

U.S. DEPARTMENT OF AGRICULTURE
Farm Production and Conservation Mission Area
Business Center
Washington, DC 20250

FSA/RMA Notice AS-2333

FPAC NOTICE	FPAC-N 5400-007
Subject: Farm Production and Conservation (FPAC) Home-To-Work Reporting	February 20, 2020
Approved By: Robert Stephenson, Chief Operating Officer, Farm Production and Conservation Business Center	Expiration Date: September 30, 2020

1. PURPOSE

This notice provides guidance on reporting fiscal year (FY) 2020 home-to-work (HTW) information to the FPAC Business Center Management Services Division (MSD).

2. SCOPE

This notice applies to all FPAC employees who are using a government-owned vehicle (GOV) for HTW.

3. HTW GUIDELINES

- a. The FPAC Business Center is required to report to the USDA Office of Property and Fleet Management (OPFM) quarterly about government owned vehicles (GOV) (including vehicles owned by the agency or leased from GSA) that are used for transportation between an employee's residence and workplace. Using a GOV for transportation between an employee's residence and workplace is referred to as HTW. All HTW situations, regardless of the length of time that HTW is approved and used, must be reported to OPFM.
- b. HTW policy is found in Departmental Regulation (DR) 5400-005, "Use of Government Vehicle for Home-To-Work," available on the departmental directives page at https://www.ocio.usda.gov/sites/default/files/docs/2012/DR5400-005_0.htm. Supervisors for employees using the HTW authorization are required to read this DR.

3. HTW GUIDELINES (Continued)

- c. **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 for 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 use 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 to use HTW for field work, even though District Directors are not listed in Appendix A to DR 5400-005.

- d. 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.
- e. The three FPAC agencies have used different HTW approval levels in the past. This notice grants FSA State Executive Directors (SEDs), Natural Resources Conservation Service (NRCS) State Conservationists, and Risk Management Agency (RMA) Regional Directors, or their equivalents such as Centers 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.

4. PROCEDURES FOR HTW REPORTING

- a. Each FSA SED, NRCS State Conservationist, and RMA Director must submit their HTW reports for each quarter in FY 2020 using ServiceNow according to the following schedule:
 - (1) HTW that occurred between October 1, 2019, and December 31, 2019, by **March 10, 2020;**
 - (2) HTW that occurred between January 1, 2020, and March 31, 2020, by **April 10, 2020;**
 - (3) HTW that occurred between April 1, 2020, and June 30, 2020, by **July 10, 2020;**
 - (4) HTW that occurred between July 1, 2020, and September 30, 2020, by **October 12, 2020.**

4. PROCEDURES FOR HTW REPORTING (Continued)

- b. Each quarter, all SEDs, State Conservationists, and Directors must report all HTW situations on the HTW Reporting Spreadsheet and must supply copies of all executed AD-728 forms that were used to document HTW instances in the reported quarter.
 - (1) All HTW situations, regardless of duration, must be reported using the Excel HTW Reporting Spreadsheet. Continuous/long-term HTW approvals must be submitted in addition to short-term, intermittent situations. Each continuous/long-term HTW situation must be submitted on each quarterly report, even if it was submitted on the previous report.
 - (2) A copy of the AD-728 form used to document each HTW instance must be submitted with the HTW Reporting Spreadsheet. For a continuous/long-term HTW situation, you only need to provide the AD-728 once, even though continuous/long-term HTW situations will remain on the spreadsheet every quarter until the continuous/long-term arrangement has ended.
- c. MSD will provide the HTW Reporting Spreadsheet template to all fleet POCs via email.
- d. Submit quarterly input to MSD using the myFPAC ServiceNow portal at https://usdafpacbc.service-now.com/fpac?id=ms_intake&sys_id=32b0dc14dbd523008ebefd721f961992. Select “Fleet Management” as the request type on the Management Services Intake Form and upload your completed spreadsheet and AD-728 forms to your ticket. If you have no HTW to report for the quarter, submit a ticket that includes the name of the State, Region, or Center for which you are reporting, and simply state “Negative Report.”
- e. In the past, FSA offices submitted HTW information to FSA headquarters at the beginning of each calendar year. Per this notice, FSA offices are required to submit their reports quarterly to MSD in accordance with the procedures in this notice. FSA offices must include all ongoing, continuous HTW situations in each quarterly report.
- f. When completing the HTW Reporting Spreadsheet, choose the appropriate reason for the HTW use. According to 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) are allowed to use HTW under the “field work” definition. Accordingly, the reason selected for all or most HTW situations on the spreadsheet must be “Field Work.” Any reason other than field work requires approval directly from the Secretary of Agriculture.

5. CONTACT

Direct questions about this notice to any of the following:

- a. Your assigned Fleet Operations Specialist (see Attachment A);
- b. Adam Stiegelmeier, Fleet Support Section Chief, by telephone at 515-323-2204 or email to adam.stiegelmeier@usda.gov; or
- c. Scott Berklacy, FPAC Fleet Manager, by telephone at 202-619-8519 or email to scott.berklacy@usda.gov.

-END-

Attachment A – Map of Fleet Operations Specialist Assignments

FLEET OPERATIONS EAST SECTION SERVICING

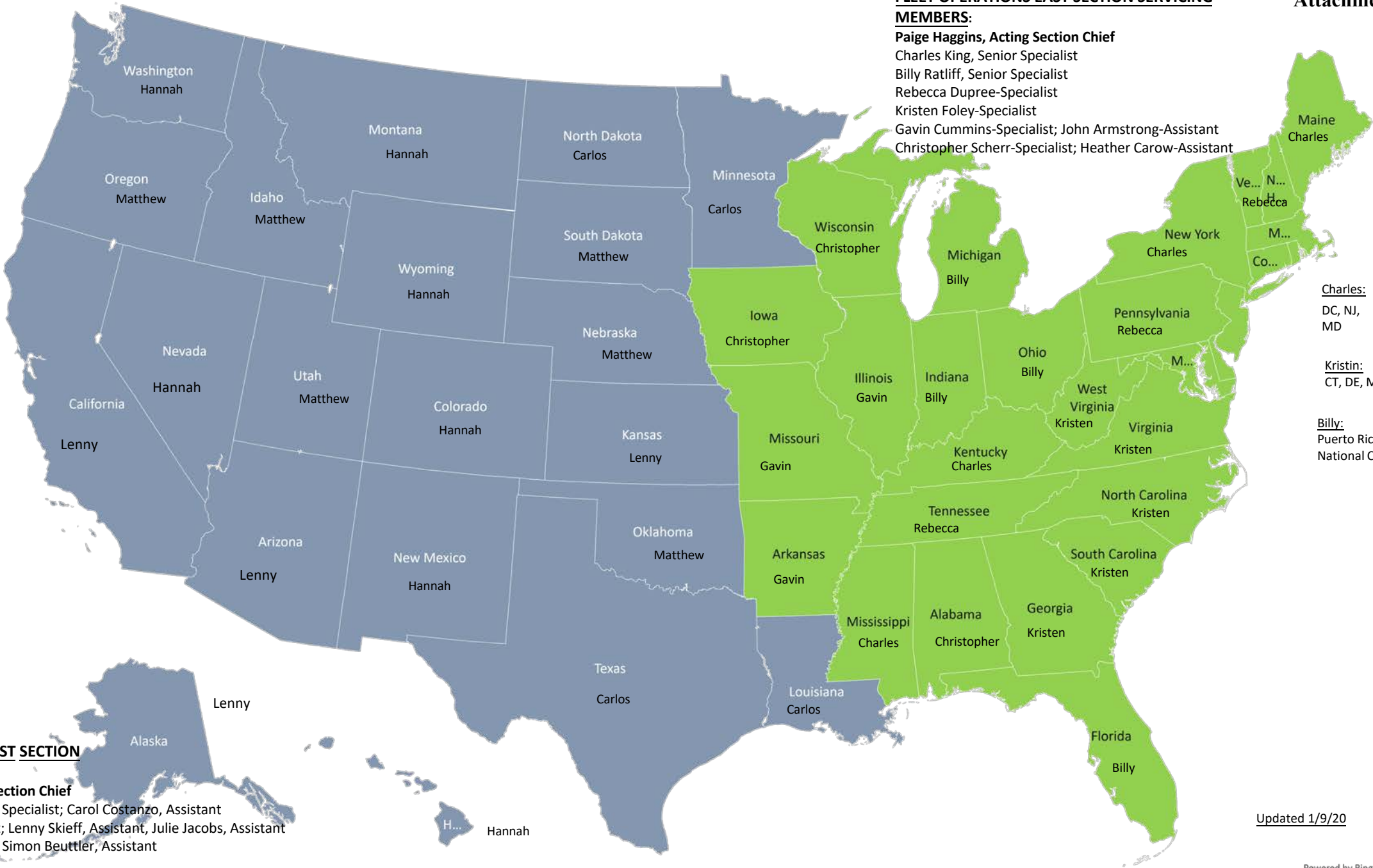
MEMBERS:

Paige Haggins, Acting Section Chief
Charles King, Senior Specialist
Billy Ratliff, Senior Specialist
Rebecca Dupree-Specialist
Kristen Foley-Specialist
Gavin Cummins-Specialist; John Armstrong-Assistant
Christopher Scherr-Specialist; Heather Carow-Assistant

Charles:
DC, NJ, MD

Kristin:
CT, DE, MA, RI

Billy:
Puerto Rico
National Centers



Hannah:
Soil Health Division

Lenny:
Soil Science Division

FLEET OPERATIONS WEST SECTION
SERVICING MEMBERS:
Andrea Morlock, Acting Section Chief
Carlos Leon-Torres, Senior Specialist; Carol Costanzo, Assistant
Hannah Whitley, Specialist; Lenny Skieff, Assistant, Julie Jacobs, Assistant
Matthew Cross, Specialist; Simon Beuttler, Assistant