

Title 120- General Manual  
Part 405 - Personal Property

SUBPART B - ACCIDENTS

**405.10 General.**

(a) An NRCS employee responsible for operating an NRCS vehicle, leased vehicle, or a privately-owned vehicle used for official purposes is to operate the vehicle in a safe manner. If an accident occurs, the employee and his or her supervisor are to comply with the procedures established in this section.

(b) If an accident occurs:

(1) Administer first aid within capabilities.

(2) Call for a doctor or ambulance. (Note: Inform doctor and hospital that the Government assumes no responsibility "for payment of medical care for private individuals.")

(3) If the damaged vehicle is a safety hazard on the highway, see that oncoming traffic is warned, and then arrange for removal of vehicle. Otherwise, do not move the vehicle until the preliminary investigation is completed.

**405.11 Reporting Accidents.**

(a) Motor vehicle accidents.

(1) The operator of an NRCS, leased, or privately-owned vehicle used for official purposes is responsible for notifying the following three persons immediately, either in person or by telephone, of any accident that results in damage to Government and/or private property and/or injury to a private individual or Government employee.

(i) An NRCS investigating officer.

(ii) Supervisor.

(iii) State, county, or municipal law enforcement authorities as required by law.

(2) In addition, the vehicle operator is to obtain and record all information pertaining to the accident or incident on the following forms. (Form AD-651, Motor Vehicle Accident Report Kit, required in all vehicles used for official purposes, contains both the SF-91 and SF-94 forms as well as other accident report materials.)

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**405.11(a)(2)(i)**

(i) SF-91, Operator's Report of Motor Vehicle Accident. This form is to be prepared for all accidents involving self-propelled motorized equipment being driven on official business, whether the equipment is Government-owned, privately-owned, or leased. This form is to be given to the operator's direct supervisor within 24 hours and is to be forwarded to the appropriate administrative officer within 3 days of the accident. (See §405.40.)

(ii) SF-94, Statement of Witness. This report is to be used for obtaining witness statements if possible. These forms are to be forwarded within 7 days. (See §405.41.)

(iii) Optional Form 26 - Data Bearing Upon Scope of Employment of Motor Vehicle Operator. If an automotive accident results in injury to persons other than the Government driver and/or damage to private property, the operator is to prepare OF-26. Otherwise, do not prepare this form. The supervisor must concur in and sign the completed form. This form is to be forwarded within 7 days. (See §405.42.)

(iv) Loss caused by accidents. The supervisor in charge of the location to which the vehicle is assigned is to record the evidence of loss and forward it to the accountable property officer who prepares Form AD-112 and forwards it to the appropriate administrative officer within 7 days. (See §405.49.) Form AD-112 is not required to report a broken windshield when caused by a missile thrown by a passing vehicle and the driver is unknown, or when a vehicle is damaged by an unidentified person or objects. Only Form SF-91 is to be prepared by the vehicle operator.

(v) Additional report requirements. See Title 360, Personnel, of this manual for personnel reporting requirements.

(3) The vehicle operator is to make no statements about responsibility for the accident except to his or her supervisor or to an NRCS investigating officer. If a vehicle operator is injured and cannot comply with the reporting requirements, his or her supervisor is to provide the required reports.

(b) Nonvehicular accidents. Accidents relating to fires, floods, explosions, electricity, etc., are to be reported by the investigating officer and forwarded through the accountable property officer to the appropriate administrative officer for necessary action and disposition. Reports are to include: (1) Narrative statements from all witnesses; (2) narrative report by the investigating officer; (3) drawing of scene of accident, if feasible; (4) police report, if applicable and available; (5) photographs, if available; (6) municipal ordinances, if applicable. Form AD-112, Report of Unserviceable, Lost or Damaged Property, is to be prepared by the accountable property officer if property is destroyed or damaged. (See 405.49.)

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(c) Accident review committee. An accident review committee consisting of at least three members is to be appointed in writing by the state conservationist or director of the technical service center. After all investigation reports have been received, including investigations by the Office of Investigation as required, the committee is to make recommendations on pecuniary liability, preventability, and disciplinary action.

**405.12 Investigating accidents.**

(a) Procedure.

(1) Every accident involving an NRCS, leased, or private vehicle used for official purposes is to be investigated by an NRCS investigating officer unless a vehicle is damaged while legally parked, damaged by a missile thrown by a passing vehicle and the driver of the passing vehicle is unknown, or damaged by unidentified persons or objects. In these cases, only SF-91 is to be prepared by the vehicle operator.

(2) Investigating officers and alternates are to be appointed in writing by state conservationists and directors of technical service centers or their administrative officers as appropriate for each location where NRCS, leased, or private vehicles are used for official purposes.

**WA405.12(a)(2) Appointment of Investigating Officers**

**(i) Persons serving in the following positions are designated as investigating officers and alternates for property damage caused by accidents, fires, floods, etc.**

**(ii) The District Conservationist (DC) will serve as investigating officer for any accident occurring in the districts in which they serve. The ranking resource conservationist or technician will serve as alternate. In the absence of the DC or where the DC is the only NRCS employee in the office, the Area Conservationist will appoint an investigating officer.**

**(iii) The lead contract specialist will serve as investigating officer for the state office. The State Conservation Engineer will serve as alternate. They will investigate accidents which occur in Spokane County involving vehicles driven by state staff members.**

**(iii) In the absence of the incumbents, persons serving as acting in the above positions will serve as investigating officers or alternates.**

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(3) Investigating officers and alternates are responsible for investigating all automobile accidents, fires, floods, etc., within their assigned area and also in adjacent areas if necessary. If an investigating officer or alternate transfers or resigns, another qualified employee is to be appointed promptly.

(4) If an NRCS employee is in a motor vehicle accident, the investigating officer nearest the scene is to make the investigation. If an investigating officer or alternate is not available, the Government driver or other NRCS employee at the scene is to make a complete report and forward to the proper investigating officer as soon as possible. Follow instructions in §405.12(b) on duties of investigating officers.

(5) All employees of each field office are to be informed of the appointment of investigating officers and alternates. They should understand that all accidents, floods, fires, etc., except those resulting only in personal injury to Government employees, are to be reported to the proper investigating officer immediately.

(b) Duties of investigating officers.

(1) The primary duty of each investigating officer is to present a complete, accurate, and unbiased account of each reportable accident. Because these officers represent both the Government and private individuals, they must follow the instructions set forth in this section. Each investigating officer and alternate should be thoroughly familiar with the instructions on investigating and reporting accidents.

(2) When a serious accident is reported, the investigating officer or alternate must go to the scene as soon as practical. Minor accidents can be reported by the Government driver or other NRCS employee at the scene if the investigating officer or alternate is not within a reasonable distance. The investigating officer then makes a report from the information submitted.

(3) The most effective at the scene. investigating officer should have a general plan of the manner of carrying out the investigation before arriving The investigating officer should:

(i) On arrival, determine what action has already been taken by the Government driver or others.

(ii) Measure tire tracks and record their distance from the edge of the roadway or center line, measure skid marks, check the location of the point of impact, and note position of the vehicles after the accident. Equipment that is useful in completing the investigation includes a measuring tape, marking material (such as tape or strips of cloth)" camera, reporting forms, and a first aid kit.

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(ii) Measure tire tracks and record their distance from the edge of the roadway or center line, measure skid marks, check the location of the point of impact, and note position of the vehicles after the accident. Equipment that is useful in completing the investigation includes a measuring tape, marking material (such as tape or strips of cloth)" camera, reporting forms, and a first aid kit.

(iii) Interview all witnesses and obtain statements (preferably on Standard Form 94) if possible; otherwise, at least get their names and addresses.

(iv) Check the mechanical condition of both vehicles and note any defects that might have had a bearing on the accident.

(v) Determine whether the driving ability of either driver was impaired by fatigue, intoxication, drugs, illness, or physical handicap.

(vi) Take pictures of the scene of the accident from various angles.

(vii) If it is evident that the private individual was responsible for the accident, orally request him or her to arrange for the repair of the Government vehicle.

(c) Investigation reports. (1) The investigating officer is to provide the following forms and reports to the appropriate administrative officer as possible after the accident.

(i) SF-91, Investigation Report of Motor Vehicle Accident.

The investigating officer is to complete all items on SF-91. If the investigating officer is also the driver's supervisor, he or she is also to complete Item 26c. Any parts of the form that are not applicable should be marked "N/A" or "None." This report should reflect an unprejudiced attitude and present a complete, impartial exposition of the facts relating to the accident. All evidence that might in any way have a bearing on the case should be brought out.

These include oral statements made by witnesses; description of any obstruction to view, such as banks, trees, or bushes; traffic control signals or signs; measurement of skid marks; or any other pertinent information. A statement concerning insurance coverage carried by the NRCS driver and the private individual and the names and addresses of the insurance companies are to be included in the report. The extent of information depends on the nature of the accident and the facts available. A separate sheet can be used if necessary. This report is to be completed and sent to the administrative office within 3 days. (See §405.43.)

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405.12(d)(3)

(ii) Police report. All accidents in which a private individual is involved, except those that result in negligible property damage, should be reported to the local or State police. If the police make an investigation, the investigating officer should obtain a copy of the report if possible. If a copy of the police report cannot be obtained because of a State statute or other reason, this reason should be indicated.

(iii) Photographs. Photographs are desirable but not mandatory. In serious accidents in which persons are injured or property damage is great, the investigating officer should endeavor to have photographs taken or take them himself/herself. In taking the photographs, it is suggested that visible markers, such as light colored tape, rocks, etc., be used to bring out features that would otherwise be obscure in the prints.

(iv) Municipal ordinances.

(1) If an accident occurs within the limits of an incorporated city or town and local ordinances are violated, the investigating officer is to quote or furnish copies of those ordinances with the report.

(2) If the accident involves a vehicle rented from an interagency motor pool, the operator of the vehicle or another employee is to notify the motor pool immediately. An investigation is to be made by NRCS within 48 hours from the time of the accident, and a complete report is to be submitted to the state conservationist.

(3) If an NRCS employee has an accident in another State while on official duty, the investigating officer from that location is to investigate the accident and forward reports to the employee's administrative office.

(d) Special request for an Office of Inspector General (OIG) investigation.

(1) The appropriate administrative officer is to be notified whenever an NRCS employee performing official duties is involved in any accident that:

(i) Causes property damages expected to exceed \$2,500, and claims for damages or potential claims for or against the Government may be filed.

(ii) Results in serious personal injury or death

(ii) Indicates misconduct of a serious nature by an employee.

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(2) The administrative officer may request through the regional attorney, OGC, that OIG conduct an investigation. The regional attorney, OGC, or the United States Attorney, Department of Justice, may specifically request OIG conduct the investigation. Otherwise, NRCS is expected to conduct its own investigation.

**405.13 Legal assistance and claims.**

(a) Assistance by the Office of the General Counsel.

(1) If an employee receives a traffic citation as a result of an accident, the employee's administrative officer is to forward a request to the regional attorney, OGC, for assistance from the United States attorney. The advice and counsel of the regional attorney, OGC, and the United States attorney is to be sought before the employee's appearance in court.

(2) All releases absolving private individuals or insurers from further responsibility for property damage must be obtained from the regional attorney, OGC. No NRCS employee has authority to sign such a release. Requests for releases are to be referred to the appropriate administrative officer.

(3) If an employee is served with papers in a suit arising out of performance of official duties, the employee is to notify his or her supervisor immediately and send the supervisor copies of the papers. The supervisor is to notify the appropriate administrative officer and transmit the papers to him or her.

(4) Employees must decide whether to purchase liability insurance to cover themselves while operating a Government-owned or leased motor vehicle. It may be determined in a particular set of circumstances that the driver was not acting within his or her scope of employment. If this happens, liability may be personal.

(b) Claims against the Government.

(1) Claims against the United States can be made for damage to or loss of property, or for personal injury or death caused by the negligent or wrongful act or omission of an act by any NRCS employee while acting within the scope of his or her office or employment. A claim for damage to or loss of property can be presented by the owner of the property or the owner's authorized agent or legal representative.

(2) The rights of persons filing claims against the Federal Government apply to both Government employees and private individuals.

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(c) Procedures for handling claims. If an individual states that he or she wishes to make a claim, inform him or her of his rights to file a claim and refer him or her to the state office. Do not:

- (1) Tell a private individual that his or her claim will or will not be allowed.
- (2) Make any commitments or compromise a claim in any way.
- (3) Encourage a private party to file a claim.
- (4) Attempt to obtain releases from private individuals.

(d) Claims by employees who drive privately-owned vehicles on official business. The Government has no responsibility to an employee for any damage (accident or other) to a private vehicle when it is being driven on official business. This applies to privately-owned vehicles whether driven voluntarily without reimbursement or with reimbursement for mileage regardless of the rate per mile. Further, joint ownership of the vehicle does not make the Government responsible to the co-owner. Neither the employee nor the co-owner may file a claim under the Federal Tort Claims Act for recovery of damages to their private vehicle. The employee's only recourse for recovery is through collision insurance or through holding the private individual responsible if circumstances warrant this action.

(e) Employee responsibility for damages. Employees are required to pay for loss or damage to Government property placed in their care only in cases involving damage through operator misconduct or improper operation. An employee's responsibility extends only to the actual property loss sustained by the Government.

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**405.20 General.**

(a) Equipment management. The Soil Conservation Service (NRCS) uses automotive equipment extensively in carrying out its programs. All vehicles should be operated economically and safely.

(1) Each accountable property officer has an overall responsibility to carry out an effective equipment operation and maintenance program throughout his or her area of supervision. The employee in charge of each field location is responsible for the proper operation and maintenance of all vehicles assigned to that office.

***WA405.20(a)(1) General***

***(i) The State Administrative Officer (SAO) is delegated to serve as the property management officer. The SAO provides assistance and support to local accountable property officers.***

***(ii) The Area Conservationists serve as accountable property officers and are responsible for administration of the equipment program in their respective geographic area including RC&D offices. Area Conservationists provide assistance and coordination within the area.***

***(iii) State Office Managers serve as accountable property officers and are responsible for administration of equipment assigned to their staffs and under their supervision, e.g., Soil Survey offices are under the direction of the State Soil Scientist.***

***(iv) The Plant Materials Center Manager serves as the accountable property officer and is responsible for administration of equipment assigned to the Center.***

(2) Government-owned vehicles are to be used for official purposes only. Ordinarily an employee *is* to use an assigned vehicle, but each vehicle in NRCS is available for official purposes by an authorized employee at any time it is not in use. Periodically, check the amount of use of each vehicle. To the extent possible, all vehicles should receive equal use. Excess vehicles should be transferred to other locations where their use can be justified or should be disposed of.

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(b) Responsibilities of vehicle operators.

(1) Each vehicle operator is to operate vehicles on official business only and in accordance with state and local laws and ordinances. He or she is to see that the vehicle has been adequately serviced (tire pressure, battery, radiator, brakes, lights, horn, etc.) in accordance with the manufacturer's recommendations. The operator is to report promptly to the supervisor any needed repairs and see that no vehicle is operated *in* an unsafe condition. The vehicle operator is subject to disciplinary action for abuse or neglect of equipment.

(2) The operator is responsible for safeguarding the U.S. Government national credit card assigned to the vehicle. The credit card is to be kept with the keys and secured *in* the office when the vehicle is not in use. All vehicles are to be locked when unattended.

(3) Maximize efficient vehicle use. Avoid repeat trips by making appointments in advance, if possible, to enable employees to travel together. Establish travel patterns to service as many cooperators/landusers as possible each trip.

(c) Automotive equipment quotas.

(1) NRCS maintains enough automotive equipment to enable its personnel to perform their work efficiently. Service wide vehicle quotas have been established for the normal needs of an office according to the number of regularly assigned employees requiring vehicles in their work. Using these quotas as guides, the vehicle quota for each individual office is recommended by the state equipment and supply committee and approved by the state conservationist. Vehicles assigned to a location are to be utilized so as to provide transportation to intermittent or part-time employees and non-NRCS personnel through effective scheduling. (2)

General NRCS-wide quotas are:		
	1	Number of vehicles
	1	1
	2	2
	3	3
	4	4
	5	4
	6	5
	7	5
	8	5
	9	6
	10	6

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**405.21 Official use of Government motor vehicles.**

(a) Policy. Motor vehicles acquired with Government funds shall be used for official purposes only. "Official purposes" is generally defined as those items of business that further the mission of the NRCS. In this respect, "official purposes" includes use in emergencies involving possible loss of life or property. It does not include transportation of an employee between his or her residence and place of employment, except in cases of employees engaged in field work, the nature of whose duties make such transportation necessary, and then only when authorized in accordance with GM 120, Part 405.22. For personnel in travel status, the term "official use" includes travel between places of temporary lodging and places where the employee's presence is required incident to official business; where public transportation is unavailable or its use impracticable; and between either of the above places and establishments necessary for the sustenance, comfort, or health of the employee.

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(b) Employee Responsibility. Employees assigned the use of Government-owned or -leased motor vehicles are responsible for assuring that vehicles are used only for official purposes. Employees shall exercise discretion to avoid, wherever possible, any situation which may tend to convey an impression to the public that the assigned vehicle is being used for other than official purposes. Except as noted below, no one should be transported in Government vehicles unless for official purposes.

Non-Federal employees may operate NRCS-owned or leased vehicles only if used for official purposes of the NRCS and an agreement exists between NRCS and the organization authorizing such use. NRCS and Soil and Water Conservation Districts may enter into agreements authorized by the basic Memorandum of Understanding allowing authorized employees of the districts to operate NRCS vehicles on district *business* when vehicles are otherwise available and insurance is provided by the district as required by GM 120, Part 405.23(m).

Such items of district business may not include moving goods where the district is involved in a profit-making concern but may include use by district managers to review district-funded conservation practices; use by employees working with the district on cooperatively funded programs; and use to attend district sponsored meetings.

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(c) Supervisory responsibility. Supervisory control over employees *assigned* the use of a Government-owned or -leased motor vehicles shall include:

(1) Advising employees of the requirements of these regulations;

(2) Establishing prior approval procedures for use of vehicles at irregular hours, or under circumstances where the use of the vehicle may create an unfavorable public reaction;

(3) Ensuring the type of vehicle *assigned* is suitable for the intended use and consistent with the achievement of maximum economy.

(d) Penalties. Any officer or employee who uses or authorizes the use of a Government-owned or -leased vehicle for other than official purposes is subject to a suspension of at least one month or, up to and including, removal.

**405.22 Storage.**

(a) Policy.

(1) In the interest of economy, it is NRCS policy to obtain free storage of vehicles except in unusual situations. Free storage, made available to NRCS on private property (such as a service station) or on public property where a fee is normally charged the general public, must be arranged by a written agreement signed by the state conservationist or the NTC director. The authority to sign this agreement may be redelegated.<sup>1</sup>

(2) Agreements are not needed if parking *is* provided in connection with rented office space, if parking is on public property where no fee is charged, or if free parking is provided to the general public.

(b) Private residence storage.

(1) The rules on private residence storage are:

(i) Long-term or permanent storage. Only the Chief has authority to approve long-term or permanent storage of a Government-owned or -leased vehicle at or near an employee's home. Authorizations are issued *in* the name of the individual and are not transferable. Requests for authorization must include a full explanation of the circumstances justifying this storage. It must be clear that (1) Government or commercial storage or public transportation is not available within a reasonable distance, does not provide service when required, or does not adequately protect Government property, and (2) the employee's official duties make this approval necessary.

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(ii) Brief, intermittent, or overnight storage. The Chief has delegated authority to approve storage in these categories to directors of the national technical centers and to state conservationists or persons acting for them. State Conservationists can redelegate this authority.

(2) All requests for authorization are to be considered individually. Submit Form AD-728 to request authorization for private residence storage. This authority is to be used only if need for temporary storage is infrequent or cannot be foreseen.

**405.23 Vehicle management.**

(a) Operation of vehicles. All drivers and passengers are to use seat belts when the motor vehicle is in motion. Faulty mechanical items are to be repaired promptly. The operator should recognize hazards to vehicles and operate them carefully to avoid personal injury or damage to the vehicle or other property.

(b) Inspection and maintenance of vehicles.

(1) Inspection. Motor vehicles are to be inspected at least annually. Vehicles with heavy or severe usage should be inspected more frequently. All inspections are to be performed using Form NRCS-ADS-180, "Preventive Maintenance Inspection Report," to provide a record of the inspection and information on vehicle condition. Copies are to be routed as specified on the form. Inspections are to be performed by qualified mechanics from commercial garages or other Government agencies. If inspections are made by commercial firms, the firms are to be instructed before the inspection not to make repairs until authorized. NRCS-ADS-180 is an inspection form only. The mechanic performing the inspection should note all repairs and adjustments needed in the remarks portion of the form. After the inspection is completed, the indicated need for repairs should be analyzed according to vehicle age, time and mileage since the work (especially a tuneup) was last performed, and how long before the vehicle is to be sold. Necessary repairs should then be authorized. Authorization must be obtained as required under state office procedures.

(2) Maintenance. NRCS vehicles are to be serviced according to manufacturers' recommended schedules and specifications. Warranties are to be maintained.

(3) Operators are responsible for seeing that vehicles are in safe operating condition.

(4) Accident Report Kit (AD-651) and contents are to be kept in the glove compartment. Required contents are listed on the envelope.

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(c) Repair and overhaul of vehicles. Factory warranty must be checked and agreed to by the authorized dealer before authorizing repairs. All repairs must be approved in accordance with the instructions issued by the property management officer (PMO). Emergency road repairs can be obtained locally from service stations offering this service under the terms of Government credit card contracts.

(d) Tires. Correct inflation pressure is important in prolonging tire life. Follow the tire manufacturer's recommendation on tire pressure. Check frequently for excessive or abnormal tire wear. The procurement of retread tires, through the Federal Supply Schedule, should be used to the extent practicable.

(e) Batteries. Most new batteries are maintenance free. Check batteries at least once a month. If replacements are needed, purchase batteries similar to those installed in new vehicles. These batteries usually have a 24-month guarantee.

(f) Fuel. Use unleaded gasoline in all vehicles except those having engines not made to use unleaded gasoline. Use self-service gasoline pumps whenever possible. Vehicle operators should consider using alternative fuels, where available.

(g) Oil and Grease. Follow manufacturer's recommendations as a guide for service requirements. The PMO is to establish criteria for oil changes and chassis lubrication, which may vary with the make of the vehicle. Different uses and climatic conditions must also be considered.

(h) Cleaning vehicle. All automotive vehicles are to be kept neat and clean and are to be washed when needed.

(i) Carrying equipment and materials.

(1) Fasten the equipment box to the pickup with bolts and position it to permit safe access to the contents. Boxes are not to be moved without the prior approval of the PMO. Engineering equipment, including levels, transits, tripods, leveling rods, etc., is to be transported in equipment boxes or trunks or otherwise safely secured. Levels and transits (in their cases) are to be securely fastened by straps or clamps *in* equipment boxes or other appropriate places in the pickup to avoid damage. Every vehicle is to have some arrangement for carrying engineering equipment and other tools securely and safely. Levels, transits, and similar equipment are not to be left in vehicles overnight.

(2) Tie downs are to be provided in all vehicles to prevent loose equipment and materials from becoming missiles in the event of a sudden stop or accident.

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(j) Trailer hitches and other equipment.

(1) NRCS vehicles can be used to tow only Federally owned, leased, or borrowed equipment required for official purposes. Trailer hitches can be installed if approved by the PMO.

(2) Under some conditions, better traction can be obtained by adding weights. If weights are added, they must be securely fastened to the vehicle as approved by the PMO.

(3) Radio receivers are not to be installed in NRCS vehicles unless authorized by the state conservationist. Installation of two-way communications systems must be approved by the Information Resources Management Division in the National Headquarters.

(4) Fire extinguishers may be provided for the vehicle at the discretion of the PMO.

(k) Speed limits. Government-owned vehicles must be driven *in* compliance with state and local speed limits.

(m) Loan of vehicles.

(1) Vehicles can be loaned to other agencies of the Department of Agriculture, to Federal agencies outside the Department, and *in* some circumstances to non-Federal agencies. All loans require formal written agreements unless there are unusual circumstances or statutory limitations, for which the PMO can provide instructions. All requests for loan of vehicles must be referred to the PMO.

(2) If vehicles are loaned to a district, the district is to carry a property damage and bodily injury liability insurance policy, and shall include the United States as an insured thereunder. The policy covers district employees and others under its supervision while driving NRCS vehicles on district assignments. It is suggested the amount of insurance should be, as a minimum, that required by state law.

(n) Identification of vehicles. NRCS-owned vehicles are to be identified by (1) license plates (tags) mounted on both the front and rear of the vehicle, and (2) a Department identification decal, Form AD-792, placed on the lower left corner of the rear window. If trucks have caps or mounted equipment which obscures the lower part of the window, the decal is to be placed on the rear of the cap or otherwise placed so it is visible from the rear. The PMO may decide on use of Form 120-099 (NRCS decal) statewide.

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(o) New motor vehicles. Follow any break-in period recommendations of the manufacturer.

(p) Quality deficiency report. New vehicles under warranty are to be repaired by authorized dealers only. Contact the PMO if a dealer is not available or refuses to do the work under warranty. Vehicle deficiencies and the action taken for correction should be described on Standard Form 368, "Quality Deficiency Report," and submitted to the PMO. This form should be completed even if the dealer takes satisfactory corrective action.