



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

1. **PURPOSE:** This directive provides TSA policy and procedures for the use of Government vehicles for home-to-work transportation.
2. **SCOPE:** This directive applies to all TSA organizational components.
3. **AUTHORITIES:**
  - A. Section 1344 of Title 31, United States Code
  - B. Part 102-5 of Title 41, Code of Federal Regulations
  - C. [DHS MD 0530.1, Home-To-Work Transportation Controls](#)
4. **DEFINITIONS:**
  - A. Clear and Present Danger: Highly unusual circumstances that present a threat to the physical safety of the employee or his/her property when the danger is real, immediate (i.e., imminent) and not merely potential.
  - B. Compelling Operational Consideration: Those circumstances where home-to-work transportation is essential to the conduct of official business or would substantially increase TSA's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances are not limited to emergency or life threatening situations.
  - C. Emergency: Circumstances that exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided, and there is no other way to transport those employees.
  - D. Field Work: Official work performed by an employee whose job requires the employee's presence at various locations other than his/her regular place of work or official duty station. Examples include itinerant-type travel involving multiple stops within the accepted local commuting area, limited use beyond the local commuting area, or transportation to remote locations that are only accessible by Government owned/leased transportation. Field work typically involves travel for inspections or other official purposes to locations in the commuting area, but away from the official duty site.

- E. Government Vehicles: Any passenger motor vehicle, aircraft, boat, ship, or other similar means of transportation that is owned (including those that have come into the possession of the Government by forfeiture or donation), leased, or rented by the U.S. Government. It does not include vehicles rented by travelers while on temporary duty under travel orders.
- F. Home: The primary place where an employee resides and from which the employee commutes to his/her place of work.
- G. Home-to-Work Determination Plan: A written description of a TSA requirement for home-to-work transportation that meets the requirements of DHS MD 0530.1, and which includes:
  - (1) The basis for the requirement;
  - (2) The types and numbers of employees who will be authorized to use the Government vehicle for home-to-work transportation, and the situations in which they will be used;
  - (3) The reviews and administrative controls which will be relied upon to ensure that home-to-work transportation is used solely for the purpose for which it is intended; and
  - (4) A written statement of assurance from the requesting Assistant Administrator to the Assistant Secretary (for further forwarding to the Secretary of Homeland Security) that the requested home-to-work determinations are necessary to the organization's mission requirements, satisfy applicable statutes and regulations, and will not adversely impact on program budgets.
- H. Home-to-Work Transportation: The use of a Government vehicle to transport an employee between his/her home and place of work.
- I. Work: Any location within the accepted commuting area, as determined by the agency for the locality involved, where an employee performs his/her official duties.

**5. RESPONSIBILITIES:**

- A. The Assistant Administrator for Finance and Administration/Chief Financial Officer is responsible for the overall management and oversight of home-to-work transportation within TSA.
- B. The Associate Administrator, the Chief Counsel, the Special Counselor, and all Assistant Administrators, or their designees, are responsible for:
  - (1) Identifying employee positions that may qualify for home-to-work transportation and for submitting requests and renewals (every two (2) years for field work) for home-to-work authority in accordance with Sections 7A and 7D, respectively;
  - (2) Establishing effective management controls within their offices to ensure that:
    - (a) Government vehicles are not used for home-to-work transportation except as approved in advance by the Secretary of Homeland Security; and

- (b) All Secretary-approved use of Government vehicles for home-to-work transportation is in strict compliance with law, applicable regulations (including this directive) and a Secretary-approved Home-to-Work Determination Plan.
- (3) Ensuring the cost-effectiveness of their home-to-work programs through semi-annual review of home-to-work transportation costs.
- C. Supervisors of individuals authorized to use Government vehicles for home-to-work transportation will ensure that their subordinates' use of Government vehicles for home-to-work transportation is in strict compliance with law, applicable regulations and the Secretary-approved Home-To-Work Determination Plan
- D. Employees who are authorized and directed to use Government vehicles for home-to-work transportation will use Government vehicles *only* for authorized home-to-work transportation and in strict compliance with law, applicable regulations and a Secretary-approved Home-to-Work Determination Plan.

## 6. POLICY:

- A. **WARNING**. Federal law *requires* a minimum ***one-month suspension*** without pay for the willful use of a Government vehicle from home-to-work without proper authority. Misuse may also result in removal. This penalty also applies to individuals who willfully *authorize* such use of a Government vehicle.
- B. Generally. TSA employees may not use Government vehicles to travel from home-to-work unless expressly authorized by the Secretary of Homeland Security and only after the procedures in Section 7B are completed. In addition, home-to-work transportation is only permitted when such use will substantially increase the efficiency and economy of the government. The comfort or convenience of an employee is not sufficient justification to authorize home-to-work transportation.
- C. Justification. Requests for Secretarial approval of home-to-work authority may be based on the following circumstances:
  - (1) When required for field work (except as referenced in Section 6D); or
  - (2) When essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties; or
  - (3) When the Secretary makes a determination that highly unusual circumstances present a clear and present danger (such that the use of a Government vehicle would provide protection not otherwise available), that an emergency exists, or that other compelling operational considerations make such transportation essential to the conduct of official business.

**NOTE:** Initial determinations last only 15 days, and must be renewed thereafter in increments no longer than 90 days.

- D. Field Work. For field work purposes, home-to-work use of a Government vehicle is not authorized:
- (1) Outside the local commuting area;
  - (2) If the field work location is in the general direction of the employee's official duty location where a Government vehicle is available;
  - (3) When an employee assigned to field work is not actually performing field work;
  - (4) When the employee's workday begins at his/her official duty station; or
  - (5) When the employee normally commutes to a fixed location, however far removed from his/her official duty station.
- E. Prohibition Against Unofficial Use. Government vehicles will be used *only* for official and authorized purposes. Unauthorized use of a Government vehicle may result in disciplinary action up to and including removal.
- F. Passengers. During home-to-work transportation, an employee may share space *only* with other Federal employees who are on official Government business; no other passengers are permitted. This restriction does not apply when home-to-work transportation is authorized by the Secretary of Homeland Security due to highly unusual circumstances that present a clear and present danger, an emergency, or other compelling operational considerations. Violation of this provision may result in disciplinary action up to and including removal.
- G. Record-Keeping. Employees authorized to use Government vehicles for home-to-work transportation will complete [TSA Form 209, Motor Vehicle Utilization Record](#), in accordance with [TSA MD 200.53, Motor Vehicle Fleet Management](#), on a daily basis clearly detailing for audit purposes each use of a Government vehicle for home-to-work transportation.
- H. Taxes. Employees who use Government vehicles for field work may be subject to fringe benefit tax withholdings. Separate guidance will be issued to address taxable fringes.
- I. Renewal. Secretary-approved Home-to-Work Determination Plans for field work must be re-approved every two (2) years.

## 7. PROCEDURES:

- A. Requesting Home-To-Work Authority. Requests for home-to-work authority will be prepared in consultation with the TSA Office of Property Management (see the Point-of-Contact listed in Section 8) and the Office of Chief Counsel. The office requesting home-to-work authority will prepare a Home-to-Work Determination Plan to meet the requirements of DHS MD 0530.1, which will include:
- (1) The basis for the requirement;

- (2) The types and numbers of employees who will be authorized to use the Government vehicle for home-to-work transportation, and the situations in which they will be used;
- (3) The reviews and administrative controls which will be relied upon to ensure that home-to-work transportation is used solely for the purpose for which it is intended; and
- (4) A written statement of assurance from the requesting Assistant Administrator to the Assistant Secretary (for further forwarding to the Secretary of Homeland Security) that the requested home-to-work determinations are necessary to the organization's mission requirements, satisfy applicable statutes and regulations, and will not adversely impact on program budgets. This requirement cannot be delegated.
- (5) The Office of Property Management will coordinate and staff the Home-to-Work Determination Plan through the Office of the Assistant Secretary to DHS for approval.

B. Individual Use of Home-To-Work Authority. Employees shall not engage in home-to-work transportation in Government vehicles until all of the following conditions have been met:

- (1) The employee and the employee's supervisor have read the applicable Secretary-approved Home-To-Work Determination Plan and confirm that the employee is eligible under the plan to drive a Government vehicle from home-to-work;
- (2) The employee and the employee's supervisor sign a [TSA Form 282, Home-to-Work Transportation Certification](#); and

**NOTE:** The supervisor will issue the employee a copy and retain a copy in his/her supervisor's employee file (SPF). An additional copy will be forward to the supervisor's immediate supervisor for placement in their corresponding SPF, subject to audit.

- (3) In the case of field work, use of the Government vehicle is approved in accordance with the applicable Home-To-Work Determination Plan by the appropriate authority based upon a determination that such use will substantially increase the efficiency and economy of the Government.

C. Documentation and Reporting Requirements.

- (1) Individuals authorized home-to-work transportation in Government vehicles will annotate the TSA Form 209 on a daily basis clearly detailing for audit purposes each use of a Government vehicle for home-to-work transportation.
- (2) Vehicle Control Officers will collect the TSA Form 209 from all vehicles for which they are responsible and, by the 5<sup>th</sup> day of each month, compile and forward to the Office of Property Management an accounting of home-to-work travel as required by the Fleet and Transportation Services.

D. Renewal of Authority. Home-to-Work Determination Plans based on field work must be renewed every two (2) years. Consult with the Office of Property Management at least six (6)

months prior to the expiration of an existing Home-to-Work Determination Plan to prevent a gap in authority.

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

**APPROVAL**



\_\_\_\_\_  
David R. Nicholson, Assistant Administrator for  
Finance and Administration/Chief Financial Officer

11/14/2007

\_\_\_\_\_  
Date

Filing Instructions: 200.1.1  
Effective Date: Date of signature  
Review Date: Two year anniversary of effective date.  
Distribution: Assistant Administrators and equivalents, Federal Security Directors, and office directors.  
Point-of-Contact: Fleet and Transportation Services, [Fleet.Transportation@dhs.gov](mailto:Fleet.Transportation@dhs.gov), (571) 227-3082/2053