



United States Department of Agriculture
Rural Development

RDAN No. 4466(2018-G)
July 24, 2009

SUBJECT: Usage of Alternative Fuel

TO: State Directors
Acting State Directors

ATTN: Administrative Program Directors
State Fleet Vehicles Coordinators

FROM: Sherie Hinton Henry (*Signed by Sherie Hinton Henry*)
Administrator
Operations and Management

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to reiterate guidance to State Offices regarding RD Instruction 2018-G, "U.S. Government Motor Vehicle Operator's Instructions." RD Instruction 2018-G gives guidance on the usage of alternative fuel and on maintaining separate receipts of record for the different types of fuels that are used for each vehicle in your state.

RD Instruction 2018-G was modified on August 22, 2007, to require recordkeeping of fuel usage. The fuel usage is to be separated to include gasoline usage and alternative fuel usage. The separate tracking of fuel usage is important because this information is reported in the annual Federal Automotive Statistical Tool report due the 30th of each November. After receiving surveys from some of the states for a recent Management Control Review, it was apparent that separate records were not being kept in many of those surveyed states. This is a reminder that RD Instruction 2018.306(c) states:

EXPIRATION DATE:
July 31, 2010

FILING INSTRUCTIONS:
RD Instruction 2018-G

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“(c) Recordkeeping: All offices must keep adequate records of vehicles. At a minimum, adequate records for Government-furnished vehicles include: physical location, body type, tag number, mileage, and monthly rental costs of each vehicle. At a minimum, adequate records for Government-owned vehicles are: the physical location; purchase price; the mileage; and fuel, oil, and maintenance costs. The fuel usage will be separated to include gasoline usage and alternative fuel usage. (Revised 08-22-07, PN 412.)”

The Alternative Fuel Vehicles (AFVs) portion of RD Instruction 2018-G encourages states that have AFVs in their fleet, to use alternative fuel stations if they are convenient. State by state locations for alternative fuel station can be found on the Internet at www.e85fuel.com (click on “Find E85 Near You” button).

The Support Services Division will also be holding a teleconference on August 3, 2009, with all State Office Vehicle Coordinators to emphasize the important aspects of Rural Development Instruction 2018-G. The teleconference will allow the Coordinators to ask any questions that they may have in regards to vehicle maintenance and alternative fuel requirements.

The teleconference is schedule for 50 lines on August 3, 2009, from 10:00 a.m. to 11:00 a.m. Eastern Time, and the call in information is (800) 867-6144, passcode: 3652#.

If you have any questions, please contact James Shavers, Support Services Specialist, at (202) 692-0018 or via e-mail at james.shavers@wdc.usda.gov.

Sent by electronic mail on 7-29-09 at 12:00 p.m. by the Support Services Division. State Directors should distribute to other personnel as appropriate.

