



Rural Development
Business Center

September 24, 2020

Chief Enterprise
Office

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TO: State Directors
Agency Administrators
Business Center Leaders
Chief Innovation Officer
Director of Office of External Affairs
All Rural Development Employees

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

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

SUBJECT: USDA Vehicle Sharing Initiative

We are excited to announce the implementation of USDA Vehicle Sharing. This initiative has been a significant effort for the past several months and will be instrumental in maximizing the utilization of USDA assets.

Rural Development (RD) finalized a vehicle sharing agreement with the USDA Farm Production and Conservation (FPAC) agencies and the Office of the Chief Information Officer (OCIO), which was effective September 1, 2020. This agreement allows RD and FPAC to utilize each agency's Government Owned Vehicles (GOV).

One of the most important features of USDA's vehicle sharing is the online reservation system, the [Vehicle Management Tool \(VMT\)](#). In Fiscal Year (FY) 2018, FPAC developed this system to standardize vehicle scheduling and usage reporting for all Government vehicles. With the implementation of this new system, RD staff will discontinue any manual tracking or logs currently in use for GOV. The VMT will be the **only** system to reserve RD and FPAC vehicles. It will replace any localized reservation system that RD offices previously used. The Local Point of Contact (Associate Enterprise Director/Management and Program Analyst) for your area will notify you when the link becomes active.

EXPIRATION DATE:
September 30, 2021

FILING INSTRUCTIONS:
Administrative/Other Programs

Leased Vehicles (license plate begins with “G”)

- Agency leased vehicles have a government credit card assigned to them
- When drivers put fuel into the vehicle, they will enter the PIN associated with the individual vehicle
- The PIN is the numerical portion of the license plate tied to the vehicle

Owned Vehicles (license plate begins with “A”)

- Agency owned vehicles have a government credit card assigned to them
- Employees will need an individual WEX PIN number to fuel the vehicle or pay for maintenance

Note: Each state will receive notification in a separate e-mail regarding employees identified to receive new individual WEX PINs.

The VMT tracks all General Services Administration (GSA) and RD owned vehicles. Other USDA employees cannot reserve General Field Representative’s (GFR) vehicles and RD owned vehicles, but we track them in VMT. GFR’s will use the VMT to report mileage and use of their GSA vehicles through the “Report After Use” feature.

The RD Fleet Team will be hosting four regional trainings. These trainings will cover vehicle sharing and use of the online system. Employees will participate using Microsoft Teams. Recorded sessions will be available if you are unable to attend.

VMT Scheduled Training Sessions by Regions:

Employees must register in [AgLearn](#) to receive credit for attending. Click on the [AgLearn](#) link associated with your region below to register for the upcoming training.

East Region	South Region	Midwest Region	West Region
DE/MD, ME, VT/NH, MA/CT/RI, NY, NJ, PR, WV, VA	AR, AL, FL, KY, OK, LA, MS, NC, PR, SC, TX	IA, IL, IN, ND, NE, KS, MI, MN, MO, OH, SD, WI	AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, WA, WY, UT
October 7 2:00 to 4:00 EST	October 14 2:00 to 4:00 EST	October 21 2:00 to 4:00 EST	October 28 2:00 to 4:00 EST
East Region AgLearn Link	South Region AgLearn Link	Midwest Region AgLearn Link	West Region AgLearn Link

***NOTE:** Due to the large number of attendees for these sessions, we are recommending that staff only attend the training for their specific region. If you are not able to attend the scheduled training identified for your region, links to the recordings will be available on the [OneRD](#) portal.

Persons with disabilities who require reasonable accommodations to participate in this event should contact Evette Jones at evette.jones@usda.gov or (770) 253-2555, Ext. 105 no later than October 2, 2020.

There are several YouTube videos that you can watch in advance of the training sessions RD plans to host.

Below are links to useful videos on the [Vehicle Management Tool \(VMT\)](#):

- [VMT Customer Training](#)
- [VMT Introductions](#)
- [VMT How to reserve a vehicle](#)
- [VMT Modify a Reservation](#)
- [VMT Return a Vehicle](#)
- [VMT Report After Usage](#)

Please direct questions to the following individuals:

VMT system

Robert Hill at robert.hill@usda.gov or (202) 720-0306

Fleet Sharing

Nicole Schindler at nicole.schindler@usda.gov or (202) 720-7817