

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

**AGPMR ADVISORY  
No. 15-04**

Effective Date: April 1, 2015

## **1. SUMMARY**

This Advisory provides interim guidance for revisions to DR5400-006 concerning the use of the new WEX fleet card, pending the final revision and approval of the DR. This replaces AGPMR Advisory 14-03, which expired March 31, 2015.

## **2. BACKGROUND**

On February 10, 2014, USDA began 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.

Federal Management Regulation 102-34-35, defines "Reportable Motor Vehicles" as vehicles principally for highway transportation of property or passengers. Generally, these are the same vehicles reported to the Federal Automotive Statistical Tool (FAST) as part of the Executive Order 13514 reporting requirement. All personal property such as non-fleet equipment (e.g. mowers, all-terrain vehicles, snow mobiles, chain saws, generators, cameras, etc.) and non vehicles (e.g. aircraft, motorcycles and boats, etc.) should *not* be considered reportable fleet and fleet managers should ensure that the WEX card profile is annotated accordingly as non-FAST reportable. See attached example.

### 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 (FMR) 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 limited to the fueling, maintenance and purchase of parts for USDA “reportable motor vehicles” as defined by FMR 102-34-35 and non-FAST reportable equipment. However, the WEX card should only be used for accountable property that is in one of the USDA property management systems (PROP, EMIS, or CPAIS-PP). The WEX fleet card is not to be used for fueling or servicing non-accountable property.
3. Driver/Card User Training – All card users must be certified to use the fleet card.
4. 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.
5. Electronic Records – at a minimum, an electronic record of each transaction must be maintained on file for a period of one year.
6. Monthly Transactions Review – transactions must be viewed and reconciled on a monthly basis.
7. Mandatory Mileage Required – Accurate mileage must be entered at pump before fueling.
8. Dollar threshold: any transaction on the fleet card over \$2,500 (micropurchase limit) must be entered into IAS and be approved by a warranted Contracting Officer.

**EXPIRATION DATE:** Until canceled.



Paul Walden, Chief, PMD

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SAMPLE WEX SYSTEM SCREEN SHOT

**Card Information**

\* SIN:   
This field must be between 1 and 50 characters in length.

\* Prop/EMIS ID:   
This field must be between 1 and 50 characters in length.

Vehicle Number:   
This field must be between 1 and 50 characters in length.

\* Shorthand Code:

\* Vehicle Garage Street:   
This field must be between 1 and 50 characters in length.

\* Vehicle Garage City:   
This field must be between 1 and 50 characters in length.

\* Vehicle Garage State:   
This field must be between 1 and 50 characters in length.

\* Vehicle Garage Zip:   
This field must be between 1 and 50 characters in length.

\* FAST Indicator: Yes

\* FAST Vehicle Description:

\* Vehicle Fuel Type: GAS DE = PETROLEUM GAS DEDICATED ONLY

\* Law Enforcement: No

Card Number: \*\*\* 00

Department: Unassigned

\* Plastic Type: USDA Fleet Card

\* Authorization Profile: USDA MICROPURCHASE  [View Profile](#)  
Assign profile to this card.

Status: Active   
Termination is final.

Last Issue Date : 01/07/2014



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