



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

May 30, 2013

IOWA BULLETIN NO. IA120-13-2

SUBJECT: ADS – DEPARTMENT AND AGENCY FLEET POLICY CERTIFICATION

**ACTION REQUIRED BY ALL OFFICES: JUNE 7, 2013**

**PURPOSE.** To inform NRCS employees who operate a government-owned vehicle (GOV) to comply with Federal, Departmental, and NRCS policies.

**EXPIRATION DATE.** September 30, 2014

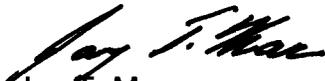
This bulletin is issued to reinforce the fleet policies that pertain to the use of government vehicles in accordance with Title 120, General Manual, Part 405, Subpart F, "Motor Vehicle Management: Official Use of a Government Motor Vehicle," and Agriculture Property Management Regulations, Chapter 110–34, "Motor Vehicle Management."

The Office of Procurement and Policy Management is currently developing new fleet policy and training. However, until that is complete, we are asking NRCS employees who operate government vehicles to certify they are familiar with Departmental and NRCS fleet policies.

By June 7, 2013, all drivers are instructed to complete the certification form at the following link: <http://www.eservices.usda.gov/apps/afp>

Drivers who misuse GOVs may be subject to disciplinary action as defined by 31 U.S.C. Section 1349. As stewards of the government's assets, government employees are obligated to use these assets appropriately and not take any action that may be perceived as abuse of government property.

All employees are required to notify their supervisors when the certification is complete. Each Leadership Team member will notify Michelle Bales when each of his/her employees has completed the online certification by close of business on June 10, 2013. If you have any questions, contact Michelle Bales, Contracting Officer, at (515) 323-2246.

  
Jay T. Mar  
State Conservationist

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