



Rural Development
Business Center

September 11, 2020

Chief Operations
Office

4300 Goodfellow Blvd
Bldg. 105 FC-70
St. Louis, MO 63120

Voice 314-457-4155

TO: All Rural Development Employees

THROUGH: Angilla Denton
Chief Operating Officer /s/ **Angilla Denton**

FROM: Moraima Rivera /s/ **Moraima Rivera**
Chief Enterprise Officer

SUBJECT: Fleet Charge Card Users Annual AgLearn Training

All Rural Development (RD) employees that drive a Government Owned Vehicle (GOV) must be trained in Fleet Charge Card policies and procedures, which is required by the Office of Management and Budget's Circular A-123 (Appendix B – *Improving the Management of Government Charge Card Programs*).

RD employees who utilize GOVs must complete the *2020 Fleet Training User Certification* in [AgLearn](#) by **October 31, 2020**. New employees must take the training within 30 days of their start date and prior to driving any GOV. Drivers of vehicles owned by the Natural Resources Conservation Service (NRCS) also need to take this training.

The Fleet Charge Card Program reduces paperwork and administrative costs when purchasing fuel, maintenance, and supplies for government-owned and commercially leased vehicles. The Federal Acquisition Regulation governs the Fleet Charge Card Program.

The training will reference leased or owned USDA vehicles that use the WEX Fleet Card and General Services Administration (GSA) vehicles that use the GSA WEX Fleet Card.

If you submitted a request to receive an individual WEX PIN and completed the training, please upload your certificate of completion to the [RD Fleet SharePoint](#) site (each state has its own folder). After uploading the certificate, you will receive an e-mail with your individual PIN from the Acting RD Fleet Manager Robert Hill.

If you have any questions, please contact Acting RD Fleet Manager Robert Hill at robert.hill@usda.gov or (202) 720-0306.

EXPIRATION DATE:
September 30, 2021

FILING INSTRUCTIONS:
Administrative/Other Programs