

**Amendment
to a Fish and Wildlife Service Manual Chapter**

Series: Vehicle and Equipment Management
Part 320: Motor Vehicle Management
Chapter 2: Home-To-Work Transportation
Amendment Number: 1
Purpose: Adopt the provisions Secretary of the Interior's guidance dated August 1, 2008, on the authorization to use Government passenger carrier(s) for home-to-work transportation for those employees essential for the safe and efficient performance of criminal law enforcement, protective services, or intelligence duties.

Action (1 of 4):

Under 10.2 What are the authorities for this chapter?

From:

See [320 FW 1.3](#) for a list of authorities for all the chapters in Part 320.

To:

In addition to the authorities in 320 FW 1.3, the Secretary of the Interior provided guidance on August 1, 2008, authorizing the use of Government passenger carriers for HTW for specific law enforcement Officers (see sections 10.4A and 10.4C). The Division of Refuge Law Enforcement (LE) issued guidance on July 13, 2009 in LE Memo-48, "Policy to Establish Process for Authorization to use a Government-Owned Vehicle for Home-To-Work (HTW) Transportation by Refuge Officers."

Action (2 of 4):

Under 10.4 Who is responsible for HTW transportation?

From:

A. The **Secretary of the Interior** 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.

To:

A. The **Secretary of the Interior** 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. The Secretary has authorized HTW for specific Law Enforcement Officers within the Service (see section 10.4C below).

Action (3 of 4):

Under 10.4 Who is responsible for HTW transportation?

From:

C. The Senior Fleet Manager, located in Headquarters, Division of Contracting and Facilities Management (CFM), is responsible for:

To:

C. Regional Directors (for National Wildlife Refuge System Law Enforcement Officers), and the **Chief, Office of Law Enforcement** may identify specific Law Enforcement Officers who qualify under the Secretary's authorization when HTW is essential for the safe and efficient performance of criminal law enforcement, protective services, or intelligence duties. (See Secretary's Guidance of August 1, 2008.)

D. The Senior Fleet Manager, located in Headquarters, Division of Contracting and Facilities Management (CFM), is responsible for:

Action (4 of 4):

Under 10.11 How does an employee request HTW authorization?

From:

We use a determination request memorandum to seek authorization for HTW transportation. Each determination request must include facts and circumstances that clearly demonstrate how the use of a Government vehicle will substantially increase the Service's efficiency and economy or how it is essential to the conduct of official business. See [Exhibit 1](#) for detailed information about what to include in the memorandum and for how long the approval lasts.

To:

Except for law enforcement personnel we describe in sections 10.4A and 10.4C, we use a determination request memorandum to seek authorization for HTW transportation. Each determination request must include facts and circumstances that clearly demonstrate how the use of a Government vehicle will substantially increase the Service's efficiency and economy or how it is essential to the conduct of official business. See Exhibit 1 for detailed information about what to include in the memorandum and for how long the approval lasts.

/sgd/ Daniel M. Ashe
DEPUTY DIRECTOR

Date: September 23, 2009