

**UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT**

**AGPMR ADVISORY  
No. 14-03**

**1. SUMMARY**

This Advisory provides interim guidance for revisions to DR5400-006 concerning the use of the new WEX fleet card; card use only for the purchase of fuel, maintenance and repair of owned and commercially-leased highway use vehicles; and improved internal controls as required by OMB Circular A-123, Appendix B: Improving the Management of Government Charge Card Programs.

**2. BACKGROUND**

As of February 10, 2014, USDA has begun the transition to the new Citibank/Wright Express (WEX) Fleet Card for the purchase of fuel and maintenance of USDA owned and commercially leased vehicles. WEX is a closed loop network of vehicle fueling and servicing merchants that passes on accurate driver PIN data, vehicle mileage, and Level III fuel data (e.g., Ethanol 85, Bio-Diesel, CNG, etc.). In addition, The WEX Online system provides the capability to automatically feed into General Services Administration (GSA) FedFMS and the National Renewable Energy Laboratory Fleet DASH systems that measure acquisition, maintenance and disposal costs, as well as track reduction targets for greenhouse gas emissions as mandated in Executive Order 13514 - Federal Leadership in Environmental, Energy, and Economic Performance.

In addition, the new fleet card program improves USDA's capability to meet the requirements outlined in OMB Circular A-123, Appendix B – Improving the Management of Government Charge Card Programs. USDA is faced with the challenge to meet stringent Federal mandates concerning the management of the Fleet Card Program, in order to ensure that the most effective controls are in place to mitigate the potential for fraud, misuse, abuse, and delinquency.

The Office of Budget Management's Federal Automotive Statistical Tool (OMB FAST) and the Federal Management Regulation (FMR) 102-34-35 define "Reportable Motor Vehicles" as vehicles principally for highway transportation of property or passengers. Based on the FMR and OMB FAST, all personal property such as non-fleet equipment (e.g. mowers, all-terrain vehicles, snow mobiles, chain saws, generators, cameras, etc.), and non-motor vehicles as defined by the FMR (e.g. aircraft, motorcycles and boats, etc.) are now set apart from USDA Fleet and will be excluded from the revised DR5400-006. Purchases for fueling and servicing of

non-fleet equipment, non-vehicles and as a back up to the WEX Fleet Card are to be made for the next 120 days using the purchase card and must follow DR 5013-006, Use of the Purchase Card and Related Alternative Payment Methods.

### 3. ACTIONS

Effective immediately:

1. USDA Fleet is defined as:
  - a. “Domestic fleet” means all reportable motor vehicles operated in any State, Commonwealth, territory or possession of the United States, and the District of Columbia.
  - b. “Foreign fleet” means all reportable motor vehicles operated in areas outside any State, Commonwealth, territory or possession of the United States, and the District of Columbia.

This is in line with Federal Management Regulation 102-34-35, which defines “Reportable Motor Vehicle” as any vehicle self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers.

2. Permitted use of the WEX fleet card is the fueling, maintenance and purchase of parts for USDA “reportable motor vehicles” as defined by FMR 102-34-35.
3. Permitted use of the U.S. Bank Purchase Card is for non-fleet and non-vehicle fueling, maintenance and purchase of parts. The U.S. Bank Purchase Card is also to be used as a back up to the WEX card *only* when WEX and WEX Pay (Citi MasterCard option) is not a payment option at another nearby WEX accepting location. Back up instances of using the Purchase Card for fleet require justification and documentation.
4. Driver/Card User Training – All card users must be certified to use the fleet card.
5. All WEX transactions require a PIN – WEX will generate a random 6-digit Personal Identification Number (PIN) for each authorized card user. Use of the PIN will serve as the electronic signature of the person to whom it is issued.
6. Electronic Records – at a minimum, an electronic record of each transaction must be maintained on file for a period of one year.
7. Monthly Transactions Review – must be completed on a monthly basis.
8. Mandatory Mileage Required – Accurate mileage must be entered at pump before fueling.

## 4. QUESTIONS:

Please direct any question regarding this Advisory to Kimberly Gibson, Fleet Charge Card Services Project Manager by phone at (202) 690-5614.

**EXPIRATION DATE:** September 1, 2014



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