

United States Department of Agriculture



Natural Resources Conservation Service
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March 13, 2012

SUBJECT: ADMIN – Authorization to Ride in a Government Vehicle

TO: All NRCS Employees

File Code: 120-19-13

Effective upon receipt of this memorandum, the following individuals are authorized to ride in, **but not drive**, NRCS owned vehicles. This authorization is given to individuals **only if they meet one category and one criterion below**.

Category:

- ❖ NH Soil & Water Conservation District Employees, Supervisors and Associate Supervisors
- ❖ NH State Employees, including UNH Extension Service Employees
- ❖ NRCS Program Participants
- ❖ Non-NRCS Federal Employees
- ❖ ACES Employees in pay status actively working on NRCS programs
- ❖ Earth Team Volunteers that have submitted a complete, signed application to the Earth Team Coordinator and have an Earth Team Identification Card in their possession

Criteria:

- ❖ Individuals must be assisting NRCS in the implementation of NRCS programs or contracts
- ❖ Attending NRCS sponsored meetings or activities, or
- ❖ For Program Participants; accompanying an NRCS employee in the process of servicing their conservation plans and contracts.

Employees wishing to transport any individual who does not meet at least one of the categories, and one criterion listed above, must request approval in writing from the New Hampshire State Conservationist.

This authorization does not permit the following individuals to ride in NRCS owned vehicles:

- ❖ Non-NRCS individuals that are not actively working with NRCS to implement plans and contracts
- ❖ ACES employees that are not in pay status actively working on NRCS programs
- ❖ Earth Team Volunteers that are not actively working on NRCS programs, or
- ❖ Earth Team Volunteers that have not submitted a completed application, and/or do not have an Earth Team Identification Card issued by the New Hampshire Earth Team Coordinator, in their possession.

Individuals that are not NRCS employees authorized to drive NRCS vehicles are:

- ❖ ACES employees that have a valid driver's license that are in pay status and actively working for NRCS
- ❖ Earth Team Volunteers that have a valid driver's license that are actively working for NRCS and have submitted a completed application to the Earth Team Coordinator and have an Earth Team identification card in their possession, and
- ❖ Federal Employee's from other USDA agencies that have a valid driver's license and where an active agreement is in place between the two agencies and NRCS is reimbursed for use of the vehicle.

Questions regarding this policy, or regarding what active agreements NRCS in New Hampshire has with other USDA agencies, should be directed to Lorrie Doering at (802) 951- 6976 Ext. 225.

James W. Spielman, Acting for

RICHARD ELLSMORE,
NH State Conservationist

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