
FSIS DIRECTIVE	2450.3	7/2/19
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**MANDATORY SUPERVISORY TRAINING AND RESPONSIBILITIES CONCERNING
GOVERNMENT OWNED VEHICLE MISUSE**

I. PURPOSE

This directive outlines the requirements for the mandatory one-time supervisory training and responsibilities for all FSIS supervisors. The training covers Government Owned Vehicles (GOVs) misuse and supervisory responsibilities concerning GOV misuse complaints.

II. TRAINING FOR ALL SUPERVISORS

A. Current and new supervisors are to:

1. Complete the one-time mandatory "Government Vehicle Misuse Supervisory Training" located on the Supervisor Help Button under FSIS Applications by December 31 of the calendar year; and
2. Record in AgLearn that they have completed the training. The AgLearn link to record the training is provided at the end of the training.

B. This mandatory supervisory training will be included in the new supervisor's training.

III. RESPONSIBILITIES FOR ALL SUPERVISORS

A. Supervisors are to report all cases of known or suspected GOV misuse to their immediate supervisor and to Internal Affairs, Office of the Administrator.

B. Supervisors are to contact the Labor and Employee Relations Division (LERD), Office of Management for guidance when an employee is involved in a GOV misuse complaint.

C. Supervisors are to take appropriate action on confirmed GOV misuse as directed by LERD.

D. Supervisors are to follow the procedures outlined in [FSIS Directive 2450.1](#), *Assignment and Use of Motor Vehicles for Official FSIS Business*.

IV. QUESTIONS

For questions regarding this directive, please contact LERD via e-mail at LERD@fsis.usda.gov.



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