

**U.S. DEPARTMENT OF AGRICULTURE  
 FARM PRODUCTION AND CONSERVATION MISSION AREA  
 BUSINESS CENTER  
 WASHINGTON, DC 20250**

FSA Notice AS-2330

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| <b>FPAC NOTICE</b>  | NUMBER:<br>FPAC-N 5400-005             |
| SUBJECT: Farm Production and Conservation (FPAC)<br>Home-to-Work Reporting                      | DATE:<br>June 20, 2019                 |
| APPROVING OFFICIAL: Thomas W. Christensen,<br>Deputy Chief Operating Officer, Business Services | EXPIRATION DATE:<br>September 30, 2019 |

1. PURPOSE

This notice provides guidance on reporting FY 2019 home-to-work (HTW) information to the FPAC Business Center’s Management Services Division (MSD).

2. BACKGROUND

The USDA Office of Procurement and Property Management (OPPM) is required to report to Congress quarterly concerning owned and leased government vehicles that are used for transportation between an employee’s residence and workplace. All HTW situations, regardless of the length of time that HTW is properly approved and used, must be reported to the Department.

Home-to-Work policy is found in Departmental Regulation (DR) 5400-005, “Use of Government Vehicle for Home-to-Work.” Supervisors who oversee employees making use of the HTW authorization should read this DR. This DR can be accessed at:

[https://www.ocio.usda.gov/sites/default/files/docs/2012/DR5400-005\\_0.htm](https://www.ocio.usda.gov/sites/default/files/docs/2012/DR5400-005_0.htm).

**With one key exception, all HTW situations must be approved directly by the Secretary of Agriculture.** The Secretary has preapproved certain occupational series to use HTW performing “field work,” which is defined by the DR as “Official work performed by an employee whose job requires the employee’s presence at various locations that are at a distance from the employee’s place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or use outside that area) or at a remote location that is accessible only by Government-provided transportation.” To view the list of positions which are preapproved to utilize HTW for field work, refer to Appendix A to DR 5400-005.

**Note:** The Farm Service Agency (FSA) has received special Departmental approval to allow District Directors and County Operations Reviewers to use HTW for field work, even though these two positions are not listed in Appendix A to DR 5400-005.

In accordance with the DR, HTW for field work must only be authorized when the HTW “substantially increases the efficiency and economy of the Government.” HTW must not be authorized for the employee’s own personal convenience or benefit.

The three FPAC agencies have used different HTW approval levels in the past. This notice grants FSA State Executive Directors (SED's), Natural Resources Conservation Service State Conservationists, and Risk Management Agency Regional Directors, or their equivalents such as Center Directors, the ability to approve HTW for field work, regardless of the length of time the HTW will be used. However, HTW requests can only be approved for up to one calendar year. Long term HTW requests must be approved again at the end of each one-year period. Approval levels for HTW may be changed in forthcoming FPAC policy for greater efficiency, effectiveness, and consistency.

### 3. PROCEDURES FOR HTW REPORTING

FPAC agencies must report all HTW occurrences to the Department on a quarterly basis. On June 5, 2019, the Department notified all USDA agencies that they were requiring HTW reports for the second and third quarters of FY 2019 by July 8, 2019. Second quarter HTW reporting was postponed until now due to the partial government shutdown. Each SED, State Conservationist, or equivalent director must submit all HTW that occurred between January 1, 2019, and June 30, 2019, to MSD on the HTW Reporting Spreadsheet by July 2, 2019. This short deadline is necessary due to the Department's recent issuance of their July 8, 2019, deadline. All HTW situations, regardless of duration, must be reported on the spreadsheet. Continuous/long-term HTW approvals must be submitted in addition to short-term, intermittent situations. Email responses to Alita Jordan at [alita.jordan@usda.gov](mailto:alita.jordan@usda.gov) with a copy to Paige Haggins at [paige.haggins@usda.gov](mailto:paige.haggins@usda.gov).

FSA offices typically submitted HTW information to FSA headquarters at the beginning of each calendar year. As HTW reporting was delayed this year, FSA offices are to respond to this data request to meet their yearly HTW reporting requirement.

When completing the HTW Reporting Spreadsheet, choose the appropriate category from the "Reason" drop-down menu for the HTW use. In accordance with the DR, all HTW use for purposes of emergencies or compelling operational considerations must be directly approved by the Secretary. The only category of HTW that may be approved by the FPAC agencies is use for field work, as defined by the DR. Furthermore, only employees in the occupational series listed in the DR (with the exception for FSA explained above) are allowed to use HTW under the field work definition. Accordingly, the reason selected for all or most HTW situations must be bonafide "Field Work." Any reason other than field work to the advantage of the government requires approval directly from the Secretary of Agriculture. The HTW Reporting Spreadsheet is available at [https://usdagcc.sharepoint.com/sites/nrcs\\_mgmtacquisitionsdiv/PPSB/PPSBCustomerGuide/FPAC%20HomeToWork/Forms/AllItems.aspx](https://usdagcc.sharepoint.com/sites/nrcs_mgmtacquisitionsdiv/PPSB/PPSBCustomerGuide/FPAC%20HomeToWork/Forms/AllItems.aspx).

This notice is also providing advanced notice that the data call for the fourth quarter of FY 2019 will occur sometime after October 1, 2019. This data call for the fourth quarter will be issued directly to the field by the MSD Personal Property Management Branch (PPMB).

Even though Form AD-728 is required to document every instance of HTW, those forms are not being collected at this time. However, offices must keep those forms on file in case they are requested in the future or needed for audit or investigation purposes.

#### 4. CONTACT

Questions about this notice should be directed to either of the following:

- (1) Adam Stiegelmeier, MSD PPMB Fleet Support Section Chief, by telephone at 515-323-2204 or email to [adam.stiegelmeier@usda.gov](mailto:adam.stiegelmeier@usda.gov)
- (2) Scott Berklacy, FPAC Fleet Manager, by telephone at 202-619-8519 or email to [scott.berklacy@usda.gov](mailto:scott.berklacy@usda.gov).

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