

Administrative Notice

MRP 08-1

06/30/08

ANNUAL REMINDER TO HIGH-MILEAGE DRIVERS

1. PURPOSE

This Notice informs Marketing and Regulatory Programs (MRP) offices of the requirement for making a written commitment to use a Government-owned vehicle (GOV) or privately owned vehicle (POV) for the next fiscal year and states the new mileage rate per mile in Attachment 1.

2. ACTION

- a. As mandated in the Federal Travel Regulations and the Agriculture Travel Regulations, an employee designated as a high mileage driver must make a written commitment to use a GOV or POV for the next fiscal year. The attached MRP Form 73-1R, High Mileage Driver Commitment, will be used for this purpose. High mileage drivers are those employees who are expected to drive more than 1,000 miles per month during the upcoming fiscal year.
- b. The commitment must state whether the employee will drive a GOV specifically assigned for their individual use, or their POV. While the commitment is normally intended to cover a fiscal year period, the date of Government vehicle availability may require that a 12-month period other than a fiscal year be used. The actual commitment period begins when the vehicle is delivered and runs for 12 months thereafter. The commitment will be the basis for reimbursement to the employee for the commitment period.
- c. A written commitment is due to the employee's supervisor as soon as possible. A 1,000 mile per month criterion may be used as a guideline. Managers/supervisors are required to determine and acquire the least costly means of transportation. At a minimum, consideration should be given to current commercial lease costs, fuel costs, anticipated mileage charges, and POV reimbursement rates. The signed commitment and the cost analysis will be maintained in the employee's administrative travel folder.
- d. When an employee commits to the use of a GOV, he/she is required to report the number of trips between residence and work on the Time and Attendance Report. Refer to NFC Time and Attendance Instructions, Title I, Chapter 7, Section 1, page 35, for instructions on recording this information on Time and Attendance Reports.

3. INQUIRIES

MRP issuances can be accessed on the Internet at <http://www.aphis.usda.gov/library>, and on the AMS Intranet at <http://agnis/sites/amsissuances/default.aspx>.

/s/

Joanne Munno for
Gregory L. Parham
Deputy Administrator
MRP Business Services

Attachment