

**OFFICE OF STATE PARKS**  
**DEPARTMENT OF CULTURE, RECREATION AND TOURISM**

---

*INTRAAGENCY CORRESPONDENCE*

---

**FIELD MEMORANDUM #2014-004**

TO: OSP Employees  
FROM: Dianne Mouton-Allen  
Deputy Assistant Secretary  
RE: **PIN Number Requests**  
DATE: August 22, 2014

An individual Voyager Personal Identification Number (PIN) is required for business use of the agency Voyager Cards for gasoline and vehicle maintenance. It is the responsibility of the employees' supervisors to ensure that this type of request is made only for employees who are authorized to drive a state vehicle.

Authorization to drive a state vehicle is obtained via the following procedure:

1. Employee completes a Driver Authorization Form (Form #2054). Because ORM requires that an agency representative signs off on the original of the form, the completed form must be sent to OSP Operations (Attention: Gary Ramsey).
2. Once processed, a copy of the approved/denied authorization will be forwarded to the respective site manager if the employee is assigned to a field location or to the employee's supervisor if the employee is assigned to the OSP Administrative Office.
3. The employee must have also completed the Driver Training Course in LEO and provided the Operations Office (Attention: Gary Ramsey) with supporting documentation to verify course completion with the noted date.

PIN's are issued by the Business Office of the Office of State Parks in accordance with the following procedure:

- I. Site Manager (field locations) or Supervisor (Administrative Office) submits a written request with the rationale (email accepted and preferred) for a PIN to the Business Office's Administrative Program Manager (Jeffrey Harlan) with copies to Donna Hanney and Gary Ramsey. **If the request is for a temporary PIN Number, a plausible business case for the request must be included in the request.**
- II. Gary Ramsey will verify whether or not the employee is authorized to drive a state vehicle and respond in kind.
- III. If the request is for a temporary PIN Number, Jeffrey Harlan will forward the request to the Deputy Assistant Secretary (Dianne Mouton-Allen) via email for approval consideration and length of time the PIN will be activated.

IV. Once the response is received, Jeffrey Harlan will act accordingly as follows:

- Approval: Obtain the PIN Number and notify the site manager (field requests) or supervisor (Administrative Office)
- Denial: Notify the site manager (field locations) or supervisor (Administrative Office)
- Temporary PIN: Obtain the PIN Number and notify the site manager (field requests) or supervisor (Administrative Office). Deactivate the PIN number one (1) day after the expiration date identified.

Approved:

  
Assistant Secretary