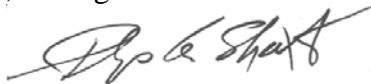


For: State and County Offices

**Submitting AD-728, Request and Authorization for Home to Work Transportation**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

DR 5400-005 established the Secretary’s policy, procedures, and approvals for using Government-provided vehicles for home-to-work transportation. Employees are allowed to use Government-provided vehicles for transportation to and from work **only** when that use is according to DR 5400-005 and has been approved on AD-728 (Exhibit 1).

**B Purpose**

This notice:

- reminds State and County Offices of the policy and procedures in DR 5400-005
- requests submission of AD-728 for **each** driver of FSA Government-provided vehicle who uses the vehicle for home-to-work transportation, to MSD for review and approval no later than **February 23, 2011**.

**Note:** AD-728’s previously submitted will **not** be accepted. AD-728’s **must** be resubmitted according to instructions in this notice.

**C Contact Information**

State Offices that require additional reporting time, assistance, or clarity shall contact Diane Cudd, by either of the following:

- e-mail to **diane.cudd@wdc.usda.gov**
- telephone at 202-690-1061.

If Diane Cudd is **not** available, contact James Burns, MSD, by either of the following:

- e-mail to **james.burns@wdc.usda.gov**
- telephone at 202-720-7745.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2011	State Offices; State Offices relay to County Offices

## Notice AS-2210

### 2 Policy and AD-728's

#### A Policy

Using Government-provided vehicles between an employee's residence and his/her place of employment shall be limited to the following:

- the Secretary of Agriculture
- employees engaged in field work as defined in DR 5400-005, Section 4

**Note:** The field work exception may **not** be used when the employee normally commutes to a fixed location, no matter how far removed from his or her official duty station.

- use is in response to a highly unusual circumstance that presents a clear and present danger, when emergencies exist, or when other compelling operational considerations make such transportation essential to the conduct of official business
- employees engaged in criminal law enforcement and Office of the Secretary Executive Protection Detail duties when the use is essential for the safe and effective performance of those duties.

#### B Submitting AD-728's

State Offices shall complete a separate AD-728 for **each** driver who currently drives an FSA Government-provided vehicle from home-to-work transportation and submit to Diane Cudd, MSD, for evaluation and approval, no later than **February 23, 2011**, by either of the following:

- e-mail to **diane.cudd@wdc.usda.gov**
- FAX to 202-690-0917.

Approved AD-728's will be forwarded to OPPM for review and approval by the Secretary's Office. MSD will notify State Offices of approvals or denials received as quickly as possible.

**Note:** Ensure that submitted AD-728's are justified for home-to-work transportation **only** when such use will substantially increase the efficiency and economy of the Government. The comfort and convenience of an employee shall **not** be considered as justifications for authorization.

## Notice AS-2210

### 2 Policy and AD-728's (Continued)

#### C Exceptions to Submitting AD-728's

AD-728's do **not** have to be submitted when the:

- Government-provided vehicle is used by an employee on official travel to perform temporary duty assignments away from their designated or regular place of employment
- employee's residence is **his/her official duty station** and a record is on file showing SED's approval.

**Note:** A copy shall be sent to Diane Cudd, MSD, by either of the following, if there is a change in duty assignment or employee's residence/official duty station:

- e-mail to **diane.cudd@wdc.usda.gov**
- FAX to 202-690-0917.

Example of AD-728

<b>Form AD-728 (Rev. 12/88)</b>	
<b>REQUEST AND AUTHORIZATION FOR HOME TO WORK TRANSPORTATION</b>	1. AGENCY FSA
3. NAME OF EMPLOYEE JOHN M. BROWN	2. ORGANIZATIONAL UNIT ILLINOIS STATE OFFICE
5. RESIDENT ADDRESS 475 Maple Avenue, SW Your Town, ST 12345	4. OCCUPATION OR TITLE SUPV DISTRICT DIRECTOR (1101)
6. OFFICIAL STATION Jones County FSA Office 937 Tulip Lane Bulla, ST 12354	
<b>7. DISTANCES TRAVELED FROM:</b>	
a. Residence to Office. <u>36 miles</u> b. Residence to nearest Government or Commercial storage facility offering service during required hours. <u>15 miles: Rogers FSA Ofce</u> c. Daily tour of duty - Give each location starting with first departure ( <i>Home or office, plant, establishment, etc.</i> ) and mileage between each point. i.e. Home to office-3 miles, Office to field station - 10 miles, Field station to area office - 4 miles. <u>Attach OF-108's for last 30 days</u>	
<b>8. REASON FOR HOME TO WORK TRANSPORTATION</b>	
<input type="checkbox"/> a. An intermediate or imminent clear and present danger presents a threat to the physical safety of the employee's person or property. ( <i>Describe.</i> ) <input type="checkbox"/> b. An emergency has created an immediate, unforeseeable temporary need to provide home-to-work transportation in order to guarantee uninterrupted performance of the agency's mission. ( <i>Describe the nature of the emergency and the role of the employees to the agency's mission.</i> ) <input type="checkbox"/> c. Compelling operational considerations make the provision of home-to-work transportation essential to the conduct of official business or would substantially increase the agency's efficiency or economy. ( <i>Describe the circumstances and/or explain how other available alternatives would involve substantial additional costs to the Government or expenditures of employee time.</i> ) <input type="checkbox"/> (1) Stationed at a field point with no office and normally proceed directly from residence to varying points of duty. <input type="checkbox"/> (2) Stationed at a field point with local office, but normally proceed directly from residence to varying points of duty. <input type="checkbox"/> (3) Frequently required to depart on, and return from, fields trip at unusually early or late hours, during which the use of public transportation or services of other storage facilities are not available or reasonable. <input type="checkbox"/> (4) Engaged in law enforcement duties under 31 U.S.C. 1344. <input type="checkbox"/> (5) Storage of vehicle at residence due to economical or security reasons. <input type="checkbox"/> d. Field Work <input type="checkbox"/> e. Residence is permanent Official Duty Station. DESCRIPTION:	
<b>9. AUTHORIZATION PERIOD</b>	
FROM: 10/01/2010	TO: 09/30/2012
<b>10. VEHICLE IDENTIFICATION</b>	
<input type="checkbox"/> Owned	Type of vehicle ( <i>Describe: i.e., sedan, truck, etc.</i> )
<input checked="" type="checkbox"/> Leased	2009 Dodge Caravan, Tag #G11-6054B
<b>11. CERTIFICATION (See Privacy Act Statement)</b>	
I CERTIFY that the above information is true and correct to the best of my knowledge. I will not use this vehicle at any time for my personal convenience or permit others to do so. When parked at or near residence, vehicle will be kept locked and every precaution taken to guard it against damage or theft, etc. I understand that use of this vehicle for other than official purposes makes me subject to suspension without pay for a period of not less than one month or to removal summarily from office as provided in 31 U.S.C. 1349(b).	
SIGNATURE OF EMPLOYEE	DATE SIGNED
<b>12. RECOMMENDATION</b>	
APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE TITLE Director, MSD
DATE	
<b>13. AUTHORIZATION</b>	
APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPLAIN DISAPPROVAL
SIGNATURE	TITLE
DATE	
This authorization is not transferable. A new application must be submitted whenever the circumstances, as stated above, change to such as extent as to make continued authority questionable. The approving officer should be notified immediately when for any reason ( <i>such as transfer, separation, etc.</i> ) this authority is no longer required.	