



USDA Fleet Card Coordinators Policy Training

2011 GSA SmartPay® Conference 

Thursday August 18, 2011

9:30 - 10:40 am

The Venetian, Las Vegas: Room # Galileo 903 – 904

Agenda - Discussion Topics

- **Welcome**
- **Introductions: CCSC/Fleet Card Team**
- **Fleet Charge Card Policy**
 - Fleet Charge Card Purpose & Policy
 - Duplicate Cards
 - Fleet Card Usage Logs
 - Fleet Vehicle Cards
 - Fleet Driver Cards
 - Coordinators Responsibilities
 - Drivers/Operators Responsibilities
 - Training Requirements
- **Processes and Procedures**
 - Rejected Fleet Card Requests
 - Hierarchy Request Process



Agenda - Discussion Topics

- Reporting and Oversight
- Federal Automotive Statistical Tool (FAST)
- Federal Motor Vehicle Registration System (FMVRS)
- UNICOR
- Questions



Welcome & Introductions

■ Welcome

■ Introductions: CCSC/Fleet Card Team

- Paul Walden: Chief, Procurement Management Division (PMD)
- James Michael: Alternative Fuel and Fleet Efficiency Program Manager
- Pernell Ridley: Procurement Management Specialist and UNICOR Management
- Frank Hodo: IT & Process Improvement Lead
- Yadira Stamp: CCSC Charge Card, Reporting & Oversight Management (DRT Strategies)
- Merabell Puwo: CCSC Data Support (DRT Strategies)



Fleet Charge Card Policy

Fleet Card Purpose & Policy

Fleet Charge Card Purpose

- To procure fuel and maintenance services necessary to operate and maintain USDA fleet and non-fleet vehicles and motorized equipment.
 - **Examples:** Fuel, Car Wash, Oil Changes, Maintenance, Auto Body Work, Road Assistance, Tires etc...

Fleet Charge Card Policy

- For official Government business only. Under no circumstances is the card to be used for personal purchases.
- Fleet charge card users must obtain approval from their Local Fleet Program Coordinator (LFPC), Regional/Area Fleet Program Coordinator (R/AFPC) or Agency Fleet Program Coordinator (AFPC) as appropriate for maintenance/repair purchases over \$3000.
- **Pool cards.** Fleet charge cards that may be sparingly issued as “pool” cards for emergency situations (e.g., pending receipt of a lost/stolen replacement card) and to accommodate agencies with multiple pieces of equipment, such as, snowmobiles, all-terrain vehicles, chainsaws, and lawn mowers housed at the same location.



Fleet Charge Card Policy

Duplicate Cards

Duplicate Cards

- Per the DR 5400-006: Use of the Fleet Charge Card and Alternative Payment Methods, **“Agencies are to issue only one fleet charge card for each fleet or non-fleet vehicle that requires fuel and maintenance.”** Hence, only one card should exist per tag/pool number.
- Hierarchy transfers cannot be performed in Access Online for Fleet because there are tables with algorithms that matches the tag number, hierarchy and vehicle numbers.
- Agencies that need to transfer vehicles from one location to another will need to submit a new card request to the CCSC to setup the vehicles in the new hierarchy.
- Upon receiving the new cards, Fleet Coordinators must take possession of the old cards **before** handing the drivers the new cards. This will prevent having duplicate cards being used by the drivers.
- Fleet Coordinators must destroy the old cards and mark them **“T9 – Terminated”** in Access Online.



Fleet Charge Card Policy

Fleet Card Usage Logs

Fleet Card Usage Logs

- Agencies are required to keep a log of vehicle, boat, aircraft, and motorized equipment use to ensure a reasonable audit trail documenting vehicle/equipment use. At a minimum, the logs must capture the following information to be considered a “reasonable audit trail” including:
 - Date
 - Driver or fleet card user name
 - Odometer Reading before and after use
 - Beginning and/or ending odometer reading
 - Whether the vehicle was refueled (yes/no)
 - Whether maintenance or repairs were performed (yes/no)
 - Type of fuel acquired*
 - Fuel receipt*

***Note:** Two newly added pieces of information required for FAST reporting.



Fleet Charge Card Policy

Fleet Vehicle Card Request Process

Fleet Vehicle Card Request Process

- The Coordinator completes 'USDA Tag setup' template (an example of a card request is included in the "Transmission" tab of the template).
 - ALL fields highlighted in **Green** are "required".
 - The "Line Of Accounting" must be a **valid value** in AXOL. To ensure accuracy, please copy the 'Line Of Accounting' directly from AXOL and paste the value into the 'CLI DAC' field of the tag setup template.
 - The Processing and Reporting hierarchies must be **valid**, as well as the Company/Level 5 values must match on the request submitted so that the request is not rejected.
 - The Fast Description, Fuel Type, and Standard Identification Number (SIN) values must be entered. Valid values are included in the "Specifications" tab of the 'USDA Tag setup' template.
- The Fleet Coordinator will review the request and email the completed request to ccsc@dm.usda.gov with cc: to yadira.stamp@dm.usda.gov.
- When entering the Credit Limit and Single Purchase Limit please ensure compliance with the Fleet limit policies.



Fleet Charge Card Policy

Fleet Vehicle Card Request Process

Fleet Vehicle Card Request Process, continued

- Card requests submitted via the CCSC will undergo a Quality Assurance (QA) validation on the agency submitted request and if errors are found (e.g. invalid DAC, invalid hierarchy assignment) will return to the submitting Fleet Coordinator for necessary changes and re-submission.
- The DAC must be accurate so as to prevent
 - Risk of rejected transactions in FFIS/FMMI causing account suspension for all cards under the managing account due to delinquency.
 - Risk of interest accrual after 30 days.
- The FAST Description, Fuel Type and SIN must be entered so that they can be used for OMB reporting.
- The QA performed by the CCSC increases the turn-around of card request by an average of 5 days.
 - CCSC processing with QA takes 15-18 business days to receive the card.



Fleet Charge Card Policy

Fleet Vehicle Card Request Process

Fleet Vehicle Card Request Process, continued

- Upon completion of a successful validation review, the CCSC will email a confirmation of receipt to the submitting Fleet Coordinator.
- The CCSC will send a follow-up email notification only in the event that additional errors are identified by the bank (e.g. invalid zip code).
- In the long-term, the short delay in the CCSC card request processing assists in the prevention of larger issues with:
 - Fraudulent account requests
 - Incorrect hierarchy set-ups
 - Invalid DAC



Fleet Charge Card Policy

Fleet Drive Cards

Fleet Driver Cards

- In an attempt to alleviate Merchant Category Code (MCC) blockage issues that the drivers encounter in the field, the CCSC has implemented Driver-Assigned Fleet Cards to be issued to drivers that are experiencing “excessive” MCC blockage issues. (Note: “excessive” means more than 10 times a month.)
- The Driver-Assigned Fleet Card is assigned to an individual driver (e.g. Jane Doe) instead of the vehicle tag number (e.g. A350111).
- Cards will be shipped to drivers’ office address to alleviate issues of incorrect bulk shipping addresses.
- Each new driver card will have all existing MCCs open in addition to the newly added MCCs (listed on the following slide).



Fleet Charge Card Policy

Fleet Driver Cards Criteria

Fleet Driver Cards Criteria:

- One of the following criteria must be met in order to be issued a Driver-Assigned Fleet Card:
 - Ten (10) or more overrides are performed monthly and/or if the Driver uses his/her purchase card 10 or more times a month for fleet purchases.
 - The employee orders license plates through UNICOR for his/her agency. These employees will be issued a separate Driver-Assigned Fleet Card which will only have the MCC for UNICOR opened to it.
 - Case-by-case exceptions submitted to the Department from the Agency Fleet Program Coordinator with justification.

MCC LIST				
763	5046	5199	5732	7311
1711	5047	5200	5941	7393
1731	5072	5211	5943	7394
1799	5085	5310	5950	7399
2741	5099	5399	5969	7999
5044	5111	5411	5999	8999
5045	5169	5712	7299	9399



Fleet Charge Card Policy

Vehicle Cards vs. Driver Cards

Fleet Vehicle Cards

- Fleet Vehicle Cards are associated with the Fleet tag number.
- Fleet information, such as Year/Make/Model, VIN#, Description are required for Vehicle Cards.
- Vehicle Cards are bulk shipped to the Bank Hold address.
- Fleet Coordinator must complete the Government A/OPC WBT and must be setup as “PAGC_APC-LACP” in AXOL to review all accounts under their hierarchy.
- No signature required for transactions incurred with the use of the Vehicle Card.
- Limited MCCs available for the Vehicle Card.
- Fleet Coordinator must call U.S. Bank Customer Service to override declines due to blocked MCCs. No MCCs can be added for Vehicle Cards.

Fleet Driver Cards

- Fleet Driver Cards are assigned to the Driver or Fleet Coordinator.
- Cardholder information, such as Cardholder Name, Driver License Number, State Issued, Expiration Date are required for Driver Cards.
- Driver Cards are shipped to the Cardholder Office address.
- Driver Cards cardholders must complete the Cardholder WBT and must be setup as Cardholders (USDA CH) in AXOL to review and reallocate their transactions.
- Cardholder must sign at the Point of Sale (POS) when using the Driver Card.
- All existing MCCs are available for Driver Cards in addition to the newly added MCCs (listed on the previous slide).
- New MCCs can be added for Driver Cards at any time.

Fleet Charge Card Policy

Fleet Vehicle and Driver Card Requests

New Card Requests via AXOL

- New card requests setup in AXOL ensures accuracy only of the values entered in the required fields. AXOL does not have functionality to validate information from online submissions across the board, particularly on cardholders that perform dual roles.
- Because the system does not validate non-required field entry values, Fleet Coordinators are able to either leave the fields blank, or enter incorrect information in those fields.
- AXOL does not have an online functionality for new hierarchy setups.

New Card Requests via CCSC

- New card requests submitted to the CCSC will undergo a Quality Assurance (QA) validation on all values entered in all required fields, including the hierarchy and the line of accounting listed.
- The CCSC also ensures accuracy of the data entered in the fields that the USDA OPPM-PMD mandated as required fields, such as the Optional 1 (Available in FAST – Y/N?), Optional 2 (Fuel Type), Fast Description and SIN.
- The CCSC sends an email confirmation of approval and submits the request to the U.S. Bank for processing and card issuance.
- The CCSC ensures tracking of all card and hierarchy requests by date and maintains the record of the requestor and a signed copy of the request form for audit purposes.



Fleet Charge Card Policy

Coordinators Responsibilities

Coordinators Responsibilities

● AFPC Duties

- Provide oversight of the fleet charge card usage.
- Implement agency-unique fleet policies and procedures as needed.
- Participate in meetings with the CCSC to address fleet charge card issues and/or problems.
- Assign R/AFPCs as needed to support the program in their agency.
- Assign LFPCs to handle the day-to-day fleet charge card operations.
- Establish R/AFPCs and LFPCs in Access Online (AXOL).
- Ensure that R/AFPCs and LFPCs are certified on the policies and procedures associated with the Fleet Charge Card Program.



Fleet Charge Card Policy

Coordinators Responsibilities

Coordinators Responsibilities

● AFPC Duties, continued

- Ensure that R/AFPCs/LFPCs are trained on AXOL.
- Ensure managers/offices/drivers maintain a use log or record for all fleet usage.
- Provide the DPM with an annual report that includes the information established in the Annual Reporting section of the regulation.
- Ensure that agency policy and procedures are followed regarding purchases for maintenance or repairs valued over \$3000.

● R/AFPC Duties

- Manages the Fleet Charge Card Program in his/her area.
- Reports to the AFPC on fleet charge card issues.
- Oversees the LFPCs in his/her area.



Fleet Charge Card Policy

Coordinators Responsibilities

Coordinators Responsibilities

● LFPC Duties

- Maintain fleet charge cards in AXOL.
- Notify the bank immediately of any lost/stolen/damaged fleet cards.
- Mark transaction as disputed in AXOL, when erroneous charges are posted to an account.
- Monitor fleet charge card purchases for fraud, waste, or abuse.
- Ensure fleet charge card users are following agency policy and procedures for maintenance and repair purchases valued over \$3000.
- Ensure managers/offices/drivers maintain a use log or record for all fleet usage.
- Report any misuse, fraud, or abuse of the fleet charge card to the appropriate officials
- Ensure appropriate officials maintain receipts for all fleet charge card or alternative payment methods for a minimum of one calendar year.
- Notify the bank of declined transactions (i.e. suspended account, MCC, etc...)



Fleet Charge Card Policy

Drivers/Operators Responsibilities

Drivers/Operators Responsibilities

● Drivers/Operators

- Enter an accurate odometer reading at the pump when prompted.
- Submit a receipt for all purchases made with a fleet charge card or alternative payment method.
- Provide the LFPC the following information if a receipt is not available:
 - Odometer reading
 - Number of gallons
 - Cost per gallon
 - Type of fuel
 - Total Cost
 - Description of the maintenance/repair
- Obtain approval for all maintenance and repair transactions over \$3000 or your agency-specific dollar value.



Fleet Charge Card Policy

Training Requirements

Training Requirements for Fleet Coordinators and Drivers/Operators

- AFPCs and Fleet Coordinators at all levels are required to become certified on the fleet charge card policy through US Bank's web-based training (WBT), which includes a fleet policy module and certifying exam.
- AFPCs must report to the Charge Card Service Center (CCSC) that their Fleet Coordinators have completed the WBT and are certified on the Fleet Policy.
- Upon completion of the WBT, AFPCs should setup the Fleet Coordinators user profiles in AXOL in **System Administration → User Profile → Setup a new user**.
- Driver/Operator training is optional for Vehicle cards issuance.
- Training is required for Driver cards issuance to the Fleet Coordinator or to the Driver/Operator's name. The Cardholder must complete the cardholder WBT and should self register their cardholder account in AXOL. The cardholder should review and reallocate the transactions in their Transaction Management List.



Fleet Charge Card Policy

Training Requirements

Web-based Training (WBT) Passwords

- The CCSC emails all Coordinators the Web-based Training (WBT) passwords for AFPCs, R/AFPCs, LFPCs (A/OPC) and Drivers/Operators (Cardholder) trainings.
- If you have any questions or do not have the latest passwords, please contact the CCSC at ccsc@dm.usda.gov.

To access WBT, go to: <https://wbt.access.usbank.com/>.



Processes & Procedures

Rejected Fleet Card Requests

- Transactions will not be sent to Foundation Financial Information System (FFIS) or Financial Management Modernization Initiative (FMMI) for payment unless the accounting is valid. If the Default Accounting Code (DAC) is invalid and the transaction posts to the transaction, but the Fleet Coordinator re-allocates the transaction to a valid accounting code, then the transaction will be forwarded to FFIS/FMMI for payment. However, subsequent transactions will not be forwarded to FFIS/FMMI for payment until the DAC is corrected or the transaction accounting is reallocated. It is imperative that the DAC submitted with a new card requests is accurate to prevent the risk and hassle of all accounts under a managing account getting suspended due to delinquency and transactions accruing interest after 30 days.
 - From October 1, 2010 to July 31, 2011, the total number of Fleet cards submitted to the CCSC was 8189 and the number of rejected by the CCSC was 3222.** For FY11, to-date, the CCSC has flagged **40%** of the card requests submitted for errors such as invalid accounting and invalid hierarchy values.
 - The quality check by the CCSC for valid accounting and hierarchy values prevents the risk of new cards being issued by U.S. Bank with invalid accounting which would prevent payments on transactions made on the account leading to suspension of the newly issued account.

Period Dates	# Fleet Cards Requested via the CCSC	# Fleet Cards Requests Rejected by CCSC	% of Card Requests Rejected
10/1/10 to 12/31/10	2160	708	33%
1/1/10 to 7/31/11	6029	2514	42%
Total	8189	3222	40%



Processes & Procedures

Hierarchy Request Process

Hierarchy Request Process

● Mismatch Hierarchies

● Processing vs. Reporting

- Vehicles/Hierarchy Transfers
- Hierarchy transfers cannot be performed for Fleet because there are tables with algorithms that matches the tag number, hierarchy and vehicle numbers. When a hierarchy transfer is performed, the account number is no longer associated with the correct vehicle or driver information, service indicators, prompts, etc. The back data and history on the account under the old hierarchy automatically gets wiped out and is not carried over to the new hierarchy. Because of this, a new Fleet card request must be submitted to the CCSC with the correct Processing and Reporting (matching) hierarchy for all existing cards with mismatch hierarchy.



Processes & Procedures

Hierarchy Request Process

Hierarchy Request Process, continued

● Bank Hold and Managing Account

- Vehicle Cards are only shipped to the Bank Hold address associated with the Managing Account (i.e., LFPC) of the hierarchy on the new card setup.
- The address listed on the card request form should be the Garage address (i.e. address where the vehicle is housed which can be different from the Bank Hold address). The card will not be shipped to the address on the card request form unless it is the same as the Bank Hold address.
- In order to change the Bank Hold address, the Point of Contact (POC) Maintenance Form – Fleet 8201 should be completed and the “Bank hold – Yes, plastic delivery needs to be changed to new contact above” box must be checked. The POC Maintenance form, must be completed, signed, and faxed to U.S. Bank at the number listed at the bottom of the form.
- If the Bank Hold address change is due to a change in LFPC, then the “Managing Account changing to new contact above” box must also be checked and the new LFPC information must be entered in the “Information to be changed” section of the form.
- If the Bank Hold address is not changed before submitting the card request, the LFPC/AFPC runs the risk of the fleet cards being bulk shipped to the wrong address, which results in lost cards.



Processes & Procedures

POC Maintenance Form Fleet - 8201

POINT OF CONTACT MAINTENANCE FORM FLEET - 8201		 GOVERNMENT SERVICES
Instructions		
1. Complete all fields as they are REQUIRED unless noted as (optional) 2. Please fax all the pages to 701-461-3466 or 1-866-457-7506		
Type of Contact		
<i>Please choose one:</i>		<i>Please choose one:</i>
<input type="checkbox"/> Primary <input type="checkbox"/> Alternate		<input type="checkbox"/> LFPC/FM <input type="checkbox"/> AO <input type="checkbox"/> A/OPC
<i>Select Action:</i>		
<input type="checkbox"/> Add new contact <input type="checkbox"/> Delete contact under levels listed below only <input type="checkbox"/> Replace contact <input type="checkbox"/> Delete contact – This person is no longer in this position		
Information to be changed		
Name of Previous Contact _____ (This person will be changed or deleted)		
New Contact Last Name _____ (max. 20 char.)		
New Contact First Name _____ (max. 20 char.)		
Agency /Organization Name _____ (max. 30 char.)		
Address 1 _____ (max. 30 char.)		
Address 2 (optional) _____ (max. 30 char.)		
City _____ (max. 15 char.) State _____ (2 char.) Zip _____ - _____ (max. 9 char.)		
Country _____ (max. 10 char.)		
Phone Number _____ (max. 22 char.) Fax Number _____ (max. 17 char.)		
Email Address _____ (max. 60 char.)		
Additional Changes (optional)		
<input type="checkbox"/> Bank hold - Yes, plastic delivery needs to be changed to new contact above		
<input type="checkbox"/> Managing Account changing to new contact above Managing Account # _____		
Processing Levels		
Agent Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Company Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reporting Levels (Please list the levels this person is authorized to maintain)		
Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____		
Level 5 _____ Level 6 _____ Level 7 _____		* If contact changing at multiple levels, please attach a list.
Form Submitted by	For U. S. Bank Government Services use only	
Signature _____	Rec'd Date _____ Input Date _____	
Print Name _____	Completed by _____	
Phone _____	Review Date _____ Reviewed By _____	
Fax _____	Reject Date _____	
Date Submitted _____	Reject Reason <input type="checkbox"/> Incomplete (missing information circled or highlighted) <input type="checkbox"/> Other _____	
FAX REQUEST TO 701-461-3466 or 1-866-457-7506		
OR MAIL REQUEST TO: U.S. BANK GOVERNMENT SERVICES – PO BOX 6347 – FARGO, ND 58125-6347 CUSTOMER SERVICE PHONE NUMBER 1-888-994-6722		
POCMAIN - 2/10 1 of 1		



Reporting and Oversight

Reporting and Oversight:

● Standard AXOL Reporting

No.	Name of Report	Report Description	How to Run the Report
1	Account List Report	This Report provides frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.	Reporting, Program Management, Administration, Account List
2	Declined Transaction Authorizations Report	This report provides details of declined transaction authorizations information along with related account and merchant information.	Reporting, Program Management, Administration, Declined Transaction Authorizations
3	Transaction Detail Report	This report provides detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.	Reporting, Financial Management, Transaction Management, Transaction Detail
4	Fleet Activity Detail Report	This report shows Fleet product summary and fleet transaction activity data including fuel, tax and line item detail for fleet enabled merchants.	Reporting, Financial Management, Transaction Management, Fleet Activity Detail
5	System User List Report	This report provides Information about user IDs and associated user profile information including a list of user hierarchy access and user functional entitlements.	Reporting, Administration, User Management, System User List
6	Flex Data Report	This report allows users to sort/filter data as needed to come up with optimal reports to fit specific agency needs, through a customizable report that can be saved.	Reporting, Administration, Flex Data Reporting



Federal Automotive Statistical Tool (FAST)

Federal Automotive Statistical Tool (FAST)

- Federal Transportation related legislation requires the Office of Procurement and Property Management to report annually U.S. Department of Agriculture vehicle inventory totals, budget information, and fuel usage to the Department of Energy, Energy Information Administration, Office Management and Budget, and the General Services Administration through the Federal Automotive Statistical Tool (FAST).
- The reported information is sent to Congress to review each agency's motor vehicle profile and to determine if resources are properly being used.
- FAST provides motor vehicle data used to report USDA's effectiveness in acquiring alternative-fuel vehicles and using alternative fuel.
- It is imperative that each agency provides the garage location (city, state and zip code) of each of their vehicles.



Federal Automotive Statistical Tool (FAST)

Federal Automotive Statistical Tool (FAST), continued

- FAST re-opens on October 1, 2011 and closes December 1, 2011. All agencies must upload the required vehicle inventory data during this time.
- Data must be uploaded into FAST using upload templates that can be downloaded from FAST.
- A separate upload template should be complete for each of the following data sections:
 - FY 2009 Actual Vehicle Inventory
 - FY 2009 Actual Vehicle Acquisitions
 - FY 2010 Planned Acquisitions
 - FY 2011 Projected Acquisitions
 - FY 2012 Forecasted Acquisitions
 - FY 2010 Planned Disposals
 - FY 2011 Projected Disposals
 - FY 2012 Forecasted Disposals



Federal Motor Vehicle Registration System (FMVRS)

Federal Motor Vehicle Registration System (FMVRS)

- The purpose of the Federal Motor Vehicle Registration System (FMVRS) is to assist law enforcement in the tracking of government-operated vehicles.
- The system allows federal agencies to bridge that gap between law enforcement entities and government field employees.
- How the System Works
 - Once tags are ordered from UNICOR and vehicles are ordered from GSA Auto Choice, the vehicle information is automatically transferred into FMVRS. However, the agencies must enter the system to link the information together in order for the vehicle record to be complete.
- Updating Vehicles
 - AFPC duties: Setup up users and Change the Bureau Codes for License Plate Orders.
 - LFPC duties: Update missing vehicle information and Assign License Plate to VIN.



UNICOR

UNICOR

- The Property Management Division (PMD) under the Office of Procurement and Property Management (OPPM) has implemented a License Plate Ordering Process that has eliminated the use of the Beltsville Service Center as the central location for ordering tags.
- Agencies' Fleet Managers have access to the LPS and may designate other agency users that will access the LPS for tag ordering.
- Once agencies' designate their users to PMD, PMD will submit those names to UNICOR for access to the LPS.
 - UNICOR requests must include the name, email address, address and telephone number of the person that access is being requested for.
 - Requests must be sent in by the AFPC to Pernell.Ridley@dm.usda.gov.
 - Requests take 1-3 days to be processed.
 - Reminder: Please refrain from sending in duplicate requests.
- UNICOR will send an email to the users letting them know that their system access has been granted.



UNICOR, continued

- Users may then log into the LPS and order tags as needed.
- Orders can be paid directly with a Driver Card or by overriding the transaction on the Fleet Card.
- UNICOR will manufacture and ship the tags so that they are delivered within 20 business days.
- Replacement License Plates:
 - A replacement tag should ONLY be ordered to replace current identifiable plates that do not have an expiration date on them. This was mandated for all government vehicles to have license plates that have expiration dates by October 1, 2011.
 - Keep in mind that it is Federal/USDA policy that in the case of a lost/stolen license plate, that plate number is not to be reused, as it will cause confusion in determining the whereabouts of the legitimate plate.
 - Agencies can determine their own replacement schedule as long as it adheres to the October 2011 deadline.
- The USDA License Plate Ordering Guide is available for additional information.



Questions





Additional information on the **Charge Card Service Center** including News, Notices, POC Lists, Guides & Reference Materials, Training Information, etc... can be accessed at <http://www.dm.usda.gov/procurement/ccsc/>.