

**AMENDMENT TO A
FISH AND WILDLIFE SERVICE MANUAL CHAPTER**

Series: Vehicle and Equipment Management
Part 320: Motor Vehicle Management
Chapter 3: Motor Vehicle Use, published 4/24/2017
Amendment Number: 1
Purpose: This amendment modifies language in this chapter so that it is not in conflict with 471 FW 2, Home-to-Work Transportation, a chapter being published by the Division of Refuge Law Enforcement. It allows for home-to-work transportation for Federal Wildlife Officers who have approval from the Chief, Division of Refuge Law Enforcement. This authority can be found in the Department of the Interior's " Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation of Those Employees Essential for the Safe and Efficient Performance of Criminal Law Enforcement, Protective Services, or Intelligence Duties; " October 26, 2018.

Actions:

1. Change section 3.26 from:

3.26 What is the policy related to vehicle operators using a Government-owned vehicle for home-to-work (HTW) transportation? Service employees may not use their assigned Government vehicles for travel from their homes to their places of work or vice versa, with these two exceptions:

A. The vehicle operator applies and receives approval for HTW transportation from the Secretary of the Interior (Secretary) (see [sections 3.27](#) and [3.28](#)); or

B. The vehicle operator has a TDY assignment away from a designated or regular place of employment, and he/she/they has received an approved travel authorization ([DI-1020](#)) form that includes the use of a Government-owned vehicle.

To:

3.26 What is the policy related to vehicle operators using a Government-owned vehicle for home-to-work (HTW) transportation? Service employees may not use their assigned Government vehicles for travel from their homes to their places of work or vice versa, with these three exceptions:

A. The vehicle operator applies and receives approval for HTW transportation from the Secretary of the Interior (Secretary) (see [sections 3.27](#) and [3.28](#)).

B. The vehicle operator has a TDY assignment away from a designated or regular place of employment, and he/she/they has received an approved travel authorization ([DI-1020](#)) form that includes the use of a Government-owned vehicle.

C. The vehicle operator is a Federal Wildlife Officer in the National Wildlife Refuge System and has applied and received approval for HTW transportation from the Chief, Division of Refuge Law Enforcement (see 471 FW 2 for information about the approval process for Federal Wildlife Officers).

D. The vehicle operator is a Special Agent (i.e., GS-1811), in the Office of Law Enforcement and has applied and received approval for HTW transportation from the Deputy Assistant Director, Office of Law Enforcement.

2. Change section 3.27 from:

C. The operator is an Office of Law Enforcement agent.

To:

C. The operator is a Federal Wildlife Officer or Office of Law Enforcement agent.

3. Change section 3.30 from:

3.30 What are the requirements for reporting approved HTW use? When a Service employee receives HTW transportation approval from the Secretary, he/she/they must adhere to the following reporting requirements:

A. The employee (with the exception of emergency and law enforcement personnel) must record each trip on an HTW transportation log and give the log to his/her/their supervisor on a monthly basis.

B. The supervisor must keep a copy of the HTW transportation log and give a copy to the Regional Fleet Manager monthly.

C. The Regional Fleet Manager must keep a copy of the HTW transportation log and report authorized trips within 60 calendar days to the National Fleet Manager. The National Fleet Manager reports these trips to the Department.

D. The Regional Fleet Manager must report any HTW use that had not been previously authorized by the Secretary (e.g., as the result of a situation that presents a clear and present danger) to the National Fleet Manager, who must send the information to the Department's Office of Acquisition and Property Management within 15 working days of it taking place.

To:

3.30 What are the requirements for reporting approved HTW use?

A. When a Service employee receives HTW transportation approval from the Secretary, he/she/they must adhere to the following reporting requirements:

(1) The employee (with the exception of emergency and law enforcement personnel) must record each trip on an HTW transportation log and give the log to his/her/their supervisor on a monthly basis.

(2) The supervisor must keep a copy of the HTW transportation log and give a copy to the Regional Fleet Manager monthly.

(3) The Regional Fleet Manager must keep a copy of the HTW transportation log and report authorized trips within 60 calendar days to the National Fleet Manager. The National Fleet Manager reports these trips to the Department.

(4) The Regional Fleet Manager must report any HTW use that had not been previously authorized by the Secretary (e.g., as the result of a situation that presents a clear and present danger) to the National Fleet Manager, who must send the information to the Department's Office of Acquisition and Property Management within 15 working days of it taking place.

B. See 471 FW 2 for the reporting requirements for Federal Wildlife Officers in the National Wildlife Refuge System who have approval for HTW transportation.

C. Office of Law Enforcement personnel must follow Chief's Directive CD-B64, Home-to-Work Transportation, dated January 7, 2016, to document the monthly HTW use of Government-owned motor vehicles.

/sgd/ Stephen Guertin
DEPUTY DIRECTOR

Date: May 17, 2023