

## NEBRASKA ANNEX COMPLEX (NAC) MOTOR POOL OPERATION

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### I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policy regarding the use and operation of the Nebraska Annex Complex (NAC) Motor Pool.

### II. Scope

This Directive applies to all DHS Support Components, where employees work (or are stationed) at the NAC.

### III. Authorities

- A. Title 31, United States Code (U.S.C.), Section 1343, "Buying and Leasing Passenger Motor Vehicles and Aircraft"
- B. Title 31, U.S.C., Section 1344 "Passenger Carrier Use"
- C. Title 31, U.S.C., Section 1349, "Adverse Personnel Actions"
- D. Title 41, Code of Federal Regulations (CFR), Part 102-34, "Motor Vehicle Management"
- E. DHS Delegation 00002, "Delegation to the Under Secretary for Management"

### IV. Responsibilities

- A. The **Under Secretary for Management** provides oversight and establishes the management for the motor pool operation.
- B. The **DHS Chief Readiness Support Officer**.
  - 1. Oversees the motor pool operation; and

2. Ensures the DHS NAC motor pool operation program meets the requirements for effective control and accountability.

## V. Policy and Procedures

### A. Policy:

1. The NAC Motor Pool Transportation Services are obtained and utilized only to the extent required for the efficient and effective transaction of official government business.
2. Federal employees that work (stationed) at the NAC may use the Nebraska Annex Complex Motor Pool Transportation Services, in the performance of their official duties to facilitate necessary local travels within National Capitol Region (NCR), and outlying areas of Maryland, and Virginia.
  - a. The Nebraska Annex Complex (NAC) Motor Pool provides “first come, first served services through a vehicle reservation system for government vehicles.”
  - b. The government vehicles are used to provide self –driven transportation within the Washington, DC National Capitol Region, and outlying areas of Maryland, and Virginia.
3. This service is not authorized for any level of personal use.
4. Title 31 U.S.C. § 1344 provides the governing authority for the proper use of a government vehicle or government controlled vehicle. The serious nature of this issue within the context of the use of a government vehicle is found at 31 USC 1349 (b) which states, in substance, that an officer or employee of the government who willfully uses or authorizes the use of any Government-owned or leased passenger motor vehicle for other than official purposes shall be suspended by the head of the agency concerned, without pay, for at least one month, and if warranted, for a longer period or summarily removed from office.

### B. Procedures:

1. Federal employees desiring the use of motor pool service register at (<https://agilefleet.dhs.gov/login.asp>) to initiate access to the service register. Once registered, individuals can make self-reservations. These reservations are made, whenever possible at least 24 hours prior to departure. Motor pool vehicles are generally sedan type vehicles, accommodating a maximum of four passengers in addition to the driver.

2. All passengers wear seat belts while driving or riding in government owned or leased vehicles.

3. Smoking or use of hand held devices while driving government owned or leased vehicles, without hands-free accessories, are prohibited.

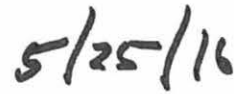
## VI. Questions

Address any questions or concerns regarding this Directive to Management, Office of Chief Readiness Support Officer.



Russell Deyo

Under Secretary for Management



Date