

**Request and Authorization  
For Home to Work Transportation**

		1. AGENCY
		2. ORGANIZATIONAL UNIT
3. NAME OF EMPLOYEE		4. OCCUPATION OR TITLE
5. RESIDENT ADDRESS		6. OFFICIAL STATION

7. DISTANCES TRAVELED FROM:

a. Residence to Office	b. Residence to nearest Government or Commercial storage facility offering service during required hours.	c. Daily tour of duty - Give each location starting with first departure ( <i>Home or office, plant, establishment, etc.</i> ) and mileage between each point.	i.e. Home to office-3 miles Office to field station - 10 miles Field station to area office 4 miles.
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8. REASON FOR HOME TO WORK TRANSPORTATION

- a. An immediate or imminent clear and present danger presents a threat to the physical safety of the employee's person or property. (Describe.)
- b. An emergency has created an immediate, unforeseeable temporary need to provide home-to-work transportation in order to guarantee uninterrupted performance of the agency's mission. (Describe the nature of the emergency and the role of the employee to the agency's mission.)
- c. Compelling operational considerations make the provision of home-to-work transportation essential to the conduct of official business or would substantially increase the agency's efficiency or economy. (Describe the circumstances and/or explain how other available alternatives would involve substantial additional costs to the Government or expenditures of employee time.)
  - (1) Stationed at a field point with no office and normally proceed directly from residence to varying points of duty.
  - (2) Stationed at a field point with local office, but normally proceed directly from residence to varying points of duty.
  - (3) Frequently required to depart on, and return from, field trips at unusually early or late hours, during which the use of public transportation or services of other storage facilities are not available or reasonable.
  - (4) Engaged in law enforcement duties under 31 U.S.C. 1344.
  - (5) Storage of vehicle at residence due to economical or security reasons.
- d. Field Work.
- e. Residence is permanent Official Duty Station.

DESCRIPTION:

9. AUTHORIZATION PERIOD

From:	To:
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10. VEHICLE IDENTIFICATION

<input type="checkbox"/> Owned <input type="checkbox"/> Leased	Type of vehicle (Describe: i.e., sedan, truck, etc.)
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11. CERTIFICATION (*See Privacy Act Statement*)

I CERTIFY that the above information is true and correct to the best of my knowledge. I will not use this vehicle at any time for my personal convenience or permit others to do so. When parked at or near residence, vehicle will be kept locked and every precaution taken to guard it against damage or theft, etc. I understand that use of this vehicle for other than official purposes makes me subject to suspension without pay for a period of not less than one month or to removal summarily from office as provided in 31 U.S.C. 1349 (b).

SIGNATURE OF EMPLOYEE	DATE SIGNED
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12. RECOMMENDATION

APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	SIGNATURE	TITLE	DATE
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13. AUTHORIZATION

APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain Disapproval	
SIGNATURE	TITLE	DATE

This authorization is not transferable. A new application must be submitted whenever the circumstances, as stated above, change to such an extent as to make continued authority questionable. The approving officer should be notified immediately when for any reason (*such as transfer, separation, etc.*) this authority is no longer required.

## **PRIVACY ACT STATEMENT**

**AUTHORITY:** The authority to collect personal information on this form is derived from Title 5 U.S. Code, Section 301 and 31 U.S.C. 1349 (b).

**PURPOSE:** The principle purpose for soliciting personal information on this form is to formally document the private residence for which the authorization to store a government owned or leased motor vehicle is being requested. The information establishes a legal basis for personnel or financial actions which might result from use of a government owned or leased motor vehicle in a nonofficial capacity.

**EFFECTS OF NONDISCLOSURE:** The disclosure of this information is voluntary, however, failure to furnish the information may result in the disapproval of a request to store a government owned or leased motor vehicle at or near a private residence.