows through so that another search for the account is not necessary.

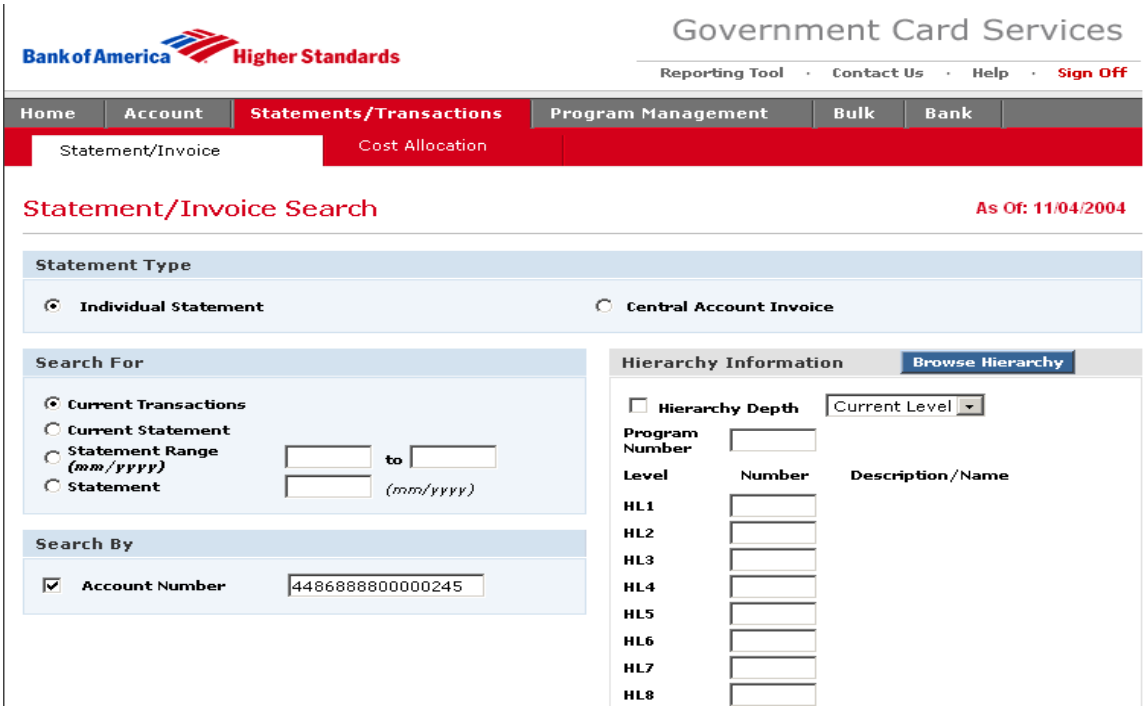
Statement Detail

The **Statement Detail** link takes you to an account's statement search screen. On this screen you can choose to **Search For** transaction data by the following:

- **Current Transactions** - transaction activity that has posted since the last statement
- **Current Statement –** transaction activity on the most recent statement
- **Statement Range –** select a series of statement transactions to view
- **Statement –** select a statement from the previous 16 months

View Statement Detail

1. From the **Account Inquiry/Maintenance** screen, click on the **Statement Detail** link located at the top or bottom of the screen.
2. Select a **Search For** statement option. Notice that the account number defaults in the **Search By** field when linking from the **Account Inquiry/Maintenance** screen.



3. Click **Submit.** The **Individual Statement** displays with summary information for review. *If **Current Transactions** or **Statement Range** was selected as the Search By criteria, transactions will display.*

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Government Card Services

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Individual Statement

As Of: 11/05/2004

General Account Information

Account Number	4486888800000245	**Account Holder Name**	CHARLENE PARNELL		
Hierarchy Name	EAGLS TEST AGENCY 248	**Agency ID**	1234		
Hierarchy	1000000 9025052				
Single Purchase Limit	$0.00	**Credit Limit**	$0.00	**Available Credit**	$0.00
Statement Date	08/11/2004	**Statement Status**	Invoiced		

Individual Billing Information

Past Due Amount	$0.00	**Number of Payements Past Due**	0	**Previous Balance**	$0.00
Purchases	$0.00	**Credits**	$0.00	**Payments**	$0.00
Traveler's Checks Amount	$0.00	**Convenience Checks Amount**	$0.00	**Cash Advance Amount**	$0.00
Total Dispute Amount	$0.00	**Fees**	$0.00	**Finance Charges**	$0.00
Current Payment Due	$0.00	**Payment Due Date**	11/05/2004		

View Statement Transactions

4. Click on **View Statement Transactions** at the bottom of the screen to view transaction details.

5. Navigate from one page to another using the arrow keys or click **Back** to return to the previous screen

View Authorization Controls

You can view Authorization Controls for transactions on an individual account or view a Merchant Category Code Group (MCCG) by clicking on the Authorization Controls link at the top or bottom of the Account Inquiry/Maintenance screen. Account-level controls are designed to limit account spending per cycle or during a designated time period, such as setting a single-purchase limit, a monthly spending limit, or cash advance limit.

What You Need to Know

- You must contact GCS Agency Support at 1.800.558.0548 to request changes to Authorization Controls. This screen is for informational purposes only and cannot be maintained.
- A Merchant Category Code Group is a list of four digit merchant types that are accepted for authorization by all accounts within an agency.

To View Authorization Controls

1. From the **Account Inquiry/Maintenance** screen, click on the **Authorization Controls** link located at the top or bottom of the screen.
2. The Authorizations Control pop-up window displays, listing an account's MCCGs (Merchant Category Code Groups) and an account's transaction spending limits.
3. Click on ? for help with authorization control key words and definitions.

4. Click Back at the bottom of the screen to return to **Account Inquiry/Maintenance.**

Transfer Hierarchy

The **Transfer Hierarchy** link on the **Account Inquiry/Maintenance** screen allows you to transfer an account from one hierarchy to another. You can transfer an account from one hierarchy to another by completing a Simple Transfer or by completing a Two-Stage Transfer. To move more than one account to another hierarchy, use the Bulk Hierarchy Change function.

What You Need to Know

- Transfer Hierarchy is only available for individual accounts.

SIMPLE TRANSFER

- ***Simple Transfer*** - A transfer that does not require a change in the Central Account and is within the A/OPC's span of control can be performed on the **Account Inquiry/Maintenance** screen by changing the hierarchy information.

- You will not be able to submit a transfer if one is already pending. You will see a flag message at the bottom of the Account Holder Information section that reads "A Hierarchy Transfer is pending on this account." This will cause the Hierarchy Display to be "read only."

- Simple transfers are effective after the Data Exchange File (DEF) update.

TWO-STAGE TRANSFER

- ***Two-Stage Transfer -*** A transfer that is not within the A/OPC's span of control and/or requires a change in the Central Account to which it is assigned requires using the **Transfer Hierarchy** link from the **Account Inquiry/Maintenance** screen.

- **Sending A/OPC** – The A/OPC who submits the Transfer Hierarchy request. This A/OPC will be losing the account from their hierarchical span of control.

- When transferring an account that is outside your span of control or requires a change in Central Account ID, you should follow this two-stage transfer procedure.
  - Stage one is completed by "Sending" A/OPC
  - Stage two is completed by "Receiving" A/OPC

- Transfer Hierarchy link in the Hierarchy Information section will take you completely out of the Account Inquiry/Maintenance screen. Any changes not submitted will be lost.

- Transfer Hierarchy link will not show on closed accounts and you will not be able to submit a transfer. You will not be able to submit a transfer if one is already pending.

- A Sending A/OPC has the option to deactivate an account on the transfer date to prevent further transactions from accruing on the account that would bill to the old hierarchy.

- The Receiving A/OPC can reactivate the transferred account once received into the new hierarchy.

- For any transfer that involves a Central Account ID change, the changes are effective on the first day after the account cycles. However, if the account being transferred has no current transaction activity, including payments, credits, or purchases, the changes are effective after the Data Exchange File (DEF) update.

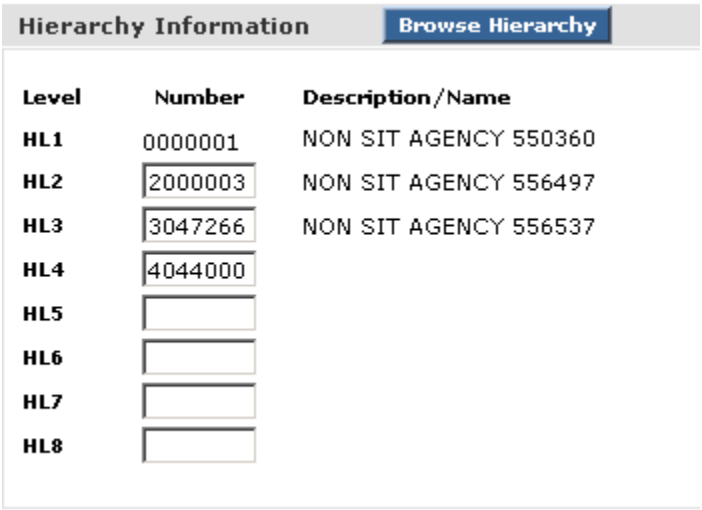
What You Need to Know - *continued*

TWO-STAGE TRANSFER HIERARCHY – continued

- **Receiving A/OPC** – The A/OPC who receives the Transfer Hierarchy request. This A/OPC will be receiving the account in their hierarchical span of control.
- Queued Requests to be worked will display with the account number underlined.
- The Receiving A/OPC has the option of flagging the account for reactivation when the account cycles or keeping the account deactivated until a later date.
- If a central account change is involved, the actual changes to hierarchy, central account, and authorization control options will be pending until Cycle Date + 1 day. However, if the account being transferred has no current transaction activity, including payments, credits, or purchases, the changes are effective after DEF updates.
- You will not be able to submit a transfer if the account is closed.

How to Perform a Simple Transfer

1. On the **Account Inquiry/Maintenance** screen, scroll to the **Hierarchy Information** section.
2. Change the Hierarchy information by typing the information in the text fields or use the **Browse Hierarchy** to select the hierarchy string to which the account is being transferred.

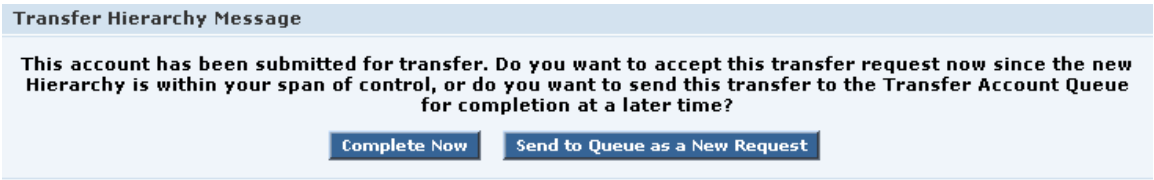


3. Click **Submit.**
4. A message box displays requesting confirmation of a Central Account ID. Type the **Central Account ID** in the pop-up box and click **OK**.
5. A confirmation message displays. If an incorrect Central Account ID is entered or if the Central Account ID is not known, a Two-Stage Transfer is required.

How to Perform a Two-Stage Transfer (Sending A/OPC)

1. From the **Account Inquiry/Maintenance** screen, click on the **Transfer Hierarchy** link located at the top or bottom of the screen.
2. Enter the **Sending A/OPC Phone Number**.

3. Click on **Browse Hierarchy** to select the new hierarchy from the pop-up window.
4. Enter a **Deactivate Date** in the text field if the card is to be deactivated.
5. Click **Submit.** If the transfer is within the A/OPC's span of control, a confirmation message displays at the bottom of the screen.



6. Choose **Complete Now** to finish the process immediately or **Send to Queue** to work later. *(If the transfer is out of the A/OPC's span of control, the **Account Inquiry/Maintenance screen** displays).*
7. Click **Complete Now.** The **Transfer Hierarchy - Receiving** screen displays with the new hierarchy defaulted. The hierarchy can be edited if a change is necessary.

Transfer Hierarchy - Receiving Return to Search Results As Of: 11/08/2004

Transfer From Hierarchy

Account Name	YVONNE SMILEY
Account Number	4486128800023966
Account Status	Open
Sending A/OPC Name	SHARON JOHNSON
Sending A/OPC Phone	7576774248

Level	Number	Description/Name
HL1	0000001	NON SIT AGENCY 550360
HL2	2000003	NON SIT AGENCY 556497
HL3	3047266	NON SIT AGENCY 556537
HL4		
HL5		
HL6		
HL7		
HL8		

Transfer To Hierarchy Browse Hierarchy

Level	Number	Description/Name
HL1	0000001	NON SIT AGENCY 550360
HL2	2000020	NON SIT AGENCY 551243
HL3		
HL4		
HL5		
HL6		
HL7		
HL8		

Transfer Information

Central Account ID 9022002
Date of Deactivation
Date of Activation 12/09/2004 (MM/DD/YYYY)

Queue Status Information

Request Status Pending New Request Status Approved
Status Date 11/09/2004
Requester SHARON JOHNSON Assigned SHARON JOHNSON

Submit Clear

8. Type in the **Central Account ID** for the receiving hierarchy.
9. Type in the **Date of Activation** *(Note: This action will not be necessary if there is no date of deactivation. The date must not predate the current date).*
10. Click **Approved** from the **New Request Status** drop down box or select one of the following statuses:
    - New – reassigns the status back to New; request becomes unassigned to the current user.
    - Pending – Pend the request when further review or research is needed
    - Declined – transfers account to denied status
    - Approved – information verified and accepted
11. Click **Submit.**
12. Select an option set ID from the **Transfer Hierarchy Option Set** drop down box.

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Accounting Center Setup/Maintenance | Point of Contact | User ID | Queued Requests | DOD AOPC Application Status | Hierarchy Profile

Transfer Hierarchy Option Set ID Selection As Of: 11/08/2004

Option Set Selection

Please select one of the Option Sets listed for the account.The Option Set selection will not be effective until the transfer is complete and the new hierarchy and Central Account ID become effective.

Option Set 01000 NONSIT3867

Submit

Secure Area

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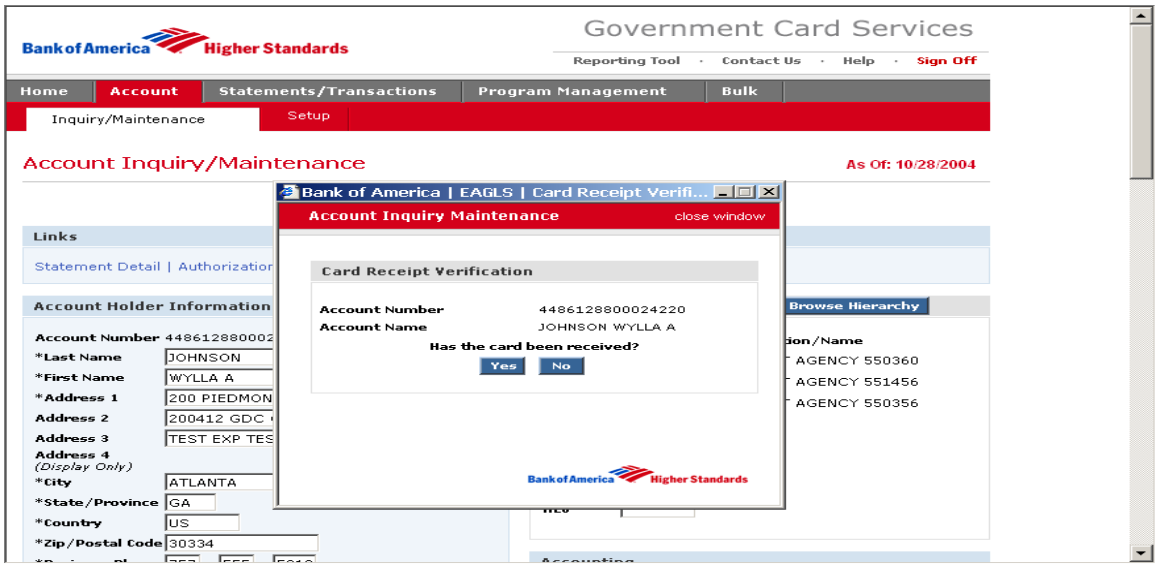
13. Click **Submit.** The **Transfer Hierarchy – Receiving** screen displays.
14. Click OK at the bottom of the screen**.** The **Queued Request Search** screen displays.

Card Receipt Verification

The **Card Receipt Verification** link on the **Account Inquiry/Maintenance** screen allows A/OPCs and account holders to confirm receipt of a new or reissued plastic card. Accounts have an inactive status and cannot be used until receipt of the card is confirmed.

How to Verify Receipt of a Card

1. From the **Account Inquiry/Maintenance** screen, click on the **Card Receipt Verification** link located at the top or bottom of the screen.
2. Click **Yes** on the **Card Receipt Verification** pop-up window.
3. Click **Submit** on the **Account Inquiry/Maintenance** screen. A confirmation message displays at the top of the screen.



Setup

The **Setup** function allows A/OPCs to establish centrally billed transaction accounts for account holders within their span of control. This function is only applicable if you have a Purchase or Integrated Card Program. Travel Card Program A/OPCs must complete individually billed account application forms, which are required for new cardholder account issuance.

What You Need to Know

- The Setup function should only be used to establish Centrally Billed Individual accounts.
- A/OPCs may only establish new accounts within their assigned hierarchy or below.
- A Central Account ID is a required seven-digit number that uniquely identifies the central account to which the individual account is tied.
- This function is only applicable if you have a purchase or integrated card program.
- Travel Card Program A/OPCs cannot use this function in EAGLS to establish transaction accounts. Travel Card Programs must submit individually billed account application forms, located on the web site, www.gov-eagls.bankofamerica.com to establish transaction accounts.

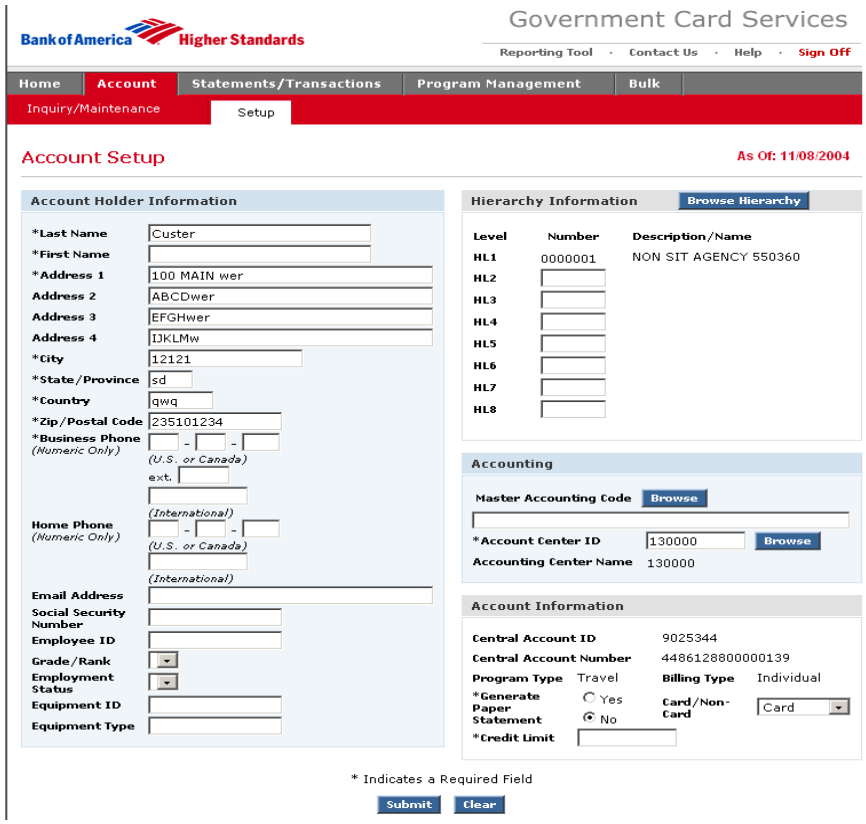
How to Setup an Account holder Transaction Account

1. From any screen, click on the **ACCOUNT** menu tab.

2. Click **Setup** tab.

3. Enter a central account ID, name and social security number on the search screen. *(If the account is a vehicle-assigned fleet, use Equipment ID.)*

4. Click **Submit.**



5. Enter the **Account Holder, Hierarchy**, and **Accounting Information**. Enter a **Credit Limit** amount in the **Account Information** section.

6. Click **Submit.** A confirmation message displays at the top of the screen.

STATEMENTS/TRANSACTIONS MENU TAB

Statement/Invoice

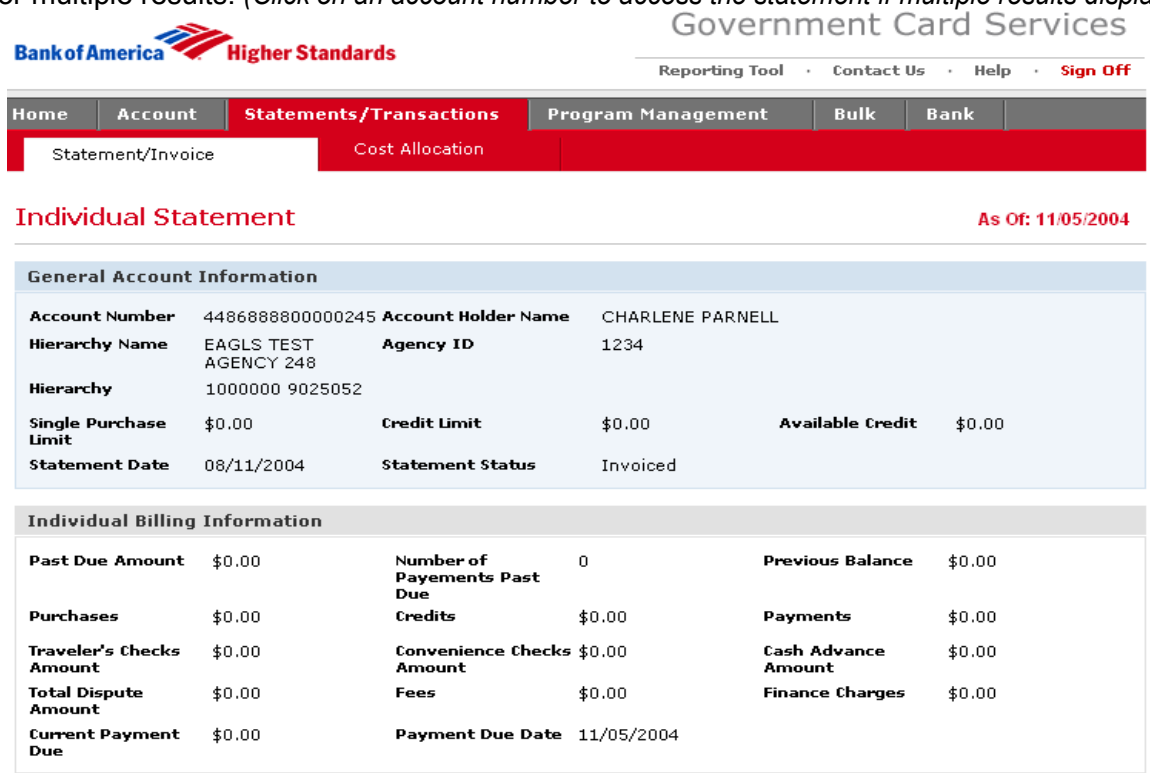
The **Statement/Invoice Search** screen allows you to search for an individual account statement or a central account invoice.

What You Need to Know

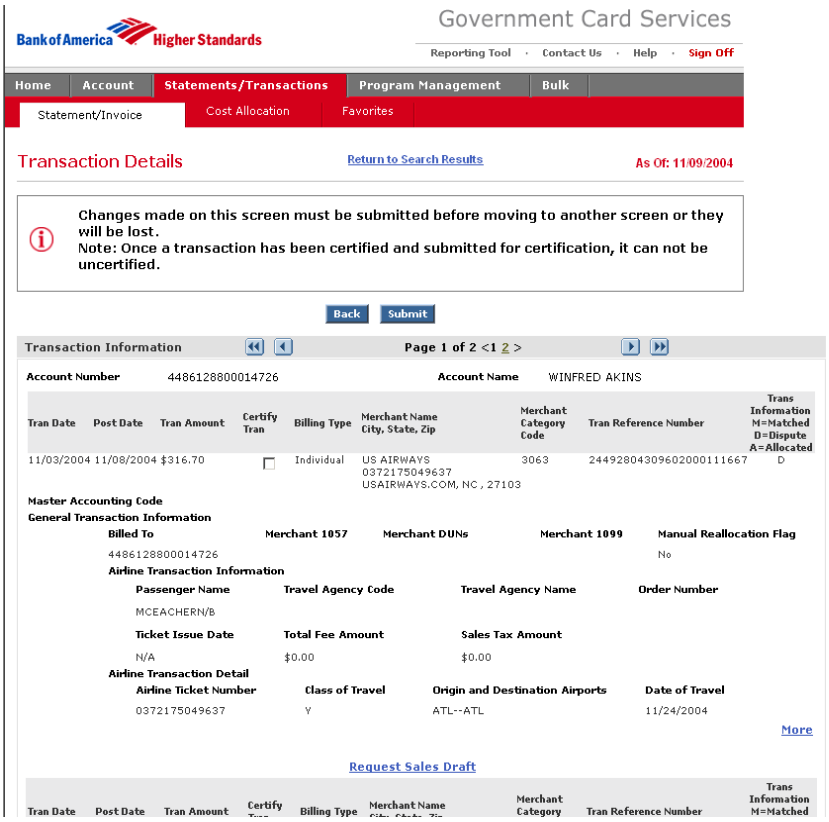
- You can view 16 months of previous statements or invoices.
- Within the Individual Statement screen, you can access and review individually billed and centrally billed charges at the transaction level, statement totals, and statement messages.
- The A/OPC and the account holder have access to all contents of the Individual Statement within their span of control.
- You may view central account activity or account holder activity on the Central Account Invoice.
- The A/OPC has unrestricted access to all contents of the Central Account Invoice within their span of control.

How to View Individual Statement Activity

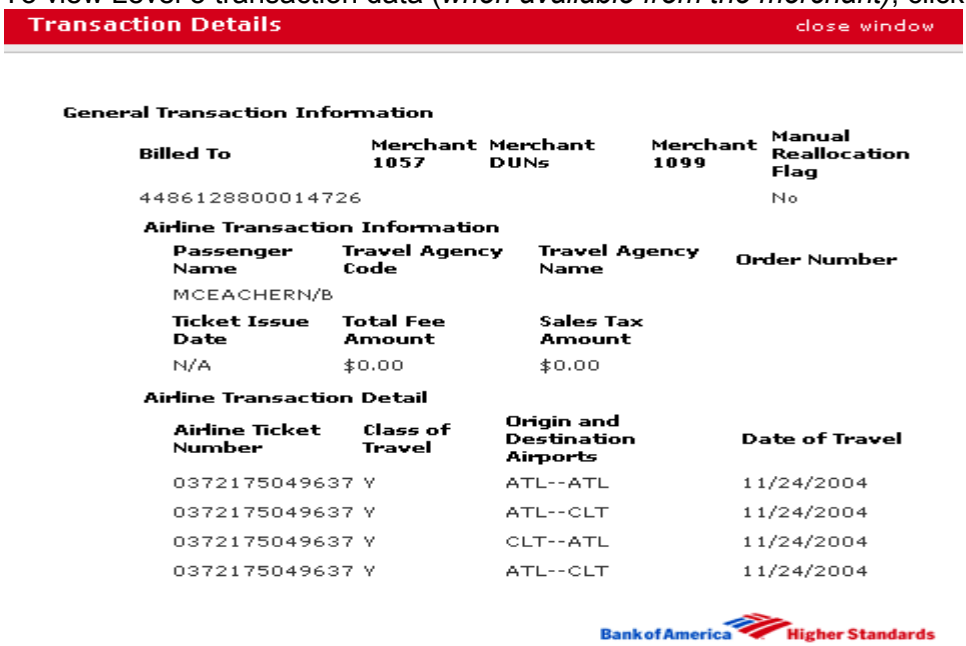
1. From any screen, click on the **Statements/Transactions** menu tab.
2. From the **Statement/Invoice Search**, select search criteria for the account(s) and the statement option to view activity.
3. Click **Submit.** Depending on the search criteria used, you may get the **Individual Statement** or multiple results. *(Click on an account number to access the statement if multiple results display.)*



4. Click **View Transaction Details**. Use the arrow keys to navigate through the statement or you may click on a page number to go directly to a page.



5. To view Level 3 transaction data (*when available from the merchant)*, click on the More link.



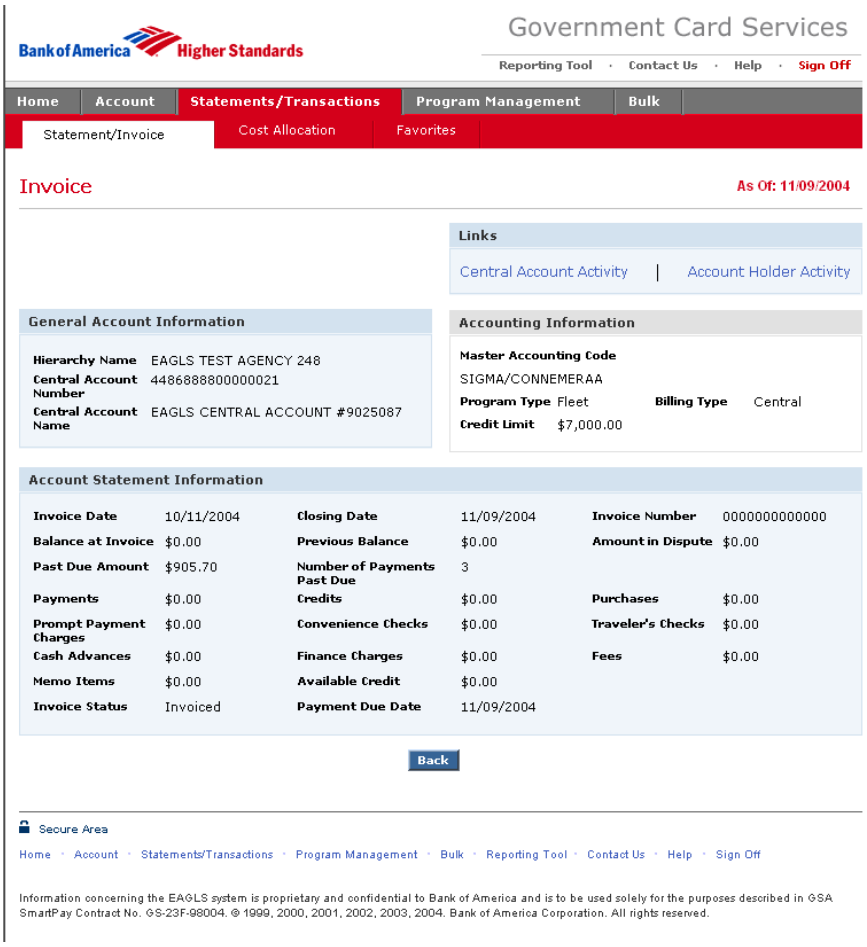
How to View Central Account Invoice Activity

1. From any screen, click on the **Statements/Transactions** menu tab.

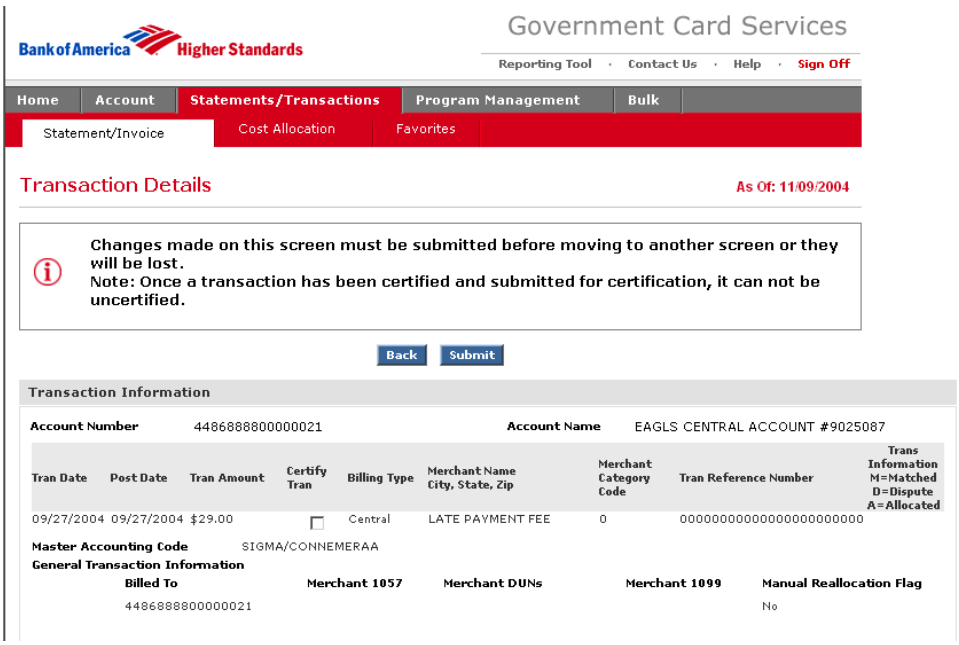
2. Click on **Central Account Invoice.** *(The default is **Individual Statement**)*

3. Select search criteria for the account(s) and the statement option to view activity.

4. Click **Submit.** Depending on the search criteria used, you may get the **Central Account Invoice** or multiple results. *(Click on an account number to access the desired invoice if multiple results display.)*



5. Click on the **Central Account Activity** link in the top right corner to access transaction detail on the central account. Click Back to return to the **Invoice** screen.



6. Click on **Account Holder Activity** link to view statement **Transaction Details.**

7. If multiple results display, click on an account number to view the account's activity.

8. Click Back to return to the **Invoice** screen.

Transfer Transaction *(Applicable to Integrated Programs Only)*

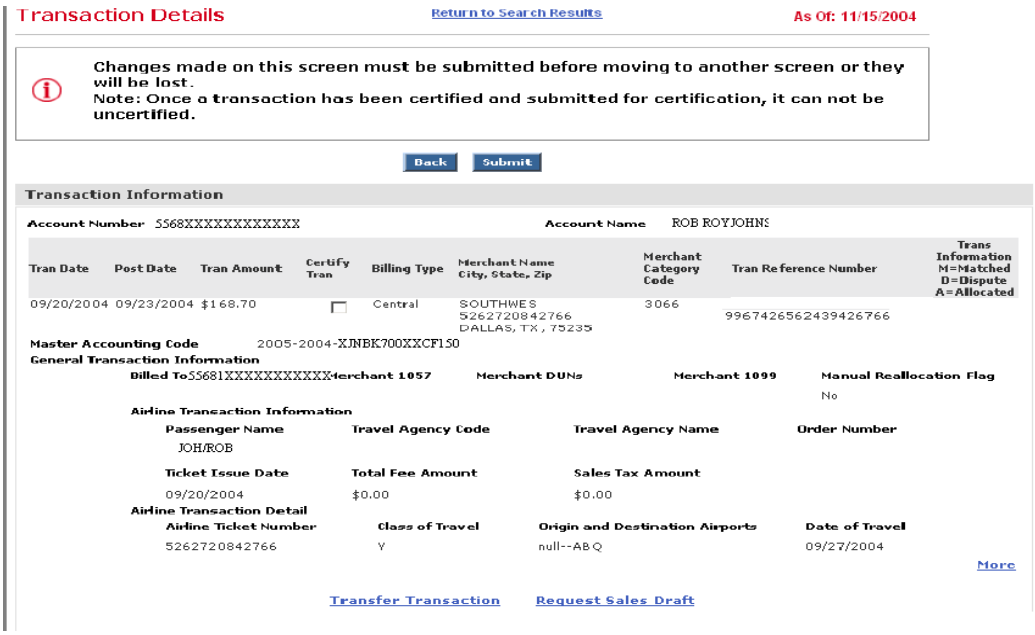
An A/OPC or account holder may transfer a transaction to another account through the transfer transaction function. This allows you to re-assign a transaction charged to an individually billed account that should have been charged to a centrally billed account and vice-versa. This function is performed on the **Transaction Details** screen.

What You Need to Know

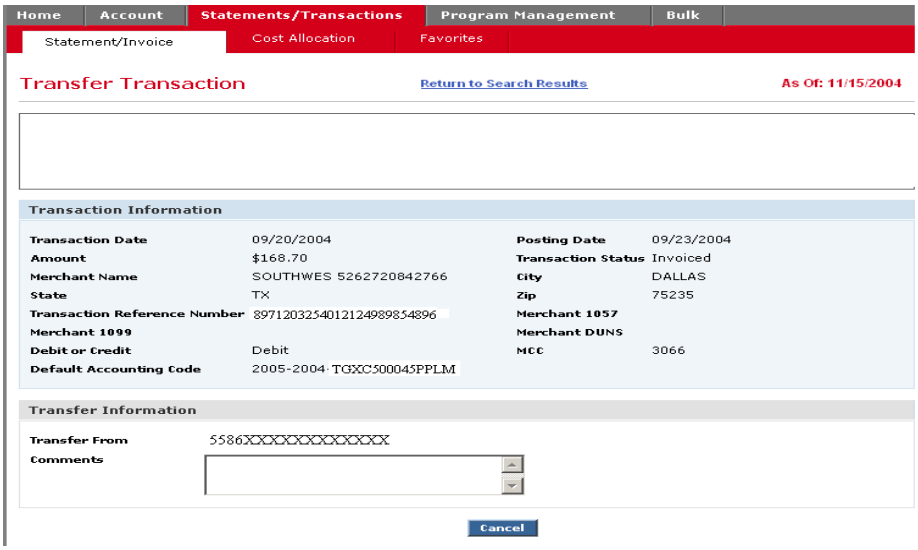
- This functionality is for the Integrated Card Program only. To transfer a transaction moves the billing of a transaction from one account to another. This occurs only on integrated programs with diversion accounts.
- This process cannot be reversed through EAGLS (there is no undo function) once the transaction has been queued.
- A transfer cannot occur on payments, fees, (except cash advance fees) or interagency transactions. In addition, a transfer cannot occur on a transaction that is in a dispute status.
- A transfer cannot occur on transactions for accounts that have been closed for the following reasons: Deceased, Charged Off, Lost/Stolen, or Bankrupt.
- The DBO, A/OPC and account holder can initiate a transfer from an Individually Billed Account (IBA) to a Centrally Billed diversion account (CBA). Requests made by your account holders will be queued to the DBO or A/OPC with DBO authority for approval. These can be worked from the Queued Requests function.
- The account holder, A/OPC or DBO, can initiate transfers from CBAs to IBAs. After the DBO or A/OPC approves a transfer, those requests are queued for automatic processing.
- A/OPCs and DBOs cannot initiate a transfer on their own IBA unless they change their role to account holder. Those requests are queued and are worked by another DBO or A/OPC at their level or above.
- Requests made by the DBO or A/OPC on accounts other than their personal account go directly into the queue as approved.
- Transfer Transaction is a batch process that is not posted until the nightly processing occurs.

How to Transfer a Transaction

1. From the **Transaction Details** screen, click on the **Transfer Transaction** link on the transaction that is to be transferred.



2. From the pop-up window, enter the reason for the transfer in the **Comments** text box.



3. Click **Submit.** A confirmation message displays at the top of the screen.

Match Transaction

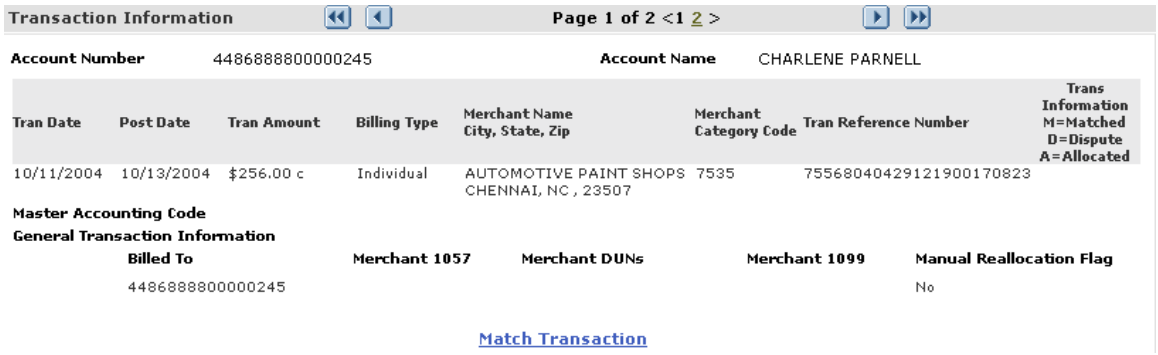
The **Match Transaction** function is used when a merchant credit is received. You need to match the credit to the original transaction to ensure proper offset. This function is performed from the **Transaction Details** screen.

What You Need to Know

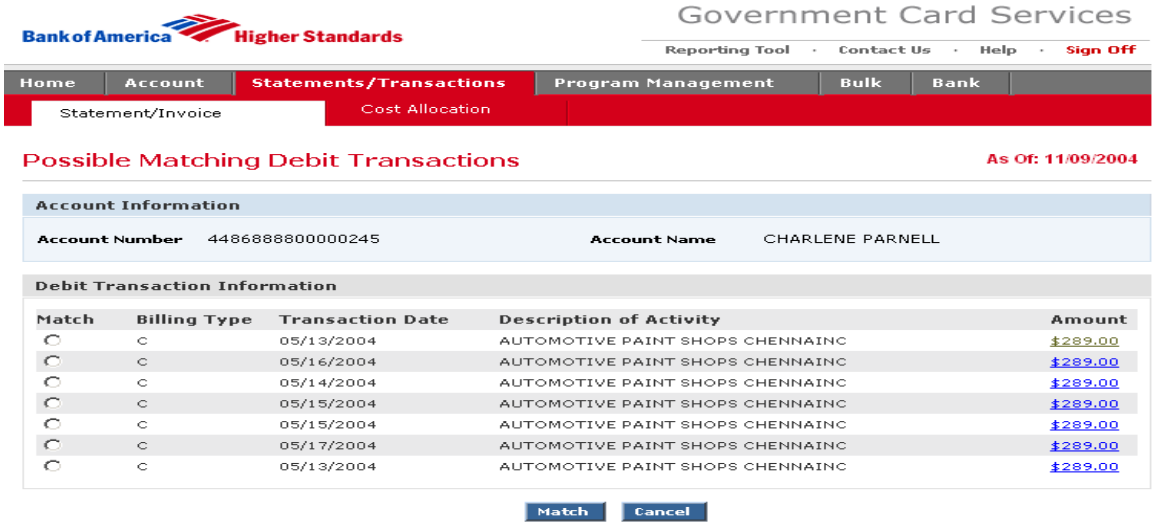
- The Match Transaction function is available only if a merchant has issued a credit transaction. From the **credit** detail transaction screen, you will be able to access the Match Transaction link.
- The **Possible Matching Debit Transactions** screen displays the possible matches by dollar amount and merchant name.

How to Match a Transaction to offset a merchant credit

1. From the **Transaction Details** screen, click on the **Match Transaction** link on the ***credit transaction*** to be matched with a debit.



2. From the list of possible matching debits, click under **Match** to select the debit to match to the merchant credit.



3. Click **Match.** A confirmation message displays at the top of the screen.

Certify a Transaction *(Purchase Card Program Only)*

While viewing an EAGLS statement, account holders may confirm centrally billed transactions are valid by certifying each transaction online. This function applies to the Purchase Card Program only.

Please be sure to follow your agency/organization's policies and procedures for reconciliation and approval of transaction activity. This function is performed from the **Transaction Details** screen.

What You Need to Know

- This function applies to the Purchase Card Program only.
- Once a transaction has been certified and submitted for processing, it cannot be uncertified.

How to Certify a transaction

1. From the **Transaction Details** screen, click in the **Certify Tran** box of the transaction to be certified.

Tran Date	Post Date	Tran Amount	Certify Tran	Billing Type	Merchant Name City, State, Zip	Merchant Category Code	Tran Reference Number	Trans Information M=Matched D=Dispute A=Allocated
11/03/2004	11/08/2004	$236.70	☑	Individual	AIRTRANAIR 9990036612118 ATLANTA, GA , 32827	3177	24717054309583090578778	

Master Accounting Code

General Transaction Information

Billed To	Merchant 1057	Merchant DUNs	Merchant 1099	Manual Reallocation Flag
4486128800014726				No

2. Click **Submit** on the **Transaction Details** screen. A confirmation message displays at the top of the screen.

Request Sales Draft

You may request a sales draft in order to obtain a copy of the transaction for expense or recording purposes. Do not use this function to verify that a charge is valid. If you do not recognize a charge or believe it is incorrect, place the item into dispute status. This function is performed from the **Transaction Details** screen.

What You Need to Know

- A sales draft may not be requested for an account that has been closed with a fraud or lost/stolen status.
- Sales drafts may not be requested for the following types of transactions: Fees, ATM Cash Advances, Convenience Checks, Traveler's Checks, and Mail Order or Telephone Order Transactions.
- You should expect to receive the sales draft within 35-47 days, depending on whether the charge is domestic or international. The sales draft will be mailed to the address of record for the specified account.
- The Request Sales Draft functionality should not be used to verify that a charge is valid.

  If you do not recognize a charge or believe it is incorrect, you should place the item into dispute status. This can be done via EAGLS through the Dispute Transaction function, or by calling GCS for assistance.
- Do not use the Request Sales Draft function if the transaction has previously been placed in a dispute status. Placing a transaction into dispute status starts the process of researching the transaction within the Government Claims Department, which may include ordering a sales draft.

How to order a Sales Draft

1. From the **Transaction Details** screen, click on the **Sales Draft** link for the transaction.
2. From the **Request Sales Draft** screen, click on **Submit**. A confirmation message displays.

Disputes

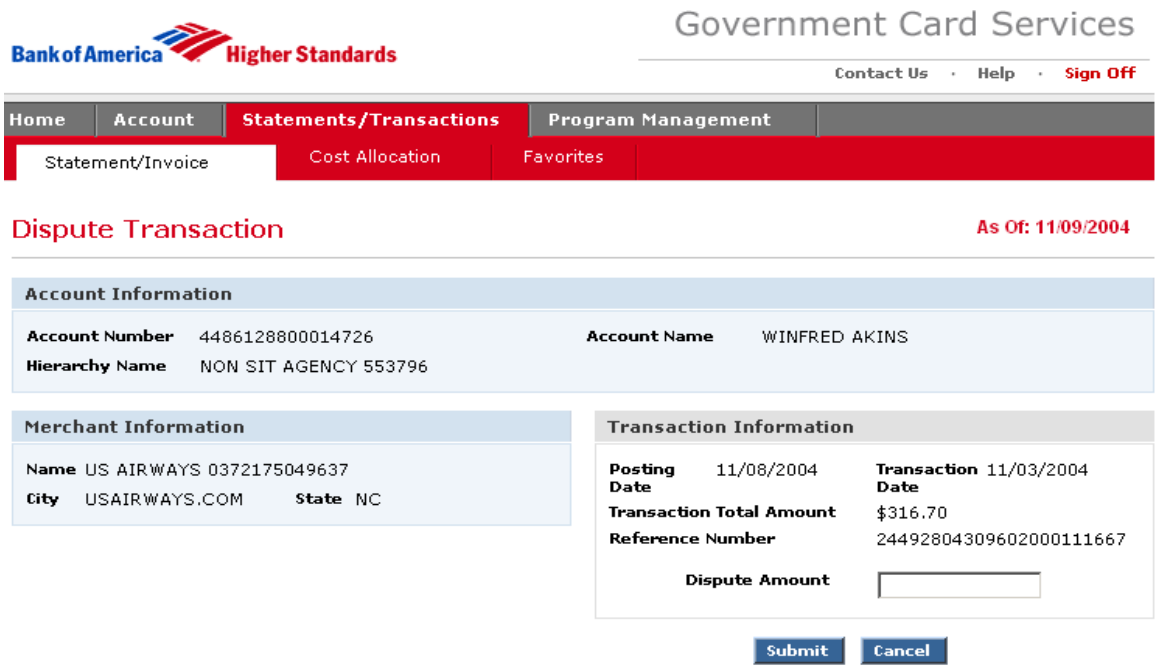
A dispute is a disagreement between the account holder and the merchant with respect to a transaction. The first attempt to resolve a dispute should be made directly with the merchant. If the issue cannot be reasonably resolved with the merchant, or the problem is an unresolved transaction or "billing error", the account holder should initiate the dispute process. Account holders may initiate the dispute process in EAGLS. Account holders without access to EAGLS may contact GCS Customer Service to dispute a charge at 1.800.472.1424.

What You Need to Know

- The dispute function is for account holders.
- An A/OPC may only dispute transactions on a vehicle-assigned (Fleet) account or transactions that are directly billed to a central account.
- The dispute must be initiated within 60 days of the statement date on which the transaction posted.
- Account holders receive temporary credit for any transactions in dispute.
- The account holder may be contacted by GCS to provide additional information and a signed Account Holder Statement of Disputed Item form via fax.
- Another way to initiate a dispute is to obtain a copy of the dispute form by visiting www.gov-eagls.bankofamerica.com. Form instructions are enclosed directly on each form.
- Voyager accounts holders cannot dispute transactions through EAGLS. Contact Voyager at 1.800.987.6591.

How to Dispute a Transaction online

1. From the **Transaction Details** screen, click on the **Dispute** link for the transaction.
2. From the **Dispute Transaction** screen, enter the disputed amount in the **Dispute Amount** text box. *Do not use $, commas, or decimal points.*
3. Click **Submit**. A confirmation message displays at the top of the screen.



Cost Allocation

Cost Allocation is an accounting tool within EAGLS that allows a user to spread the cost of an individual transaction or a group of transactions across several cost centers or general ledgers. When a transaction enters EAGLS, an accounting code is automatically assigned by the system based on previous criteria defined by the Agency. However, accounting codes may be changed through the Cost Allocation function that allows a transaction to be paid across one or more accounting codes. An A/OPC or account holder may allocate centrally billed transactions to another accounting code other than the default code assigned at the time of the transaction. Three allocation methods allow you to allocate one or more transactions to one or more accounting codes.

What You Need to Know

- Cost Allocation applies only to centrally billed transactions.
- An A/OPC can perform cost allocations on transactions for individual accounts within their hierarchy.
- A Designated Billing Officer (DBO) can perform cost allocations on transactions for central accounts within their hierarchy.
- An individual account holder can only perform cost allocation for CBA transactions on their own account.
- An accounting code is a 64-digit string of general ledger accounting code segments identifying the cost center to which a transaction is being applied.

Allocation Methods Available

1) **Quick Allocation**: You can perform a "quick allocation" by entering an accounting code from your Favorites List on the Cost Allocation Search Results screen. This method allocates the entire transaction amount to a single accounting code. You can add a comment of up to 100 free form comments to be associated with each transaction on the Cost Allocation Search Results screen while performing a Quick Allocation. This functionality is not available to agencies using the Segmented Comments functionality.

2) **Detailed Allocation:** You can perform a "detailed allocation" on the Cost Allocation screen, which allows you to distribute a transaction across more than one accounting code. Using the detailed allocation method allows you to add comments and use the Percentage feature. The Percentage feature allows you to cost allocate using percents instead of dollar amounts.

3) Group Allocation: You can perform a "group allocation" on the Cost Allocation screen, which allows you to distribute a group of transactions to one or many accounting codes. Only the Percentage feature is available through this function.

- Your Agency may choose between **Free Form Comments** or **Segmented Comments**.
    - Free Form Comments are associated with a specific allocation and are a maximum of 100 characters.
    - Segmented Comments may be associated with each of the defined accounting code segments. Agencies can choose to change from Free Form Comments to Segmented Comments and vice versa.
    - Segmented Comments must be predefined at Accounting Center set-up.

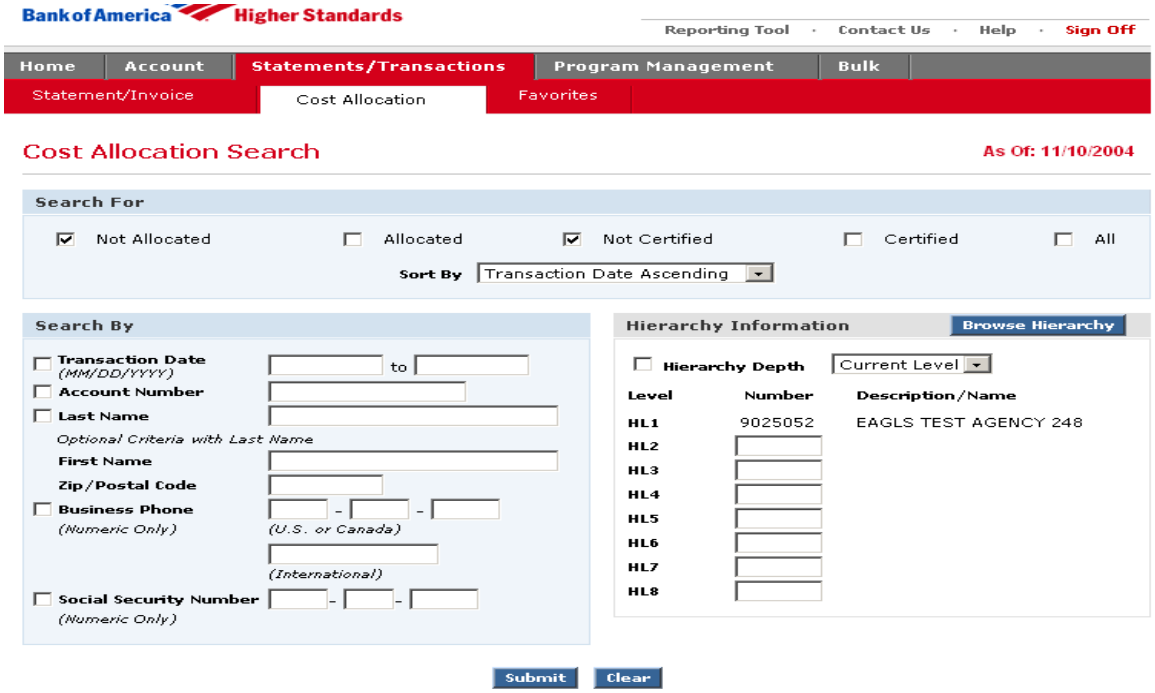
- Cost Allocation cannot be performed on the following transactions:
    - Payments made to Bank of America
    - Transactions in dispute status
    - Transactions that have been transferred
    - Transactions that have posted after the agency defined allocation time

- The following rules apply to **Detailed Allocations**:
    - Debit and credit allocations are allowed within detailed allocations if allowed by the accounting center.
    - If provided by the merchant, the passenger name will display in the Airline Transaction Information section of the Cost Allocation screen.

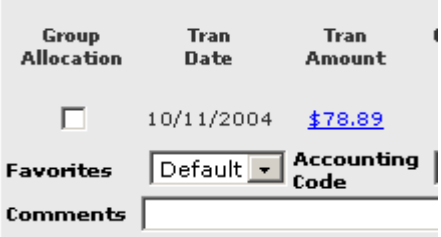
- The following rules apply to **Group Allocations**:
    - Allows allocation only by percentages
    - Half percentages are not allowed
    - Up to 20 transactions may be selected per search results screen.
    - Debit and credit amounts must be allocated separately.

How to perform a Quick Allocation

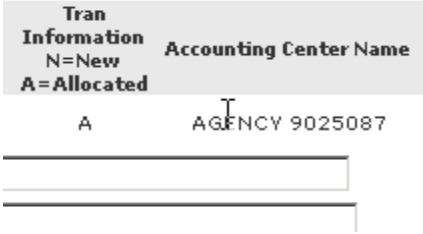
1. From any screen, click on the **Statements/Transactions** menu tab.
2. Select the **Cost Allocation** tab.
3. Select **Search By** criteria for the account and **Search For** criteria for the transaction status.



4. Click **Submit.** The **Cost Allocation Search Results** display. *Depending on the search criteria used, multiple results may display. Click on an account to view transactions.*
5. On the transaction to be reallocated, click on the **Favorites** drop down arrow and select a code.

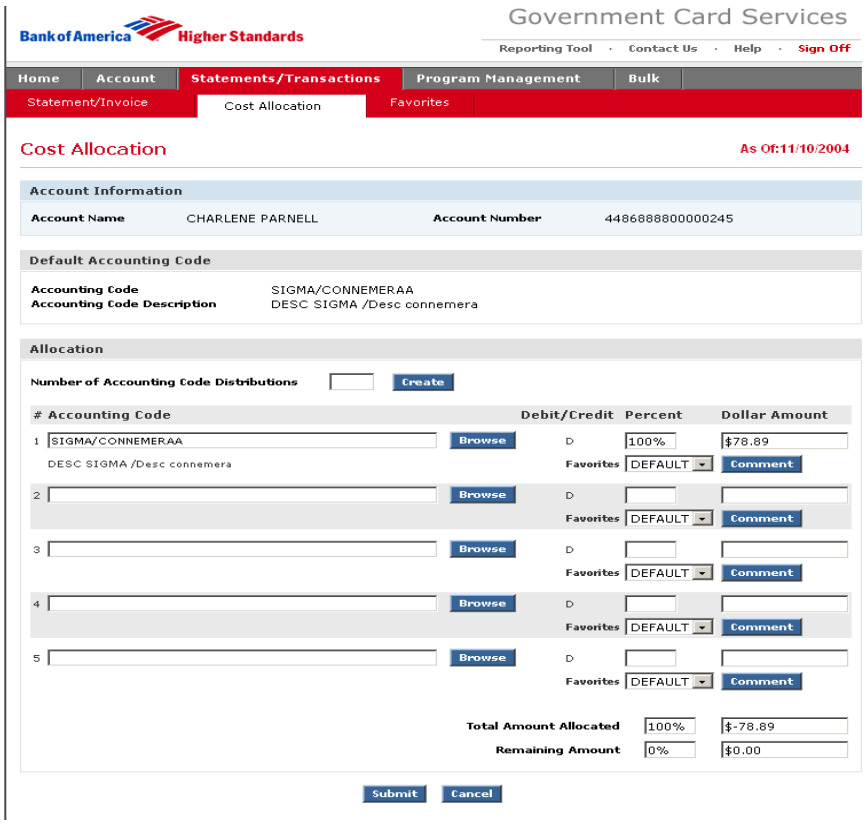


6. Type any comments necessary in the **Comments** box.
7. Click **Submit** at the bottom of the screen. The screen is refreshed with new accounting codes and the **Tran Information** status code displays "A" for allocated.



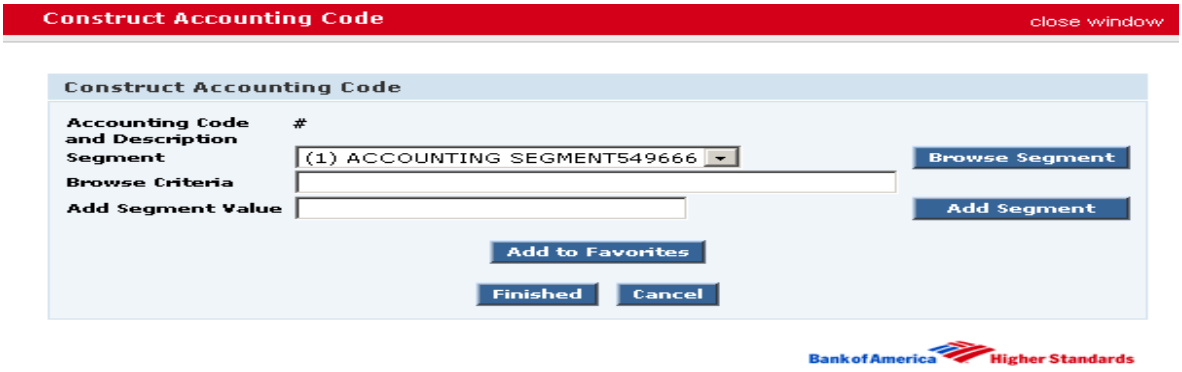
How to perform a Detailed Allocation

1. From the **Cost Allocation Search Results** screen, select the transaction to be reallocated and click on the dollar amount under **Tran Amount**.
2. The **Cost Allocation** screen displays.
3. Select an accounting code and a description in the **Accounting Code** and **Description** field, using one of the following methods:
   - Browse - the **Construct Accounting Code** pop-up screen displays to build a code
   - Favorites – select a Favorite code available
   - Manual entry – type in the accounting code

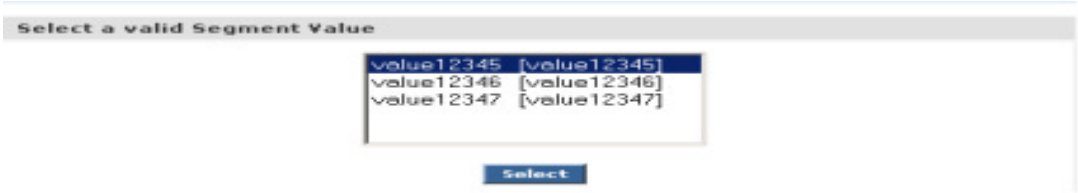


4. Click **Browse** to construct an accounting code from the available accounting information.

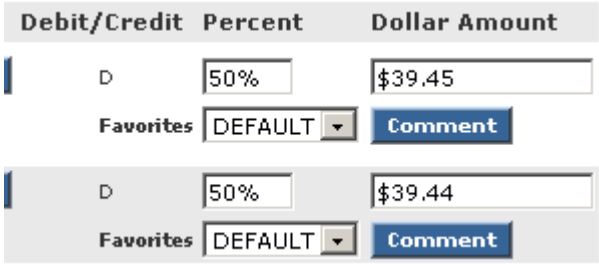
5. From the **Construct Accounting Code** pop-up window, click a segment from the drop down box to be changed.



6. Click **Browse Segment** to choose a segment value.
7. Click on a **Segment Value** from the segment list that displays.



8. Click **Select.** The new segment value displays within the **Accounting Code and Description** text at the top.
9. Repeat steps 3 – 6 as necessary to edit any remaining segments.
10. ***(Optional)*** To add the new accounting code to your Favorites List, click on **Add to Favorites** and enter a description or name in the text box. Click **Submit.**
11. Click **Finished.** The **Cost Allocation** screen displays with the accounting code and description updated.
12. Type either the percentage in the **Percent** field or the dollar amount in the **Dollar Amount** field to allocate the transaction. *The system will default will automatically populate the field not completed by the user.*

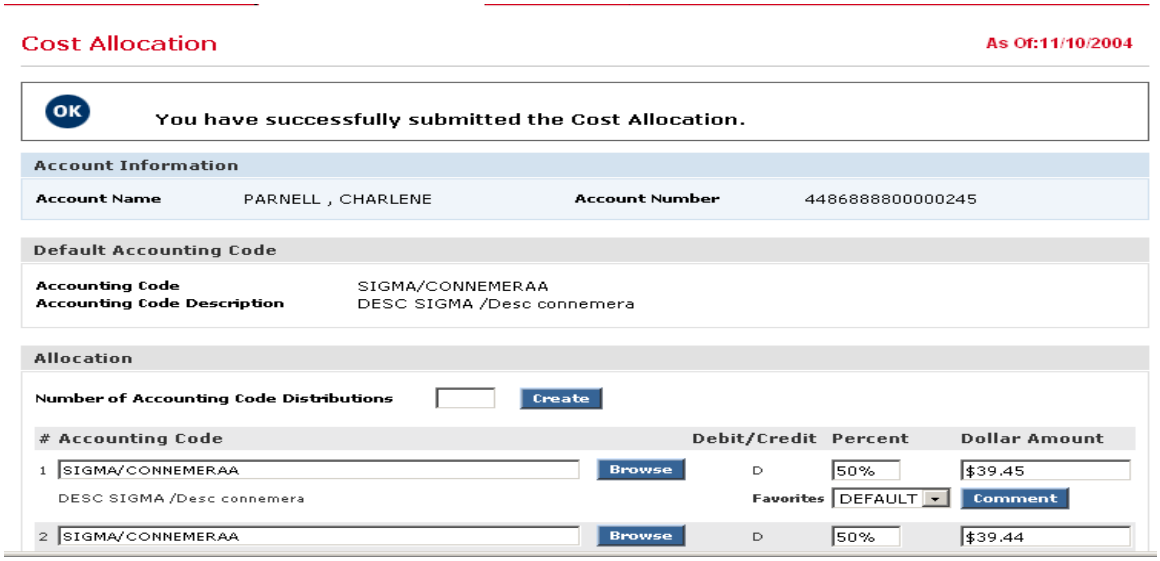


13. Click **Comment** and enter any comments in the **Comments** pop-up window.

14. Click **Submit.**

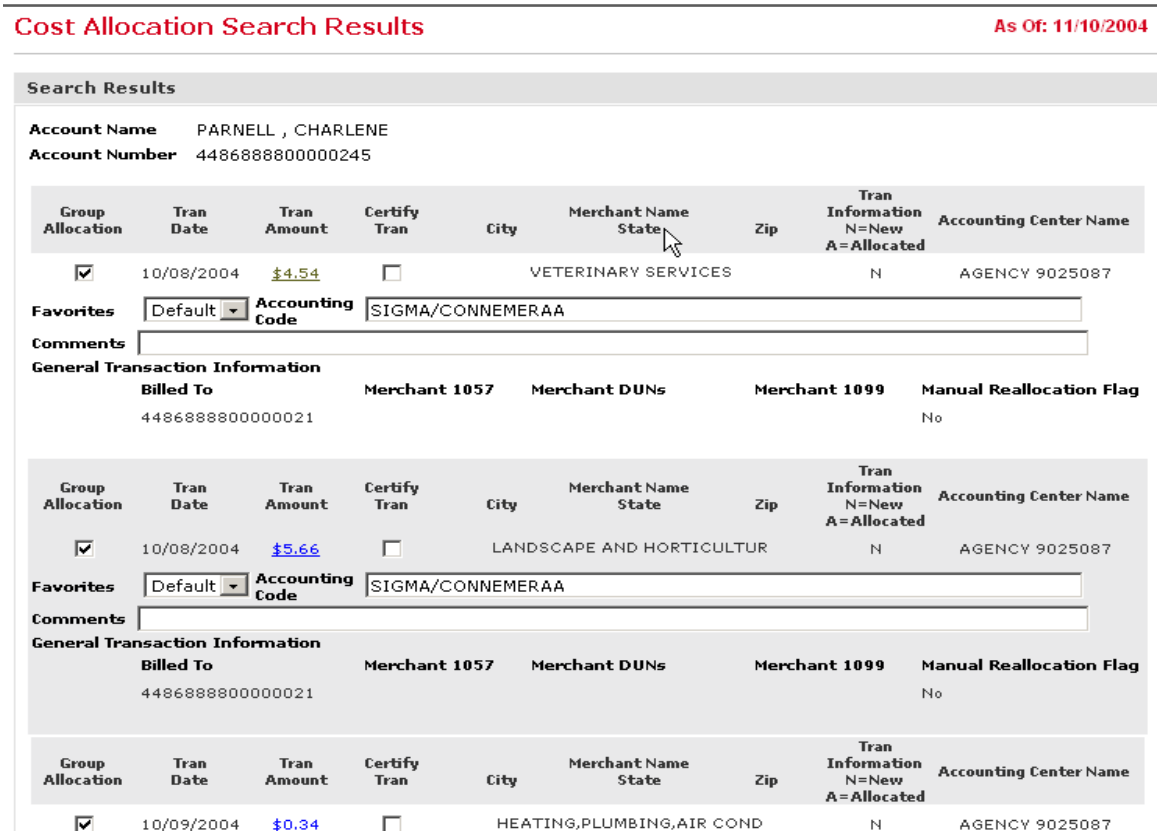
15. Continue allocating each distribution line until finished by repeating steps 5 – 13 as needed.

16. Click **Submit** on the **Cost Allocation** screen. A confirmation message displays.

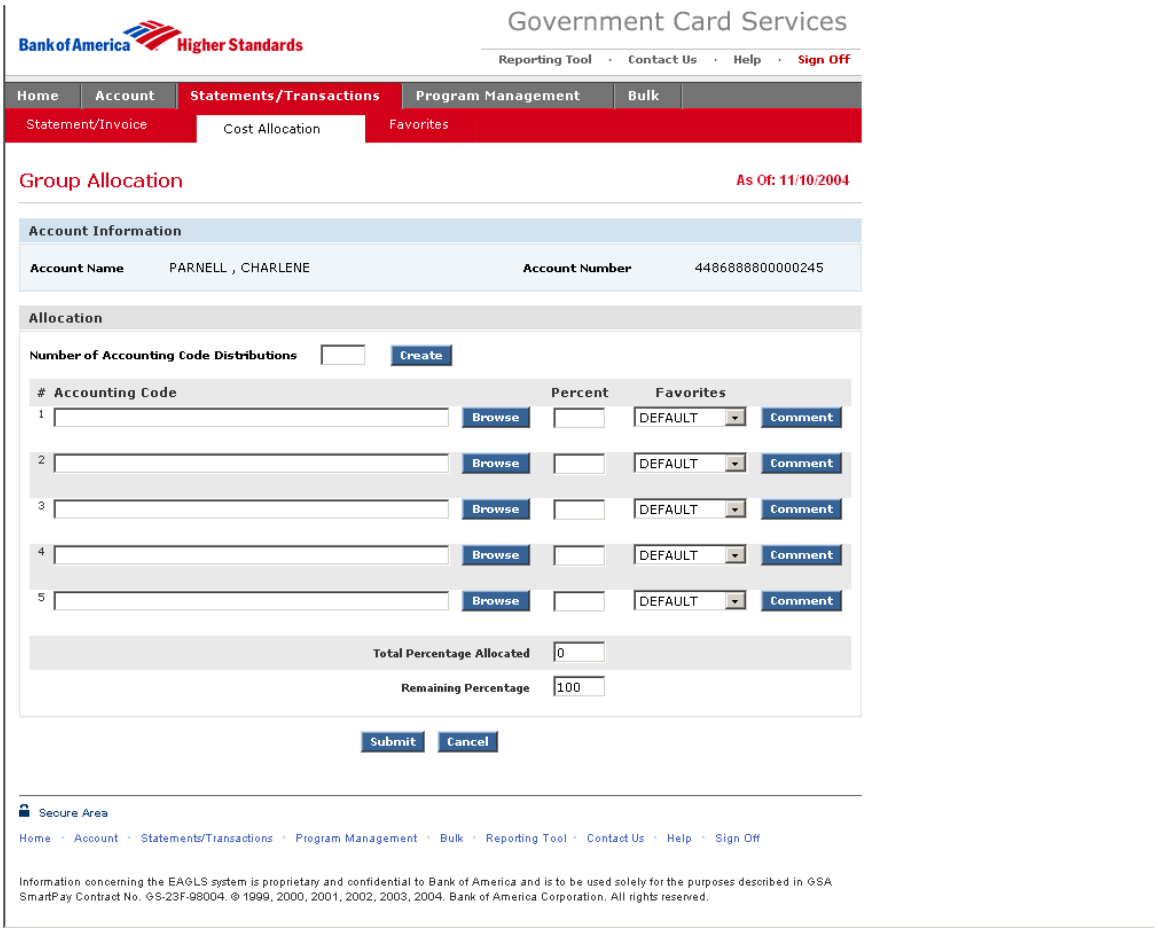


How to perform a Group Allocation

1. From the **Cost Allocation Search Results** screen, click in the **Group Allocation** checkbox next to each transaction that is to be group allocated.

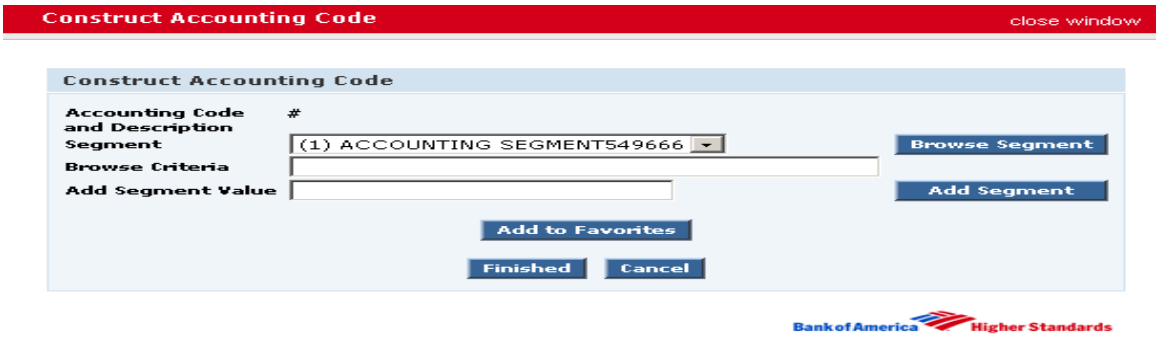


2. Click **Group Allocation** at the bottom of the screen. The **Group Allocation** screen displays.

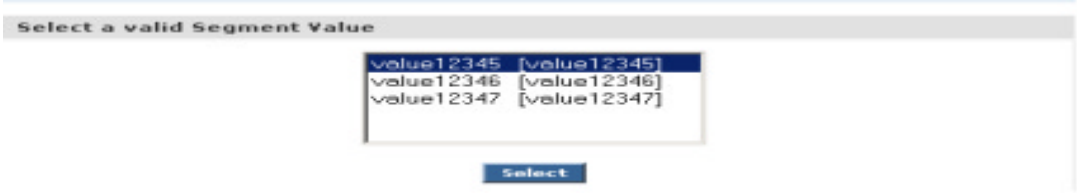


3. Select an accounting code and a description to display in the **Accounting Code** and **Description** field, using one of the following methods:
   - Browse - the **Construct Accounting Code** pop-up screen displays to build a code
   - Favorites – select a Favorite code available
   - Manual entry – type in the accounting code
4. Click **Browse** to construct an accounting code from the available accounting information.

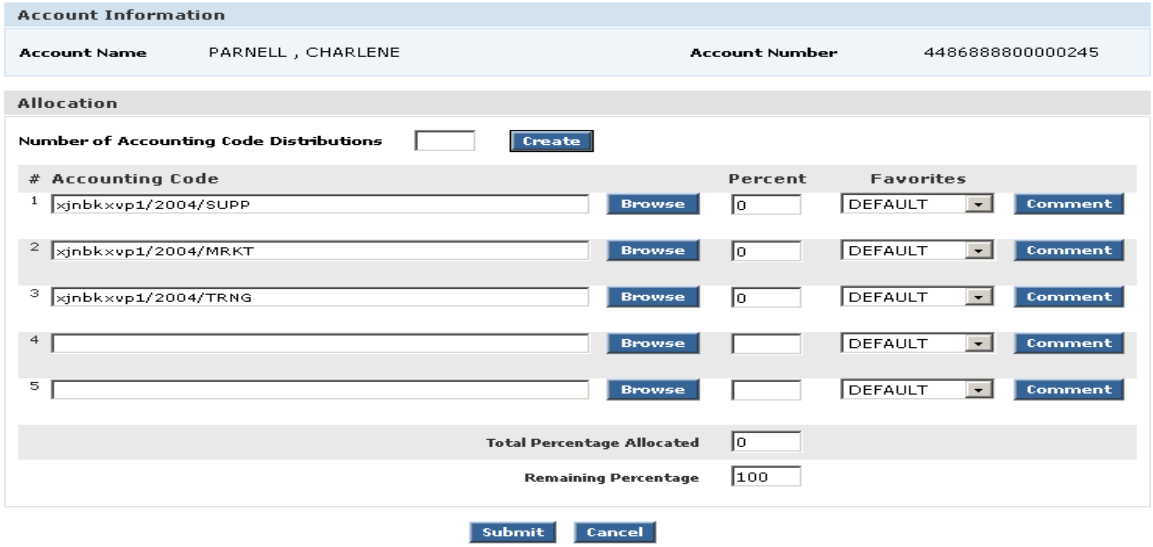
5. From the **Construct Accounting Code** pop-up window, click a segment from the drop down box to be changed.



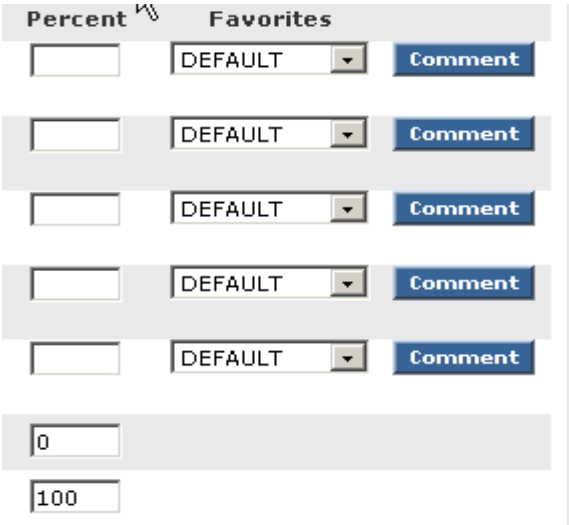
6. Click **Browse Segment** to choose a segment value.
7. Click on a **Segment Value** from the segment list that displays.



8. Click **Select.** The new segment value displays within the **Accounting Code and Description** text at the top.
9. Repeat steps 3 – 6 as necessary to edit any remaining segments.
10. ***(Optional)*** To add the new accounting code to your Favorites List, click on **Add to Favorites** and enter a description or name in the text box. Click **Submit.**
11. Click **Finished.** The **Group Allocation** screen displays with the accounting code information updated.



12. Type the percent to be allocated in the **Percent** field . Only percentages are allowed on group allocations, not dollar amounts. *Half percents are not allowed.*



13. Click **Comment** and enter any comments in the **Comments** pop-up window.

14. Click **Submit.**

15. Continue allocating each distribution line until finished by repeating steps 4– 14 as needed.

16. Click **Submit** on the **Group Allocation** screen. A confirmation message displays.

Favorites List

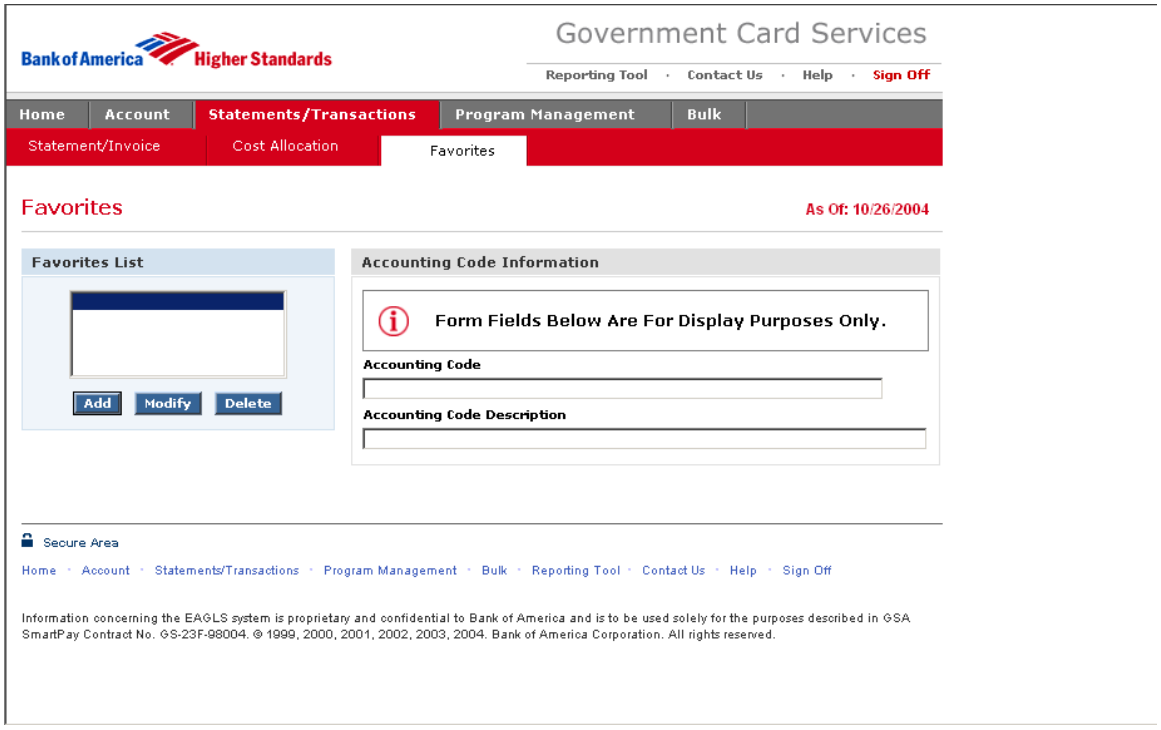
With this functionality you may create and maintain a list of up to 50 frequently used accounting codes. **This allows you to quickly access your frequently used accounting codes while performing cost allocation.**

What You Need to Know

- The Favorites List is associated with a User ID. A user can only access their Favorites List.
- Favorite List names do not have to be unique and can be used on more than one accounting code.
- Accounting codes within a user's favorites list must be unique. A user cannot assign multiple names to the same accounting code within a favorites list.
- If an account holder has more than one role, they must change to the role associated with an accounting code in order to modify or add a favorite code.
- If an account holder has more than one account, they must change accounts in order to modify or add a favorite code for a particular account.

How to Create and Maintain Your Favorites List

1. From any screen, click on the **Statements/Transactions** menu tab.
2. Select the **Favorites** tab.

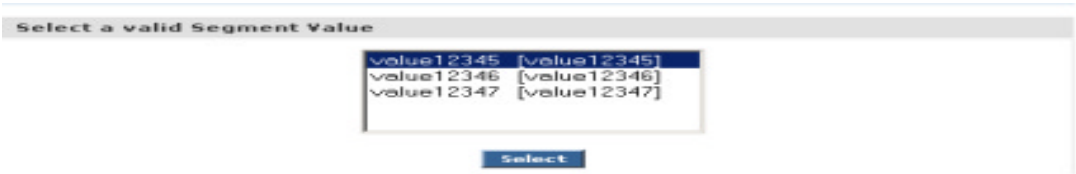


3. Click **Add.**

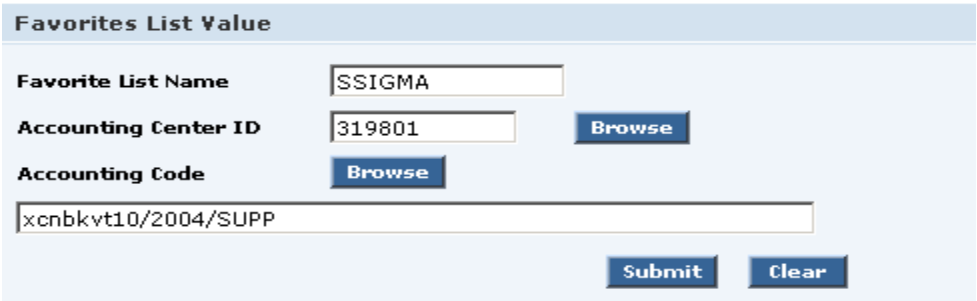
4. The **Favorites List Value** window displays.

5. Click in the **Favorites List Name** text box and enter a name for the accounting code.
6. Click **Accounting Center ID Browse** to select the appropriate accounting center to which the code will be attached.
7. Click on an accounting center ID, then click **Submit.**
8. Click on **Accounting Code Browse** to construct an accounting code.

7. From the **Construct Accounting Code** pop-up window, click a Segment from the drop down box to be changed.
8. Click **Browse Segment** to choose a segment value.
9. Click on a **Segment Value** from the segment list that displays.

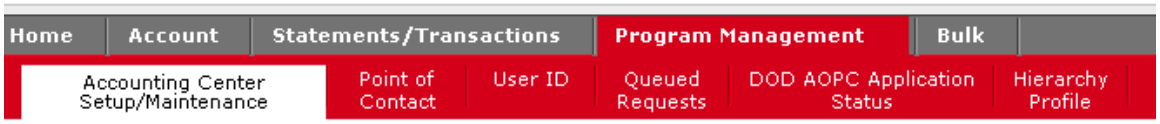


10. Click **Select.** The new segment value displays within the **Accounting Code and Description** text at the top.
11. Repeat steps 8 - 11 as necessary to edit any remaining segments.
12. Click **Finished**.
13. The **Favorites List Value** screen displays with the new accounting code.



14. Click **Submit.** The **Favorites List** displays with the new accounting code and description.

PROGRAM MANAGEMENT MENU TAB



Accounting Center Setup/Maintenance

Designated A/OPCs are authorized to setup and maintain Accounting Center Information within their span of control. This information defines the unique criteria for performing cost allocation. Accounting centers are setup for CBAs only and maintain the accounting information that enables users to reallocate transactions to different accounting codes.

When a transaction enters EAGLS, an accounting code is automatically assigned by the system based on one of the following priorities: individual account, central account, or MCC of the transaction. These priorities are determined by the agency based on their particular needs. The accounting code that defaults or is automatically assigned to the transaction may be changed to another accounting code, if necessary for reconciliation purposes. The definition and meaning of these accounting codes are defined in the accounting center assigned to the account. A/OPCs may define accounting codes by establishing the default priorities, accounting code segments, and segment values.

What You Need to Know

- Agencies may choose to elect a designated A/OPC to set up and maintain Accounting Center information for the Cost Allocation function within their span of control.

- Accounting Center Setup allows your agency to identify which segments within the accounting codes are required or optional. Optional segments may be left blank, but required accounting code segments must be completed.

- Value descriptions of the accounting code segments display when using the Accounting Code Browse, Transaction Detail screen, and Cost Allocation screen. This makes accounting center setup, accounting center maintenance, and cost allocation functions easy to perform.

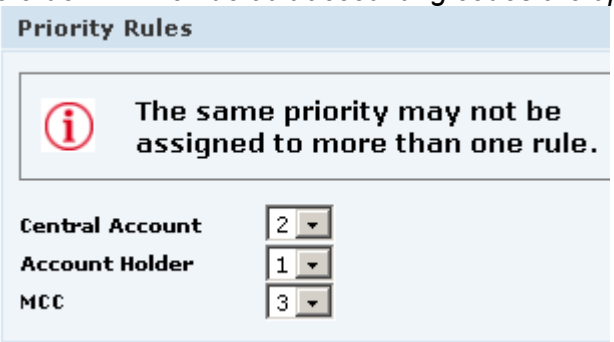
- Priority Rules refer to the order in which default accounting codes are applied to transactions and are set by an individual agencies preference. Agencies may choose to apply first, second, and third priority to accounting codes. Accounting codes may only have one set of priority rules.

- Agencies may use Segmented Comments with the Cost Allocation function to enter comments for each segment of the accounting code. These segments are created and maintained in the Accounting Center. As with Free Form Comments, the total of all Segmented Comments may be a maximum of 100 characters. Designated A/OPCs can change the format of comments from one type to the other (free form to segmented or vice versa) by maintaining accounting center options.

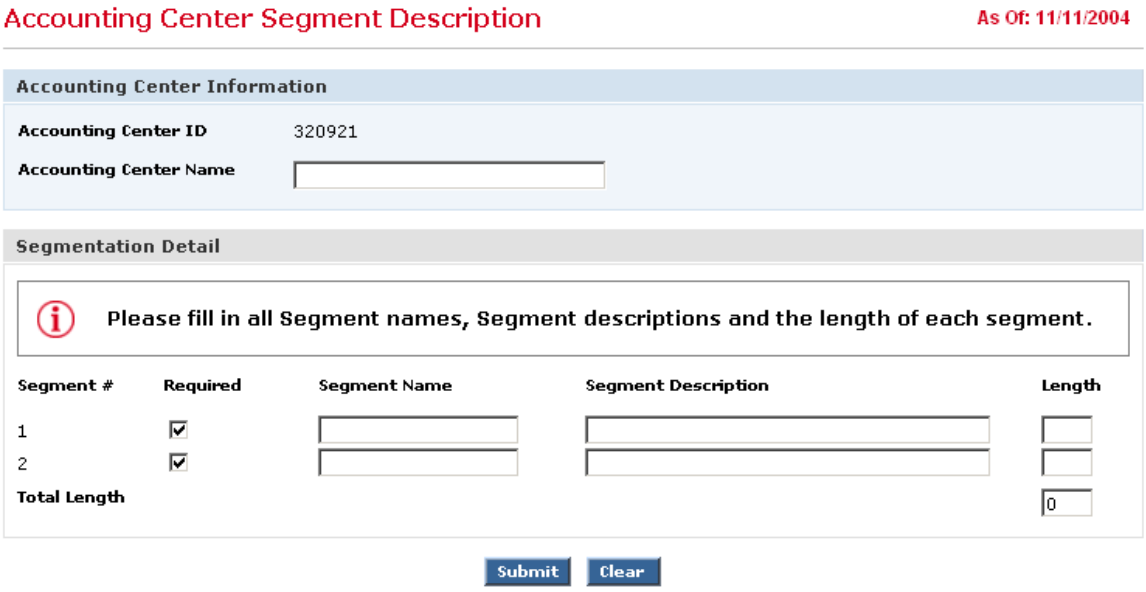
- Agencies may choose, during Accounting Center Setup, whether or not to allow transactions to be reallocated after the Agency Accounting System (AAS) file has been sent. Designated A/OPCs can change this option regarding multiple reallocations.

Accounting Center Setup

1. From any screen, Click on the **Program Management** menu tab.
2. Click on **Create New** from the **Accounting Center Search** screen.
3. Enter the Hierarchy information or use Browse Hierarchy to assign a hierarchy to the accounting center.
4. Use the drop down arrows to assign **Priority Rule**s for each option. *(Priority Rules determine the order in which default accounting codes are applied to transactions.)*



5. Enter the **Number of Accounting Code Segments** to be defined for each accounting code constructed under this accounting center.
6. Click **Submit**.



7. Type a name for the accounting center being created in the **Accounting Center Name** text box.
8. Click in the **Required** status box to remove the check if the segment being created is not required.
9. Click in **Segment Name** and type the name of the segment being created. Tab to **Segment Description** and type a description for the segment.

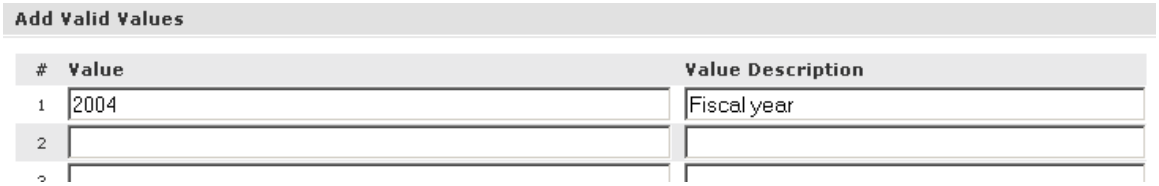
10. Tab to **Length** and type the length of the segment. *Segment Length is the number of characters that a segment of the accounting code may use. The total length of all segments may not exceed 64 characters.*

11. Continue entering segment names, descriptions, and lengths as needed.

12. Click **Submit**. The **Accounting Center Valid Values** screen displays.

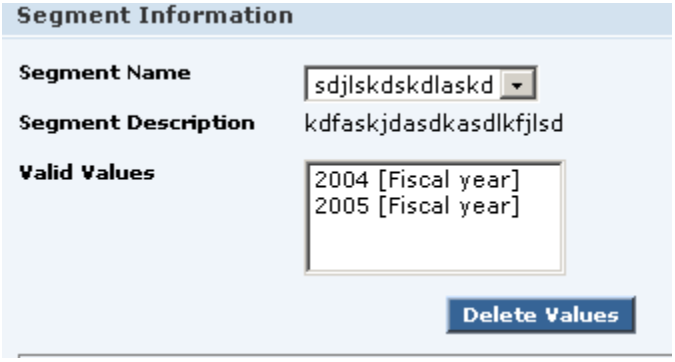
13. Click on **Segment Name** drop down arrow and select a segment name.

14. Click in the **Value** text box and type the value assigned to the segment.



15. Tab to the **Value Description** text box and type a description of the value.
Continue to define all the values available for each Segment by repeating Steps 14 – 15.

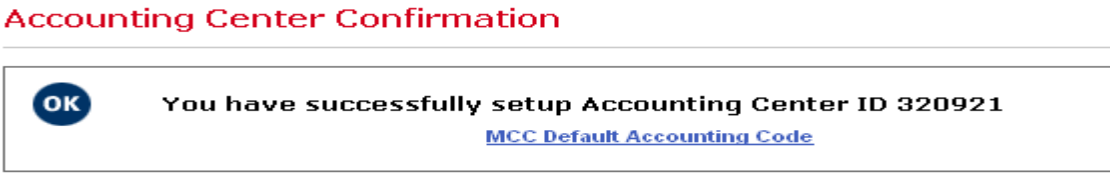
16. Click **Add Values** at the bottom when finished. The **Valid Values** defined for the segment display.



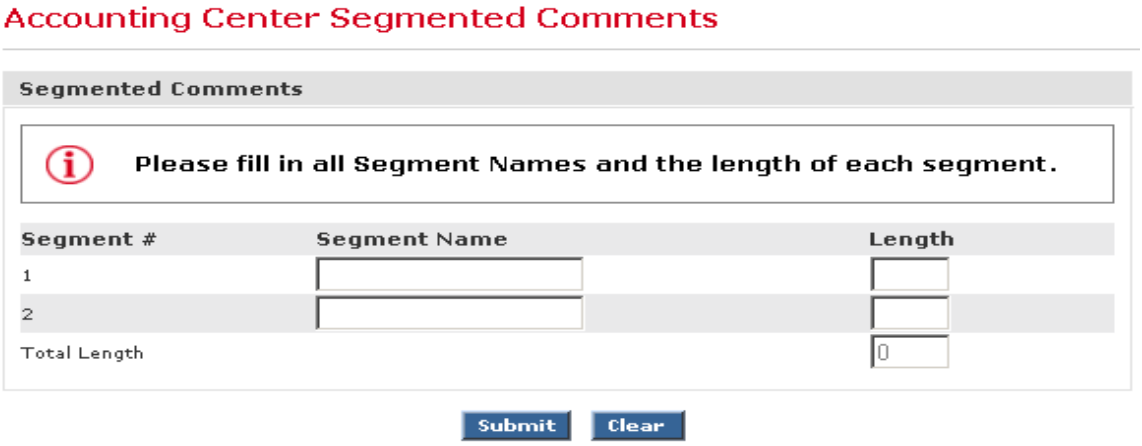
17. Select one of the following comment types in the **Cost Allocation Setup** section:
    - Free Form Comments *(This is the default)*
    - Segmented Comments *(Enter a number of segments for comments if this option is selected.)*

18. Select an option for the **Allow Reallocation After AAS Feed**
    *Note: Selecting **Yes** allows transactions to be reallocated after the AAS file has been sent with the first allocation. Selecting **Yes** allows you to perform multiple reallocations on the same transaction.*

19. Click **Submit. A confirmation message displays at the top of the screen.**

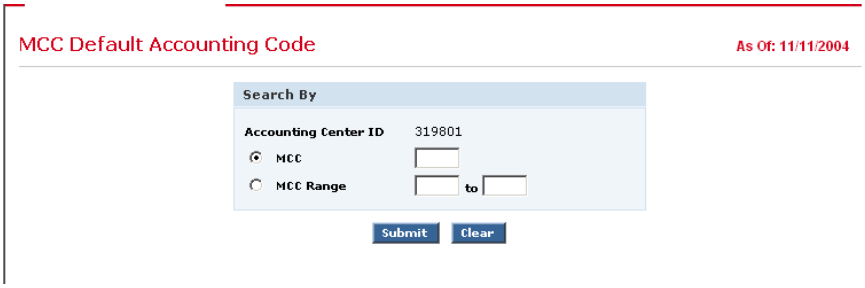


*Note: If you selected Segmented Comments in Step 17, the **Segmented Comments** screen displays.*



20. Enter a **Segment Name** and **Length** for each comment to be associated with the allocation. Click Submit**. A confirmation message displays.**

21. Click on MCC Default Accounting Code to define MCC default accounting codes.



22. Type the MCC code or the MCC code range to be added and click **Submit.**

23. Click on the **Segment Name** drop down box to select the segment name.

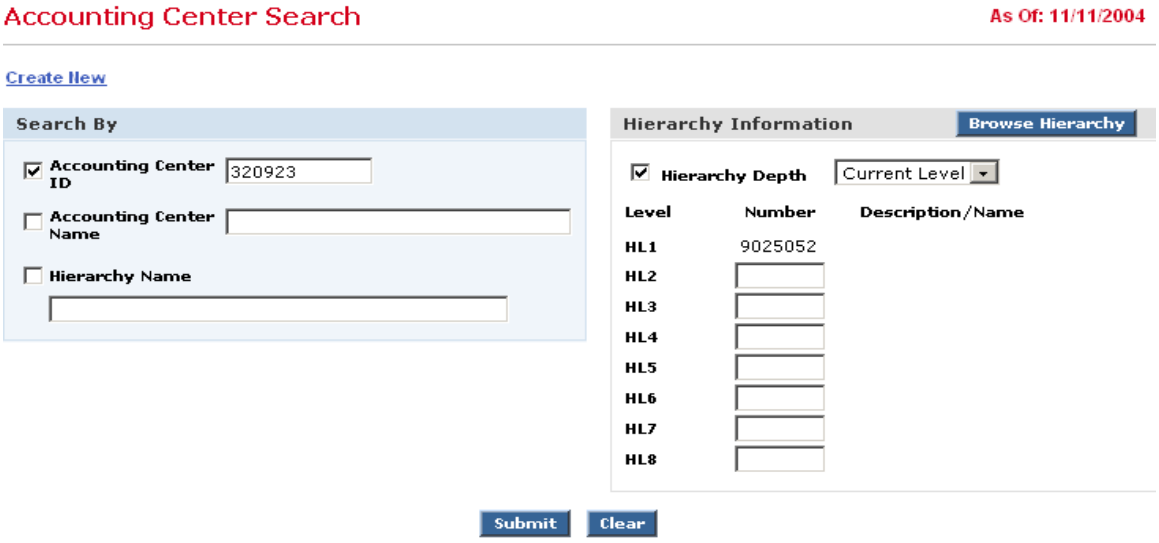
24. Select a value from the **Valid Values** list box to be the default value for the segment.

25. Click **Select.** Continue constructing the accounting code by repeating Steps 23 and 24 as needed.

26. Click **Finished.**

Accounting Center Maintenance

1. From any screen, Click on the **Program Management** menu tab.
2. Enter **Search By** criteria to access the Accounting Center to be maintained.



3. Click **Submit.** *Depending on the search criteria used, you may get multiple results. Click on an accounting center ID number to link to the Accounting Center Main Form.*

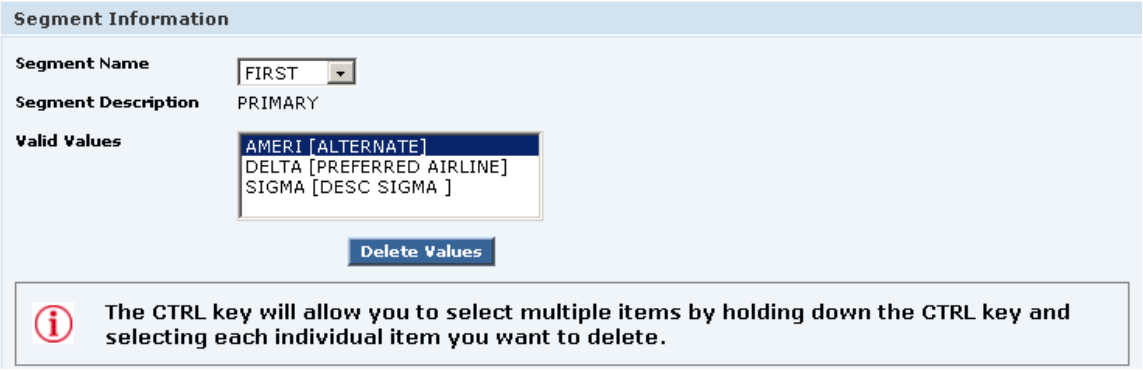
4. From the **Accounting Center Main Form** screen, changes can be made to the **Priority Rules** only.
5. Click **Submit.** On the **Accounting Center Segment Description** screen changes may be made to the following fields:
   - **Accounting Center Name –** edit the name in the text box
   - **Required** status check box – unclick to remove a check or click to add the check
6. Click **Submit.** The **Valid Values** screen displays.

Note: You cannot add and delete values at the same time.

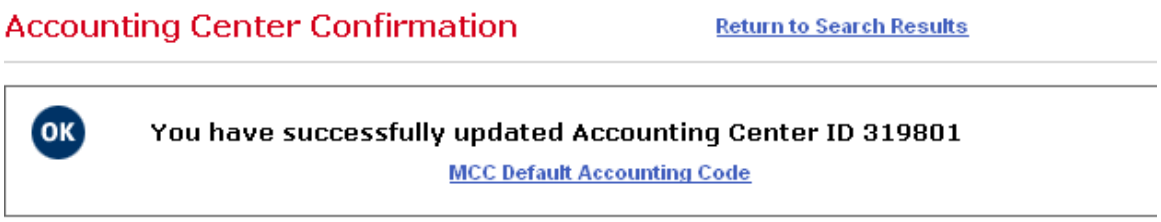
7. To add new values, select a **Segment Name** from the drop down box
8. Click in the **Value** and **Value Description** text boxes and type the information.
9. Click **Add Values** at the bottom when finished.
10. Click Submit. A confirmation message displays.

To Delete Values

1. Select a **Segment Name** from the drop down box to delete values.
2. Select one or more values to be deleted from the Segment.

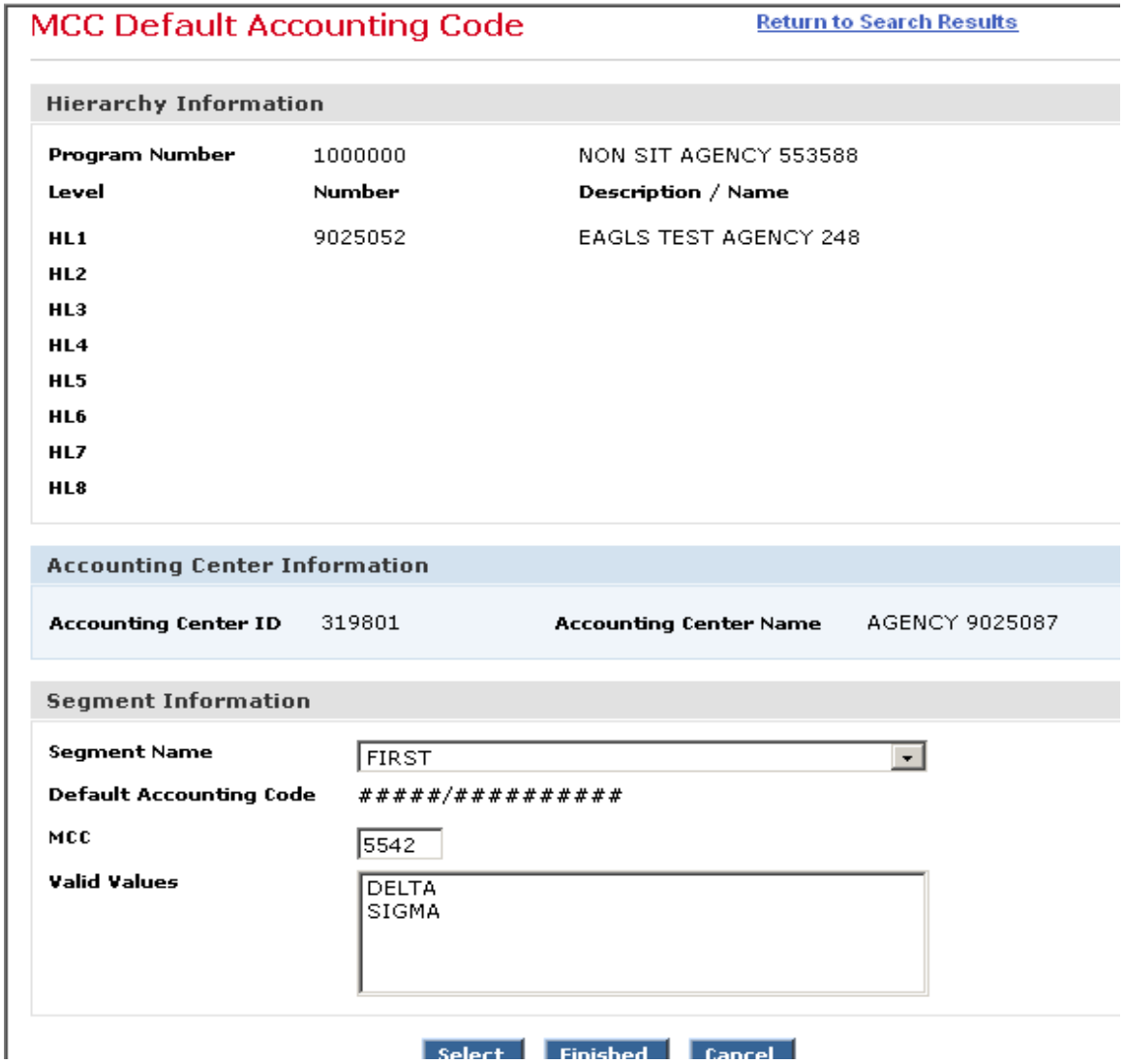


3. Click **Delete Values.** The screen is refreshed with the selected values deleted.
4. Click Submit at the bottom of the screen. A confirmation message displays.



To update MCC Default Accounting Codes, click on the MCC Default Accounting Code link.

1. Type the MCC code or the MCC code range to be maintained and click **Submit**.



2. Select the segment name from the dropdown box
3. Select a value from the **Valid Values** list box to be the default value for the current segment and click **Select.**
4. Continue editing MCC values as needed by repeating Steps 2 – 3.
5. Click **Finished.** The **MCC Default Accounting Code** search screen displays.

Point of Contact

A/OPCs can maintain all Point of Contact (POC) information online using Point of Contact functionality. A/OPCs can add, delete, and edit POC information for selected hierarchies and can maintain all POC information within their span of control. In addition, POC information can be added to multiple hierarchies and users can designate the POC as Primary or Alternate.

What You Need to Know

- A/OPCs can maintain all Point of Contact information within their span of control
- Point of Contact information can be added to multiple hierarchies and users can designate the POC as Primary or Alternate. Each hierarchy level must have one Primary POC and may have as many Alternate POCs as needed.
- When editing POC information, you will need to modify the POC's User ID profile in EAGLS. This will ensure the POC's span of control in EAGLS corresponds to their access as a POC.

Add a Point of Contact - When adding a new POC you should verify:

- The POC has a User ID in EAGLS. If a User ID does not exist, one should be created. Use the Create/Modify User ID link provided on the Confirmation screen to create one. If a User ID exists, it may need to be modified (i.e., role, status, hierarchy level, or report access). Use the Create/Modify User ID link provided on the Confirmation screen to maintain those items in a user's profile.
- The POC has the appropriate role assigned to their profile in EAGLS. A role may need to be added or deleted from the POC's profile.
- The POC has a User Id that is in an active status. If the User ID status is inactive, you will need to change it from inactive to active in order for the user to access EAGLS.
- The POC is attached to the appropriate hierarchy. Use the Create/Modify User ID link provided on the Confirmation screen to make changes to a user's hierarchical span of control. This may require you to add or delete a hierarchy under the User's profile.

Delete a Point of Contact

- You cannot delete the only Primary POC assigned to a specific hierarchy.
- When deleting a POC you should verify that:
  - The POC will continue to need access to EAGLS. If the POC no longer needs access to EAGLS, you will need to change their User ID profile status from Active to Inactive. Use the Create/Modify User ID link provided on the Confirmation screen to change a User Id status.
  - The POC will continue to need a particular role assigned to their profile. If the POC no longer needs a particular role, you will need to delete that role from their profile. Use the Create/Modify User ID link provided on the Confirmation screen to delete a user's role.
  - The POC will continue to need access to a particular hierarchy. If the POC no longer needs access to a hierarchy, you will need to delete that hierarchy from their user profile. Use the Create/Modify User ID link provided on the Confirmation screen to delete a hierarchy from a user's profile.

Edit Point of Contact Information or Status

- If the only information you are updating is contact information, (such as name, address, email, telephone number, fax number), maintenance on the user's profile is not necessary. You do not need to use the Create/Modify User ID link provided on the Confirmation screen for these changes.

- If the only change you are making to the POC is a change from one status to another, (Alternate to Primary), maintenance on the user's profile is not necessary. You do not need to use the Create/Modify User ID link provided on the Confirmation screen for this change.

- You cannot change the status of a POC from Primary to Alternate if there is only one POC for that hierarchy. One POC must be designated as Primary for each hierarchy level. You may have as many Alternate POCs as needed.

- To change the status of a Primary POC to Alternate, you must either add a new POC as the Primary or change an existing Alternate to Primary status. A message displays advising that EAGLS will systematically then change the status of the existing Primary POC to an Alternate status.

Edit Point of Contact - Add Hierarchy

- When adding a hierarchy level to a POC, you must designate the POC status as Primary or Alternate. When designating the POC as Primary and a Primary already exists, a message displays advising that a Primary currently exits and that the existing Primary will be made an Alternate.

- When adding a hierarchy level to a POC, you should verify that the POC has access to that hierarchy within their User Profile. Use the Create/Modify User ID link provided on the Confirmation screen to add a hierarchy to the user's span of control.

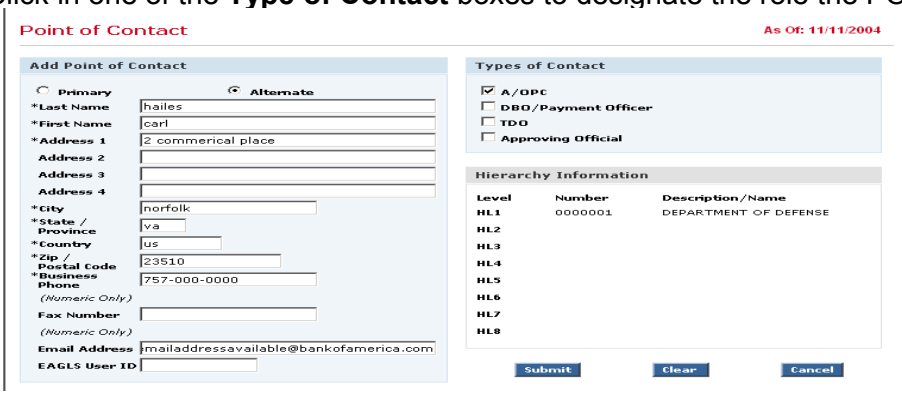
Edit Point of Contact - Delete Hierarchy

- When deleting a hierarchy from a POC you should verify the POC would no longer need access to that hierarchy. Use the Create/Modify User ID link on the Confirmation screen to remove the hierarchy from the POC's span of control.

How to Add a Point of Contact

1. From any screen, Click on the **Program Management** menu tab.
2. Click on the **Point of Contact** tab. The **Point of Contact Search** screen displays with the default hierarchy information.

3. Select hierarchy search criteria and click **Submit**. (*Users can select **Browse Hierarchy** or manually type in a hierarchy level to search by if another hierarchy level is needed other than the default).*
4. Click **Add POC** on the **Point of Contact** screen.
5. Click on **Primary** or **Alternate** to designate the responsibility of the POC.
6. Type the contact information in the text boxes.
7. Click in one of the **Type of Contact** boxes to designate the role the POC will have.



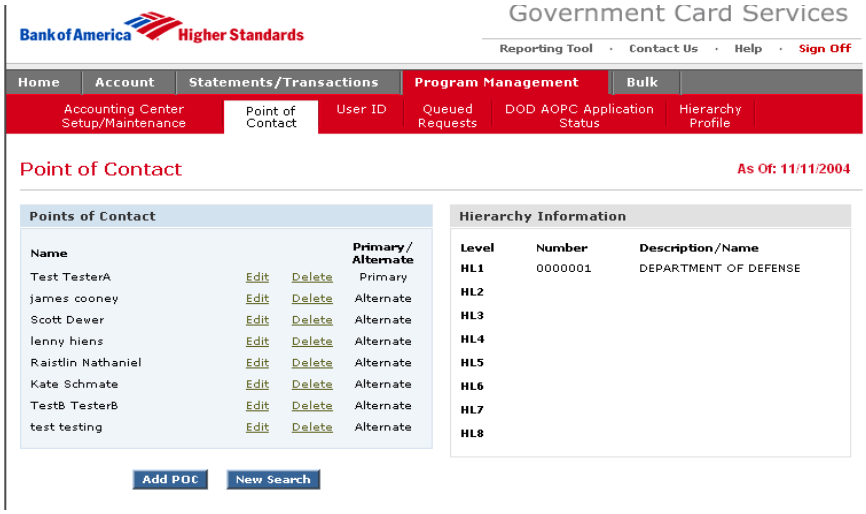
8. Click **Submit.** A confirmation message displays at the top of the screen.

   Note: *If a primary POC already exists and the POC being added is designated as primary, a message displays advising that the existing Primary will be made Alternate. Select **OK** to continue or **Cancel.***

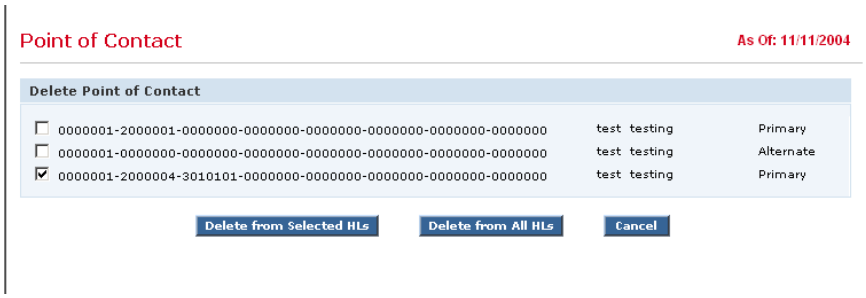
9. Click on **<u>Create/ Modify User ID</u>** at the bottom to create or to edit the user's access to EAGLS.

Delete Point of Contact Information

1. From any screen, Click on the **Program Management** menu tab.
2. Click on the **Point of Contact** tab.
3. Select hierarchy search criteria and click **Submit.** The **Point of Contact** screen displays with a list of POCs for that hierarchy level.



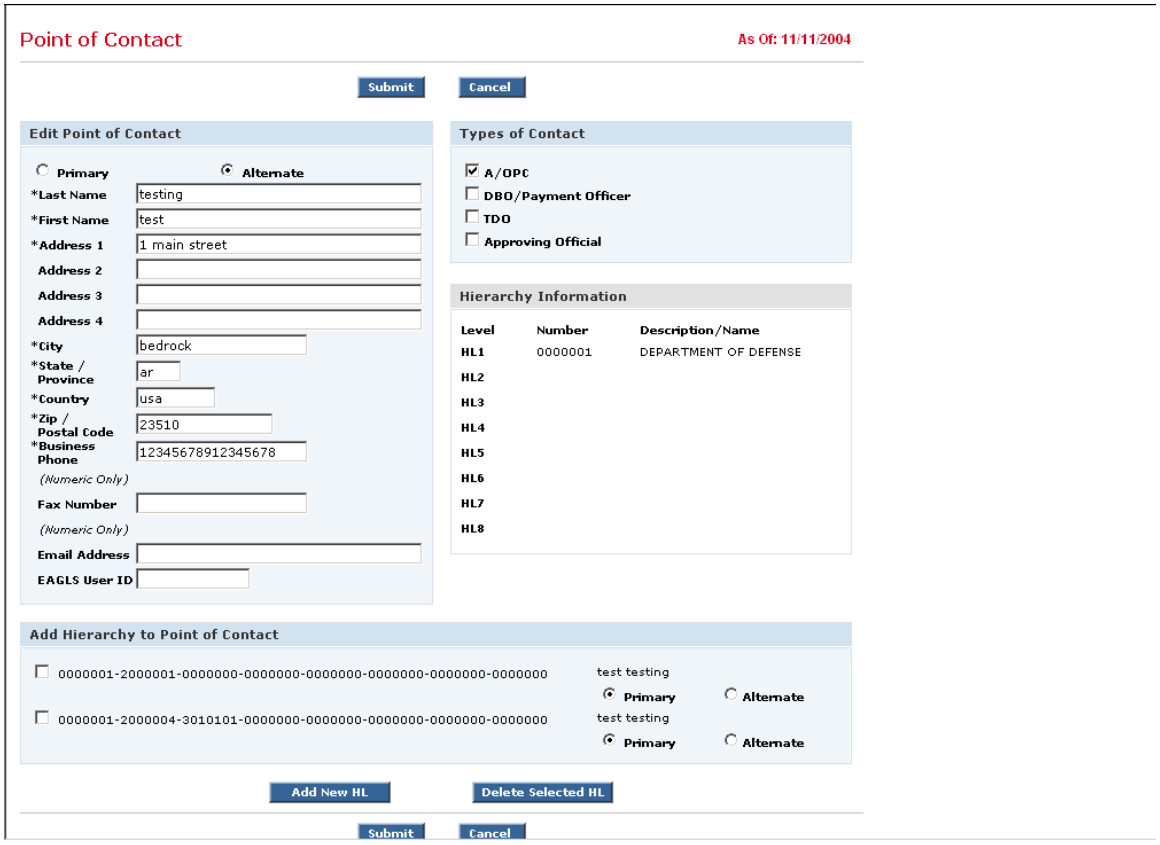
4. Locate the POC to be deleted and click on **Delete** beside the name.



5. Click in the checkbox(s) to select the hierarchy from which the POC is to be deleted. *If you are deleting a POC from all hierarchies you do not need to select a checkbox; click on **Delete from All HLs.***
6. Click on **Delete from Selected HLs** if deleting access to one or more hierarchies. A confirmation message displays at the top of the screen.
7. Click on the **Create/Modify User ID** link to maintain the user's access to EAGLS.
   The User Profile Search screen displays, where you can search for a profile and modify the following:
   - *Status (from Active to Inactive)*
   - *Edit Role (to delete a Role or delete a Hierarchy and Program Type)*

Edit Point of Contact Information

1. From any screen, Click on the **Program Management** menu tab.
2. Click on the **Point of Contact** tab.
3. Select hierarchy search criteria and click **Submit.** The **Point of Contact** screen displays with a list of POCs for that hierarchy level.
4. Locate the POC that is to be modified and click on **Edit** beside the name. The Edit POC screen displays.



To edit contact information, Alternate/Primary Status, or Type of Contact

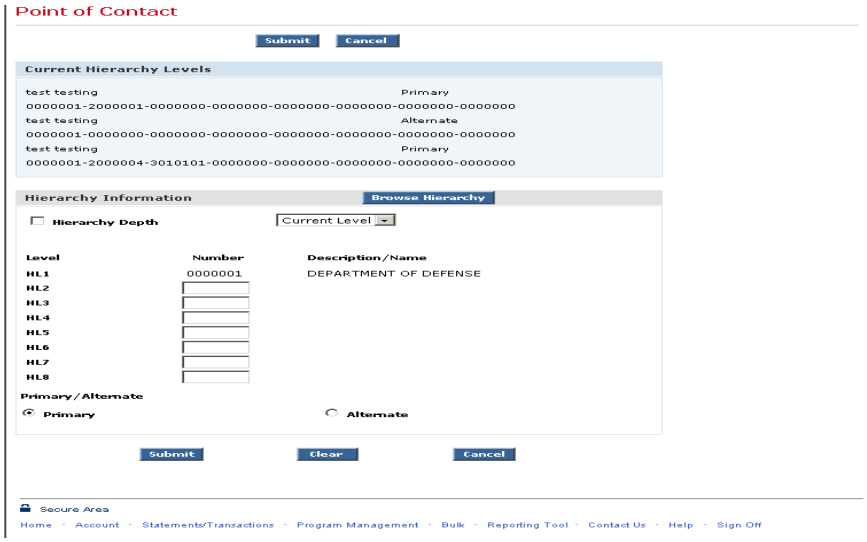
5. Make any necessary changes to the contact information or change the status of the POC from **Alternate to Primary.**

   ***Note**: You cannot change the status of a Primary POC to Alternate if there is only one POC for that selected hierarchy. There must be one POC designated as the Primary for each hierarchy.*

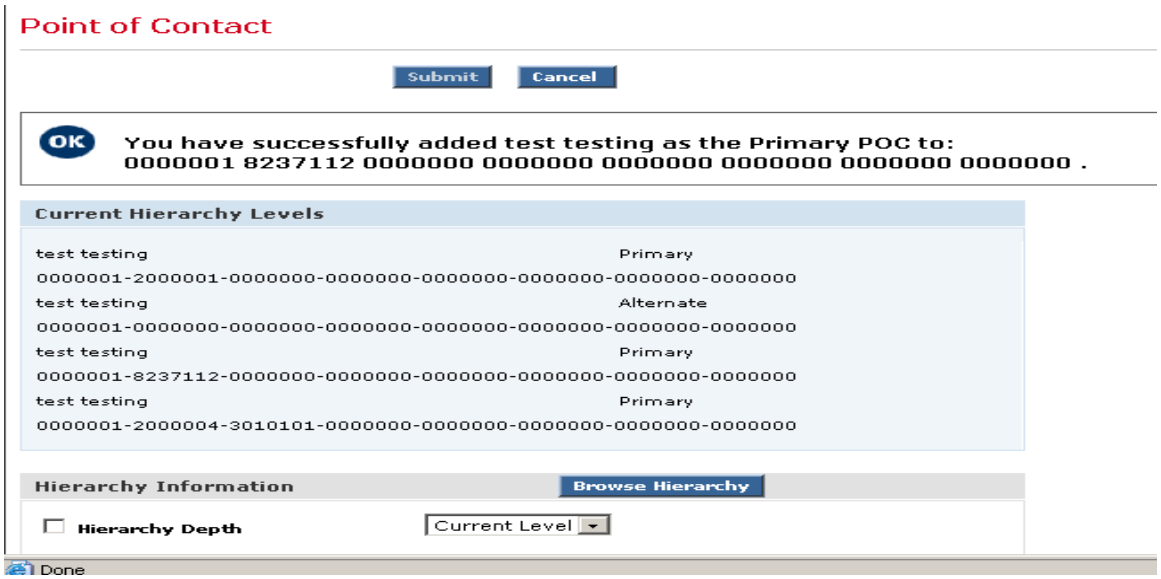
6. Make any changes to the **Type of Contact** role for the POC if needed.
7. Click **Submit**. A confirmation message displays.

To add additional hierarchy levels

5. Click **Add New HL.**



6. Use **Browse Hierarchy** to select additional hierarchy levels or type the hierarchy number manually in the **Number** text box.
7. Click on **Primary** or **Alternate** to designate the responsibility of the POC for the new hierarchy.
8. Click **Submit.** A confirmation message displays.



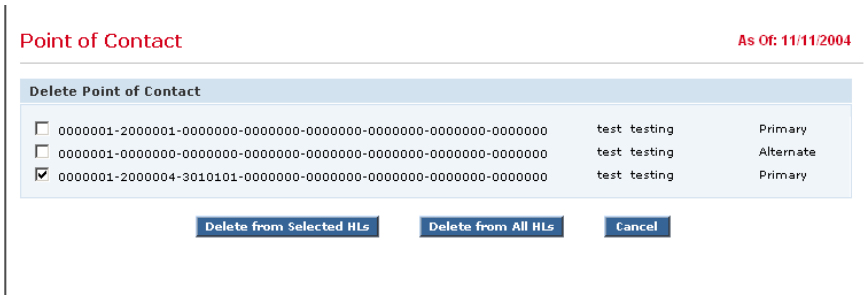
Note: *If you are designating this POC as the Primary for the hierarchy and a Primary already exists for the selected hierarchy, a message displays advising that a primary currently exists and that the existing Primary will be made an Alternate. Select OK to continue or Cancel.*

9. Click on **Create/Modify User ID** link at the bottom of the screen to maintain the user's access to EAGLS. The **User Profile Search** screen displays, where you can search for a profile and then modify the following:

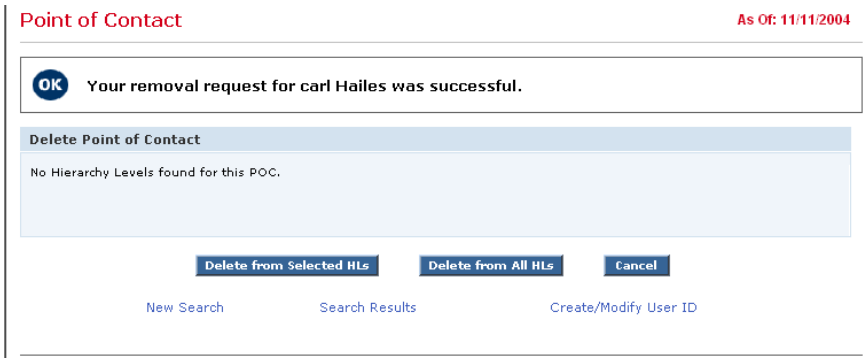
   - **Edit Role (to add a hierarchy level)**

To delete a hierarchy level

5. Click **Delete Selected HL.** The **Delete Point of Contact** screen displays.



6. Click in the checkbox(s) to select the hierarchy from which the POC is to be deleted. If you are deleting a POC from all hierarchies, click **Delete from All HLs.** A confirmation message displays.



7. Click on the **Create/Modify User ID** link to maintain the user's access to EAGLS. The **User Profile Search** screen displays, where you can search for a profile and then modify the following:
    - Edit Role (to delete a hierarchy level)

User ID

The User ID function allows A/OPCs to create user profiles and the criteria associated with them. A user profile defines the access to data and functions that a user can perform in EAGLS. The ability to change criteria associated with a profile allows greater access and functionality for the user.

What You Need to Know

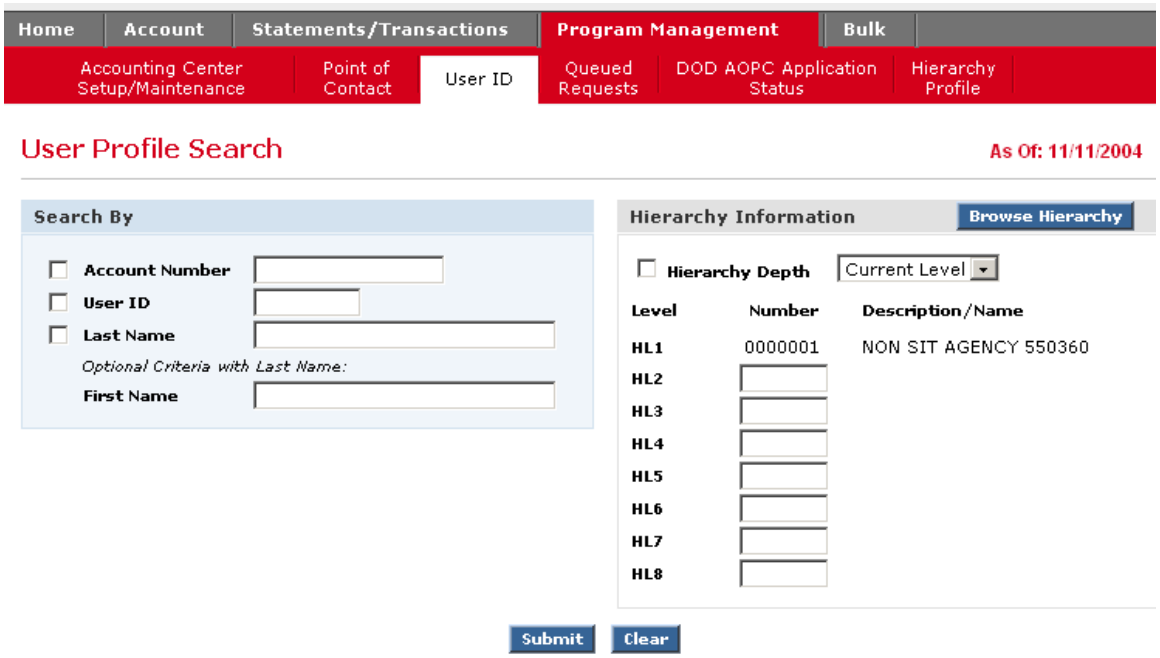
- This function allows you to establish a User Profile in EAGLS. It defines the User ID that is required to log into EAGLS. It does not create a transaction account. This function is agency specific.
- When creating a User ID, select an appropriate combination of 6 - 8 alphanumeric characters. For example, you should enter a combination of last and first name and numeric characters, such as JSMITH01. The User ID is not case-sensitive, so you may enter either JSMITH01 or jsmith01.
- The **User Status** defaults to “Active”. An inactive status will not allow the user to log on to EAGLS.
- A “default role” must be assigned to the user profile when creating it. This is the role, such as A/OPC, that will be assigned to the user each time s/he logs onto the system.
- If your agency uses the Cost Allocation function within EAGLS, select the ATHR_AOPC role for your A/OPCs.
- If your agency does not use the Cost Allocation function within EAGLS, select the DFLT_AOPC role for your A/OPCs.
- If your agency uses the Cost Allocation function within EAGLS, select the ATHR_AH role for your cardholders.
- If your agency does not use the Cost Allocation function within EAGLS, select the DFLT_AH role for your cardholders.
- Multiple user roles can be assigned to each User Profile. For example, a user profile could have an A/OPC role and an account holder role.
- Reports access is not available to the account holder role.
- Once a User Profile has been set up, it is submitted to GCSU for processing within 24 hours. You can check the status of your request by accessing Queued Requests. Once the status is “Approved”, instruct the new user to contact GCSU to obtain their password by calling 800.558.0548.

How to Create A User ID

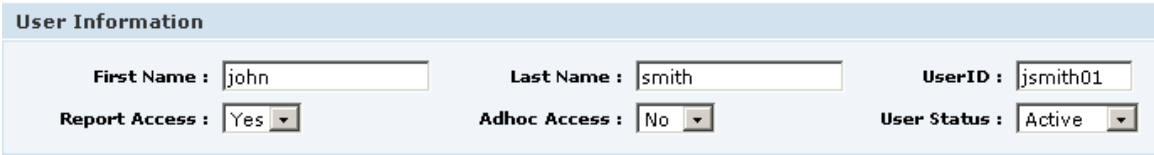
1. From any screen, click on the **Program Management** menu tab.

2. Click on **User ID.**

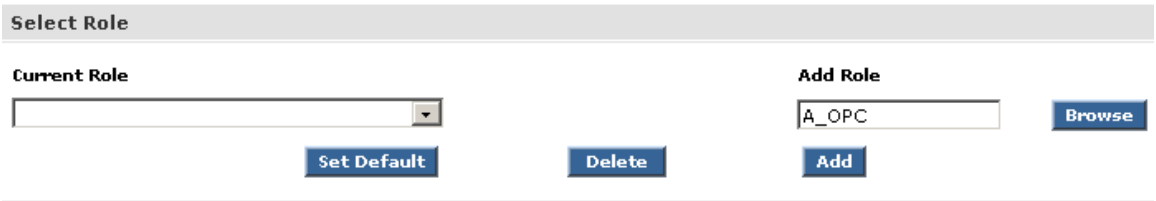
3. Enter search criteria on the **User Profile Search** screen and click **Submit.**



4. Enter **User ID and Name** in the text fields where necessary. *(User Ids should be an appropriate combination of 6 - 8 alphanumeric characters, such as jsmith01)*



5. Click **Browse** next to **Add Role** in the **Select Role** section and select a role to add to the user's profile from the pop-up window. Click **Select**. The role displays in the **Add Role** text box.

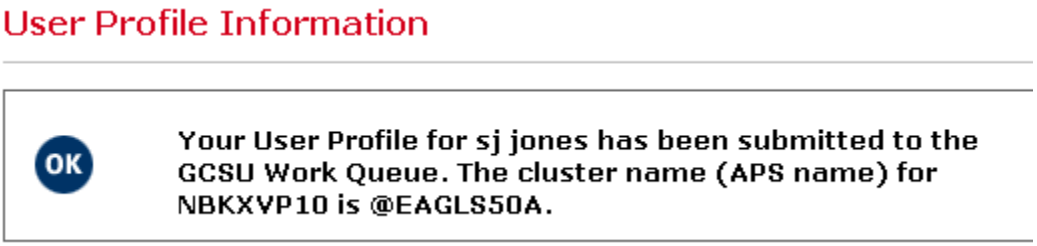


Depending on the role selected, follow the following steps:

For A/OPC, DBO, or TDO Roles

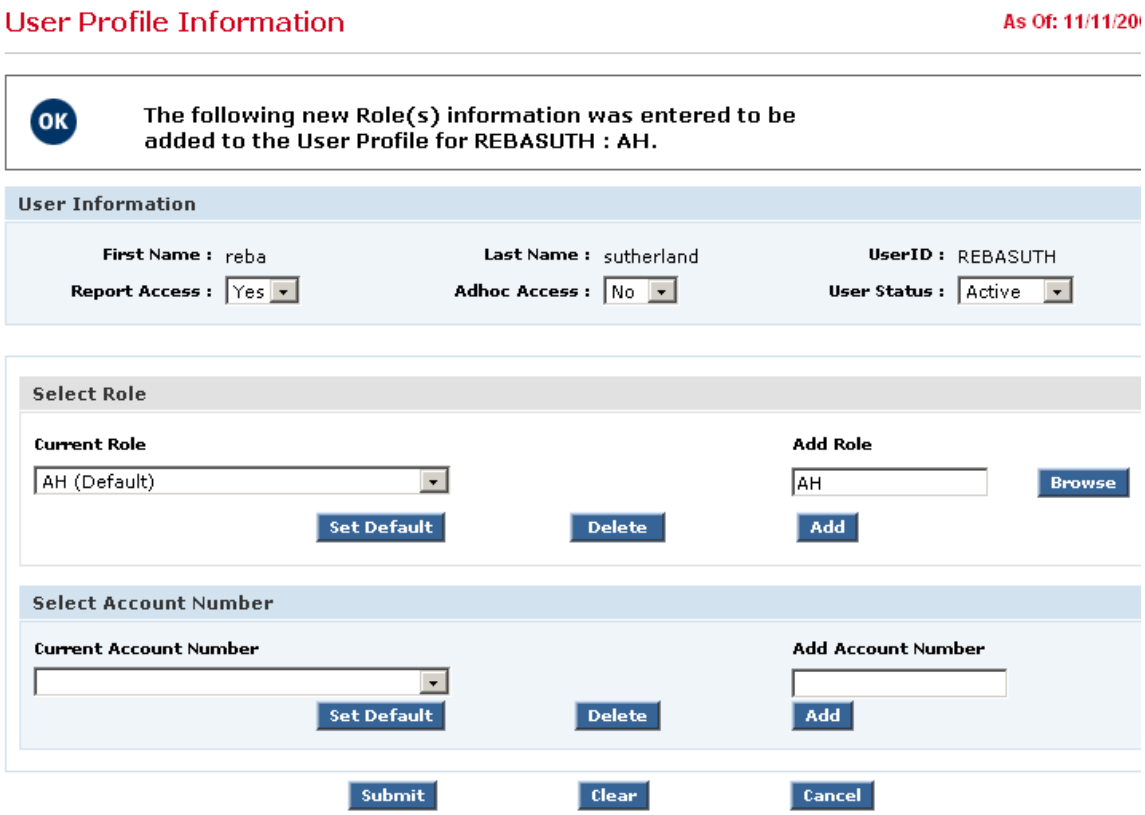
6. Click **Add**. The screen refreshes requiring the addition of a Hierarchy and Program Type. In the **Add Hierarchy** section, click on a **Program Type** and enter Hierarchy **Number** information or use the Browse Hierarchy to assign to the user's profile.

7. Click **Add** in the **Add Hierarchy** section.
8. Click **Submit** at the bottom of the screen. A confirmation message displays at the top of the screen.

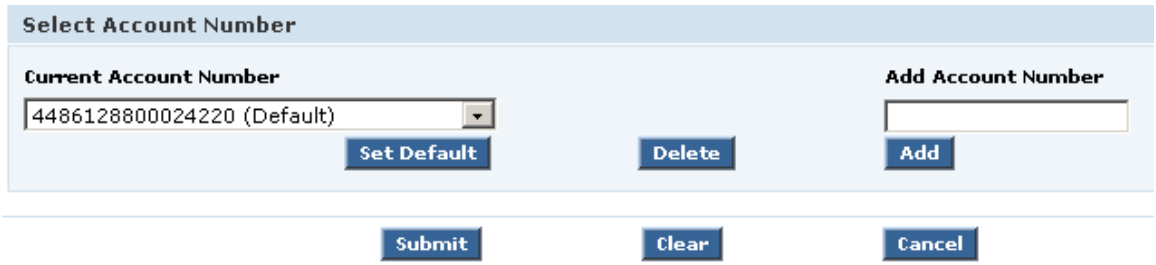


For AH (account holder) Roles

6. Click **Add.** The screen refreshes requiring the addition of an Account Number. Click in the **Add Account Number** text box and type in the account number associated with the account holder's profile.



7. Click **Add.** The screen refreshes and the **Current Account Number** text box displays the account number added.



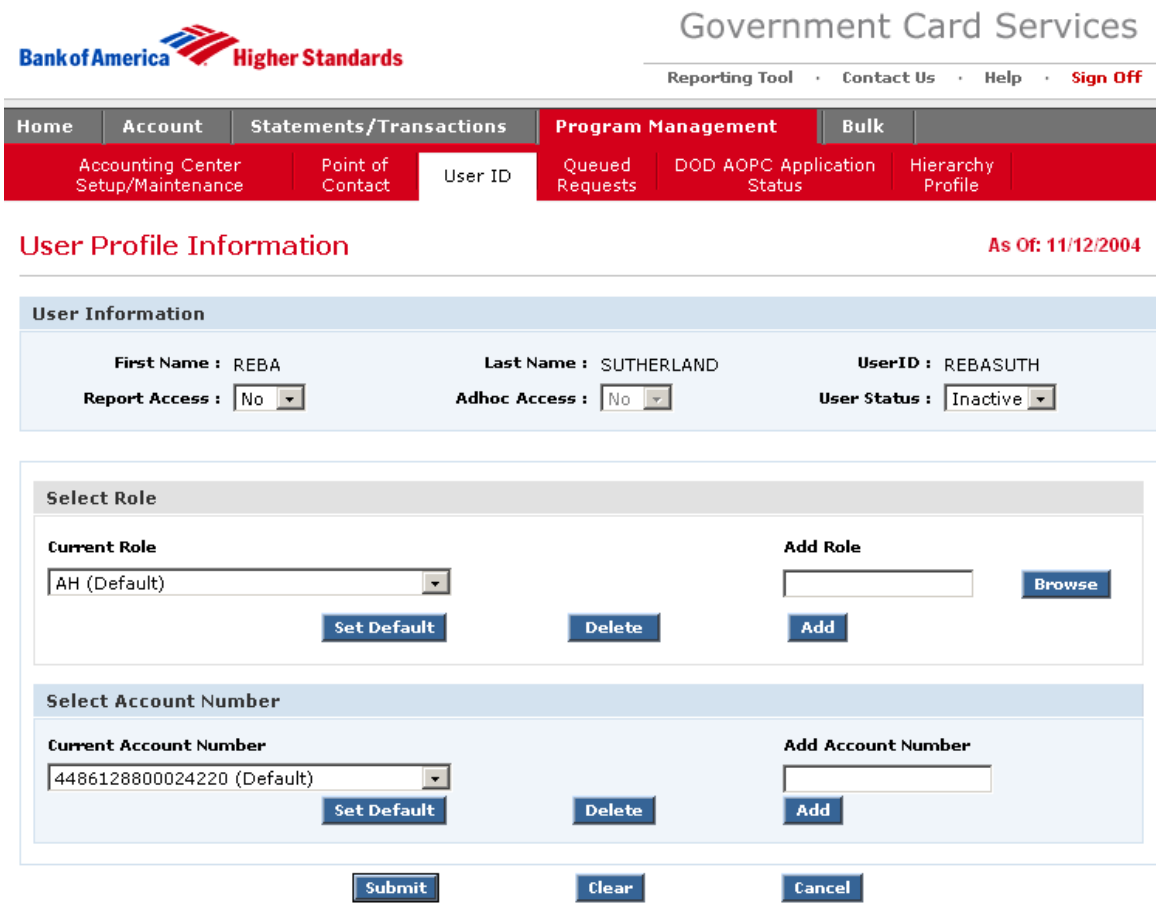
8. Click **Submit** at the bottom of the screen. A confirmation message displays at the top of the screen.

How to Maintain a User ID

1. From any screen, click on the **Program Management** menu tab.

2. Click on **User ID.**

3. Enter search criteria on the **User Profile Search** screen and click **Submit. The User Profile Information screen displays.** The sections that display on this screen will vary slightly depending on the user's profile.



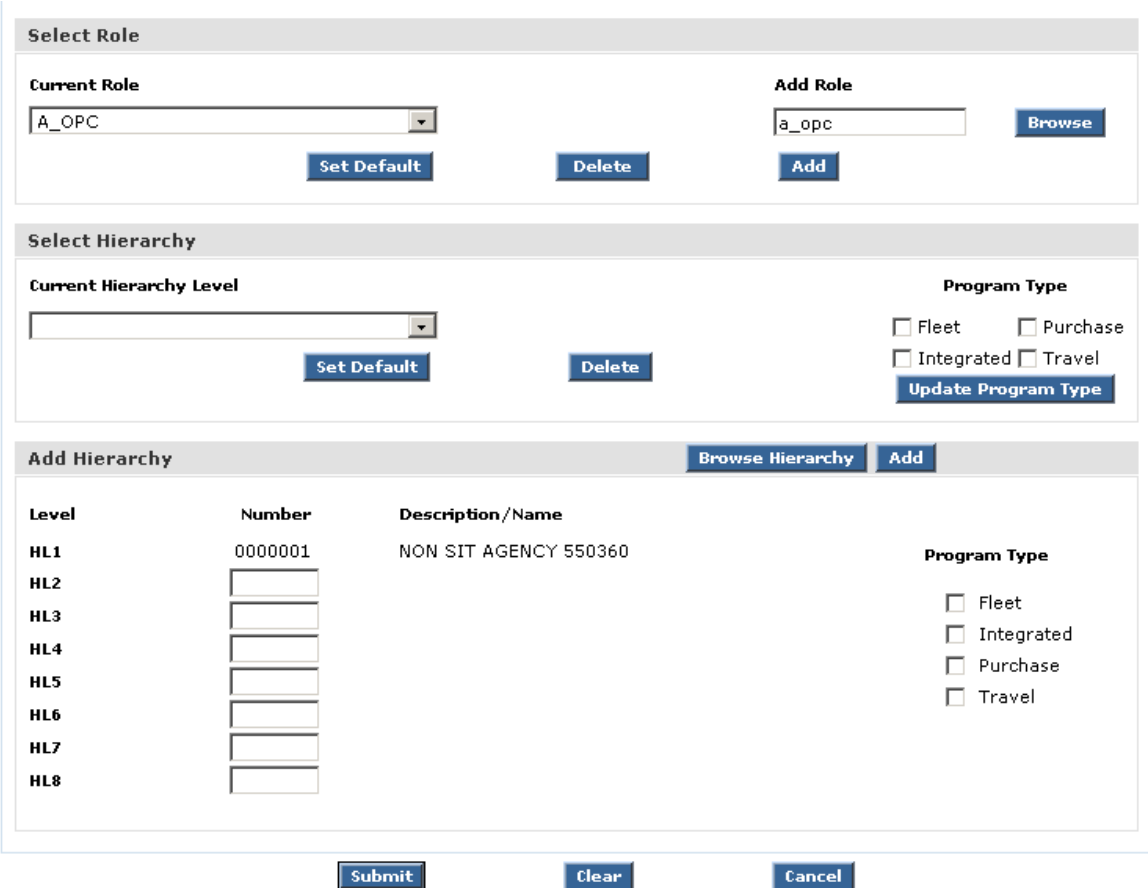
4. To change the User Status, click on the **User Status** drop down box and select **Active** or **Inactive**. Click **Submit** at the bottom of the screen.

To add an A/OPC, DBO, or TDO role to a profile

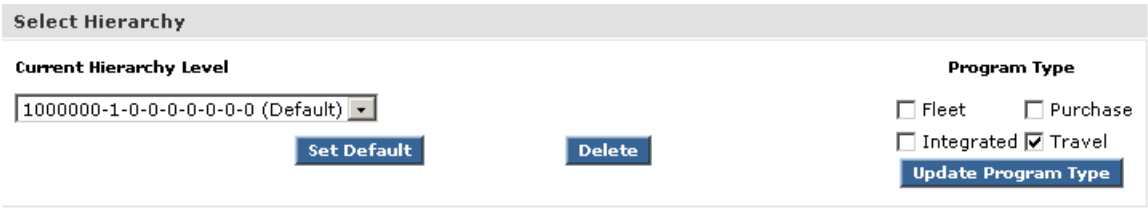
5. Click **Browse** to select a role or type it in the **Add Role** text box.

6. Click **Add** once the new role displays in the **Add Role** text field. The screen refreshes with a confirmation message at the top and **Select Hierarchy** and **Add Hierarchy** sections display at the bottom of the screen. *Since an A/OPC role is tied to a hierarchy, not an account number, you must add a hierarchy to the new role.*

7. In the **Add Hierarchy** section, click on Browse Hierarchy to select a hierarchy or type the hierarchy numbers in the **Number** text fields. Select a **Program Type** from the right side of the **Add Hierarchy** section.



8. Click **Add** *beside* Browse Hierarchy. The screen refreshes and the new hierarchy displays in the **Current Hierarchy Level** text box.



9. Click **Submit** at the bottom. The User Profile information is updated.

How to add an AH (account holder) role

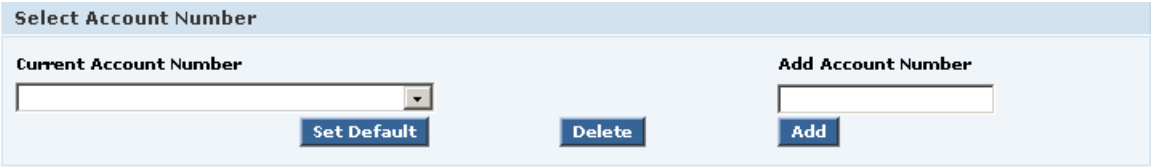
1. From any screen, click on the **Program Management** menu tab.

2. Click on **User ID.**

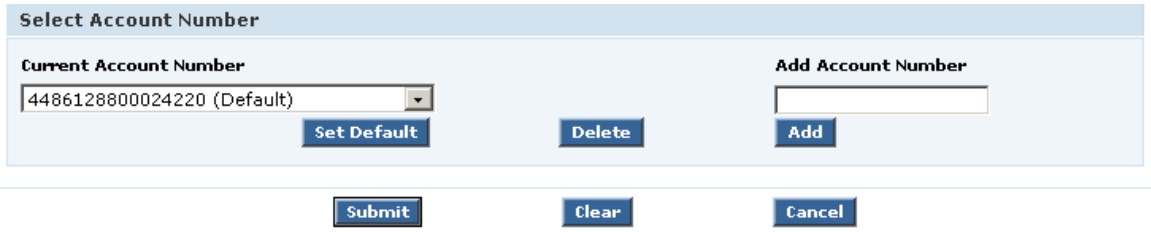
3. Enter search criteria on the **User Profile Search** screen and click **Submit. The User Profile Information screen displays.** The sections that display on this screen will vary slightly depending on the user's profile. *Depending on the search criteria used, you may see multiple results display. Select a result from the available data.*

4. Click **Browse** to select a role or type it in the **Add Role** text box.

5. Click **Add** once the new role displays in the **Add Role** text field. The screen refreshes with a confirmation message at the top and **Select Account Number** section displays. *Since an account holder role is tied to an account number, you must add the account number to the new role.*



6. Type the account number in the **Add Account Number** text field and click **Add.** The screen refreshes and the account number displays in the **Current Account Number** text field.



7. Click **Submit.** The user profile information is updated.

Miscellaneous User Profile Maintenance

Delete a Role, Hierarchy, or Account number

1. From the **User Profile Information** screen, select the option to be deleted from the user's profile from the drop box. *Make sure the correct role displays for the option being deleted. For example, to remove an account number from a AH role, the default role must display as AH.*

2. Click **Delete**. A confirmation message displays at the top of the screen.

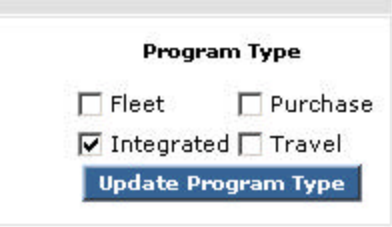
3. Click **Submit** at the bottom of the screen.

Set Default Hierarchy, Role, or Account number

1. From the **User Profile Information** screen, select the option to edit from the drop down box.
2. Click Set Default. The screen refreshes with the updated information.

To Edit Program Type

1. From the **User Profile Information** screen, click in the Program Type options to add or delete an option.



2. Click **Update Program Type.** The screen refreshes with the updated information.

Queued Requests

The Queued Requests function allows you to access, view, and process queued maintenance requests. Most of the maintenance you perform on EAGLS processes immediately and does not require further action. However, certain maintenance requests you or an account holder may make will be queued to GCSU for processing. Some requests made by an account holder will queue to you for processing.

What You Need to Know

- Requests to be worked display as underlined links on the Results screen. Once selected, the detail screen displays to view more information about the request.

- An account holder who makes a maintenance request will have “read-only” access to the queue containing their request. Account holders will be able to view requests that they have made within the past 30 days.

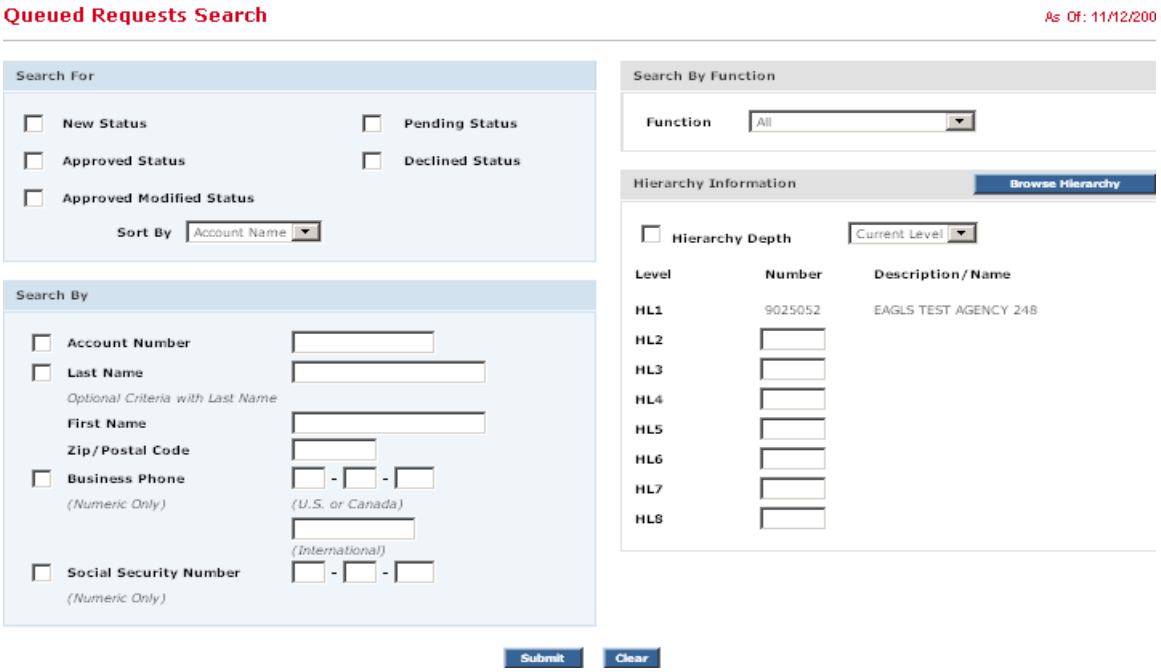
- The account holder maintenance requests are not complete until you access the Queue to review and decision. A/OPCs must decision these by approving, modifying a requested amount and approving (for credit limit requests), or by declining a request in queue.

- Once a request is Approved, Approved Modified, or Declined, that request is in a final status. Requests labeled with a final status become “read-only” to all users.

- Once the request has been approved or declined, it will stay in the queue for 30 days. Requests with a new or pending status will stay in queue indefinitely until action has been taken.

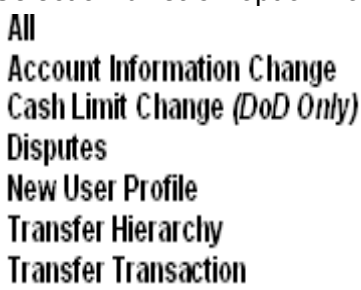
How to Process a Queued Request

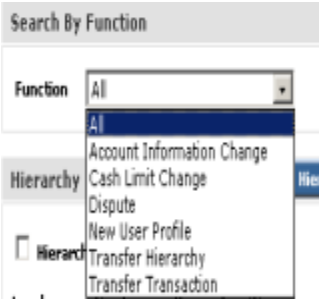
1. From any screen, click on the **PROGRAM MANAGEMENT** menu tab.
2. Select **Queued Requests** tab. The Queued Requests Search screen displays.



3. Select **Search For** and **Search By** criteria.

4. Select a **Function** option from the drop down box





5. Click **Submit.** *Depending on the search criteria used, multiple results may display.*

6. From the results screen, select a request to work by clicking on the underlined function. *Clicking on an unassigned request will assign the request to you and display the details. To unassign a request, the user must reassign the status as "new."*

Queued Requests Search Results

As Of: 11/12/2004

Revise Search

Search Criteria

Hierarchy 1000000 0000001

EAGLS Queued Requests

Function	Request Status	Status Date	Account Number	Account Name	Assigned
Account Information Change	New	11/10/2004	4486128800014726	WINFRED AKINS	
Dispute	New	11/03/2004	4486128800014726	WINFRED AKINS	
Dispute	New	11/03/2004	4486128800014726	WINFRED AKINS	
Dispute	New	11/05/2004	4486128800014726	WINFRED AKINS	
New User Profile	New	11/12/2004		REBA SUTHERLAND	
Transfer Hierarchy	New	11/09/2004	4486128800023933	YVONNE SMITH	

Revise Search

7. The Detail screen for the request displays. *Depending on the type of request (function),* ***the detail screen will vary. For*** *Transfer Hierarchy requests,* ***please see*** *Page 30, Step 8* ***to work the queued request.***
8. Scroll down to the **Functional Information** section to verify the change or information is appropriate.
9. Click on the **New-Request Status** drop down box to select a status:
   - New
   - Approved
   - Approved Modified*
   - Pending
   - Declined

   **Note: The A/OPC may modify the requested amount in the credit or cash limit value if the requested amount is not appropriate. Cash Limit requests are for the Department of Defense only.*

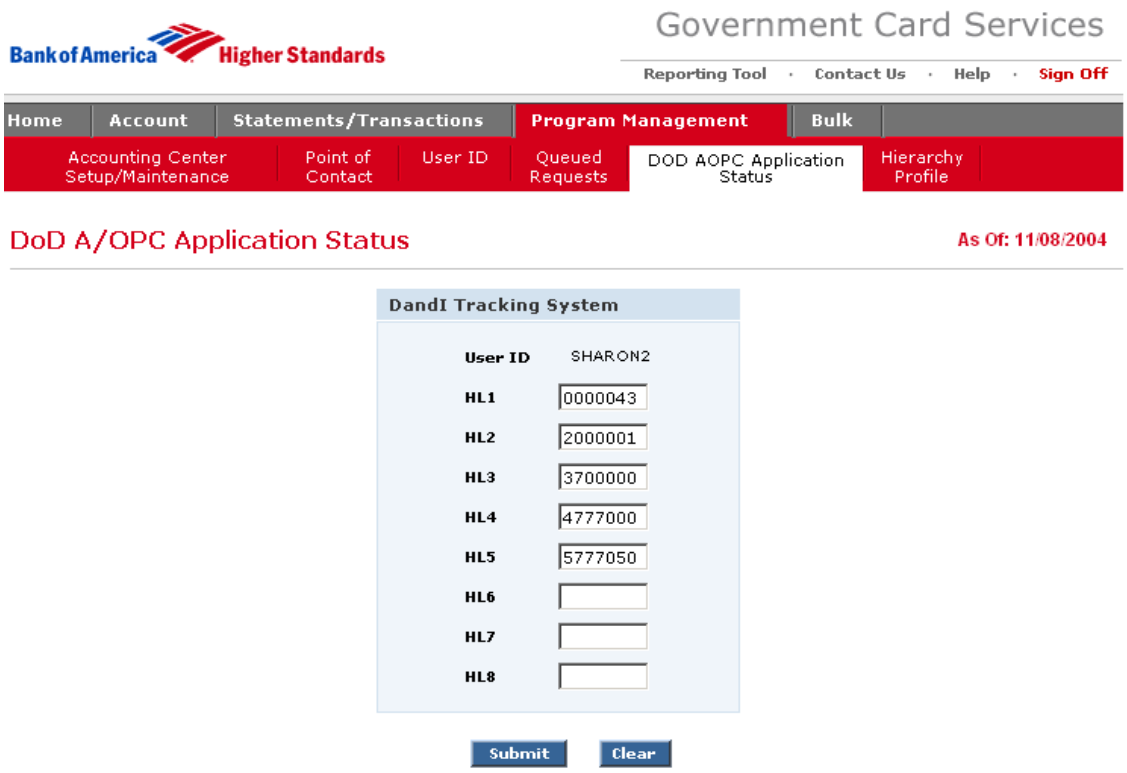
10. Click **Submit**. The **Queued Requests Search** screen displays with the updated **Request Status.**

DoD AOPC Application Status

The purpose of this function is to allow Department of Defense A/OPCs the ability to search for declined applications and confirm the reject reason.

How to Search for an Account

1. From any screen, click on the **PROGRAM MANAGEMENT** menu tab.
2. Select **DoD AOPC Application Status** tab. The screen displays.



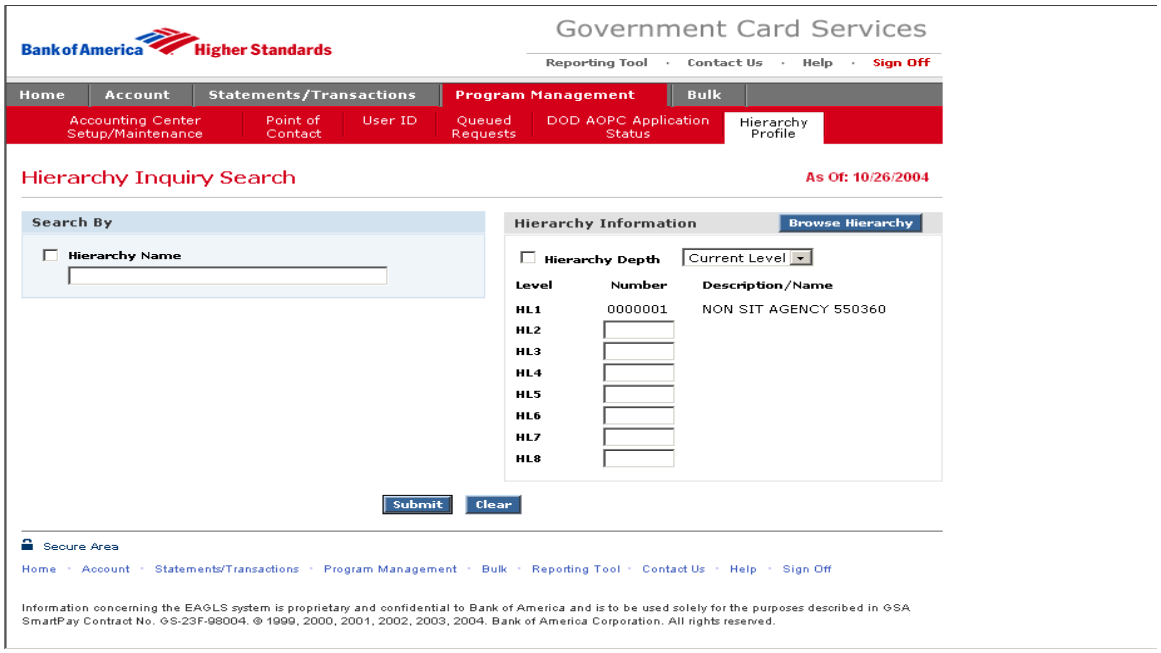
3. Enter the **Hierarchy** information and click **Submit.**
4. The Search screen displays. Enter the **Social Security Number** or applicant's **Last Name** to search by.
5. Click **Submit.** A list of rejected applications display with the reject reason.

Hierarchy Profile

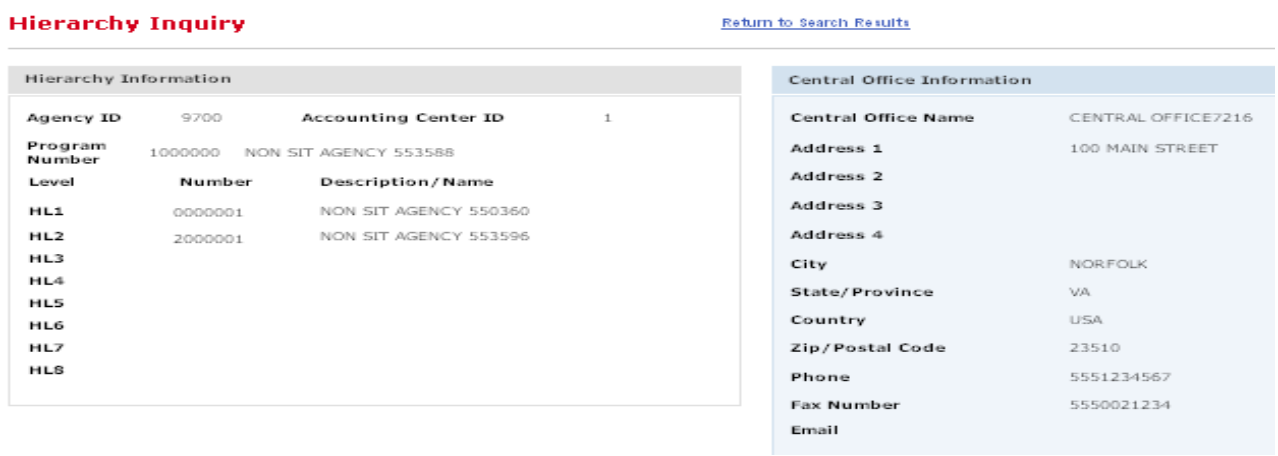
This function allows you to review general information about the hierarchy to which you are assigned. This information includes the Hierarchy numbers and descriptions, Central Office information, and the Agency ID.

How to View a Hierarchy Profile

1. From any screen, click on the **PROGRAM MANAGEMENT** menu tab.
2. Select **Hierarchy Profile** tab. The **Hierarchy Inquiry Search** screen displays.



3. Enter search criteria by using **Browse Hierarchy** or type a **Hierarchy Name** or **Number** in the text fields.
4. Click **Submit**. Depending on the search criteria used, multiple results may display.
5. Click on a **Hierarchy Name** to view. The **Hierarchy Inquiry** screen displays.



BULK MENU TAB

Bulk Card Receipt Verification

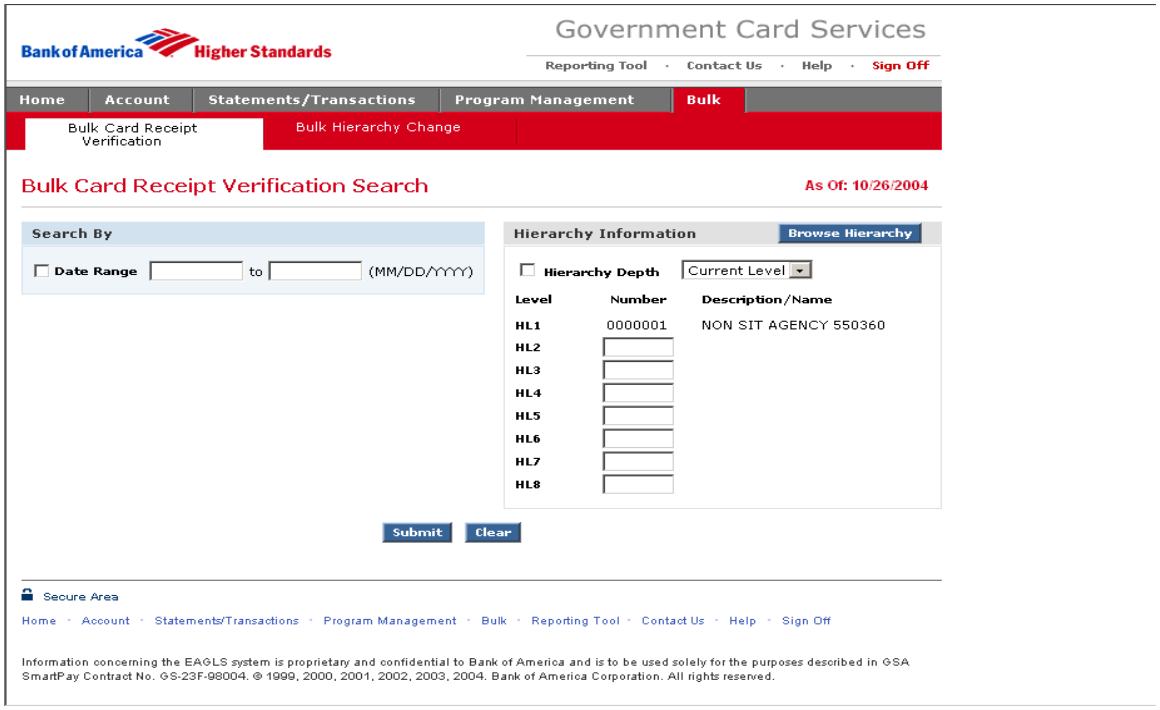
The Bulk Card Receipt Verification function allows you to confirm receipt of multiple accounts, such as a batch of new cards. To verify card receipt on a single account, use the Card Receipt Verification link from the Account Inquiry/Maintenance screen.

What You Need to Know

- New and reissued cards will have an inactive account status and cannot be used until activated.

How to Perform Bulk Card Receipt Verification

1. From any screen, click on the **BULK** menu tab.
2. Enter search criteria on the **Bulk Card Receipt Verification Search** screen.



3. Click **Submit**. The **Bulk Card Receipt Verification Search Results** screen displays.

Bulk Account Receipt Verification Search Results

As Of: 11/12/2004

Revise Search

Search Criteria

Hierarchy 1000000 0000001

Search Results

Check to Activate	Account Number	Account Name	Hierarchy Name	Date	Credit Limit
☐	5568128800009211	HELOOOOOOOOO TESTINGSSSSSSSSSSSSS	NON SIT AGENCY 556540	12/24/1998	$8,000.00

Submit Revise Search Clear

4. Click in the **Check to Activate** check box for all accounts to be verified.

5. Click **Submit**. A confirmation message displays.

Bulk Hierarchy Change

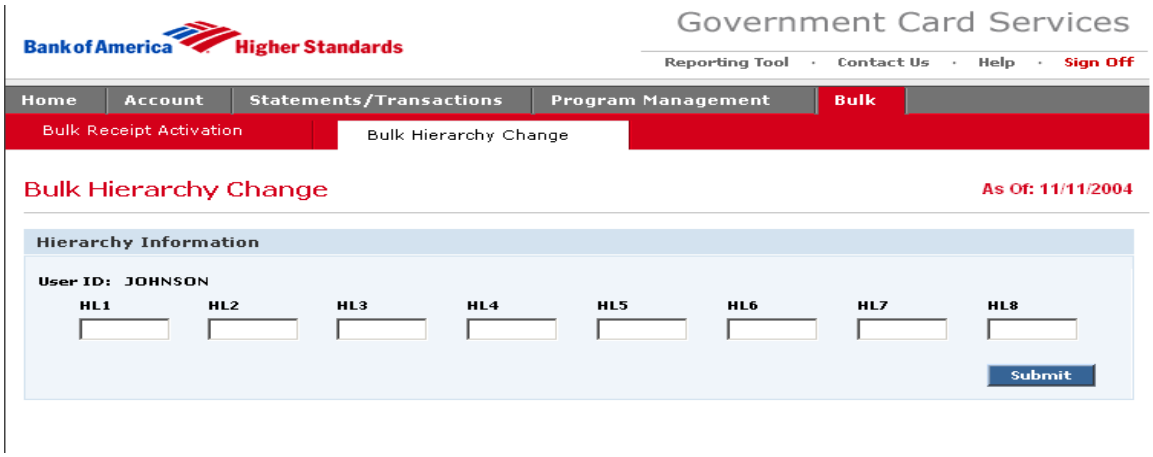
AOPCs can use this function to move a group of accounts from one hierarchy to another. With this function you can move up to 20 accounts to a new hierarchy at one time.

What You Need to Know

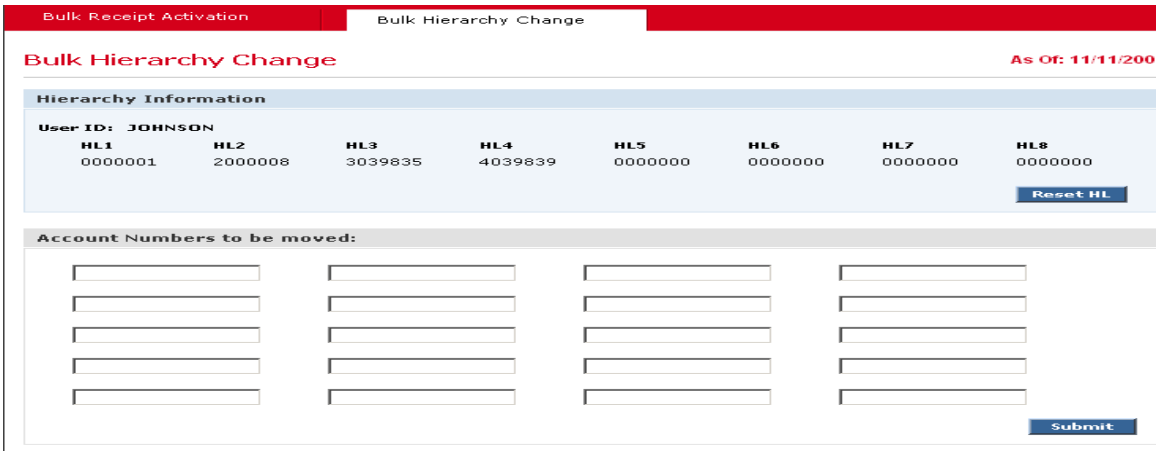
- Be sure to validate cardholders mailing addresses when submitting bulk hierarchy changes to ensure timely delivery of billing statements.

How to perform a Bulk Hierarchy Change

1. From any screen, click on the **BULK** menu tab.
2. Select the **Bulk Hierarchy Change** tab. The screen displays.



3. Enter the **new hierarchy** where the accounts are to be moved. *Each hierarchy level should be (7) digits.*
4. Click **Submit.**
5. Enter the **Account Numbers** to be moved. *Do not include dashes or spaces in the account numbers. If you need to change the hierarchy level, click* ***Reset HL****.*



6. Click **Submit.** A confirmation message displays.