

United States Department of Agriculture



Natural Resources Conservation Service
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Date: December 19, 2006

WASHINGTON BULLETIN WA250-7-6

SUBJECT: FNM - Reporting FSA Use of NRCS Vehicles

Purpose. To provide updated reporting instructions.

Expiration Date. December 31, 2007

ACTION REQUIRED: Monthly, by the 10th of the month

We have updated our vehicle use agreement with the Farm Services Agency (FSA) to more accurately reflect the cost of operating Natural Resources Conservation Service (NRCS) vehicles. The updated agreement establishes separate mileage rates for Sedans/Pickups, and All Terrain Vehicles (ATVs). This requires a change in the format of monthly reports submitted to the Financial Management Staff.

Effective January 1, 2007, it will be necessary to report as shown below:

Location	
Month Being Reported	
Miles Driven - Sedans & Pickups	
Miles Driven - ATVs	
Reported by (NRCS Employee Name)	
Date of Report	

Each office is to submit their report of FSA vehicle use to Gloria Castellaw by e-mail (Gloria.Castellaw@wa.usda.gov) by the 10th of each month for the preceding month's use by FSA. A copy is to be provided to the Area Administrative Assistant. Note that instructions for reporting September 2007 will be part of the end of year instructions.

Reports must be submitted monthly to comply with current financial management requirements imposed on both NRCS and FSA. Since we are anticipating a very tight budget for the year it is imperative that we be able to recoup these costs.

A. STEFAN FECHTER
State Administrative Officer