

320 FW 10, Exhibit 1: Requests for Authorization for Home-to-Work Transportation

Duration of Approval	Considerations	Items to Include in Memorandum									
		Employee Name and Title	Job Title and Series	Duties of Position	Requesting Office	Employee's Home Address	Permanent Duty Station Address	Addresses of Field Work Locations	Addresses of Government Facilities near Field Work Locations	Type of Vehicle	Justification*
For Specific Employees Performing Field Work											
2 years	<ul style="list-style-type: none"> How close employee's home is to work location Must demonstrate substantial increase in efficiency and economy 	X			X	X	X	X	X	X	X
For Field Work Positions (not specific employees) because of Rapid Turnover											
2 years	<ul style="list-style-type: none"> Must demonstrate substantial increase in efficiency and economy 		X	X	X		X	X	X	X	X
For Specific Employees Performing Investigation and Law Enforcement Duties											
4 years	<ul style="list-style-type: none"> Must demonstrate substantial increase in efficiency and economy, or How it is essential to the conduct of official business 	X			X	X	X			X	X
For Investigation and Law Enforcement Positions (not specific employees)											
4 years	<ul style="list-style-type: none"> Must demonstrate substantial increase in efficiency and economy, or How it is essential to the conduct of official business 		X	X	X		X			X	X
For Specific Employees in Situations of Clear and Present Danger, Compelling Operational Considerations, and Emergencies (Also Known As "Contingency Determinations")											
15 calendar	<ul style="list-style-type: none"> Necessary if offices need employees to be ready without warning 	X			X	X	X			X	X

Duration of Approval	Considerations	Items to Include in Memorandum									
		Employee Name and Title	Job Title and Series	Duties of Position	Requesting Office	Employee's Home Address	Permanent Duty Station Address	Addresses of Field Work Locations	Addresses of Government Facilities near Field Work Locations	Type of Vehicle	Justification*
days; ending at the end of the situation.	<ul style="list-style-type: none"> • Must demonstrate substantial increase in efficiency and economy • Can extend approvals for 90-day periods until the situation is over. 										
For Positions (not specific employees) in Situations of Clear and Present Danger, Compelling Operational Considerations, and Emergencies (Also Known As "Contingency Determinations")											
15 calendar days; ending at the end of the situation.	<ul style="list-style-type: none"> • Necessary if offices need employees to be ready without warning • Must demonstrate substantial increase in efficiency and economy • Can extend approvals for 90-day periods until the situation is over. 		X	X	X		X			X	X

*Your justification must include the following items:

1. Description of event, situation, or circumstances
2. Cost comparisons (using Government vehicle vs. not using Government vehicle)
3. Times and dates
4. Distances
5. Locations
6. Beneficial effects on work performance
7. Expected results
8. Anticipated duration of Home-to-Work transportation use