



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

April 17, 2009

## IOWA INSTRUCTION 120-384 - IMPLEMENTATION OF STANDARDIZED LOG FOR NRCS VEHICLES AND MOTORIZED EQUIPMENT

### Part 384.0 PURPOSE

This Iowa Instruction documents how Iowa NRCS will implement the use of a standardized log and keeping all receipts for all NRCS vehicles and motorized equipment.

### Part 384.1 SCOPE

These instructions will be followed by everyone, including partners and volunteers, who drive a NRCS vehicle.

### Part 384.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

### Part 384.3 EXHIBITS

See the attachment.

/s/Richard Sims  
State Conservationist

Attachment

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Non-Federal Partners/Volunteers  
Chuck Gipp, Director, IDALS-DSC, Des Moines, IA  
Jim Gillespie, Field Services Bureau Chief, IDALS-DSC, Des Moines, IA  
Richard Leopold, Director, Iowa Department of Natural Resources, Des Moines, IA  
Deb Ryun, Executive Director, Conservation Districts of Iowa, Chariton, IA

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IOWA INSTRUCTION 120-384 – IMPLEMENTATION OF STANDARDIZED LOG FOR NRCS  
VEHICLES AND MOTORIZED EQUIPMENT

1. PURPOSE:

This Iowa Instruction documents how Iowa NRCS will implement the use of a standardized log and keeping all receipts for all NRCS vehicles and motorized equipment.

2. BACKGROUND:

[Departmental Regulation \(DR\) 5400-006, Use of the Fleet Charge Card and Alternative Payment Methods](#), dated March 6, 2009, required agencies to keep a log of vehicle and motorized equipment usage to ensure a “reasonable audit trail” documenting vehicle and motorized equipment usage.

3. EXPLANATION or PROCESS:

Effective immediately, all offices will use the attached ‘NRCS Monthly Vehicle Usage Log’ to document their vehicle and equipment use. Offices are required to keep a log of vehicle and motorized equipment use to ensure a reasonable audit trail documenting vehicle/equipment use. The logs must capture the following information:

- (1) Date
- (2) Driver or fleet card user name
- (3) Odometer Reading before and after use
- (4) Whether the vehicle was refueled (yes/no) (RECEIPT REQUIRED)
- (5) Whether maintenance or repairs were performed (yes/no) (RECEIPT REQUIRED)

The NRCS Monthly Vehicle Usage Logs will be able to be stored in the vehicle glove box. All receipts will be stored in an envelope and kept with the notebook. Logs will be maintained in the vehicle for one month; after that time the log, along with the corresponding receipts, will be filed in the office under file code 120-19-13, Vehicle Management folder.

A separate vehicle log for each individual license tag number must be used. District conservationists are responsible to make certain everyone, including partners and volunteers, adheres to these requirements.

If you have questions contact, Michelle Bales, the Local Fleet Program Manager, at (515) 284-4506.

Approved By:

Date:

/s/Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

April 20, 2009

