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KANSAS BULLETIN NO. KS120-12-8

SUBJECT: ADS—Approval of Private Residence Storage of Government Vehicles

Purpose: To re-issue policy from an expired bulletin on required approval authority

Expiration Date. September 30, 2013

Employees must have prior approval for brief, intermittent, and overnight storage of government vehicles at a private residence. Blanket authorizations are not to be used for this purpose.

The state administrative officer must approve the aforementioned storage of government vehicles for the following employees: state office, Plant Materials Center, and assistant state conservationists for field operations (ASTC-FO).

ASTC-FOs will approve these requests for employees within their administrative area.

Requests of this nature will be made using Form AD-728, Request and Authorization for Home to Work Transportation, which is available on the “frequently used forms” page of the Kansas Natural Resources Conservation Service Web site. The employee should receive a copy of the fully signed form for their records. The original should be kept on file in the area office/state office for a period of one year under the file code 120-2.

Contact: Loren L. Graff, 785-823-4521 or loren.graff@ks.usda.gov

(signed)

ERIC B. BANKS
State Conservationist

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