

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

24-21

6/16/21

FSIS GOVERNMENT OWNED AND LEASED VEHICLES

I. PURPOSE

This notice provides supplemental instructions to [FSIS Directive 2450.1](#), *Assignment and Use of Motor Vehicles for Official Business* to emphasize to FSIS employees who use Agency Government Owned/Leased Vehicles (GOVs) that they are required to drive responsibly and avoid risky behavior to increase employee safety, extend the vehicle's lifecycle, and protect the Agency. FSIS is issuing this notice because of an increase in complaints filed against FSIS employees operating GOVs.

II. BACKGROUND

A. FSIS uses approximately 2,400 leased vehicles from the General Service Administration (GSA). These vehicles are an essential part of our daily mission. FSIS employees are to understand the guiding principles of operating a GOV per [Federal Management Regulation \(FMR\) 102-34.235](#).

B. FSIS Office of Management, Administrative Services Division manages the FSIS vehicle fleet and monitors its use to minimize waste, fraud, and abuse of government resources. With the prevalence of law enforcement, government, and private surveillance systems, driving violations are often recorded. Furthermore, GSA provides avenues for the public to report the misuse or reckless driving of a government vehicle. Vehicle misuse damages the public's confidence in the ability of Federal employees to effectively steward financial and physical resources entrusted to them and exposes the government to liabilities and additional financial burdens.

III. EMPLOYEE RESPONSIBILITIES

A. Agency GOVs may be used for official business and only when approved in advance for home-to-work transportation or daily dispatch procedures for shared vehicles. Official and authorized GOV uses include:

1. Making rounds at area worksites;
2. Attending official meetings;
3. Attending approved training;
4. Driving on official errands (e.g., post office, court, car maintenance, car washes);
5. Travel from duty station to approved/authorized temporary duty station; and

DISTRIBUTION: Electronic; All
Field Employees

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6. To and from home, when approved for home-to-work transportation.

B. Complaints from the general public regarding GOV misuse can originate from many sources, including through direct reporting to the program area as well as through the GSA How's My Driving Portal (howsmysdriving@gsa.gov). Supervisors within program areas are responsible for reporting all complaints of misuse of a GOV through chain of command to be forwarded to Internal Affairs.

C. For all reports of misuse of a GOV, Internal Affairs is responsible for reviewing the complaint to determine authority and scope and initiating investigative activities into the nature of the complaint. The statutory penalty for willful misuse of a government vehicle is a minimum suspension of thirty (30) days without pay (41 CFR 102-34.225, 31 U.S.C.), and could also potentially lead to an unfavorable determination for continued employment based on conduct (personnel suitability determination), loss of security clearance, loss of privileges to operate a GOV, and/or removal from Federal service. Unauthorized GOV uses include, but are not limited to:

1. Attending private social functions (bars, birthday/retirement parties, clubs, casinos);
2. Transporting pets or any unauthorized persons, including family and friends;
3. Personal errands, entertainment activities, shopping; and
4. Commuting to or carrying out other, non-Agency employment (including providing ride-hailing services such as Uber or Lyft).

D. Employees are to also practice safe driving behavior. While operating government vehicles, employees are to drive safely and follow all rules and regulations. Drivers are to:

1. Obey all local, state, and Federal highway laws;
2. Be familiar with operational and safety aspects of the vehicle;
3. Ensure all occupants fasten their seatbelts;
4. Obey speed limits and be aware of road conditions;
5. Not engage in aggressive driving, such as speeding and tailgating;
6. Not drive under the influence of drugs or alcohol;
7. Not engage in texting, emailing, or phone calls other than hands-free while operating a GOV; and
8. Avoid distractions, such as eating, drinking, or adjusting navigation systems.

IV. QUESTIONS

Refer questions to your supervisor or to the Office of Management, Administrative Services Division, Property Management Branch at propertymanagement@usda.gov.



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