



# United States Department of the Interior

U. S. GEOLOGICAL SURVEY

WATER RESOURCES DISCIPLINE  
West Virginia Water Science Center  
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## WEST VIRGINIA POLICY MEMORANDUM 2014.01

**To:** All West Virginia Water Science Center Employees

*/s/ George E. Harlow, Jr. for*

**From:** Mark R. Bennett, Director, West Virginia Water Science Center

**Subject:** Procedure for Picking up a Government Vehicle (GOV) to go on Temporary Duty (TDY)

In the interest of improving our safety procedures, and to ensure proper safety preparations and documentation prior to entering temporary duty, this memo describes the West Virginia Water Science Center Procedure for Picking up a Government Vehicle (GOV) to go on Temporary Duty (TDY). Each employee is required to sign in and enter their time of arrival at the Science Center. Effective immediately, the employee is required to work at the Center for at least 15 minutes before starting the TDY travel. The employee should use this time to check their email, check the latest weather/travel conditions, inform their supervisor of their final travel plans, fill out their latest TDY plans on the Data/Project travel itinerary boards, and to perform a safety check of the GOV before departure. After taking these 15 minutes to ensure proper safety preparation for entering TDY, the employee may begin their normal field preparations, and finally, the employee is required to sign out and enter their time of departure before starting the TDY travel.

Upon their return from TDY travel to the Science Center, each employee is required to immediately sign in and enter their time of arrival, complete their field trip (e.g. unloading the vehicle, processing samples), and then work at the Center for at least 15 minutes before their departure. The employee should use this time to check their email, to check their mailbox, inform their supervisor of the results from the TDY travel, to erase their entry on the Data/Project travel itinerary boards, to note and communicate any vehicle safety or maintenance issues following the trip, and to complete and submit their travel worksheet for reimbursement.