

Form FHA 021-4

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:
State Office
Area Office

STATE PROCEDURE
NOTICE

ISSUE NO. 269

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RURAL DEVELOPMENT MANUAL CHANGE

PA Instruction 2042-B **GENERAL - Rural Development Instruction 2042-B, Reporting Accidents** outlines the proper procedures for reporting accidents involving death, injury, or property damage. PA Instruction 2042-B has been issued to inform staff that the appropriate official in the PA State Office to whom such accidents must be reported is the State Director; however, all forms must be sent to the State Director through the Budget Analyst. The instruction imposes deadlines in reporting such accidents.

INSERT: PA Instruction 2042-B

§ 2042.53 Motor vehicle (including aircraft) accidents:

- a. **Accidents that must be reported.** Report any accident involving a motor vehicle (Privately Owned-Vehicle or Government-Furnished Vehicle) or aircraft operated by a Rural Development employee while on official business if the accident results in any death, injury or property damage. Property damage is defined as any damage to the Privately Owned Vehicle, the Government-Furnished Vehicle, or damage to another person's vehicle or personal property. All accidents must be reported within 48 hours of the occurrence. Accidents involving Government-Furnished Vehicles must be reported to the General Services Administration (GSA) within 24 hours of the occurrence.

- c. **Standard Form 91A, "Investigation Report of Motor Vehicle Accident."** Upon notification of an accident, the State Director (through the Budget Analyst) will immediately assign a Grade GS-7 or above Rural Development employee to be the investigating officer. The investigating officer must:
 1. **Prepare SF 91A within 48 hours after the accident and send it to the Budget Analyst. Review RD Instruction 2042-B for other information that must accompany the SF-91A.**

- d. **Dollar amount of actual or estimated damage. Within 15 days after the accident, the State Office Budget Analyst will provide the Director, SSD, National Office with the required information.**

- g. **Accidents involving General Services Administration (GSA) motor pool vehicles. The employee assigned to conduct the investigation is responsible for notifying GSA if the accident involved a Government-Furnished Vehicle. This employee will send necessary forms to GSA and copies of the same to the Budget Analyst in the State Office.**
 3. **The Budget Analyst will forward all of the supportive accident forms to the Director, SSD, in the National Office.**