



Use of the Fleet Charge Card and Alternative Payment Methods

**United States
Department of
Agriculture**

**Office of Procurement
And Property Management**

DR 5400-006

USE OF THE FLEET CHARGE CARD AND ALTERNATIVE PAYMENT METHODS

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DEPARTMENTAL REGULATION		Number: 5400-006
SUBJECT: Use of the Fleet Charge Card and Alternative Payment Methods	DATE: March 6, 2009	
	OPI: Office of Procurement and Property Management	

1. PURPOSE

This regulation prescribes U.S. Department of Agriculture (USDA) policies, procedures, and responsibilities for use of the USDA fleet charge cards and alternative payment methods used to fuel and maintain USDA fleet vehicles (e.g., sedans, station wagons, and trucks), non-fleet vehicles (e.g., aircraft, motorcycles and boats), and non-fleet equipment (e.g., mowers, tractors, all-terrain vehicles, snow mobiles, chain saws, generators). 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)– Aircraft Management 110-33 (available online at www.usda.gov/da/property/part10233.pdf) and the AGPMR – Motor Vehicle Management 110-34 (available online at www.usda.gov/da/pmd/AGPMR.pdf).

2. CANCELLATIONS/REVISIONS

Department Regulation (DR) 5400-006 reflects issuance of the new USDA fleet charge cards resulting from the USDA Charge Card Service Center (CCSC) transition to the vendor's Electronic Access System (EAS).

a. Cancellations.

- (1) This regulation cancels the previous DR 5400-006 dated August 25, 2006.
- (2) USDA no longer uses the Voyager fleet card and the Purchase Card Management System (PCMS).

b. Revisions. The new fleet charge cards are active for all USDA vehicles, aircraft, boats, and motorized equipment to purchase fuel and maintenance on November 30, 2008 at 12:00 a.m. EST.

3. ACRONYMS

Acronym	Definition
AFV	Alternative Fuel Vehicle
AFPC	Agency Fleet Program Coordinator
AGAR	Agriculture Acquisition Regulations
AGPMR	Agriculture Property Management Regulations
AIR	Aviation Into-plane Reimbursement
CCSC	Charge Card Service Center
CFMSCCB	Corporate Financial Management Systems Configuration Control Board
CPAIS	Corporate Property Automated Information System
DESC	Defense Energy Support Center
DLA	Defense Logistics Agency
DPM	Departmental Program Manager
DR	Departmental Regulation
EAS	Electronic Access System
EMIS	Equipment Management Information System
EO	Executive Order
FAR	Federal Acquisition Regulations
FAST	Federal Automotive Statistical Tool
FMR	Federal Management Regulations
FPMR	Federal Property Management Regulations
GFC	Government Fuel Card
GSA	General Services Administration
LFPC	Local Fleet Program Coordinator
OIG	Office of Inspector General
OMB	Office of Management and Budget
OPPM	Office of Procurement and Property Management

Acronym	Definition
PCMS	Purchase Card Management System
PIN	Personal Identification Number
PMD	Property Management Division
PMIS	Property Management Information System
PMO	Program Management Office
PROP	Personal Property System
R/AFPC	Regional/Area Fleet Program Coordinator
U.S.	United States
USDA	United States Department of Agriculture

4. DEFINITIONS

- a. Abuse. Abuse is the unauthorized use of a fleet charge card for the purchase of any item other than fuel and maintenance services necessary to operate and maintain USDA vehicles, aircraft, boats, and motorized equipment. Abuse also includes the use of the fleet charge card to buy fuel and maintenance services, but at terms (e.g., price, quantity) that are excessive and/or for a questionable Government need. Examples include knowingly purchasing premium fuel rather than regular fuel for vehicles that do not require premium fuel; and using full-service pumps when fueling a vehicle rather than using a readily available self-service pump.
- b. Agriculture Acquisition Regulations (AGAR). The AGAR prescribes policies and procedures that implement and supplement the Federal Acquisition Regulation (FAR), which is the primary regulation for use by all Federal agencies in the acquisition of supplies and services with appropriated funds.
- c. Agency Fleet Program Coordinator (AFPC). The AFPC is responsible for the overall Fleet Charge Card Program in each agency and is the agency's contact liaison to the Departmental Program Manager (DPM). AFPCs may appoint assistants, deputies, or Regional/Area Fleet Program Coordinators (R/AFPC) to assist with program management. AFPCs or their deputies are responsible for appointing Local Fleet Program Coordinators (LFPCs) to manage the day-to-day operations of their agencies' Fleet Charge Card Program.
- d. Agriculture Property Management Regulations (AGPMR) - Management of Government Aircraft 110-33. This document is a supplement to the Federal Management Regulation

(FMR) 102-33 that includes USDA-specific policies and procedures for the management of aircraft.

- e. Agriculture Property Management Regulation (AGPMR) - Management of Government Motor Vehicles 110-34. This document is a supplement to the FMR 102-34 that includes USDA-specific policies and procedures for the management of motor vehicles.
- f. Alerts. Alerts are messages sent to the DPM and agency coordinators regarding questionable transactions and other events as defined by the DPM and agencies. Alerts are part of the USDA Fleet Charge Card Program's oversight procedures.
- g. Alternative Payment Methods. These are payment methods available for use when the merchant does not accept the fleet charge card. These methods include pre-paid cards and declining balance cards. (Pre-paid and declining balance cards are also known as debit cards.) These alternative payment methods should only be used in emergency situations.
- h. Aviation Into-Plane Reimbursement (AIR) Card. This is the charge card that should be used to procure aviation fuel and related ground services. The Defense Logistics Agency (DLA)/ Defense Energy Support Center (DESC)/ Government Fuel Card Program Management Office (GFC PMO) is designated as the Program Management Office for the AIR card.
- i. Corporate Property Automated Information System (CPAIS). CPAIS is the web-based property management system which will replace the Property Management Information System (PMIS) Personal Property System (PROP) and the Forest Service's Equipment Management Information System (EMIS). CPAIS will be used to administer, control and report motor vehicle inventory records.
- j. Daily Transactions Limit. The Daily Transactions Limit is the total number of times a fleet charge card can be used in one day to purchase fuel or maintenance.
- k. Departmental Program Manager (DPM). The DPM is responsible for overall management of the Fleet Charge Card Program at the Departmental level. This individual is the Chief of the Office of Procurement and Property Management (OPPM) Property Management Division (PMD).
- l. Defense Logistics Agency (DLA)/ Defense Energy Support Center (DESC)/ Government Fuel Card (GFC) Program Management Office (PMO). This is the PMO responsible for the AIR card.
- m. Electronic Access System (EAS). The EAS is the bank-owned and operated online electronic system used to manage the USDA fleet charge cards, the features of which includes but is not limited to ordering cards, disputing card transactions, reporting, closing accounts, and much more. This system replaces PCMS.

- n. Federal Acquisition Regulations (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.
- o. Fleet Vehicle. A fleet vehicle refers to automobiles that utilize fuel such as sedans, station wagons, and trucks. Regulations require agencies to submit annual reports listing the vehicle type and location, the cost/amount of fuel consumed, and cost of maintenance/repairs via the Federal Automotive Statistical Tool (FAST).
- p. Fleet Charge Card User. This is the person who uses the fleet charge card, AIR card, or the Multi Service charge card to fuel or maintain any USDA vehicle, aircraft, boat, and motorized equipment.
- q. Federal Management Regulation (FMR). The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory policies originally found in the FPMR.
- r. Fraud. Fraud and fraudulent transactions are any acts of corruption or attempt to cheat the Government or corrupt the Government's agents, including but not limited to, the use of Government charge cards to transact business that is not sanctioned, not authorized, not in one's official Government capacity, not for the purpose for which the card was issued, or not as part of official Government business.
- s. Local Fleet Program Coordinator (LFPC). The LFPCs are appointed locally by the AFPCs or R/AFPCs. The LFPC is responsible for the day-to-day operations of the Fleet Charge Card Program at each site. This includes fleet charge card user training (e.g., AGPMR, policy and procedures), oversight of fleet charge card transactions, review of card limits, activation/deactivation of fleet charge card accounts, and maintenance of log books.
- t. Micro-Purchase. Purchases at or below the micro-purchase threshold as defined in the FAR (FAR 2.101), or as otherwise provided by law.
- u. Misuse. Use of a fleet charge card for other than the official government purpose(s) for which it is intended.
- v. Monthly Purchase Limit. The maximum total dollar amount that can be charged on a fleet charge card within the 30-day billing cycle is the Monthly Purchase Limit. This limit is card-specific and is based on the card's Single Purchase Limit times the Daily Transactions Limit times 30 (days in the billing cycle) [(Single Purchase Limit x Daily Transactions Limit) x 30-Day Billing Cycle]. For example, $(\$100 \times 3) \times 30 = \$9,000$.
- w. Non-Fleet Vehicles or Motorized Equipment. Non-fleet vehicles refer to aircraft, boats, motorcycles and all-terrain vehicles that utilize fuel. Non-fleet equipment refers to motorized equipment that uses fuel and includes equipment like mowers, tractors, snow mobiles, chain saws, and generators. Agencies must report fuel consumption (cost and

type) for non-fleet vehicles and motorized equipment via the Agency's Annual Energy Report.

- x. Personal Identification Numbers (PINs). A PIN is a six-digit number assigned to a specific fleet charge card user or driver in order to link card transactions to card users.
- y. Regional/Area Fleet Program Coordinator (R/AFPC). The R/AFPC is assigned by an AFPC to manage the Fleet Charge Card Program in his/her area. This person reports to the AFPC on fleet charge card issues and oversees the LFPCs in his/her area.
- z. Single Purchase Limit. A Single Purchase Limit is the maximum dollar amount that can be charged on the fleet charge card for each transaction. It is card-specific and established at the agency-level.
- aa. Statistical Sampling. Statistical sampling is a process where fleet charge card transactions are randomly selected for verification of legitimacy. This process is instrumental to the oversight of the USDA Fleet Charge Card Program.
- bb. Waste. Any activity taken with respect to the fleet charge card that fosters, or results in, unnecessary costs or other program inefficiencies.

5. POLICY

This DR establishes USDA policy and instructions for use of the USDA fleet charge card, as well as the AIR Card and the Multi Service charge card. These cards are to be used to procure fuel and maintenance services necessary to operate and maintain USDA fleet and non-fleet vehicles and motorized equipment. Fleet charge card users must obtain approval from their LFPC, R/AFPC, or AFPC as appropriate for maintenance/repair purchases over \$3000. Additionally, these purchases must be approved by a warranted Contracting Officer following standard procurement rules and regulations.

Fleet policies and procedures described in the AGPMR 110-33, AGPMR 110-34, Executive Order (EO) 13423 – Strengthening Federal Environmental, Energy, and Transportation Management must also be followed.

6. PROGRAM OBJECTIVE

The USDA Fleet Charge Card Program allows agencies to reduce administrative costs and taxes through the use of fleet charge cards and alternative payment methods. In addition to reducing costs, the fleet charge card enables the collection of detailed fleet management information pertaining to fuel, maintenance and service.

7. AUTHORIZED USE OF FLEET CHARGE CARDS AND RELATED ALTERNATIVE PAYMENT METHODS

- a. Authorized Use. The fleet charge card and related alternative payment methods are authorized for use to procure fuel and services necessary to operate and maintain fleet and non-fleet vehicles and motorized equipment. The following are examples of authorized purchases:

- (1) Fuel (all types)
- (2) Transmission Fluids
- (3) Oil/Oil Changes
- (4) Windshield Wiper Blades
- (5) Windshield Washer Fluid
- (6) Anti-Freeze
- (7) Car Washes
- (8) Maintenance
- (9) Tires/Tire Repair
- (10) Tie-Down Fees
- (11) Landing Fees
- (12) De-Icing Services
- (13) Docking Fees
- (14) Auto Body Work
- (15) Roadside assistance (e.g., towing, lockout service, battery charging, tire changing, winching, fuel delivery,)

- b. Unauthorized Use. Use of the fleet charge card or alternative payment method is **strictly prohibited** for the following:

- (1) To purchase food, beverages, or other miscellaneous personal items.
- (2) To pay any State or local traffic or parking violations that are obtained while driving a motor vehicle owned or leased by the Government.

Use of the cards for those types of purchases could result in disciplinary action.

- c. Use of a purchase card instead of an authorized fleet charge card to buy fuel or maintenance services for USDA fleet vehicles, non-fleet vehicles, and non-fleet equipment is prohibited, unless authorized by the Charge Card Program Office or Fleet Departmental Program Manager.

8. AGENCY INTERNAL CONTROL REQUIREMENTS

In order to protect USDA's interest, it is extremely important that agencies establish adequate internal controls to help ensure effective vehicle management and reduce waste, fraud, and abuse. This includes, but is not limited to:

- a. Ensuring only authorized employees use the fleet charge cards or alternative payment methods.
- b. Ensuring that employees are adequately trained in fleet charge card policies and procedures.
- c. Considering and imposing appropriate administrative and/or disciplinary actions for cases of fraud and other blatant abuses of the fleet charge card and/or related alternative payment methods.
- d. Implementing guidelines for sensitive and pilferable property items that are stored for future use (e.g., tires, windshield wipers, batteries,) that can be easily converted to personal use.
- e. Ensuring agency officials maintain Use Logs to capture fleet (e.g., vehicles, aircraft, boats, and motorized equipment) usage information. (See *Section 10i. Use Log* for detailed requirements.)

9. SPECIAL INSTRUCTIONS

- a. Fleet Charge Card for Official Use Only. The fleet charge 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.
- b. Transactions Greater Than \$3000. Transactions for maintenance or repairs greater than \$3000 must be approved by the agency's LFPC, R/AFPC, or AFPC following agency specific policies and procedures and by a warranted Contracting Officer following the agency's standard procurement rules and regulations. The fleet charge card should be used as the primary payment method to ensure proper tracking of the maintenance or repair of a USDA fleet or non-fleet vehicle and/or piece of motorized equipment through the bank's EAS.
- c. Ethics Requirements. Office of Government Ethics Standards of Conduct for Executive Branch employees applies to fleet charge card use. All transactions must be for official Government business only. Fleet charge 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. Fleet Charge Card PINs. Agencies have the option to use PINs as an additional method of associating a fleet charge card user to a particular transaction. If an agency opts to use PINs, the following information must be entered and maintained in the EAS:
 - (1) Driver Number or PIN
 - (2) Driver Name
 - (3) Driver License Number

- e. Business Size. Purchases not exceeding \$3,000 may be made from any size business using the fleet charge 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.
- f. Regulatory Applicability. Use of the fleet card must be consistent with the FAR, AGAR, FMR, AGPMR, USDA Purchase Card and Alternative Payment Methods DR 5013-6, Office of Government Ethics Standards of Conduct for Executive Branch Employees, and 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.
- g. Fueling Aircraft. USDA may use the mission-critical AIR Card instead of the fleet charge card to purchase fuel and maintenance for aircraft and boats. The AIR Card provides the Federal Government, state and local law enforcement agencies, and Foreign Governments a means to procure aviation fuel and related ground services. The AIR card may be used worldwide at commercial airports, as well as some military installations, to purchase aviation fuel for all USDA aircraft. The DLA/DESC/GFC PMO is designated as the program management office for the AIR card, and the AIR card is serviced by the Multi Service Corporation, a DESC contractor.

Note: All regulations outlined in this DR for the fleet charge card are equally applicable to the AIR Card.

10. PROCEDURES

- a. Fleet Charge Card Issuance. Agencies are to issue **only** one fleet charge card for each fleet or non-fleet vehicle that requires fuel and maintenance. All fleet charge cards are ordered through the bank's EAS and are shipped to the LFPC. Cards are normally received within seven to ten business days. In emergencies, cards are ordered through the EAS and express shipped by the bank. This usually takes two to three business days.
- b. Alternative Payment Methods. Alternative payment methods are only to be issued and used for emergencies, such as when an LFPC is awaiting a replacement card for one that was lost or stolen or during fire season to respond quickly to the situation.
- c. Pool Cards. Fleet charge cards may be sparingly issued as "pool" cards for emergency situations (e.g., pending receipt of a lost/stolen replacement card) and to accommodate agencies with multiple pieces of equipment, such as, snowmobiles, all-terrain vehicles, chainsaws, and lawn mowers housed at the same location. Pool cards may also be issued for use in situations where agencies have their own fueling stations to fuel the vehicles, but require a mechanism to procure maintenance and repairs services. A "pool" fleet charge card could be used under those types of circumstances.
- d. Card Receipt. All new or replacement cards are sent to the LFPC.

- (1) LFPCs must call the bank's customer service number to activate all new fleet charge cards.
 - (2) Replacement cards do not require activation, but the LFPC must inform the bank via telephone confirmation to customer service that the cards were received.
- e. Lost or Stolen Cards. If a fleet charge card is lost, stolen or damaged, immediately report it to the LFPC or the bank. The agency is responsible for all charges made until the card is reported as lost/stolen. Call Customer Service at 1-888-994-6722 to report lost or stolen cards. This will stop any further use of the card.

The bank will immediately establish a new account number, reissue a card, and tie all transactions from the lost/stolen card to the 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 charge that is made after the card has been reported lost/stolen must be disputed through the EAS. LFPCs and offices responsible for oversight of fleet cards and motor vehicles should keep the telephone number on file to help ensure prompt reporting.

If a lost fleet charge card is found, destroy the card, and then provide written documentation to the LFPC that the card was found and destroyed. The card should never be used after notifying the LFPC or the bank that it was lost or stolen.

- f. Card Disposal. When a fleet charge card is no longer needed (e.g., the vehicle, aircraft, boat or other motorized equipment either has been sold or salvaged), the LFPC is responsible for canceling the card through the EAS and ensuring the card is destroyed.
- g. Inquiries. Inquiries about fleet charge cards should be directed through agency channels - the LFPC or R/AFPC to the AFPC to the DPM.
- h. Receipts. Users of the fleet charge cards or alternative payment methods must submit receipts for purchases. The LFPC, an accountable property official, or other management official responsible for the fleet and non-fleet vehicles and motorized equipment must keep all receipts for a minimum of one calendar year in order to maintain an adequate audit trail.
- i. Use Logs. Agencies are required to keep a log of vehicle, boat, aircraft, and motorized equipment use to ensure a reasonable audit trail documenting vehicle/equipment use. At a minimum, the logs must capture the following information to be considered a "reasonable audit trail":
 - (1) Date
 - (2) Driver or fleet card user name
 - (3) Odometer Reading before and after use
 - (4) Whether the vehicle was refueled (yes/no)
 - (5) Whether maintenance or repairs were performed (yes/no)

j. Fleet Charge Card Oversight. Oversight of the USDA Fleet Charge Card Program is essential to ensure that Government funds are used appropriately by mitigating waste, fraud, and abuse and to ensure that the USDA Fleet is effectively managed through correct fuel purchase, regular maintenance, and cost-effective repairs. Usage monitoring and annual reporting are two mechanisms USDA employs as part of its oversight process.

(1) Usage Monitoring. OMB Circular A-123 Appendix B, dated April 28, 2006, requires agencies to implement management controls, policies, and practices for ensuring appropriate charge card usage. USDA's DPM and AFPC's monitor fleet charge card transactions through the EAS and statistical sampling. Fleet charge card users must provide information to any request made by coordinators, the DPM, Office of the Inspector General (OIG), and/or any other duly authorized individual/organization regarding questionable transactions (e.g., amount of fuel purchased exceeds vehicle capacity, overly frequent maintenance or repairs on fleet and non-fleet vehicles and motorized equipment).

LFPCs, R/AFPCs, and AFPCs are expected to routinely monitor (e.g., monthly, at a minimum quarterly) fleet charge card transactions within their agencies to identify questionable transactions. When questionable transactions are flagged, the coordinators will investigate these transactions and determine if there are any fraud, waste, or abuse issues that must be addressed. The coordinator should contact the individual's supervisor and Human Resources and follow the guidance established in Appendix B of OMB Circular A-123 regarding charge card misuse or abuse.

In addition to routinely monitoring fleet charge card and alternative payment usage, coordinators will also ensure LFPC or other appropriate agency officials maintain receipts and Fleet Use Logs or records. This will help ensure agencies maintain a reasonable audit trail of vehicle and fleet card use.

(2) Annual Reporting. In addition to routinely monitoring fleet charge card usage, AFPCs will submit annual reports to the DPM about their agency's Fleet Charge Card Program. (See the USDA Charge Card Service Center (CCSC) Website for the name and location of the DPM.) The following information should be included in the reports:

- (a) Total number of instances of inappropriate use of the fleet charge card or alternative payment methods, including actions taken by the agency in handling misuse or abuse cases.
- (b) Any suggestions the agency has on improving the USDA Fleet Charge Card Program.
- (c) Future EAS fixes or enhancements

The DPM is responsible for forwarding agency reports to the USDA CCSC.

- k. Security. Fleet charge cards must be secured at all times. LFPCs and other appropriate agency officials must ensure that fleet cards are secure when not in use. Do not leave cards unattended in vehicles.
- l. Training. Fleet program coordinators at all levels are required to become certified on the fleet charge card policy through US Bank's web-based training (WBT), which includes a fleet policy module and certifying exam. Additionally, fleet coordinators are expected to participate in the bank's EAS fleet training to ensure that they can perform the duties specified under their roles.

AFPCs must report to the DPM that their fleet coordinators have been certified on the fleet policy and trained on the EAS. The CCSC will maintain these records as part of the OMB A-123, Appendix B, "Improving the Management of Government Charge Card Programs" training requirements.

11. ROLES AND RESPONSIBILITIES

There are certain roles and responsibilities associated with managing USDA's fleet charge cards starting at the Department level and working through the agency level to the individual fleet charge card user.

- a. OPPM. OPPM is responsible for the Fleet Charge Card Program. OPPM will:
 - (1) Establish the USDA CCSC to manage the USDA Charge Card Program.
 - (2) Issue Departmental policy and procedures on the USDA Charge Card Program.
 - (3) Promote standardization, centralization, and automation of the program throughout USDA.
 - (4) Submit reports as appropriate to the OMB on USDA's fleet charge card.
 - (5) Assign the DPM to manage the Fleet Charge Card Program at the Departmental level.
- b. DPM. The Departmental Program Manager is responsible for overall management of the Fleet Charge Card Program at the USDA. The DPM will:
 - (1) Provide guidance and oversight for USDA's Fleet Charge Card Program.
 - (2) Issue Departmental policy and procedures on the use of the fleet charge card and other alternative payment methods.
 - (3) Review on a semi-annual basis all merchant category codes (MCC) available on fleet charge cards; restrict, if necessary, any MCC not appropriate.
 - (4) Establish Department-wide operating limits for the fleet charge card.
 - (5) Submit an annual report on the overall status of the program to the USDA CCSC.
- c. Agency Heads. Agency Heads will ensure that Departmental policies and procedures on the use of the fleet charge card are adhered to within their respective agencies. Agencies must ensure their employees receive information on how the Fleet Charge Card Program operates and proper use of the fleet charge card. Agency Heads or their designees will:

- (1) Designate employee(s) and alternate(s) to act as AFPCs. These individuals will administer the Fleet Charge Card Program for their agency.
 - (2) Ensure AFPCs are trained and aware of their program responsibilities.
 - (3) Ensure that agency policies and procedures are in place for approving maintenance and repair purchases over \$3000.
- d. AFPC. An AFPC is designated for each USDA agency or mission area and is responsible for managing the Fleet Charge Card Program for the specific agency/mission. The AFPC is the liaison between the agency and USDA's DPM. AFPCs will:
- (1) Provide oversight of the fleet charge card usage.
 - (2) Implement agency-unique fleet policies and procedures as needed.
 - (3) Participate in meetings with the DPM to address fleet charge card issues and/or problems.
 - (4) Assign deputies and/or R/AFPCs as needed to support the program in their agency.
 - (5) Assign LFPCs to handle the day-to-day fleet charge card operations.
 - (6) Establish R/AFPCs and LFPCs in the EAS.
 - (7) Ensure that LFPCs are certified on the policies and procedures associated with the Fleet Charge Card Program.
 - (8) Ensure that LFPCs are trained on the EAS.
 - (9) Ensure managers/offices/drivers maintain a use log or record for all fleet usage (See *Section 10i. Use Logs* for more information.).
 - (10) Provide the DPM with an annual report that includes the information established in *Section 10j.2. Annual Reporting* of this regulation.
 - (11) Ensure that agency policy and procedures are followed regarding purchases for maintenance or repairs valued over \$3000.
- e. LFPC. The LFPC is responsible for managing the day-to-day operations of fleet charge card usage at his/her designated site. The LFPC works directly with the fleet charge card users, ensuring that they have adequate training on proper use of the fleet charge card. Additional LFPC duties include:
- (1) Establish and update fleet charge cards in the EAS.
 - (2) Notify the bank immediately of any lost/stolen/damaged fleet charge cards.
 - (3) Notify the bank of any billing discrepancies (e.g., disputes,) regarding charges posted to an account.
 - (4) Monitor fleet charge card purchases for fraud, waste, or abuse.
 - (5) Ensure fleet charge card users are following agency policy and procedures for maintenance and repair purchases valued over \$3000.
 - (6) Ensure managers/offices//drivers maintain a use log or record for all fleet usage. (See *Section 10i. Use Logs* for more information.).
 - (7) Report any misuse, fraud, or abuse of the fleet charge card to the appropriate official (e.g., a supervisor, R/AFPC, AFPC,).
 - (8) Ensure appropriate officials maintain receipts for all fleet charge card or alternative payment methods for a minimum of one calendar year.

- (9) Submit an annual report to the AFPC that includes the information established in *Section 10j.2. Annual Reporting* of this regulation.
- f. Fleet Charge Card Users. The fleet charge card user must make all reasonable efforts to find the nearest location accepting the fleet charge card when purchasing fuel and maintenance on USDA vehicles and motorized equipment. In addition, the fleet charge card user must check to see if the vehicle is an Alternative Fuel Vehicle (AFV). When refueling an AFV, the card user should use an alternative fuel station that is “reasonably available”. Page three of *Guidance: Documentation Requirements for Waiver Requests under EPCACT 2005 Section 701*, (available online at www.eere.energy.gov/femp/pdfs/701_guidance.pdf) defines ‘reasonably available’ to be within a 15-minute drive or five miles (one way). Charge cards users can go to the USDA CCSC website to access the link to the Alternative Fueling Station Locator to help locate alternative fueling stations.

Fleet charge card users will:

- (1) Enter an accurate odometer reading at the pump when prompted
- (2) Submit a receipt for all purchases made with a fleet charge card or alternative payment method
- (3) Provide the LFPC the following information if a receipt is not available:
 - (a) Odometer reading
 - (b) Number of gallons
 - (c) Cost per gallon
 - (d) Type of fuel
 - (e) Total Cost
 - (f) Description of the maintenance/repair
- (4) Obtain approval for all maintenance and repair transactions over \$3000 or your agency-specific dollar value

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