

GENERAL SERVICES ADMINISTRATION
Washington, DC 20417

August 29, 2012

GSA BULLETIN FMR B-35
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Home-To-Work Transportation

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive agencies regarding the authorization of home-to-work (HTW) transportation.

2. What is the effective date of this bulletin? This bulletin is effective on **August 29, 2012.**

3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled.

4. What is the background? 31 U.S.C. 1344 and Federal Management Regulation (FMR) Part 102-5 (41 CFR Part 102-5) allow heads of Federal agencies in certain limited situations to authorize employees to use Government passenger carriers for transportation between their residences and their places of work, known as HTVV transportation.

HTVV is only permitted when required for the performance of field work, essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties, or when a clear and present danger, an emergency, or a compelling operational consideration exists. Transportation between an employee's residence and the location of the field work will be authorized only to the extent that such transportation will substantially increase the efficiency and economy of the Government.

The duties of employees who are designated in writing by their agency head as essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties are collectively known as law enforcement activities for the purposes of this bulletin. FMR 102-5.25 states that each Federal agency using Government passenger carriers to provide HTVV transportation for employees involved in law enforcement activities should issue guidance concerning such use.

5. What should we do as a result of this bulletin? HTVV transportation can only be used to accomplish an agency's mission and will not be used for the convenience of the employee. Agencies should establish policies that do not automatically authorize HTVV transportation for any employee or position.

In addition, all agencies should consider implementing the following suggested policies or practices to support all HTW authorizations:

A. Designating a senior official at the headquarters level as the HTW Coordinator with responsibilities that include, but are not limited to:

1. Issuing agency-wide HTW transportation policy;
2. Reviewing HTW requests for policy compliance;
3. Preparing HTW requests for submission to the agency head;
4. Where required, submitting the necessary HTW reports to Congress;
5. Ensuring that the motor vehicles used for HTW transportation are incorporated into the agency's vehicle allocation methodology and fleet plan;
6. Periodically reviewing HTW usage reports and all HTW justifications to ensure the continued validity of the need for HTW transportation;
7. Developing HTIN training for those authorized for HTW transportation; and
8. Providing management oversight of the HTW transportation program.

B. Requiring a business case to accompany each HTW request. Suggested business case contents include, but are not limited to:

1. A cost versus mission criticality analysis that considers and describes the costs and benefits of HTW transportation versus other forms of transportation as well as the risk to mission of not providing HTW transportation;
2. A description of the tasks that the individual (or position of the individual) operating the vehicle is expected to perform (including a description of any required equipment or vehicle modifications) and why other forms of transportation are not suitable to accomplish those tasks;
3. A justification that assesses the relative importance to the agency's mission of authorizing the use of HTW transportation versus other forms of transportation;
4. An explanation as to why it is critical to the agency's mission that performance of duties begins at the employee's residence rather than the employee's official duty station; and
5. An estimation of the expected frequency the HTW transportation will be required/used throughout the duration of the authorization.

C. Writing and publishing internal vehicle management and HTW transportation policies that:

1. Ensure that the HTW vehicles are the smallest, most fuel efficient, and least greenhouse gas emitting vehicles necessary to execute mission requirements;

2. Define terms such as Call-out, Protection, Emergency Use, On-Call, Criminal Law Enforcement, Intelligence and Counter-Intelligence as they relate to the specific operations of the agency and describe the agency's specific needs and missions in which HTW transportation may be authorized for employees;
3. Identify examples of duties that qualify for HTW support and outline procedures to ensure that each individual employee authorized HTW transportation is actively performing those duties for which HTW is authorized;
4. Ensure that the distance between the employee's residence and official duty station is considered when making HTW authorizations (e.g., for potential response time in emergency situations);
5. Ensure that HTW would not be authorized for the sole purpose of commuting to and from work;
6. Ensure that HTW authorizations are not solely based on grade, rank, job series or title;
7. Define administrative functions and ensure that HTW transportation is not authorized for personnel performing those functions exclusively, regardless of their job series;
8. Require that transit subsidy or other transit/parking benefits not be authorized for days when HTW transportation is provided; and
9. Establish policies regarding authorized or prohibited uses of a HTW vehicle that are incidental to the conduct of official business.

D. Deploying vehicle telematics technology to establish better accountability and control of HTW vehicles and provide usage data needed to justify HTW.

E. Developing HTVV training and require employees using HTW to take the training. Training could include information on topics such as:

1. Applicable HTW laws and regulations;
2. Department/Agency specific policies;
3. HTW request and approval process;
4. HTW participant roles and responsibilities;
5. HTW compliance and monitoring; and
6. Punitive/disciplinary policies for misuse of Government passenger carriers.

6. Who should we contact for further information and/or to direct comments regarding this bulletin? Agencies are encouraged to send any questions or comments to:

General Services Administration
Office of Government-wide Policy
Office of Asset and Transportation Management (MA)
Washington, DC 20417
E-mail address: vehicle.policy@gsa.gov

A handwritten signature in black ink, appearing to be 'Dan Tangherlini', with a stylized, flowing script.

Dan Tangherlini
Acting Administrator