



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 200.54, *Executive Transportation Services*, dated August 15, 2005.

SUMMARY OF CHANGES: Section 4, Definitions, replaced Motor Vehicle definition with Executive Transportation Services; Section 5, Responsibilities, Chief Support System Officer name changed to Chief Administrative Officer, and throughout document; Section 6, Policy, A. specified that vehicles will be contractor provided, and removed Chief of Staff, Chief Operating Officer, and Chief Support System Officer from individuals authorized to use contractor provided vehicles, B.1. Contracting Officer changed to Contracting Officer's Technical Representative, B. 3. added caveat that home to work transportation must be approved by the Secretary and will result in penalties if vehicles are used for home to work; Section 7, Procedures, changed executive sedan service requests from at least 30 minutes to at least one hour, deleted VGA Executive Sedan service, and clarified additional procedures.

1. **PURPOSE:** This directive provides TSA policy and procedures for the use and operations of the TSA Headquarters Executive Transportation Services.
2. **SCOPE:** This directive applies to TSA Headquarters executives.
3. **AUTHORITIES:**
 - A. 31 U.S.C. § 1343
 - B. 31 U.S.C. § 1344
 - C. 31 U.S.C. § 1349
 - D. 41 CFR § 102-5
 - E. 41 CFR § 102-34
 - F. [DHS MD 0520.1, Motor Pool Operation](#)
4. **DEFINITIONS:** Executive Transportation Services: Contractor provided vehicle and driver with most models being a sedan accommodating a maximum of four passengers in addition to the driver.

5. RESPONSIBILITIES: The Chief Administrative Officer (CAO), through the Office of Administration, Fleet and Transportation Services Branch, shall be responsible for all aspects of this directive.

6. POLICY:

A. The following individuals may use the contractor provided vehicle and driver in the performance of their official duties to facilitate necessary local travel:

- (1) Assistant Secretary/Administrator
- (2) Deputy Administrator
- (3) All Assistant Administrators and equivalent Office Directors
- (4) Other positions, as designated by the Chief Administrative Officer, in writing.

B. All additional requests must be in writing. Identify the position title and current name, and include a justification for the request. The request should be submitted to the Chief Administrative Officer for review and approval.

- (1) Each office utilizing executive transportation services will submit to the Fleet & Transportation Services Branch a current Point of Contact, alternate Point of Contact, and a list of those individuals authorized to place calls to the contractor for executive transportation services. These names will be provided to the contractor via the Contracting Officer's Technical Representative as authorized to call for services. It is the responsibility of the office utilizing executive transportation services to provide updates to this list, as required.
- (2) Executive transportation services will be provided within the Washington, D.C., metropolitan area, and to or from the Baltimore-Washington and Dulles International Airports. This service shall be used for official business only and for transporting authorized passengers to and from authorized destinations (i.e., TSA HQ, DHS, meeting locations for official business, etc.). Although executive transportation services are available within the Washington, D.C., metropolitan area to perform TSA's mission, consideration should be given to using taxis and available public transportation to control costs to TSA.
- (3) Transportation to or from an individual's personal residence (home-to-work) is *not* authorized unless specifically approved by the Secretary of Homeland Security. Please refer to [TSA MD 200.59, Home-To-Work Transportation](#), 31 U.S.C. § 1344 and 41 C.F.R. § 102-5. Severe penalties may result from the unauthorized use of a Government vehicle for home-to-work transportation.

- 7. PROCEDURES:** Authorized persons desiring executive transportation services should contact the contractor listed below to request the desired services and provide the dispatcher with the trip details. These requests should be made, whenever possible, at least one hour prior to departure. Executive transportation service vehicles are generally sedan type vehicles, accommodating a maximum of four passengers in addition to the driver.
- A. TRANSCOM Executive Sedan, Call 202-305-3669
 - B. Drivers will wait 15 minutes at a specified location for return service, unless the requestor has specified a reasonable timeline for pickup (i.e. within a time frame of up to one hour). If requestors experience a delay in excess of 15 minutes, they must communicate their intentions with the driver and/or contractor dispatcher, or make separate arrangements for return service.
 - C. Passengers are not permitted to eat, drink, or smoke and must wear seat belts while in motor pool or sedan service vehicles.
 - D. When a service for transport has been requested, the person making the request must keep a log of the request. A copy of the log information must be provided to the Fleet & Transportation Services Branch via facsimile at 571-227-2569. The request log must contain the following information:
 - (1) Date of transport
 - (2) Reservation #
 - (3) Booked by
 - (4) Passenger
 - (5) From and to locations
 - (6) TSA Routing number (to reconcile with monthly invoice).
 - E. On a monthly basis, each office must reconcile all requests with the invoice and certify (with signature) that services have been received. This certification will be sent to the HQ Fleet & Transportation Services Branch (via internal mail to W11-133S or facsimile) for review and payment.
 - F. Additional charges are applied to waiting time in excess of 15 minutes per our contractual agreement.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



David R. Nicholson
Assistant Administrator for Finance and
Administration/CFO

5/8/2008
Date

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