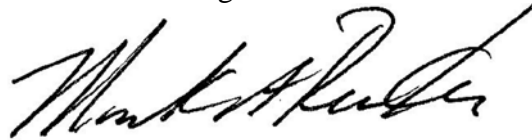


**For:** State Offices

**District Directors (DD's) and County Operations Reviewers (COR's)  
Authorized to Use GOV for Home-to-Work (HTW) Transportation**

**Approved by:** Deputy Administrator for Management



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**1 Overview**

**A Background**

USDA Office of Procurement and Property Management (OPPM) has approved DD (GS-1101) and COR (GS-343) as positions designated to perform field work authorized to use government vehicles for official purposes to and from an employee's residence. Therefore, DD and COR may be authorized to use government vehicles for HTW transportation as applied to FSA field work.

**B Purpose**

This notice

- identifies DD and COR actions to request HTW, and
- provides guidance on procedures to request HTW.

**C Contact Information**

State offices that require additional information must contact either of the following in the MSD, Property Branch, Personal Property Management Section:

- Paige Haggins by either of the following:
  - e-mail to **paige.haggins@wdc.usda.gov**,
  - telephone at 202-720-2827
- Charles King by either of the following:
  - e-mail to **charles.king@wdc.usda.gov**, or
  - telephone at 202-440-3008.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2017	State Offices

## Notice AS-2295

### 2 HTW Guidelines

#### A Authority for HTW

The following provides the authority for DD's and COR's to use government vehicles for HTW.

- DR 5400-005 authorizes HTW for occupations/positions approved for field work by the Secretary. Approved occupations/positions are listed in DR 5400-005, Appendix A.
- On June 28, 2011, Office of General Council (OGC) provided a response memorandum stating job series DD GS 1101 and COR GS 0343 warrant classification as field work.
- On March 5, 2012, OPPM sent correspondence stating that the DD and COR job series would be added to DR 5400-005, Appendix A.

#### B Requesting HTW

DD or COR must request approval for HTW according to the following:

- submit AD-728 to their State Executive Director (SED) for consideration and approval,
- approved request will be valid for each calendar year from January to December or end of assignment to duty position of DD or COR
- denied requests may be forwarded to DAFO, with a copy to MSD, for reconsideration, and
- for compliance with USDA guidance, e-mail a copy of approved or denied AD-728 to MSD using the contact information in subparagraph 1 C.

#### C SED Assessment and Approval for HTW

SED's must consider the following guidance when assessing and approving the need for HTW.

- If DD or COR is engaged in fieldwork and if approval of HTW will facilitate fieldwork,
- If there is available alternative parking located at a government site,
- Ensure the approval of HTW promotes the efficiency of FSA operations and is not for the personal convenience of the employee,
- If the employee's residence is greater than 20 miles from the employee's ODS or alternative parking, and
- Any other justifiable criteria.