

OFFICE OF TRANSPORTATION SAFEGUARDS

POLICY NUMBER: 8.03

TITLE: Utilization of Government-Owned Non-Operational Vehicles

EFFECTIVE DATE: October 10, 1995

PURPOSE: The attached document disseminates management direction for the conditions under which Government-owned vehicles may be used for official purposes by the DOE TSD federal associates.

SCOPE: TSD Property Manager and each branch property representative shall ensure processes are in place in order to support these requirements.

PROPONENT: TSD

POLICY

1. This procedure addresses the conditions under which Government-owned vehicles may be used for official purposes by Department of Energy (DOE), Transportation Safeguards Division (TSD) federal and contractor associates. This procedure addresses the topics required by DOE Acquisition Regulation 945.570.3, paragraph 945.570.5, Utilization of Motor Vehicles and 41 CFR, paragraph 101-38.301 Authorized Use.
2. The Fleet Manager (FM) is responsible for the administration of all motor vehicle fleet functions within TSD. The FM provides technical advice to the Division Property Manager for the purpose of property accountability. Other Responsibilities include:
 - a. Procurement of new vehicles and assignment to the various functional areas within TSD,
 - b. oversight of maintenance and modification of TSD vehicles,
 - c. tracking of vehicle maintenance costs,
 - d. tracking and trending of mileage on a per vehicle basis,
 - e. provide assistance to Division Property Manager in the disposal of excess TSD vehicles; and
 - f. fuel consumption reporting.
3. Additionally, responsibility for the implementation of these procedures extends to every member of the TSD Property Management Program, which includes: TSD Property Manager, TSD Property Management Officer, and each TSD Branch Property Representative.
4. The following procedure applies to all associates who operate a Government-owned vehicle at their home station or while deployed in support of a mobile training, Joint Training Exercise program, or other off-site support of TSD. The TSD Property Manager is responsible for implementation of this procedure.
5. General: The DOE Albuquerque Operations Office procures and funds the acquisition of vehicles for assignment to meet mission requirements. Vehicles are for official use only and are not to be used for the personal convenience by government or contractor associates. Operators must hold a valid state driver's license and ensure Government-owned vehicles are operated safely in accordance with state and federal motor vehicle laws. Accidents must be promptly reported to the FM or the Property Management Officer and the operator's immediate supervisor.
6. Accident report forms (located in the glove box of each vehicle) must be completed and forwarded to the FM. The unauthorized use of Government-owned vehicles is a federal offense, under the provision of 18 USC 641 any person who knowingly misuses any government property (which includes Government motor vehicles) is subject to criminal prosecution and upon conviction, to fines up to \$10,000 or imprisonment for up to ten years.
7. Other TSD policies remain in effect with this policy (no smoking policy and seat belt requirements).
8. Vehicle Assignments The TSD vehicle fleet will be utilized and maintained in accordance with 41 CFR, paragraph 209-38.5001 Utilization Controls and Practices, include:

- a. The maximum use of equipment pooling arrangements, taxicabs, shuttle busses, or other common service arrangements;
 - b. The minimum, practicable assignment of equipment to individuals, groups or specific organizational components with periodic documented reviews of such assignments to determine if under-utilization exists and whether reassignment is necessary.
9. The FM assigns vehicles to the various functional areas according to their specific mission tasks. The FM or designated representative schedules and collects fuel receipts for turn-in. The FM or designated representative conducts a thorough functional inspection of each vehicle periodically to include fluid levels, safety equipment (lights, horns, etc.) tires, belts and hoses. Mileage reports are maintained for each vehicle.
10. Vehicle Check-Out Procedures: TSD associates will request approval to use a TSD non-operational vehicle from the FM or designated representative. Upon completion of each trip, the associate will enter the appropriate data on the mileage record form kept in each vehicle. A sample of the form is attached to this policy. The FM or designated representative will collect completed books for review and filing.
11. Authorized Vehicle Utilization: Vehicles are used for official business only. Scenarios of acceptable usage are listed below:
12. Associate takes a government vehicle to transport government supplies/property to an IST or JTE. If associate chooses to utilize their POV instead of a government vehicle, the cost of reimbursement cannot exceed the cost of a government fare airline ticket. Authorization must be noted on the travel authorization in advance of travel.
13. associate assigned to a courier section utilizes a vehicle to transport a courier crew for RON
14. associate utilizes vehicle to procure supplies and/or services from commercial vendors
15. associate assigned to the Operations Support Branch located in Coyote Canyon utilizes a government vehicle to drive to any of the Kirtland Air Force Base (KAFB) eating establishments. (See M. References, paragraph 109-38.5403
- a. associate assigned to the Operations Support Branch utilizes a government vehicle to drive to the AL complex to pick up a travel advance and airline tickets from SATO.
 - b. associate assigned to the Operations Support Branch utilizes a government vehicle to drive to the AL complex to attend an AL or TSD function. Utilization is allowed based on 41 CFR, paragraph 109-38.5493 (a) official purposes as characterized above.
 - c. associate assigned to either the Albuquerque, Pantex, or Southeastern Courier Section utilizes a government vehicle to drive to a gymnasium to work out. Physical fitness requirements must be met by the employee in the purview of the job, utilization of the TSD fleet for this purpose is allowed.
16. Unauthorized Usage: Scenarios of prohibited use are listed below:
- a. associate assigned to the Operation Support Branch utilized a government vehicle to drive to the AL Credit Union to complete personal financial transactions. This is disallowed based on the attached TSD memorandum dated August 17, 1992, paragraph three "Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned motor vehicle---or any motor vehicle---leased by the Government, for other than official purposes, shall be suspended from duty by the head of the department concerned, without compensation, for not less than 30 days and shall be suspended for a longer period or summarily removed from office if circumstances warrant. (See M. Reference 41 CFR, paragraph 109-38.5401 (b)).
 - b. Associate assigned to any of the courier sections utilizes a government vehicle to drive to a doctor's appointment, a funeral, or other outside activity. This scenario does not meet the "official purpose" definition as established previously in this memorandum.
 - c. However, based on 41 CFR, paragraph 109.38-5409 Use of Government motor vehicles in emergencies: states "In limiting the use of Government motor vehicles to official purposes, it is not intended to preclude their use in emergencies threatening loss of life or property. Such use shall be documented."

17. Authorized/Unauthorized Use when deployed out of Albuquerque: Prohibitions on vehicle usage are somewhat less restrictive in this case since, normally, the Government-owned vehicle(s) is the only means of transportation for several associates. Under these circumstances, Government-owned vehicles may be used for visits to restaurants, supermarkets, and drug stores. Under no circumstances will these vehicles be driven to establishments whose primary business is the sale of liquor (bars, discos, night clubs, package stores, etc.).

18. No federal or contractor associate, while operating a U.S. Government registered vehicle, or as a passenger, will be in possession of or under the influence of alcoholic beverages or illegal drugs whether an official or unofficial business and regardless of the intended purpose (consumption or distribution).

19. Minor/Preventive Maintenance: Government-owned vehicles will receive proper maintenance as needed to complete the mission to the advantage of the Government. Preventative maintenance should be scheduled through the FM or designated representative in accordance with the TSD schedule for non-operational vehicles.

20. During travel or emergency situations gasoline, oil and small authorized vehicle items/repairs may be purchased at any gas station that honors the Government credit card. As a reminder, please ensure that all receipts have the required information, i.e. amount of gasoline purchased, cost per gallon, total cost, and all line items purchased (including flat tires repaired).

21. Use of Government-owned vehicles to and from personal residence. Vehicles may only be taken home after the following conditions have been met:

a. The DOE PMR and the ALPMI 109-38.54, with respect to Government-owned non-operations vehicles, designates the Director, Transportation Safeguards Division as approving signator on one time requests for home-to-work use by TSD/AL employees. Copies of these approvals are forwarded to the Property and Administrative Services Division.

b. The associate assigned to drive a Government-owned vehicle on a road trip may take the vehicle home the night prior (if departing Tuesday through Friday) or the weekend prior (if leaving on a Monday) to departure. This policy is established for vehicle loading, washing, and general preparation.

22. Vehicle Security: Government-owned vehicles must be locked at all times when not attended. High value equipment will not be left in the vehicle.

23. Unauthorized Passengers: Regulation prohibits picking up hitchhikers or unofficial persons to ride in Government-owned vehicles.

24. Key Control: All vehicle keys will be controlled and issued on receipt. Do not duplicate keys. If a person has a need for a key to a vehicle, contact the FM for this request. Vehicle abuse will not be tolerated.

25. References listed in the order they appear in this policy:

26. 41 CFR, paragraph 109-38.5403 (a), which states: ... "Official purpose" largely is a matter of administrative discretion and determination based on the particular facts of the case and the Government interest in the proposed use of the Government motor vehicle. It is the responsibility of the person authorizing or approving the use to examine the circumstances surrounding such use and assure that the facts sufficiently justify a conclusion of "official purpose."

27. 41 CFR, paragraph 109-38.5401 (b), which states: (a) The term "official purposes" means those purposes required to carry out authorized programs, including program work carried out under contracts made pursuant to authority vested in the Department.

28. 41 CFR, paragraph 109-38.5109, Use of Government motor vehicles in emergencies states: "In limiting the use of Government motor vehicles to official purposes, it is not intended to preclude their use in emergencies threatening loss of life or property. Such use shall be documented."

Attachment: AL F 5632.20A Non-Operational Vehicle Operation Log

UNITED STATES DEPARTMENT OF ENERGY
ALBUQUERQUE FIELD OFFICE

TSD NON-OPERATIONAL VEHICLE OPERATION LOG

VEHICLE NO.		ORGANIZATION			
DATE	DRIVER NAME	DISTINATION	TIME OUT	TIME IN	MILEAGE IN

I hereby certify that the information listed above is correct to the best of my knowledge.

SIGNATURE