



United States
Department of
Agriculture

Office of the
Assistant Secretary
For Administration

Office of
Procurement and
Property
Management

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December 17, 2015

TO: USDA Fleet Card Users

FROM: Paul Walden *Paul Walden*
Chief, Property Management Division

SUBJECT: Mandatory Training and Certification for USDA Fleet Card

This is a reminder that all drivers using the USDA Fleet Card (Wright Express or “WEX”) must review the training material and certify their understanding of USDA’s fleet card policies. This was to have been accomplished by January of this year, according to a memo issued November 14, 2014. However, there still exist a number of fleet card users with active PINs who have not received credit for this training, either because they did not take the training, or they entered the incorrect PIN on the training certification form on the USDA Sharepoint site. This memo will clarify how users may receive credit for the training.

A driver may receive credit for this training in one of three ways:

1. USDA employees who have an eAuth account and access to the USDA network should take the training on the USDA Sharepoint site: <https://www.wcts.usda.gov/FleetCard>. By entering the driver’s correct PIN, a list of certified users will be generated that can be compared to registered PINs in the WEX system. Again, USDA employees with eAuth should use this option.
2. For USDA employees, contractors, and volunteers who do NOT have access to the USDA network, they can read the following training material and complete and return the certification form on the last page to my office.
3. Finally, for those who do not have access to a computer, we will schedule a series of conference calls in early January to review the material. Obviously with the limits of our phone network, we may not be able to accommodate everyone with this option. Therefore it is strongly encouraged that drivers complete the training certification via options 1 or 2.

Failure to complete this training by January 18, 2016 could result in the suspension of your PIN.

As you know, our fleet card was the subject of a recent Office of Inspector General audit, and as a result we are making efforts to ensure any risk of misuse is mitigated. Your compliance is thus greatly appreciated.

USDA Fleet Card User Certification Course

USDA - Wright Express (WEX) Fleet Card Usage Procedures



VEHICLES COVERED UNDER THE USDA- WEX FLEET CARD PROGRAM

Vehicles that are owned or commercial-leased by USDA agencies are covered under the USDA – WEX fleet card. GSA-leased vehicles are NOT included in this program. GSA leased vehicles are covered under the GSA – WEX fleet cards supported by the GSA Fleet Management for support.

COVERED

- ✓ Agency-Owned Vehicles
- ✓ Commercial-leased Vehicles

NOT COVERED

- ✓ GSA-leased Vehicles



The **USDA WEX Fleet Card** is the only card authorized for use to fuel, maintenance and repair and service USDA owned and commercially - leased vehicles. **USDA Purchase Cards (“P-Cards”)** and **Travel Cards** shall not be used.

- **Only one card is issued per vehicle**
- **Card Users are assigned Personal Identification Numbers (PINs)**
 - ✓ **PINs are required for card use.**
 - ✓ **PINs serve as an electronic signature**
 - ✓ **Sharing of PINs is prohibited**
 - ✓ **DO NOT write PINs on cards**
 - ✓ **Lost and or Stolen PINs must be cancelled immediately**



Authorized Use:

The fuel card **CAN** be used to make the following purchases for **USDA owned or commercially leased vehicles**:

- ✓ Fuel - Self-service, regular grade or alternative fuels; mid-grade fuel can be purchased if priced the same as regular grade fuel.
- ✓ Maintenance and Repair
- ✓ Agency authorized roadside assistance to include: towing, battery charging, and emergency tire changing.



Unauthorized Use:

The USDA – WEX Fleet card **CANNOT** be used to make the following purchases and could result in disciplinary action:

- ✓ Fuel, maintenance, or repair services for personal vehicles.
- ✓ Full-service or premium grades of gasoline unless specified by vehicle manufacturer.
- ✓ Food, beverage, alcohol or tobacco products.
- ✓ To pay any State or local traffic or parking violations that are obtained while driving a motor vehicle owned or leased by the Government.



CARDHOLDER MISUSE

Each cardholder will be responsible for the purchases they make and will be required to adhere to applicable laws, rules and regulations, as well as, the policies and procedures set forth in these guidelines. Cardholders are expected to use good and reasonable judgment when making transactions.

Use of the card is a privilege based on trust. The WEX Card is for official business use only. **The purchase of personal or unauthorized goods or services is absolutely prohibited. Misuse of the fuel card may result in disciplinary action up to and including** termination of employment and prosecution to the extent permitted by law.

Card users will be required to reimburse the Department, including sales tax, for any purchases that are found improper or not for official business use.



Before You Start Your Trip

VERIFY that the WEX card matches the Vehicle License Plate you are driving. Fuel cards are assigned to one vehicle and should not be used to fuel or service any other equipment or vehicle.



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BE SURE THE VEHICLE LICENSE
PLATE NUMBER ON THE FUEL CARD
IS THE SAME AS THE NUMBER ON
THE VEHICLE.



WEX ACCEPTING LOCATIONS



Driver inserts card into pump

OR

Attendant swipes card in the
station



OUT-OF-NETWORK LOCATIONS

- ***For out-of-network transactions***
- For any issues with the WEX card at a fuel or service location, call WEX Customer Service at **1.866.885.2802**
- To obtain an authorization for US Fuel and Service Merchants who do not accept the WEX card, simply ***follow the process below:***
 1. Call 1-866-885-2802 for an out-of-network authorization.
 2. Be prepared to provide the following information: Account #, Card #, Expiration Date, Driver ID, Vehicle odometer reading, Product being purchased, Total amount of the transaction and Merchant contact information.
 3. For authorized transactions, WEX Customer Service will provide an authorization number for payment.
- **This process is only valid for those merchants who do not accept the WEX card.**

"That is not a problem.
I am happy to help."



The display at the pump will ask you to input both the six digit PIN # of the driver and the odometer reading of the vehicle.

Be careful that you enter them in the correct order. Some pumps require the PIN # first and others the odometer reading first. Enter the mileage and PIN # as prompted by the screen by pressing the appropriate number keys on the pump keypad, then press **“ENTER”**.



Remember - always do the following:

- Always follow the pump instructions on selecting the fuel type, and pump the gasoline.
- When selecting a fuel site to purchase fuel, take a close look at the fueling stations in your delivery area. Select one that offers the best low GHG fueling options for your vehicle at the best price.
- You may go online at:
 - <http://www.afdc.energy.gov/locator/stations/> for alternative fueling options locally.
 - WEX also has a mobile app to find accepting stations and prices that can be downloaded on your smart phone: <http://www.wexinc.com/wex-mobile/wex-connect>
- Obtain the current odometer in the vehicle before attempting to swipe the WEX fuel card.
- **NEVER SHARE YOUR PIN WITH ANYONE AND DO NOT LEAVE IT WITH THE CARD!** Treat this number like your ATM PIN or Social Security Number.



QUESTIONS?

If you have any questions or concerns, please contact:

- your Local Fleet Program Manager; or
- send an email to FleetCardSupport@dm.usda.gov.



USDA Fleet Card User Certification

(To be used by non-USDA employees who do not have access to USDA's network)

I possess a valid state driver license for the type of vehicle to be driven and will carry it at all times while operating a Government vehicle.

I certify I have read and understand the U.S. Department of Agriculture's fleet policy as described in Department Regulation 5400-006 and in Subpart C "Official Use of Government Motor Vehicle" in the Agriculture Property Management Regulation 110-34 (available on the Office of Procurement and Property Management website: <http://www.dm.usda.gov/pmd/directives.htm>.) Furthermore, I certify that I understand my agency's specific fleet policies. A list of these is available at <http://www.dm.usda.gov/pmd/fleetmgmt.htm>. I understand that administrative or disciplinary actions will occur from Fleet Card misuse. This may include consultation with agency human resources to provide written warning, suspend or revoke charge card privileges, suspend or revoke employee security clearance, or suspend or terminate employment.

OMB Circular 123, Appendix B - Section 4.9 provides examples of potential charge card offenses and remedies or penalties for such offenses. Egregious purchases are most severe when they result in an intentional private gain for the purchaser with little if any benefit to the agency. Agencies must otherwise comply with all applicable law and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case.

I also understand that I am subject to the provisions of 31 US Code § 1349(b) as it pertains to official use of a Government vehicle: "An officer or employee who willfully uses or authorizes the use of a passenger motor vehicle or aircraft owned or leased by the United States Government (except for an official purpose authorized by section 1344 of this title) or otherwise violates section 1344 shall be suspended without pay by the head of the agency. The officer or employee shall be suspended for at least one month, and when circumstances warrant, for a longer period or summarily removed from office."

In the absence of clear guidance, I will ask myself 3 key questions before using a government vehicle:

1. Is the trip or stop for official government business?
2. Do my actions have the potential to create a negative public perception?
3. Is this travel mode most advantageous to the government?

Review the USDA - WEX Fleet Card Usage Procedures here:

<http://www.dm.usda.gov/pmd/Fleet%20card%20training%2014%20mar%202014.pdf>

Complete the information below. Enter your name, agency, email and duty station as it appears in your current Agency HR record.

Last Name

First Name

Middle Initial

EMPLOYED BY/PARTNER WITH USDA AGENCY: _____

EMAIL Address: _____

DUTY STATION: (CITY/STATE): _____

DRIVER PIN:* Enter Numbers Only _____

I certify that I reviewed the USDA Fleet Card Training Materials Referenced Above:

Signature

/Date

Please return to USDA/OPPM/Credit Card Service Center by email to FleetCardSupport@dm.usda.gov or U.S. Postal Mail: USDA/OPPM/CCSC, Attn: Fleet Card Manager, Mail Stop 9302, 1400 Independence Av, SW, Washington, DC 20250