DEPARTMENTAL REGULATION	Number: 5400-006
SUBJECT: Fleet Credit Card	**DATE:** August 25, 2006
	OPI: Office of Procurement and Property Management

1 PURPOSE

This regulation prescribes USDA policies, procedures, and responsibilities for use of the fleet credit card. Other fleet issues, such as use of alternative fuels, recycled products, safety, equipment, authorized vehicle uses, and delegation of authorities, are addressed in the Agriculture Property Management Regulations (AGPMR) 110-34. The AGPMR is available online at http://www.usda.gov/da/pmd/directives.htm.

2 SPECIAL INSTRUCTIONS/REVISION

a   DR 5400-6 dated January 25, 2006, is being revised because it does not address the procedures for Fleet Card purchases over $1,500.00. Also, section 12 is being updated to emphasize the fact that pool cards are to be used, pending receipt of a replacement card, only in emergency situations and in case a fleet credit card is lost or stolen.

b   Fleet Credit Card for Official Use Only. The fleet credit card is for official government business only. Under no circumstances is the card to be used for personal purchases or as identification for personal purchases. Additional limitations on card use are established by individual agency policy.

c   Ethics Requirements. Office of Government Ethics Standards of Conduct for Executive Branch employees applies to fleet credit card use. All transactions must be for official Government business only. Fleet credit card users with questions regarding the propriety of a particular transaction should consult their LFPC or agency ethics officer for guidance and assistance, prior to making the purchase.

d   Business Size. Purchases may be made from any size business using the fleet card (FAR 13.003(b)(1)). However, it is USDA policy to increase

opportunities for small, small disadvantaged, and small women-owned businesses. Card users are, therefore, encouraged to acquire from these sources whenever possible.

e   Regulatory Applicability. Use of the fleet card must be consistent with the Federal Acquisition Regulations (FAR), Agriculture Acquisition Regulations (AGAR), Federal Management Regulations (FMR), AGPMR, Office of Government Ethics Standards of Conduct for Executive Branch Employees, the Office of Management and Budget (OMB) Circular A-123, which establishes the regulations for the use and management of government charge cards and Agency regulations.

f   Fueling Aircraft. USDA currently uses two charge cards for aircraft and boats. One is the mission-critical Aviation Into-plane Reimbursement (AIR) Card Program that provides Federal agencies, State and local law enforcement agencies, and foreign governments a means to procure aviation fuel and related ground services. The Defense Logistics Agency (DLA)/Defense Energy Support Center (DESC)/Fuel Card Program Management Office (GFC PMO) is designated as the program management office for the AIR card. The AIR card may be used at commercial airports (and some military installations) worldwide to purchase aviation fuel and ancillary ground services for all United States Government aircraft. As of January 1, 2005, the AIR card is serviced by the Multi Service Corporation, a DESC contractor. USDA aircraft and boats may also use the USDA Multi Service charge card. All regulations outlined in this DR for the fleet credit card are equally applicable to the above charge cards.

3   PROGRAM OBJECTIVE

The Fleet Credit Card Program allows agencies to reduce administrative costs and taxes and collect detailed fleet management data regarding fuel and related maintenance and service procurements. This Departmental Regulation (DR) establishes Departmental policy and instructions for use of the government-wide fleet credit card in conjunction with USDA's Purchase Card Management System (PCMS) and Oracle Discoverer.

4   POLICY

The fleet credit card user must make all reasonable efforts to find the nearest location accepting the fleet credit card when making fuel and maintenance purchases. The card is accepted by large and small independent vendors in large metropolitan and rural areas throughout the United States. Users should encourage disadvantaged and small businesses to sign up to accept the card. If a

vendor other than an authorized fleet credit card vendor is used, the agency will not be exempt from taxes nor will it receive detailed information on the purchase.

<u>Only in emergencies or where there are no authorized vendors within a reasonable area are other purchase methods such as the purchase card to be used.</u> If emergency purchases are made, the cost and transaction data (i.e., fuel type, gallons, maintenance, and cost) will need to be added <u>manually</u> to the Property Management Information System (PMIS), soon to be the Corporate Property Automated Information System (CPAIS).

Fleet policies and procedures described in the AGPMR 110-34, which supplements the Federal Management Regulation 102-34, Executive Order (EO) No. 13101, and EO No. 13149 must be followed in addition to this DR. Also, in accordance with the Federal Acquisition Regulation (FAR), warranted procurement personnel must make purchases above $2500.

All transactions over $1500 must be approved by the Agency Fleet Manager or designee prior to any work being done on a USDA vehicle. The driver must obtain a written estimate from the service vendor and approval from his or her Agency Fleet Manager or designee, before the work may proceed. After approval has been obtained, if the vendor notifies the driver that the cost will exceed the original estimate, the driver must receive further approval from the Agency Fleet Manager or designee.

5   DEFINITIONS

a   <u>Agency Fleet Manager</u>. Each USDA agency with motor vehicles has an Agency Fleet Manager. The person in this position provides guidance and oversight to regional and field personnel responsible for motor vehicle management.

b   <u>Alert System.</u> The alert system is the subsystem in PCMS that provides user messages to Agency Fleet Program Coordinators (AFPCs), Local Fleet Program Coordinators (LFPCs), the Departmental Fleet Program Coordinator (DFPC), and the Office of Inspector General (OIG) regarding questionable transactions and transactions selected by statistical sampling for review. Some alerts will trigger a set of questions that must be answered to verify the specific transaction. Alerts are in place to reduce fraud, waste, and abuse. AFPCs and LFPCs will regularly monitor and follow up on the alerts and statistical sampling features of PCMS in order to provide oversight to fleet credit card purchases.

c   <u>The Corporate Property Automated Information System (CPAIS)</u>. CPAIS is the new Web-based property management system, which will soon replace the Property Management Information System (PMIS). CPAIS

will be used to administer, control and report motor vehicle inventory records.

d   Federal Acquisition Regulation (FAR). The FAR establishes uniform policies and procedures for acquisition by all executive agencies (FAR 1.101). The FAR is located in Title 48, Chapter 1 of the Code of Federal Regulations.

e   The Purchase Card Management System (PCMS). PCMS is an easy-to-use, Web-based system used to manage government fleet cards. PCMS allows for requesting and maintaining fleet cards, adding and modifying profile accounting, disputing transactions, transferring equipment, and maintaining coordinator information. PCMS is available to USDA agencies.

f   The Security Access Management System (SAMS). SAMS is also an easy-to-use, Web-based system. It is used to request access to PCMS. SAMS provides a graphical user interface front-end to enter security access requests online. The access requests are immediately stored in a NFC database. The requests are read and administered automatically by a batch program that runs twice a day, thus eliminating manual intervention and reducing turnaround time.

g   Statistical Sampling. This process is used to randomly verify the legitimacy of fleet credit card transactions that will in turn verify the veracity of the Fleet Credit Card Program.

h   Oracle Discoverer Web Query Tool. Discoverer Web Software is used to run reports that provide oversight to fleet credit card accounts and purchases.

i   Vendor. Refers to the current vendor providing fleet card services to USDA.

6   ACRONYMS

AFHC   Agency Fleet Headquarters Coordinator

AFPC   Agency Fleet Program Coordinator
            (Regional/Program/Area/State)

AGAR   Agriculture Acquisition Regulations

AGPMR   Agriculture Property Management Regulations

AIR	Aviation Into-plane Reimbursement
CFMSCCB	Corporate Financial Management Systems Configuration Control Board
COTR	Contracting Officer's Technical Representative
CPAIS	Corporate Property Automated Information System
DESC	Department of Defense, Defense Energy Support Center
DFPC	Departmental Fleet Program Coordinator
DR	Departmental Regulation
EO	Executive Order
FAMS	Fleet Card Account Maintenance Screen
FAR	Federal Acquisition Regulation
FMR	Federal Management Regulations
GSA	General Services Administration
HQ	Headquarters
LFM	Local Fleet Manager/Financial Manager
LFPC	Local Fleet Program Coordinator
OIG	Office of Inspector General
OPPM	Office of Procurement and Property Management
PCMS	Purchase Card Management System
PMD	Property Management Division
PMIS	Property Management Information System
PSD	Procurement Systems Division
SAMS	Security Access Management System
USDA	United States Department of Agriculture

7   RESPONSIBILITIES & PROCEDURES

a   The Office of Procurement and Property Management (OPPM), Property Management Division (PMD), Personal Property Branch provides oversight for the entire Fleet Management Program and will serve as the Departmental Fleet Program Coordinator (DFPC) for policy-related issues. OPPM's Procurement Systems Division (PSD) will serve as the DFPC for all other issues, which includes managing the PCMS Fleet System changes through the Corporate Financial Management Systems Configuration Control Board (CFMSCCB) and provide training.

b   The AFHC is a person designated in each USDA agency who is responsible for the Fleet Management Program, which includes the fleet credit card. This person will coordinate with the DFPC in the implementation of the program within the agency.

        The AFHC duties are:

        (1)   Establish the Agency hierarchy in SAMS;

        (2)   Distribute all documentation needed to establish security access through SAMS;

        (3)   Provide training and guidance to AFPCs;

        (4)   Maintain and update all records and use Oracle Discoverer to run management reports; and

        (5)   Provide fleet credit card oversight.

c   The AFPC is responsible for managing and overseeing the fleet credit card program under his/her specific organizational level and is the agency contact with the AFHC and vendor/bank contractor.

        AFPC duties are:

        (1)   Provide oversight of the fleet program;

        (2)   Implement agency-unique fleet policies and procedures as needed;

        (3)   Participate in meetings with the AFHC to address fleet credit card issues and/or problems;

        (4)   Establish LFPCs;

(5)   Provide training and guidance to LFPCs;

(6)   Develop and distribute program literature and materials to LFPCs; and

(7)   Serve as primary contact for LFPCs and as the liaison with the AFHC, who contacts the DFPC (OPPM).

d   The LFPC is responsible for the day-to-day operations of the Fleet Credit Card Program at each agency site. The LFPC works directly with the fleet credit card users and the AFPC (HQ).

LFPC duties are:

(1)   Card holder training;

(2)   Establish and update fleet credit cards in PCMS;

(3)   Notify the bank immediately of any lost/stolen/damaged fleet credit cards;

(4)   Notify the bank of any billing discrepancies (i.e., disputes) regarding charges posted to an account by completing the dispute screen in PCMS; and

(5)   Provide oversight of fleet credit card purchases through the alert system, statistical sampling, and the utilization of data query tools. NOTE: Alerts are provided in PCMS through the "User Messages" screen. Comments must be provided detailing the resolution to the alert in the system.

e   The LFM will use Oracle Discoverer to obtain all pertinent data needed to manage the fleet program. The LFM has query tool capabilities only to run reports. Financial personnel use Oracle Discoverer to review the accounting information entered into the PCMS database.

8   AUTHORIZED USE OF FLEET CREDIT CARDS

The fleet credit card is authorized for use to procure fuel and services necessary to operate and maintain vehicles, aircraft, boats, and motorized equipment. The following are examples of authorized purchases:

Fuel (all types)	Transmission Fluids
Maintenance/Repairs	Tie-Down Fees

Car Washes	Landing Fees
Tires/Tire Repair	De-Icing Services
Battery Charging/Replacement	Docking Fees
Oil	Windshield Wiper Blades
Windshield Washer Fluid	Anti-Freeze

Authority for card use is established by individual agency policies. Use of the fleet fuel card for food, beverages, or other miscellaneous personal items is strictly prohibited, and could result in disciplinary action.

NOTE: If an employee receives a fine for a traffic or parking violation while driving a motor vehicle owned or leased by the Government, payment is the employee's responsibility.

9   CARD SECURITY

The person using the fleet credit card is responsible for safeguarding the card at all times. It should never be left in an unattended vehicle. The card is only to be used for official and authorized purchases.

10   CARD AUTHORIZATION CONTROLS

Agencies may establish on a card-by-card basis certain authorization limits. These limits will not stop a purchase at the pump but will allow the LFPC or other appropriate agency official to receive exception type reports to verify these purchases. Limits can be established for the following:

- Cost Per Fuel Transaction
- Cost Per Maintenance Transaction Limit
- Daily Transaction Limit
- Price Per Gallon Limit
- Gallons Per Transaction Limit

11   MONITORING FLEET CARD USAGE

The DFPC, AFHC, AFPC, LFPC, and the OIG will monitor fleet credit card transactions through the PCMS alert system, statistical sampling, and through the use of the Oracle Discoverer Web. Employees are required to comply with any request made by the DFPC, AFPC, LFPC, OIG, and other duly authorized organizations or individuals for information/investigations regarding questionable purchases (e.g., amount of fuel purchased exceeds vehicle mileage, too frequent maintenance on vehicle or motorized equipment).

12   CARD ISSUANCE

Agencies are to issue **only** one fleet credit card for fuel and maintenance to each motor vehicle, aircraft, boat, and piece of equipment that requires fuel. The number of fleet credit cards issued as "POOL" cards should be limited to those that are absolutely necessary. Pool cards are to be used to fuel motor vehicles **only** in emergency situations and are to be used in case a fleet credit card is lost or stolen pending receipt of a replacement card. Agencies may wish to use pool cards for multiple pieces of equipment at the same location such as, snowmobiles, all terrain vehicles, chainsaws, lawn mowers, etc. New fleet credit cards will be issued in emergency situations within seven to ten days. All fleet credit cards are ordered through the PCMS Fleet Card Account Maintenance Screens (FAMS) and are shipped to the LFPC.

13   CARD RECEIPT

Normally, the vendor will issue new fleet credit cards within seven to ten working days from receipt of the record in PCMS. PCMS transmits all record inputs daily. Fleet credit cards do not require activation.

14   LOST OR STOLEN CARD

If the fleet credit card is lost or stolen while in the card user's possession, the agency is responsible for all charges until the vendor is notified that the card has been lost or stolen.

When a fleet credit card is lost or stolen, it is important that the card user notify the vendor or their LFPC immediately to cancel the card. The card should be reported immediately to the 1-888-758-1747 number on the back of the card to stop any further use. The vendor will immediately establish a new account number and reissue a card. The vendor will tie all transactions from the lost/stolen card to this new account number. The LFPC should then monitor transactions on the replacement card account for a month to assure that all charges are valid.

Any fraudulent charges that are made after the card is lost or stolen should be disputed through PCMS.

If a lost fleet credit card is found after notifying the LFPC, it should be destroyed and documentation provided to the LFPC that the card has been destroyed. Under no circumstances should the card be used after notifying the LFPC or the Bank that it was lost or stolen.

15   DISPOSAL OF THE CREDIT CARD

When a fleet credit card is no longer needed because the vehicle, aircraft, boat or other motorized equipment has either been sold or salvaged, the card should be destroyed and the LFPC should cancel the card through PCMS.

16   TRAINING REQUIREMENTS

Agencies are to assure that agency personnel requiring access to PCMS, such as, AFHCs, AFPCs, LFPCs, and LFMs have received the appropriate training for their level of authority. The Procurement Systems Division will make this training available to agency personnel on a "train the trainer" basis so agency headquarters personnel may then train others in their agency. When changes have been made to PCMS, refresher training will be provided as necessary.

17   INQUIRIES

Inquiries about the USDA Fleet Credit Card Program should be directed through agency channels (the LFPC and AFPC) to the AFHC who will contact the DFPC in OPPM, Property Management Division, Personal Property Branch for policy issues and PSD for all other matters.

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