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:

l. 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/Property Management Division by email to FleetCardSupport@dm.usda.gov or U.S. Postal Mail: USDA/OPPM/PMD, Attn: Fleet Card Manager, Mail Stop 9304, 1400 Independence Av, SW, Washington, DC 20250

August 10, 2015