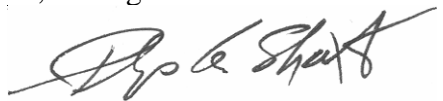


For: State and County Offices

Motor Vehicle Reporting Requirements

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA is required to submit a annual report to USDA detailing the Agency’s vehicle inventory data and fuel usage. The captured information is reported by USDA to the Department of Energy and GSA. A final report is then transmitted to OMB and Congress to ensure that FSA is in compliance with Executive Order 13149, Greening the Government. Guidance about vehicle inventory data and fuel usage reporting requirements is provided in 30-AS and 31-AS.

B Purpose

This notice:

- reminds State and County Offices about the annual vehicle inventory data and fuel usage reporting requirement
- provides guidance for submitting completed reports
- provides an extension for State and County Offices that have not met vehicle reporting requirements for this year.

Disposal Date	Distribution
April 1, 2010	State Offices; State Offices relay to County Offices

2 Reporting Information

A Extending Deadline

The State and county vehicle reporting submission dates were August 31 and August 1 respectively. State and County Offices that have not complied with the requirements of 30-AS and 31-AS are granted an extension.

B Submitting Reports

State Offices shall:

- complete a separate FSA-873 (Report No. MS-589R) for each vehicle
- collect a separate FSA-873 for each vehicle located in a County Office
- submit all FSA-873's to MSD by September 30, 2009.

County Offices shall:

- complete a separate a FSA-873 for each vehicle
- submit the information to the State Office by September 25, 2009.

C Contact Information

State Offices that require additional reporting time, assistance, or clarity shall contact Lisa Fyall, MSD, by either of the following:

- e-mail to lisa.fyall@wdc.usda.gov
- telephone at 202-720-1583.

If Lisa Fyall is not available contact Tarah Murphy, MSD, by either of the following:

- e-mail to tarah.murphy@wdc.usda.gov
- telephone at 202-690-2501.