

FOR OFFICIAL USE ONLY
06 SEPT – 13 SEPT 2004
COMMANDING OFFICER
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN STREET
SAN DIEGO, CA 92136-5596

THE PLAN OF THE WEEK (POW) IS AN OFFICIAL PUBLICATION AND ALL PERSONNEL ARE RESPONSIBLE FOR ITS CONTENTS

COMMANDING OFFICER	CAPT R. E. HUTTO, DC, USN
EXECUTIVE OFFICER	CAPT P. G. SEDER, DC, USN
COMMAND MASTER CHIEF	CMDCM LINDEMANN 6-8204
COMMAND MANAGED EQUAL OPPORTUNITY COORD	CDR HARTZELL 4-4175
COMMAND CAREER COUNSELOR	DT1 EDWARDS 6-8206
COMMAND DAPA	DTC VIRAY 5-6394
COMMAND MWR COORDINATOR	DTC NIETO 6-8213
EXCEPTIONAL FAMILY MEMBER POINT OF CONTACT	CDR SONNIER 5-6398
FAMILY ADVOCACY REPRESENTATIVE	DTCS EWING 4-1261
SECURITY MANAGER	CDR GRAY 6-8214
FAMILY SERVICE CENTER	6-7404
NAVY-MARINE CORPS RELIEF	238-1587
COMMAND VWAP	SH2 WHITMORE 6-8192
EMERGENCY PHONE NUMBERS	
AMBULANCE/ FIRE/ POLICE: 9-911	OFFICER OF THE DAY: 6-8240 OR PGR 624-8345
CDO PAGER: 907-6632	AWO PAGER: 907-6620
OOD: 6-8240 OR PGR 521-4685	COD PAGER: 907-6625
<small>*Please refer to command directories for commercial and DSN phone prefixes</small>	
OFFICIAL COMMAND WEBSITE: http://ndcsouthwest.med.navy.mil or https://ndcsw-intranet.med.navy.mil	
MISSION: ENSURE DENTAL READINESS WHILE OPTIMIZING DENTAL HEALTH	

Use the Chain of Command to report Fraud, Waste & Abuse or call **COMNAVREG SW Hotline at 532-1429/Navy Hotline at 1-800-522-3451**.
 To report Sexual Harassment, Discrimination, or Equal Opportunity Violations, use the Chain of Command or contact DTC Teofilo, 4-4175.

SENIOR SAILOR OF THE YEAR: DT2 J. JOHNSON	JUNIOR SAILOR OF THE YEAR: DT3 E. ABAD
BLUEJACKET OF THE YEAR: DN N. KOH	
SENIOR SAILOR OF THE QUARTER: DT2 SILVA	LRG CLN JR SAILOR OF THE QUARTER: DT3 FERRER
CIVILIAN OF THE QUARTER: MS. L. FARRELL	SML CLN JR SAILOR OF THE QUARTER: DT3 STANTON
LRG CLN BLUE JACKET OF THE QRTR: DN PENA	SML CLN BLUE JACKET OF THE QRTR: DN EVERSLEY

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Please submit all entries for the Plan of the Week (POW) to **HM2 LaBarbera** in HDQ Admin. He can be reached at 6-8193 or by email at JLabarbera@ndcsw.med.navy.mil. Please submit all POW entries on a disk or email by 1200 Wednesdays. *Note: POW submissions will run normally for one week. If you need to request an extension, please contact LT Serrano at 6-8191 or email at PRSerrano@ndcsw.med.navy.mil.

OFFICIAL

Registration Deadline for November General Election Approaching

By Journalist 1st Class Teresa Frith, Navy Personnel Command Communications

MILLINGTON, Tenn. (NNS) -- With the Nov. 2 general election just weeks away, Navy voting officials are working hard to ensure every Sailor, Navy family member and civilian employee is contacted, given the opportunity to register to vote, and can cast a ballot by Election Day.

Sept. 3-10 is Armed Forces Voter Week, and is the last big push to get all Sailors registered to vote in their home states.

It is recommended that absentee voters be registered at least 45 days prior to an election so that ballots reach voters quickly, enabling them to complete their ballot and mail it back in time to be counted. However, sooner is better than later when mailing in the Federal Post Card Application (FPCA).

An online version of the FPCA is available at www.fvap.gov/pubs/onlinefzca.html. The Web site also offers a link to the rules and regulations unique to each state or U.S. territory, and the form must be filled out according to the rules of each state. Some states allow residents to fax in the form to expedite the ordering of an absentee ballot, but one must still mail in the hard copy so that they will have a signature copy on file.

Under the Uniformed and Overseas Citizens Absentee Voting Act, any Sailor or their family member can vote absentee through their home of record, even if they are not stationed there. While it is not necessary to be physically present in the state that one votes in, one must be a resident of that state to vote.

Military members can choose to vote absentee in their current state of residency, or they can also decide to register to vote in whatever state they are stationed in. However, the decision on where to register to vote may affect state of residency.

“Sailors can by virtue of their PCS [permanent change of station] orders choose to vote in whatever state they are stationed in,” explained LCDR Mark Lofton, Navy Voting Assistance Program officer, Navy Personnel Command. “But be careful, as once you choose to vote in a state, that makes it your new state of legal residence. For example, if your legal residence was previously in California and you are now stationed in Florida, you could choose to register and vote in Florida, but you would lose your residency in California if you did so.”

Overseas voters can also use the Federal Write-in Absentee Ballot (SF 186) if the regular state ballot is not received in time. In some circumstances, the SF 186 can also serve as a last minute back-up for a state absentee ballot.

More information can be found by checking each state’s rules and regulations, or by speaking with a voting assistance officer.

Military voters can find a wealth of information and forms at the DoD voting Web site located at www.fvap.gov, as well as the Navy voting Web site at www.bupers.navy.mil/nvap. For additional questions, contact NDCSW VAO DTCS(SW/AW) Ewing at (619)524-1261 or DSN 524-1261 or e-mail klewing@ndcsw.med.navy.mil.

Identity Theft

Identity theft and e-mail spoofs are no longer a rare occurrence because of the increased use of electronic communication methods. What is identity theft? It is the fraudulent use of another person’s personal information to commit theft. This goes beyond our traditional concept of fraud, where a person has his or her credit card number stolen that results in an unauthorized charge made by someone other than the true account holder. It is far broader in nature, because identity theft means another person’s identity has been stolen to commit a crime. What is an e-mail spoof? It is misrepresenting an e-mail to make it look like it came from a legitimate organization or person. The usual goal of these e-mails is to mislead the recipient into providing personal and sensitive information, e.g., social security number. This kind of e-mail is also known as “phishing.”

Credit card scams have always been around but the Internet and e-mail have allowed these scams to reach a far greater audience and potentially cause even more damage than in the past. Some of these credit card scams have two goals: to obtain valid credit card numbers and to harvest e-mail addresses for future spam and scam purposes. These e-mails look

very authentic and can easily trick unsuspecting users into divulging their credit card numbers, bank account information, and enough personal details to facilitate everything from credit card fraud to identity theft. Your best bet? Give no response and simply delete the e-mail. The bank has this information already and would not send out a request asking you for what they already have.

If in the future you should receive a questionable notice, contact the individual banks for additional information:

BANK OF AMERICA

Verify legitimacy at abuse@bankofamerica.com

US BANK

Click on the following link for additional information on the US Bank email scam:

[<http://urbanlegends.about.com/library/bl_us_bank_scam.htm>](http://urbanlegends.about.com/library/bl_us_bank_scam.htm)

CitiBANK

Forward a copy to spooof@citicorp.com they will respond and verify legitimacy.

Here are some additional tips to help prevent identity theft and having your e-mail account spoofed:

- **Safeguard your credit**
 - Keep a list of your credit card numbers in a safe place along with contact numbers/addresses
 - Review your credit reports regularly
- **Protect your cards**
 - Sign new and reissued cards immediately
 - Always notify your bank and credit card companies of address and phone number changes
 - Store your cards in a safe place
 - Report lost/stolen cards immediately
 - Never leave your card as a security deposit
 - Close inactive accounts
- **Keep your personal information personal**
 - Never give your social security number or credit card account number to an unsolicited caller
 - Do not leave receipts at ATMs, gas pumps, etc.
 - Never let your debit or credit card account number be written on a check or other documents
 - Tear or shred your credit card receipts
 - Do not throw personal information in public trash containers
 - Keep your passwords in a secure location
 - Don't carry your social security card with you
- **Secure your computer**
 - Do not download files from strangers
 - Use a secured browser
 - Delete personal information if you dispose of your computer

Review the privacy policies of the website you visit and confirm if data is shared with third parties before you submit any of your personal information

All Fleet Card Periodic Notices (FCPNs) are located on our website www.don-ebusiness.navsup.navy.mil under the Policy tab. Please send any questions/comments to fleet_card@navsup.navy.mil.

Helpdesk:

Navy Fleet Card Component Program Manager (CPM)

Split Billing

For information on split billing, See the adobe File with that name attached to the POW.

TRAINING

Important Change to the E-4 Examination Advancement Cycle 184

In observance of the Jewish Holiday Rosh Hashanah, the Navy-wide advancement-in-rate examination for E-4 scheduled for 16 September 2004 has been changed to 14 September 2004.

Command Indoctrination

Command Indoctrination will be held 29 September-1 October in the EDTRA classroom. All attendees must be present in the Uniform of the Day (**no utilities**). If personnel cannot attend due to leave, TAD, etc., please call or e-mail DT2 Mendoza at 6-9814 or ymmendoza@ndcs.med.navy.mil, to be rescheduled. The schedule is as follows:

- Day 1 0645-1630 All assigned personnel are required to attend
- Day 2 0645-1630 E-6 and below
- Day 3 0645-1200 E-6 and below

The following personnel are required to attend:

CAPT Hamilton-MRD	LT Caraveo-SD	SK2 Jenkins-HDQ	DN Cacanindin-SD	Ms. Todd-MRD
CDR Werking-ADL	LT Folk-MRD	SH2 Moreno-HDQ	DN Cooper-SD	Ms. Ponce-SD
CDR Gray-HQ	LT Harvey-NIS	DT2 Linden-MRD	DN Duncan-MRD	
CDR Roback-SD	LT LePendu-SD	SH3 Elenes-HDQ	DN Patten-HQ	
LCDR Marchiante-SD	LT Macaoay-SD	DT3 Garcia-SD	DN Rivera-SD	
LCDR Matis-SD	LT Utevszkaya-SD	DT3 Moore-SUB	Ms. Jackson-HDQ	
LCDR Ozaki-SD	LT Valdez-SD	PN3 Nicks-HQ	Ms. Mills-MRD	
LCDR Staadecker-SD	LT Vallee-SD	DT3 Wichmann-SD	Ms. Magallanez-MRD	

If you have recently reported and are not on this list, please contact EDTRA to schedule a class.
The dates for future indoctrinations are:

- 17-19 Nov 04

SAFETY

Labor Day Driving Tips

Labor Day weekend marks the official end of summer. This Labor Day weekend is expected to be a heavily traveled one. If you will be on the road, either far or local, please take note of the following tips:

- Don't drink and drive---it threatens everyone, is illegal, and irresponsible
- Wear your seatbelt, and be sure it is worn correctly. Wearing the harness under your arm versus across your chest the way it was designed not only minimizes protection if you are in an accident, but you can also be ticketed for wearing it incorrectly. Everyone in the vehicle should be buckled up correctly.
- Don't drive drowsy. If you feel yourself getting sleepy, pull over for a rest, or switch drivers.
- Before hitting the road, be sure your vehicle is in good condition, including the spare tire.

Plan ahead, weigh risks, and ask yourself, it is worth the risk?

Have a SAFE holiday weekend!

UNOFFICIAL

Prayer Luncheon for September 11th, Prisoners Of War, and Missing In Action's

The Naval Station command religious program invite all to attend a September 11 and POW/MIA prayer luncheon on Monday, 13 September, at 1130, at the Naval Station galley.

Please RSVP by contacting the Naval Base Chaplains Office at Comm: (619) 556-1921 or DSN: 526-1921.

Quote by Theodore Roosevelt

“ Do what you can, with what you have, where you are. “

/s/
DAVID GRAY

DUTY SECTION WILL REMAIN IN UNIFORM OF THE DAY UNLESS PERFORMING PATIENT CARE

DUTY SECTION FOR MONDAY 06 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 11	CDO: CDR ROBACK	SUNSET:	1906
S/L: DT2 ULIBARRI	OOD: LT TARIGHATI	DAILY ROUTINE:	HOLIDAY
PHONE: 556-1581	AWO: DTC CASUSI		

DUTY SECTION FOR TUESDAY 07 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 12	CDO: CDR ROBACK	SUNSET:	1905
S/L: DT1 MARTIN	OOD: LCDR ORTAN	DAILY ROUTINE:	REGULAR
PHONE: 545-6395	AWO: DTC CASUSI		

DUTY SECTION FOR WEDNESDAY 08 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 13	CDO: CDR SONNIER	SUNSET:	1904
S/L: DT1 RAMIREZ	OOD: LCDR WESTOCK	DAILY ROUTINE:	REGULAR
PHONE: 545-6391	AWO: DTC CASUSI		

DUTY SECTION FOR THURSDAY 09 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 01	CDO: CDR SONNIER	SUNSET:	1902
S/L: DT1 YEE	OOD: LCDR GAMBREL	DAILY ROUTINE:	REGULAR
PHONE: 556-8247	AWO: DTCS CASUSI		

DUTY SECTION FOR FRIDAY 10 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 02	CDO: CDR SONNIER	SUNSET:	1901
S/L: SH2 WHITMORE	OOD: LT FOLK	DAILY ROUTINE:	REGULAR
PHONE: 556-9696	AWO: LT CROSS		

DUTY SECTION FOR SATURDAY 11 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 03	CDO: CDR SONNIER	SUNSET:	1900
S/L: DT2 GONZALES-GRANT	OOD: LCDR LE	DAILY ROUTINE:	REGULAR
PHONE: 437-2957	AWO: LT CROSS		

DUTY SECTION FOR SUNDAY 12 SEPTEMBER 2004

DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 04	CDO: CDR SONNIER	SUNSET:	1858
S/L: DT2 VERVOORT	OOD: LCDR MATIS	DAILY ROUTINE:	REGULAR
PHONE: 556-8194	AWO: LT CROSS		

DUTY SECTION FOR MONDAY 13 SEPTEMBER 2004

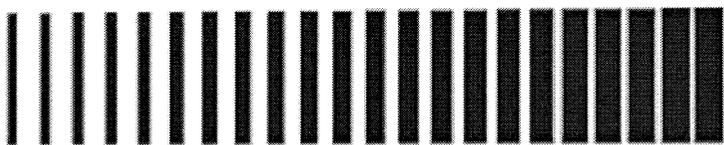
DUTY PERSONNEL-NDC	DUTY DENTAL OFFICERS	MORNING COLORS:	0800
SECTION: 05	CDO: CDR SONNIER	SUNSET:	1857
S/L: DT1 POSERIO	OOD: LCDR OZAKI	DAILY ROUTINE:	REGULAR
PHONE: 437-2957	AWO: LT CROSS		

NDC SOUTHWEST

17 September 2004



SPORTS DAY



MCRD Recreation Area

GAMES*FOOD*FUN

BASKETBALL SHOOTOUT QB CHALLENGE RELAY RACE
TRICYCLE RACE SPOON BRIGADE
KAYAK RACES FRUIT PASS "MEDICINE" VOLLEYBALL
PIE EATING CONTEST OVER THE LINE HORSESHOES
TUG O' WAR VOLLEYBALL DIZZY IZZY

MENU INCLUDES

*Casual Breakfast Foods and Drinks
followed by a lunch of*

BBQ'd Hamburgers and Hot Dogs

On-Site Taco Stand

Select Southern Pacific Cuisine

All with a Variety of

Sides and Beverages

A \$5 charge is asked of all attending Civilian Employees

CONTACT YOUR CLINIC MWR REPRESENTATIVE FOR DETAILS

FCPN# FY04-09 Split Billing

Note: IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.

- 1) **What does DESC stand for?** DEFENSE ENERGY SUPPORT CENTER. DESC is the contracting office for the procurement of fuel for the DoD, and the Program Management POC for the DoD Fleet Card (USBank Voyager). The web page address is: www.desc.dla.mil. NOTE: To access the DoD Fleet Card page go to the DESC's home page, click "Products and Services"; "US Government Credit Card Programs"; "Fleet Card".
- 2) **What do you mean by "Split Billing"?** Split billing is the means of centrally billing the "fuel" portion of your invoice which began April 2002. For the fuel portion, DESC San Antonio acts as the certifying office and DFAS Columbus is the paying office. For the non-fuel portion, each incurring unit is the certifying office, and the paying office is the appropriate DFAS office for the unit. Individual units should continue processing the "non-fuel" portion of their invoice as they have in the past, through normal channels.
- 3) **What is the FAS Enterprise Server (FES)?** FES is the DESC data warehouse that stores fuel transactions purchased by the DoD Fleet card. It is a valuable tool available to you for verifying transactions and billing information, current or past, at any time. To learn more about FES and how to gain access to FES, visit the DESC web page at www.desc.dla.mil.
- 4) **What is considered to be "Non-Fuel"?** Any other purchase not listed in the above list of approved fuels is considered "Non-Fuel" and will not be paid by DESC through split billing.
- 5) **If DESC is paying for all fuel purchases, who is going to verify that the bill is correct?** Each unit is still responsible for verifying the accuracy of the bill, including the fuel portion.

If you have a dispute or a question about your invoice, please contact:

Voyager Fleet Systems Inc

PO Box 790049

Houston, TX 77279-0049

PH#: 1-888-785-1735

FAX#: 1-800-987-6592

E-mail: Voyagerfederal@usbank.com

- 6) **What if I find a transaction on my bill that has been coded with a "Non-Fuel" product code but the correlating receipt proves it was actually a "Fuel" purchase?** If this happens, please fax a copy of the invoice with a copy of the correlating receipt to Voyager at: **1-800-987-6592 ATTN: Risk Management Department.**

- 7) **What is considered to be a “Fuel” purchase?** Below is a list of all of the products/product codes and unit prices that units will pay under the split billing program.

Product Code	Description	DESC NSN	DFAMS P.C. Price
01	Unleaded	9130-01-485-0982	NMU \$1.43
02	Unleaded Plus	9130-01-485-0982	NMU \$1.43
04	Unleaded Super	9130-01-485-0982	NMU \$1.43
05	Diesel	9140-01-485-0991	NLS \$1.43
08	Marine	9140-01-485-0991	NLS \$1.43
55	10% Gasohol	9130-01-485-0982	NMU \$1.43
56	7.7% Gasohol	9130-01-485-0982	NMU \$1.43
57	5.7% Gasohol	9130-01-485-0982	NMU \$1.43
65	Diesel No Tax	9140-01-485-0991	NLS \$1.43
D1	5.7% Unleaded Blend	9130-01-485-0982	NMU \$1.43
D2	7.7% Unleaded Blend	9130-01-485-0982	NMU \$1.43
D3	10% Unleaded Blend	9130-01-485-0982	NMU \$1.43
D4	5.7% Unleaded Plus Blend	9130-01-485-0982	NMU \$1.43
D5	7.7% Unleaded Plus Blend	9130-01-485-0982	NMU \$1.43
D6	10% Unleaded Plus Blend	9130-01-485-0982	NMU \$1.43
D7	5.7% Unleaded Super Blend	9130-01-485-0982	NMU \$1.43
D8	7.7% Unleaded Super Blend	9130-01-485-0982	NMU \$1.43
D9	10% Unleaded Super Blend	9130-01-485-0982	NMU \$1.43
59	CNG	6830-01-377-8183	NNG \$0.61
50	LPG	6830-01-493-6039	NLP \$1.43
DO	B20	9140-01-493-5556	N20 \$1.43
66	E85	9130-01-493-5176	N85 \$1.43
06	Aviation	9130-01-481-6836	NAA \$1.66
07	Jet	9130-01-481-6837	NAA \$1.66
50	Propane	6830-01-493-6039	NLP \$1.43
51	Natural Gas	6830-01-377-8183	NNG \$0.61
53	Ethanol	9130-01-493-5176	N85 \$1.43
54	Kerosene	9140-01-493-8592	NKS \$1.43
62	Spec Motor Fuel LPG	6830-01-493-6039	NLP \$1.43

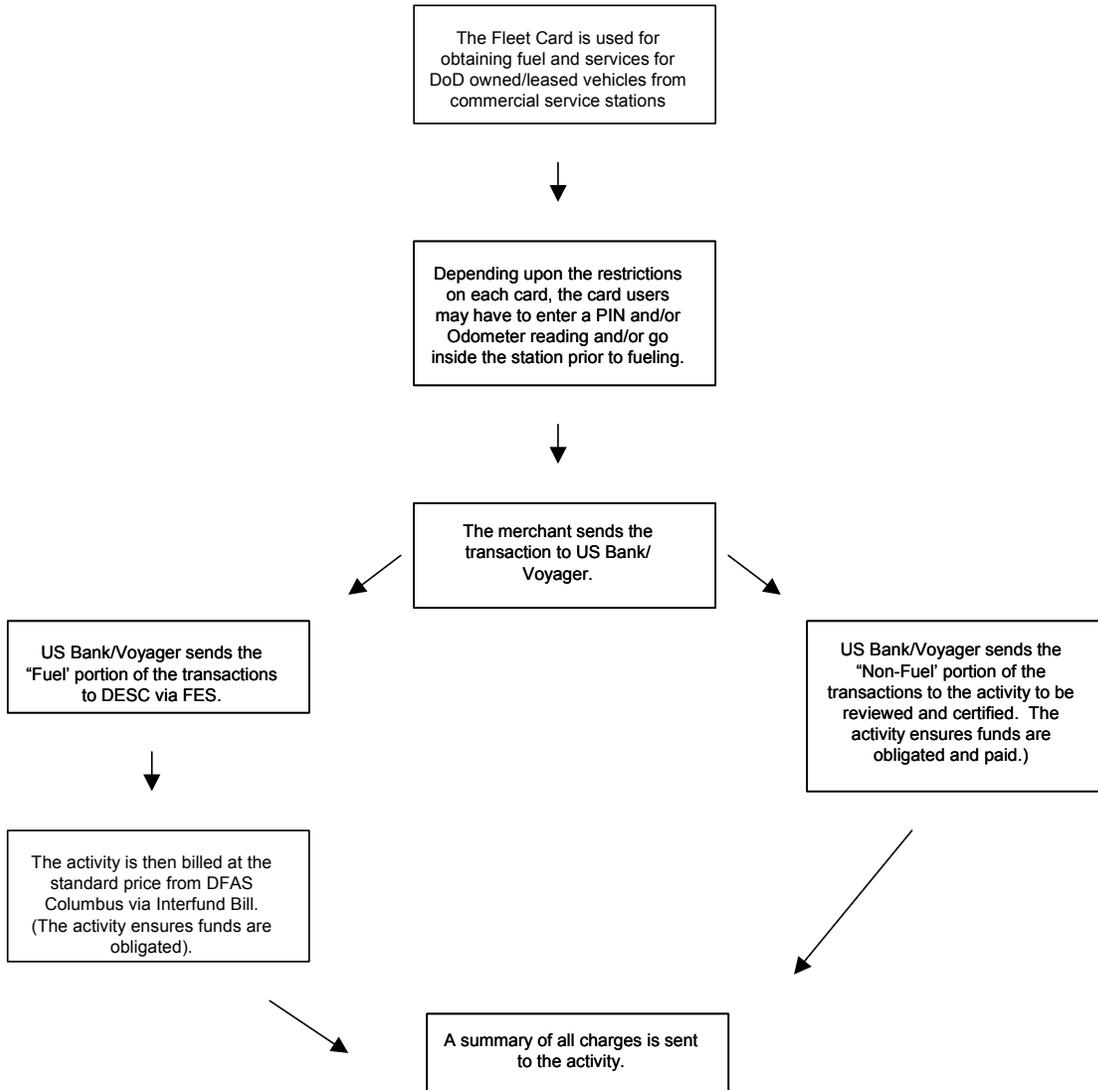
NOTE: The standard fuel price for FY04 is 1.43. No matter what price is listed at the pump, this is what DESC will charge if using the DOD Fleet Card. Keep in mind that the Voyager Invoice shows the gallons in hundreds, whereas, DFAS rounds gallons off to whole dollars.

- 8) **Do I still need to certify my invoice for payment as I have in the past?** The entire invoice, both fuel and non-fuel purchases must be *verified* each month. However, only the non-fuel portion of the invoice must be **certified** each month. . Once the fuel portion of the invoice is *verified* as correct and **IF** there were no “Non-Fuel” purchases for that month, the invoice does not have to be **certified** for payment by your unit for that month. You will notice on the invoice that the New Purchases represents the total of your Tax Credits and Split Billing Adjustments. If it does not, most likely there are “Non-Fuel” purchase(s) on that invoice. The non-fuel portion of the invoice must be **certified** and sent to the appropriate DFAS office with your unit’s proper line of accounting on it. If you have no previous unpaid balance, no previous credit balance and no “Non-Fuel” purchases, then your “New Balance” should equal zero.
- 9) **What if I have “Non-Fuel” purchases? Will DESC pay those too? No.** DESC **will only pay** for any purchases included in the list of approved fuels above. If your invoice reflects “Non-Fuel” purchases, that portion of the invoice must be certified and submitted to DFAS for payment. Be sure to include any required billing information such as your unit’s proper line of accounting.
- 10) **How do I figure out the total of my “Non-Fuel” purchases?** The easiest way to calculate the total “Non-Fuel” purchases is to follow the formula below while looking at your *Account Summary Report* and *Payments and Adjustments Report*.
- FORMULA: New Purchases minus the Tax Adjustments and the other Adjustments* =Non-Fuel Purchases.
- Look at your *Account Summary Report*. Take the New Purchases total and subtract the Tax Adjustment and the other Adjustment* totals and the balance is your “Non-Fuel” portion for that invoice.
- 11) **I have a previous balance and I don’t know what month it is for.** Call Voyager using the 800 number listed on the back of your Voyager charge card or your invoice and tell the Voyager representative you have a question on a “split billing” account and they will transfer your call to a representative who can help you.
- 12) **I sent my invoice and certification documents to DFAS Columbus and they sent it back to me unpaid. Why?** DFAS Columbus is not responsible for your non-fuel purchases. Please certify your invoice for the amount of your non-fuel purchases and submit it for payment through the DFAS unit you use prior to the onset of split billing. **PLEASE DO NOT** send invoices to DFAS Columbus for payment.
- 13) **If I don’t send my invoices to DFAS Columbus, how will they know what amount to pay?** Voyager is sending one bulk fuel invoice to DESC. DESC is acting as the certifying office and will forward the fuel invoice to DFAS Columbus for payment.
- 14) **Why are we being back-billed for FY02 invoices?** DESC is now billing for FY02 and FY03 transactions which did not process correctly during the split billing transition period in FY02. Transactions initially failed to process because of system problems, invalid JONs, signal codes or other incorrect billing information. Therefore, if you receive a bill showing FY02 transactions, this is why.

Fuel Process “Simplified”

FUEL

NON-FUEL



All Fleet Card Periodic Notices (FCPNs) are located on our website under the Policy tab. Please send any questions/comments to fleet_card@navsup.navy.mil.

Helpdesk
Navy Fleet Card Component Program Manager (CPM)
DON eBusiness Operations Office
Card Management Office
5450 Carlisle Pike; P.O. Box 2050
Mechanicsburg, PA 17055
Fax: (717) 605-9362
fleet_card@navsup.navy.mil
www.don-ebusines.navsup.navy.mil