

## NOAA's Home to Work Transportation Policy

### General

This policy sets forth responsibilities and reporting requirements concerning official use of Government passenger carriers, including motor vehicles between an employee's residence and place of employment. This type of transportation is referred to as "home-to-work" (HTW) in this policy. This term also includes work- to-home transportation.

### References

[41 CFR 101-26.501–Purchase of new Motor Vehicles](#)

[41 CFR 102-5–Home to Work](#)

[41 CFR 102-34–Motor Vehicle Management](#)

[41 CFR 102-39–Disposition](#)

[GSA Bulletin FMR B-9–Motor Vehicle Management](#)

[Guide for Implementing Section 141 of the Energy Independence and Security Act of 2007](#)

[Guide to Federal Fleet Management](#)

[DOC Personal Property Management Manual, October 2007](#)

The **Secretary of Commerce** is the only official who may authorize the use of a Government motor vehicle between an employee's residence and place of employment. This cannot be delegated.

### Home to Work Transportation Authorization

#### Eligibility of Home to Work Transportation

- Only full time equivalent employees are eligible to request HTW.
- Contractors must not use Government-owned, leased, or rented (non-TDY) motor vehicles for HTW transportation.

#### Purpose for Requesting Home-to-Work Transportation

There are five categories of circumstances where employees may request HTW transportation.

- 1. Field Work.** Employees may request HTW transportation when official work requires an employee's presence at location(s) other than his/her regular duty station. Employees should only request HTW transportation for field work when it substantially contributes to the efficiency and economy of the Government. It should put fewer miles on the Government vehicle for the employee to travel from his/her home to the location of the field work than to travel from his/her permanent duty station to the field work location.
  - a. Examples of employees engaged in field work include, but are not limited to, certain law enforcement officers, auditors, investigators, scientists, and quality assurance specialists. Their jobs may require travel to several locations, including remote locations accessible only by Government-provided transportation.

- b. Assignment of an employee to a field work position does not entitle the employee to request and receive HTW transportation.
- c. Employee may not seek authorization for HTW for:
  - Field work when the employee's workday begins at his/her official Government duty station, and
  - When the employee normally commutes to a field location, no matter how far removed from his or her official duty station. For example, auditors or investigators assigned to a contractor site do not qualify for HTW to that site. Although their daily work station is not located in a Government facility, these employees are not performing field work and are responsible for their own transportation to and from work.
- d. Employee may only request HTW transportation for days when the employee actually performs field work.
- e. Approvals will be obtained with DOC policy.

**2. Situations that Present a Clear and Present Danger.** Employees may request HTW transportation for those highly unusual circumstances that present a threat to the physical safety of the employee's person or property under circumstances where:

- a. The danger is real, immediate, or imminent, not merely potential; and
- b. The use of a Government motor vehicle would provide protection not otherwise available.

**3. Compelling Operational Considerations.** Employees may request HTW transportation for those circumstances where HTW transportation is essential to conducting official business or would substantially contribute to the Service's efficiency and economy. Employees may request HTW transportation if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time.

- a. This authority is for employees who require occasional Government motor vehicle transportation, under the HTW authority.
- b. The circumstances for this authority could be, but are not limited to, trips to attend meetings or training, obtain goods and services, and conduct occasional inspections.

**4. Emergencies.** Employees may request HTW transportation whenever there is an immediate, unforeseeable, temporary need to ensure the uninterrupted performance of the agency's mission.

**5. Investigators and Law Enforcement Personnel.** Employees serving in positions essential to the safe and efficient performance of intelligence, counterintelligence, protective services, criminal investigations, or law enforcement duties may request HTW transportation.

#### Authorization Procedure

An employee in one of the above-listed five categories may request HTW authorization. Each determination request must include facts and circumstances that clearly demonstrate how the use of a Government vehicle will substantially increase the NOAA's efficiency and economy or how it is essential to the conduct of official business. (See attachment A.)

Below is the review and approval routing:

- The immediate supervisor of the employee requesting HTW transportation prepares and approves the determination request. Each line office is responsible for development of an internal procedure for routing from the immediate supervisor to the line office Assistant Administrator which may include any intra-organizational review deemed necessary. Following this review and approval, the request is forwarded to
- The line office Assistant Administrator for approval and forwards to the NOAA Fleet Manager.
- The NOAA Fleet Manager will forward to the Department of Commerce (DOC) Fleet Manager.
- If the DOC fleet manager approves the request, he/she sends it to
- The DOC Office of Administrative Services Director for his/her approval who sends to
- The DOC Secretary. Upon approval by the Secretary
- A copy of the authorization will be provided to and maintained by the NOAA fleet manager.
- Supervisor of employee will perform annual performance review.

## **Home to Work Transportation Management**

### **When the Secretary authorizes HTW transportation, what are the limits for using it?**

Employees may only use HTW transportation on days when they are performing official duties and HTW transportation is absolutely required. The use of a Government motor vehicle is not for the personal comfort or convenience of the employee. Being assigned to visit other Government activities or subject to on-call duty on a 24-hour basis is not adequate justification for HTW transportation. After HTW authorization is received, adherence will be monitored by the employee's supervisor.

**May an employee use a NOAA motor vehicle for HTW while on Official Temporary Duty Travel?** Yes. Employees may use a Government motor vehicle for HTW transportation in conjunction with official travel without getting authorization from the Secretary.

- Employees must have a temporary duty assignment away from a designated or regular place of employment and an approved Travel Authorization (TA). The TA must include the use of the Government vehicle.
- While on authorized travel, employees may also use a Government motor vehicle to go from his/her residence and the common carrier terminal or from the terminal to his/her residence.

**May passengers ride with an authorized user?** Employees using HTW transportation may share space in a Government vehicle with passengers if they have space and:

- The vehicle does not travel additional distances to accommodate a passenger. All travel for the employee must be for the official performance of duties.
- The passenger also has HTW transportation approval.

**How does NOAA report HTW transportation use?** Motor vehicle operators and passengers using HTW transportation must record a description of daily trips taken describing the activity on a monthly HTW Transportation Log.

- a.** Logs must establish that any HTW transportation was used for official purposes and at a minimum, include the following:
  - (1) Name and title of the employee and passenger(s) using the vehicle,
  - (2) Signature of the vehicle operator and his/her supervisor,
  - (3) Date(s) of use, and
  - (4) Description of daily trips taken with description of general activity(s).
  
- b.** A file containing information related to HTW authorization must contain the following:
  - (1) Duration of HTW transportation,
  - (2) Circumstances requiring the HTW transportation, and
  - (3) Approval letter signed by the Secretary.
  
- c.** Log Submission Process.
  - (1) The employee completes the log, and he/she and the supervisor review and sign the log.
  - (2) The supervisor maintains a copy for no less than the length of time required by document retention standards. (See Attachment B)

#### Attachments

Attachment A – Memorandum Checklist

Attachment B – Sample HTW Transportation Log