**EXAMPLE**

AD LETTER IN LIEU OF OF-346

File Code: 7130/5100 Date:

Subject: Authorization to operate FS owned or leased motor vehicles

To:

(Name of AD Employee)

This authorization is in lieu of an OF-346 to allow you to operate Forest Service owned or leased vehicles or equipment for official business during your period of employment.

You are authorized to operate the following:

Type of Vehicle and/or equipment Capacity (GVWR/4x4/<10,000, etc.)

1.

2.

3.

Restrictions:

 (i.e., None, daylight only, paved roads only, etc.)

Date of Expiration of this authorization:

This letter must be in your possession when operating a government motor vehicle or equipment, along with a valid State Driver’s License for this authorization to be in effect.

Signature: