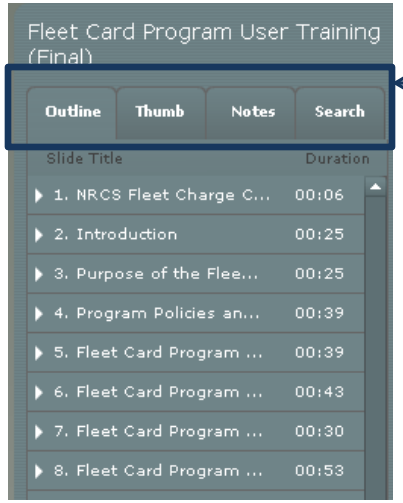
NRCS Fleet Charge Card Program Card User Certification Course

Navigating the Course



Outline: Allows you to quickly find pages by topic/title. Click on a menu item to jump to that slide

Thumbnails : Lets you see a thumbnail-sized picture of each page

Notes: Contains the complete audio script for those using a text reader

Search: Allows you to quickly find topics by searching for a key word. Click on the results to pages that include that information.

Introduction

This course is designed to provide guidance on how to correctly use Government fleet cards. It provides direction for fleet card users on how to perform the associated administrative tasks to ensure proper usage and necessary documentation of all transactions.

Upon completion of this course, card users will be asked to review a Statement of Understanding to acknowledge the responsibilities associated with use of the fleet card.

Purpose of the Fleet Card Program

- The fleet card program provides a tool for purchasing fuel, maintenance and/or repairs for USDA-owned or leased highway and non-highway vehicles, boats, aircraft, or motorized equipment from commercial sources.
- The intent of the program is to facilitate easy access to necessary purchases under appropriate circumstances.

Program Policies and Procedures

- Department Regulation (DR) 5400-006, Use of the Fleet Charge Card and Alternative Payment Methods
- Agriculture Property Management Regulation (APMR) 110-34, Motor Vehicle Management
- General Manual (GM) Title 120, Part 406, Subpart O, Use of Government Fleet Cards
- National Instruction 120-339, Detailed Procedures for Requesting a Fleet Charge Card
- National Instruction 120-342, Detailed Procedures for Requesting a Pool Credit Card

Fleet Card Program Key Personnel

The Office of Procurement and Property Management (OPPM) is responsible for the fleet card program at the Department level (USDA).

The OPPM:

1. Established the USDA Credit Card Service Center (CCSC) to manage the program
2. Issues departmental policy and procedures on the USDA fleet card program
3. Promotes standardization, centralization, and automation of the program
4. Submits reports as appropriate to the Office of Management and Budget regarding USDA's fleet card program
5. Assigns a Department Program Manager (DPM) to manage the fleet card program

Fleet Card Program Key Personnel continued

The Department Program Manager is responsible for overall management of the fleet card program at USDA.

The DPM will:

1. Provide guidance and oversight for USDA's fleet card program
2. Issue departmental policy and procedures on the use of the fleet card and alternative payment methods
3. Review on a semi-annual basis all merchant category codes (MCC) available on fleet cards; restrict, if necessary, any MCC not appropriate
4. Establish department-wide operating limits for the fleet card
5. Submit an annual report on the overall status of the program to the USDA Credit Card Service Center

Fleet Card Program Key Personnel continued

The Head of the Contracting Activity Designee (HCAD) is the agency official that ensures adherence to departmental policies and procedures regarding procurement, including the use of the fleet charge card.

The HCAD will:

1. Designate an employee to act as Agency Fleet Program Coordinator (AFPC) to administer the fleet card program at the National level for the agency
2. Ensure the AFPC is trained and aware of program responsibilities

Fleet Card Program Key Personnel continued

The Agency Fleet Program Coordinator (AFPC) is responsible for managing the fleet card program for NRCS and serves as the liaison between NRCS and the Department Program Manager.

The AFPC will:

1. Provide oversight
2. Implement agency-unique fleet policies and procedures
3. Coordinate with organizational units, such as States, to establish Local Fleet Program Coordinators (LFPCs)
4. Ensure LFPCs are certified and trained
5. Ensure vehicle use logs are maintained all fleet usage
6. Provide oversight of fleet card usage by independently reviewing transactions on a quarterly basis
7. Provide the DPM with an annual report of fleet card usage
8. Ensure that agency policies and procedures are followed

Fleet Card Program Key Personnel continued

Local Fleet Program Coordinators (LFPCs) manage the day-to-day fleet card operations for an organizational unit (such as a State), work directly with fleet card users, and ensure they have adequate training on the proper use of the card.

LFPCs will:

1. Establish/update fleet cards in the US Bank electronic access system (Access Online)
2. Notify the bank of lost/stolen/damaged cards and any billing discrepancies
3. Monitor card usage for fraud, waste, or abuse
4. Ensure fleet charge card users within their respective organizations are following agency policy and procedures pertaining to the fleet card program
5. Ensure offices maintain vehicle use logs or records for all fleet usage
6. Ensure appropriate officials maintain receipts for all charges to the cards for a minimum of one calendar year

Fleet Card Program Key Personnel continued

The fleet card user is responsible for proper use of the fleet card. This includes any employee who utilizes Government owned or leased vehicles and/or motorized equipment.

Card users will:

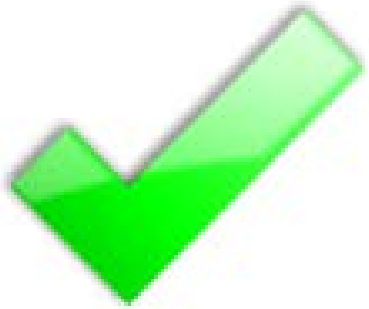
1. Enter accurate odometer readings at the pump when prompted
2. Submit receipts for all purchases made with the fleet charge card
3. Create a manual receipt document if necessary with the required information to support the transaction/purchase
4. Obtain approval for all maintenance and repair transactions over $3,000 from the LFPC and a warranted Contracting Officer
5. Record and update information on vehicle use logs or records
6. Store fleet cards in a secure manner
7. Complete fleet card training at least every 3 years

Pool Cards

1. A pool card is a fleet card not assigned to a particular vehicle or motorized equipment item.
2. A pool card must be used for items of motorized equipment that cannot have license plates assigned (i.e., mowers, generators, chain saws, etc.)
3. A pool card may be used in emergency situations (i.e., waiting for the receipt of a new or replacement fleet card).
4. Although issuance of a fleet card to a non-fleet vehicle is preferred, a pool card may be used for multiple items of motorized equipment and/or non-fleet vehicles housed at the same location.

Authorized Uses of the Fleet Card

1. Fleet cards are authorized to procure fuel and services necessary to operate and maintain fleet and non-fleet vehicles and motorized equipment.
2. Fleet card use is restricted to government employees and others on official government business on behalf of the Agency.
3. Intentional use of the fleet card for other than authorized purchases may be considered an attempt to commit fraud against the US Government.



Authorized Uses of the Fleet Card continued

Some examples include:

- Fuels (regular unleaded gasoline, diesel, bio-diesel, etc.)
- Fluids (oil, transmission, anti-freeze, etc.)
- Filters & Batteries (air/oil filters, parts, servicing, etc.)
- Tires/Tire Repairs (includes mounting /dismounting of snow tires and chains)
- Parts (spark plugs, fan/generator belts, windshield wiper blades, etc)
- Maintenance and Repairs (approved collision repair up to agency authorized limit, emergency roadside services including towing, etc.)
- Car Washes

Unauthorized Uses of the Fleet Card

Some examples of unauthorized use include:

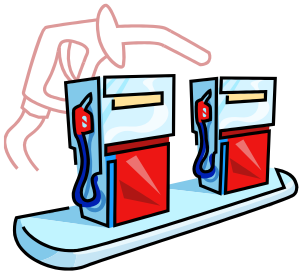
- Using a fleet card for purchases for both a highway and non-highway vehicle (e.g. filling the ATV with fuel using the fleet card used to fill the vehicle)
- Premium and special unleaded fuel, unless specifically required by the manufacturer
- Food, beverages or other miscellaneous personal items
- Traffic or parking violations
- Hardware (tools, trailer hitches, etc.)
- Maps
- Fire extinguishers
- First aid kits
- Tool boxes
- Sporting goods
- Lock out services

Official Government Business

- Official use of a Government motor vehicle means using the vehicle to perform the NRCS mission, as authorized by the agency.
- Exercise discretion and avoid situations that may lead the public to think the Government vehicle is being used for unofficial purposes.
- Other approved vehicle users conducting official business on behalf of the agency must adhere to the same policies as Government employees, including the requirement to complete fleet card training.

Type of Fuel

- Use the type of fuel and grade (octane rating) that is specified or recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the government.
- Do not use premium-grade gasoline in any motor vehicle owned or leased by the government unless the motor vehicle manufacturer specifically requires a premium-grade gasoline.



Alternative Fuels and Fleet Efficiency

- NRCS requires employees to utilize the most fuel efficient vehicle available for the required task.
- To achieve the transportation requirements of Executive Order 13423, where flex-fuel vehicles operate in geographic areas that offer E-85 fueling sites, USDA agencies must strive to fuel the vehicles routinely with E-85.
- Locate alternative fuel stations at the following website:

  http://www.afdc.energy.gov/afdc/locator/stations/route/

Record Keeping Requirements

Receipts:

- Users of the fleet cards must obtain and submit receipts for all purchases to the designated official.
- All receipts must be kept for a minimum of **one calendar year** in order to maintain an adequate audit trail.
- It is recommended that receipts are scanned into an electronic format in order to prevent them from fading and becoming illegible over time.
- If a receipt is unavailable, document the following, as appropriate, to support the transaction/purchase:

- item purchased	- number of gallons
- license tag of vehicle	- cost per gallon
- date of transaction	- type of fuel
- vendor name	- total cost
- odometer reading	- description of maintenance/repair

Record Keeping Requirements continued

Fleet Use Log:

- NRCS is required to keep a log or record of vehicle and motorized equipment use to ensure there is a reasonable audit trail documenting the use and related purchases.
- Logs must capture the following information as applicable:
  - Date of use
  - Driver or card user name
  - Odometer reading before and after use
  - Whether the vehicle/equipment was refueled or not
  - Whether maintenance or repairs were performed or not
- One use log for each fleet or pool card is required

Record Keeping Requirements continued

Sample Template for Vehicle/Equipment Use Log

NRCS MONTHLY VEHICLE AND/OR EQUIPMENT USAGE LOG								
Month	Year	License No.	Vehicle Official Location (City)		Vehicle Year	Vehicle Make/Model		
Date Out	Date Back	Drivers Full Name (Print)	Destination	Beginning Odometer	Ending Odometer	Refueled (Yes/No)	Maintenance (M) or Repair (R) and what was performed - Probe (P) gallons used/on Power Take Off record use hours	Amount of Transaction

Lost, Stolen, or Damaged Fleet Cards

- Contact US Bank Customer Service at 1-888-994-6722 immediately to report lost or stolen cards and stop any further use of the card.
- The agency is responsible for all charges made on the card until it is reported lost or stolen.
- In addition, you must inform your LFPC. The use of form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, is recommended to document lost or stolen fleet cards.
- If a lost fleet card is found, destroy the card and then provide written documentation to the LFPC that the card was found and destroyed. The card should not be used after notifying the LFPC or the bank that it was lost or stolen.

Disciplinary Guidelines

- Disciplinary action may be imposed on any employee for violation of any law or regulation. Depending on the nature and seriousness of the violation, supervisors may address the matter by initiating remedial steps such as ethics or other training. Formal disciplinary actions may include: letter of reprimand, suspension, reduction in grade or pay, or removal.

- Violations by non-Government employees will be referred to the appropriate official for disciplinary action.

- Managers and supervisors should use their discretion in handling fleet card misuse in a manner appropriate to each individual case. All decisions to impose disciplinary action must comply with applicable law and regulatory guidance.

- It is important for all program participants to understand that penalty guidelines for personnel involved in fleet card misuse, abuse or fraud may include removal from government service, even for a first offense.

Penalty Guidance Chart

TYPE OF MISCONDUCT	Penalty for First Offense	Penalty for Subsequent Offense
Use of Government owned, leased or provided property, facilities, services or credit cards, for inappropriate or non-official purposes.	Letter of Reprimand to Removal	5-Day Suspension to Removal

Source: Departmental Personnel Manual Chapter 751 Appendix A

Misuse of Fleet Card

If misuse of the fleet card occurs:

- Each incident of misuse must be handled in a manner appropriate to the individual case
- Circumstances of each case determine appropriate action to be taken
- Supervisor is to promptly notify the appropriate authority to ensure proper investigation and cooperate in the investigation
- Together, the supervisor and human resources staff review the charges, then determine the penalty based on:

  - Past practice of agency (standard procedures)
  - Past conduct of employee
  - Regulatory guidance
  - Applicable case law
  - Good judgment

Fleet Card Program Statement of Understanding

I understand that I am authorized to use the Fleet Card only for necessary and reasonable expenses incurred by me for official government business, for approved government vehicles and/or equipment in accordance with related policy and regulations.

I understand that use of the Fleet Card is an extension of the employee-employer relationship and that I am required to:

- Complete the web based training for the Fleet Card Program at least every 3 years.
- Abide by all rules and regulations with respect to the Fleet Card.
- Use the Fleet Card only for official government business.
- Notify the LFPC of any problems with respect to usage of the Fleet Card.
- Notify the LFPC immediately if the Fleet Card is lost or stolen.

I also understand that failure on my part to abide by these rules or to otherwise misuse the Fleet Card may result in disciplinary action being taken against me. I also acknowledge the right of the Fleet Card issuing bank and/or NRCS to revoke or suspend my Fleet Card privileges if I fail to abide by the terms of this agreement.

Congratulations!

You have completed the NRCS Fleet Charge Card Program User Certification Course. To receive credit for the course, please complete the course evaluation. Be sure to forward a copy of your completion certificate to your LFPC and supervisor.