

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

FSIS NOTICE

41-23

8/21/23

MANDATORY FSIS FLEET MANAGEMENT TRAINING

I. PURPOSE

This notice informs all FSIS Government Owned Vehicle (GOV) drivers or potential drivers, supervisors, and Resource Managers with fleet management duties of the requirement to complete two mandatory training courses.

II. TRAINING REQUIREMENTS

A. Pursuant to [FSIS Directive 2450.1](#), *Fleet Management Program*, all employees required to operate GOVs or potential drivers, supervisors, and Resource Managers with fleet management duties are to complete all mandatory training regarding GOV use. There are two mandatory fleet courses in AgLearn. They are found at the following links:

1. [FSIS Defensive Driving: The Key to Staying Safe on the Road](#); and
2. [Government Owned/Lease Vehicle Operation, Management, and Maintenance](#)

B. New employees required to operate GOVs are to complete these courses before they are issued a GOV.

C. The Office of Management Administrative Services Division (ASD) will not approve requests for GOVs and annual Home-to-Work recertifications unless employees required to operate GOVs complete the initial training within the first quarter of the fiscal year.

D. Employees required to operate GOVs are to complete the training as a refresher course during the second quarter (January – March) in future fiscal years.

E. Supervisors and Resource Managers with fleet management duties are to complete this training annually as a refresher training during the second quarter of the fiscal year (January-March) in future fiscal years.

DISTRIBUTION: Electronic

NOTICE EXPIRES: 9/1/24

OPI: OPPD

III. QUESTIONS

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

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is written in a cursive style with a large initial "R".

Assistant Administrator
Office of Policy and Program Development