



FEDERAL EMERGENCY MANAGEMENT AGENCY

INSTRUCTION

Date
June 15, 2000

Number
NETC 6250.2

Use of NETC Motor Vehicles for Official Government Travel

1. Purpose. This instruction continues policy and guidance for employees at the National Emergency Training Center (NETC) regarding the use of motor vehicles to perform official Government travel.
2. Applicability and Scope. This instruction is applicable to all U.S. Fire Administration employees and other FEMA officials.
3. Supersession. NETC Instruction 6250.2, Use of NETC Motor Vehicles for Official Government Travel, dated February 5, 1999.
4. Authorities.
 - a. Travel Regulations, FEMA Manual 6200.1, dated November 25, 1988.
 - b. Federal Travel Regulations, 41 Code of Federal Regulations 301-304.
 - c. Motor Vehicle Management and Operation, FEMA Manual 6250.2, dated May 3, 1993.
5. Reference. Memorandum from General Counsel, dated June 8, 1987, on Misuse of Government Vehicles.
6. Definitions.
 - a. Official Use. Term applies to privately owned and Government-owned or leased vehicles used for official purposes by FEMA personnel in accomplishment of the Agency's mission. When contractors are authorized to use Government-owned or leased vehicles, the contracting officer shall ensure that the contract specifies that such vehicles are to be used for official purposes.
 - b. Privately-owned vehicle (POV). A vehicle owned by an individual or a business and not leased to the Government.
 - c. Government-owned vehicle. A vehicle owned or leased by the Federal Government.
7. Policy. The following policies apply when a motor vehicle has been authorized as the mode of transportation to perform official Government travel.
 - a. It has been determined that it is more advantageous to use a Government-owned vehicle than a POV. Therefore, a Government-owned vehicle will be used in lieu of a privately-owned vehicle if one is available. A small fleet of Government-owned vehicles is maintained at NETC for use when a motor vehicle is required to perform official Government business.

b. Every effort will be made by the traveler to secure a Government-owned vehicle when the use of a motor vehicle has been authorized as the mode of transportation.

c. Government-owned vehicles will only be used for official Government business. Misuse of such vehicles may result in disciplinary action against the employee and/or the official authorizing inappropriate use of the Government-owned vehicles.

8. Procedures. The following procedures will be followed when requesting the use of a Government-owned vehicle.

a. Individuals requesting the use of a Government-owned vehicle will submit their request to the maintenance contractor via email at NETC switchboard. The request will be submitted to the maintenance contractor at least 7 days prior to the date of travel or when the requirement for the travel is known.

b. The requestor will be notified of the availability of a Government-owned vehicle through email.

c. Keys for the assigned vehicles will be picked up from the maintenance contractor in I-102 on the date of departure and returned to I-102 on the date of return. Pick up and return of keys is the responsibility of the person requesting the vehicle. Keys for the vehicle will be picked up and returned to the Security Office, Building V, during non-duty hours. Keys may be picked up or returned to I-102 7:00 a.m. to 7:00 p.m., Monday through Friday.

d. Employees will **not** be allowed to pick up a vehicle on the day prior to their departure date and take it to their residence or other off-campus departure point.

e. A safety package and a first aid kit are located in the trunk of the Government-owned vehicle. An accident reporting kit is in the glove compartment of the Government-owned vehicle.

f. Individuals using an official Government-owned vehicle are responsible for completing the trip log, refueling and cleaning the inside of the vehicle prior to returning it to NETC. The use of full service pumps and Premium fuel is prohibited in GSA vehicles. (For exceptions to this policy, see FEMA Manual 6250.2.) The operator of the vehicle is also responsible for having the fluid levels checked and bringing any vehicle damage or operational problems to the attention of the Operations and Facility Support Branch. Upon return to NETC, the vehicle must be parked in a designated Government vehicle space.

g. The traveler should be aware that there are three different locations around FEMA Headquarters where spaces are provided for parking Government vehicles. One is on C Street near the exit to the circular drive. The other two are on 5th Street, one near the corner of 5th and C Streets and the other near the loading dock entrance. If parking cannot be found as described, the traveler may park in a parking garage. A receipt of payment for such parking is required for reimbursement.

h. In Washington, DC, the provisions of the District of Columbia Traffic and Motor Vehicle Regulations (sec. 93.1, Government Vehicles Exempted from Parking Meter Fees) apply to payment of parking meter fees. These provisions state that whenever a vehicle identified by its license plates as being owned, rented, or leased by the Federal or District of Columbia Government is being used on official business and is parked in a parking meter zone, the operator is not required to deposit a coin in the parking meter.

9. Reimbursement for Use of POV.

a. Authorization to use a POV (and reimbursement for expenses) is based on the convenience to the Government, the availability of Government-owned transportation, and the mode of transportation utilized. Employees are reminded that the use of a Government-owned vehicle is more advantageous to the Government than the use of a privately-owned vehicle when a motor vehicle is to be used to perform official Government business.

b. The following are the current maximum rates for reimbursement when a privately-owned motor vehicle is used:

(1) When the use of a privately-owned vehicle is authorized as advantageous to the Government, the reimbursement rate is 32.5 cents per mile. In order to claim this amount an employee must have a Certificate of Availability, indicating the non-availability of a GOV, prior to travel, and include the certificate with the final reimbursement claim. Individuals with special physical needs, who must drive their privately-owned vehicle, will be reimbursed 30 cents per mile.

(2) When the employee chooses to use a privately-owned vehicle instead of a Government vehicle, the rate is 23.5 cents per mile.

(3) When a Government-owned vehicle is available and has been reserved for the trip but the employee still chooses to use a privately-owned vehicle, the rate is 10.5 cents per mile.

c. Reimbursement for mileage in connection with local travel is requested using Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business.

d. Reimbursement for mileage in connection with other than local travel is requested using Standard Form 1012, Travel Voucher.

10. Forms Prescribed.

a. The forms to request the use of a Government-owned vehicle and notification of the disposition of this request are available from the Maintenance Contractor, I-102.

b. Standard Form 1164, Claim for Reimbursement of Expenditures on Official Business, and Standard Form 1012, Travel Voucher, are available through the NETC Warehouse.

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