

**U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)**

<b>MD 13.4</b>	<b>TRANSPORTATION MANAGEMENT</b>	<b>DT-13-04</b>
<i>Volume 13:</i>	Transportation, Facilities, and Property	
<i>Approved By:</i>	R. W. Borchardt Executive Director for Operations	
<i>Date Approved:</i>	February 19, 2013	
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<i>Issuing Office:</i>	Office of Administration Administrative Services Center	
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<b>EXECUTIVE SUMMARY</b>		
<p>Directive and Handbook 13.4 have been revised as part of an ongoing effort to improve the agency's Management Directives (MD) program. This revision updates the MD to reflect organizational changes that affect the Office of Nuclear Security and Incident Response and to comply with the most current policies, standards, and procedures:</p>		
<ul style="list-style-type: none"><li>• The Chairman authorizes the use of Government-owned or -leased vehicles.</li><li>• The Director of the Incident Response Directorate, Office of Nuclear Security and Incident Response, is responsible for providing an updated list of those NRC employees occupying essential positions approved by the Chairman for home-to-work transportation when weather conditions make it impossible for the employees to reach work.</li><li>• The Office of Administration, the regional offices, and the Technical Training Center are required to record and maintain vehicle activity reports.</li><li>• Employees approved for monthly parking must purchase permits through payroll deduction.</li><li>• The Public Transit Subsidy Program specifies eligibility requirements for public transit subsidy benefits (i.e., employees using authorized public transportation to commute to and from work).</li></ul>		

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### I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to use all Government-owned or -leased vehicles for official purposes only in accordance with the United States Code, "Passenger Carrier Use" (31 U.S.C. 1344). It also is NRC's policy to manage the parking program for NRC in accordance with the Federal Management Regulations (FMR) (41 CFR Part 102) to encourage the use of ridesharing and public mass transit for its employees pursuant to Executive Order 12191, "Federal Facility Ridesharing Program."

### II. OBJECTIVES

- Comply with Federal regulations covering the economic operation of Government-owned or -leased vehicles.
- Ensure that priorities are met and resources are efficiently used for transportation services for authorized agency officials on official Government business.

- Administer the Federal Facility Ridesharing Program to provide an economical way for NRC employees to commute to and from work, to reduce traffic congestion and the need for parking at Federal facilities, and to conserve fuel and improve air quality.

### **III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY**

#### **A. Chairman**

Authorizes, in writing, the use of a Government-owned or -leased vehicle for home-to-work transportation. This authority may not be delegated.

#### **B. Inspector General (IG)**

1. Approves, in writing, for Office of Inspector General (OIG) staff, the determination that the use of a Government-owned or -leased vehicle for home-to-work transportation is either required for the performance of field work or is essential for the safe and efficient performance of criminal law enforcement duties (Inspector General Act of 1978, 5 U.S.C. App. 3). The Inspector General's written approval will be forwarded to the Chairman with a copy sent to the Director, Division of Administrative Services (DAS), Office of Administration (ADM), and the Transportation Manager, Administrative Services Center, ADM.
2. Investigates allegations of vehicle misuse or fraud.
3. Authorizes driver services for other Federal officials on official travel in support of OIG.
4. Determines the vehicles that are needed for OIG staff use and forwards these requirements to the Director of the Office of Administration (ADM) for budgeting and acquisition.
5. Approves exemptions for the display of U.S. Government license plates for OIG vehicles and forwards these requirements to the Director of ADM for the acquisition of State license plates.

#### **C. Director, Office of Congressional Affairs (OCA)**

Notifies the Committee on Oversight and Government Reform of the U.S. House of Representatives, and the Committee on Homeland Security and Governmental Affairs of the U.S. Senate of each designation or determination to authorize an agency official home-to-work transportation.

#### **D. Director, Office of Administration (ADM)**

1. Provides overall management of the NRC transportation program.
2. Approves the priority structure for the transportation of authorized agency officials on official Government business.

3. Approves exemptions for the display of U.S. Government license plates for Government-owned and -leased vehicles.
4. Authorizes driver services for Federal officials on official travel other than the principal staff listed in Section II.A.1 of Directive Handbook 13.4.
5. Authorizes driver services for other than the Chairman and Commissioners to attend official functions held in the evening.

**E. Chief Human Capital Officer (CHCO)**

Reviews and validates parking space applications for priority parking privileges necessary to accommodate unusual work hours.

**F. Office Director**

1. Requests the written approval of the Chairman for employees requiring the use of a Government-furnished vehicle for home-to-work transportation.
2. Reports allegations of vehicle misuse or fraud to OIG.

**G. Regional Administrator**

1. Directs the transportation management activities in their region after coordinating approval with the Division of Administrative Services (DAS), ADM, to ensure vehicles comply with existing policy and regulations.
2. Submits required records to the local General Services Administration (GSA) regional office and to the Director of DAS, ADM, for inclusion in agencywide fleet reports in compliance with the Federal Management Regulations.
3. Approves requests for vehicles or adjustments to the motor vehicle fleet for regional activities.
4. Requests the written approval of the Chairman for employees requiring the use of a Government-furnished vehicle for home-to-work transportation.
5. Reports allegations of vehicle misuse or fraud to OIG.

**H. Director, Division of Administrative Services (DAS), ADM**

1. Directs and implements transportation activities for headquarters operations and provides guidance to regional offices regarding transportation policy and regulations, obtaining waivers as necessary.
2. Ensures compliance of NRC headquarters with Federal laws and regulations governing the use of vehicles and transportation of agency personnel on official business.

3. Administers the Federal Facility Ridesharing Program for the agency and designates the Federal facility employee transportation coordinator for headquarters.
4. Manages the day-to-day headquarters parking program, including approval of parking permits.
5. Serves as primary agency contact with GSA and other Federal agencies for all transportation-related issues.
6. Approves requests for the acquisition of passenger vehicles, vans, and special purpose vehicles for headquarters use and reviews regional office vehicle requirements to ensure compliance with existing policy and regulations.
7. Ensures maintenance of a driving assignment log to document driving services provided to NRC principal staff.
8. Approves payment of parking tickets “necessarily incurred” as part of official duties.

**I. Director, Division of Facilities and Security (DFS), ADM**

1. Schedules and conducts quality assurance inspections in the garage for parking permits.
2. Maintains and enforces garage traffic and parking procedures.

**J. Deputy Director for Incident Response (IRD), Division of Preparedness and Response (DPR), Office of Nuclear Security and Incident Response (NSIR)**

Provides, annually, to the Chief of the Administrative Services Center, DAS, ADM, updated lists of (1) Headquarters Operation Officers who need priority parking and (2) those NRC employees occupying essential positions approved by the Chairman for home-to-work transportation when weather conditions make it impossible for the employees to reach work.

## **IV. APPLICABILITY**

The policy and guidance in this directive and handbook apply to all NRC employees.

## **V. DIRECTIVE HANDBOOK**

Directive Handbook 13.4 contains guidelines and procedures governing NRC’s transportation-related activities.

## **VI. REFERENCES**

### ***Code of Federal Regulations***

41 CFR Part 102, “Federal Management Regulations,” available at <http://www.gsa.gov/federalmanagementregulation>. [Note that the Federal Management Regulations (FMR) are the successor regulations to the Federal

Property Management Regulations (FPMR). They contain updated regulatory policies originally found in the FPMR.]

41 CFR 102-5.35, "Who is Authorized Home-To-Work Transportation?"

41 CFR 102-34.175, Subpart C, "What Motor Vehicles have an Unlimited Exemption from Displaying U.S. Government License Plates and Motor Vehicle Identification?"

Commuter Connections Web site: <http://www.commuterconnections.org>.

### ***Executive Orders***

Executive Order 12191, "Federal Facility Ridesharing Program," February 1, 1980.

Executive Order 13043, "Increasing Seat Belt Use in the United States," April 16, 1997.

Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 9, 2009.

### ***Nuclear Regulatory Commission Documents***

"NRC White Flint Complex Parking Policies and Procedures," available at [http://www.internal.nrc.gov/ADM/transportation/OM\\_Parking\\_Procedures.pdf](http://www.internal.nrc.gov/ADM/transportation/OM_Parking_Procedures.pdf).

Memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993 (Agencywide Documents Access and Management System (ADAMS) Accession Number ML051730033).

Memorandum from R. W. Borchardt, EDO, to NRC Chairman Jaczko, September 28, 2010, Regarding Authorization for Home-to-Work Government Transportation (ADAMS Accession Number ML102280485).

### ***United States Code***

Adverse Personnel Actions (31 U.S.C. 1349).

Ethics Reform Act of 1989, Pub. L. 101-194.

Federal Employees Clean Air Incentives Act (5 U.S.C. 7905).

Inspector General Act of 1978 (5 U.S.C. App. 3).

Passenger Carrier Use (31 U.S.C. 1344).

## U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

**DH 13.4****TRANSPORTATION MANAGEMENT****DT-13-04**

*Volume 13:* Transportation, Facilities, and Property

*Approved By:* R. W. Borchardt  
Executive Director for Operations

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- The Chairman authorizes the use of Government-owned or -leased vehicles.
- The Director of the Incident Response Directorate, Office of Nuclear Security and Incident Response, is responsible for providing an updated list of those NRC employees occupying essential positions approved by the Chairman for home-to-work transportation when weather conditions make it impossible for the employees to reach work.
- The Office of Administration, the regional offices, and the Technical Training Center are required to record and maintain vehicle activity reports.
- Employees approved for monthly parking must purchase permits through payroll deduction.
- The Public Transit Subsidy Program specifies eligibility requirements for public transit subsidy benefits (i.e., employees using authorized public transportation to commute to and from work).

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### I. WHITE FLINT NORTH GARAGE PARKING PROCEDURES

#### A. General

1. The Administrative Services Center Branch (ASC), Division of Administrative Services (DAS), Office of Administration (ADM), administers the U.S. Nuclear Regulatory Commission's parking program, including receiving and approving applications, assigning spaces, issuing daily parking permits to the parking garage management contractor, reviewing reports furnished by the parking garage management contractor for accuracy, and verifying that correct monthly payment has been made to the NRC.
2. The daily operating hours of the parking garage are 5:00 a.m. to 4:00 p.m., Monday through Friday, excluding Federal holidays. The NRC contractor operating the garage does not perform the parking garage management service beyond the daily operating hours. Any NRC employee wishing to gain entrance to the garage after the daily operating hours will be able to do so by presenting an NRC-issued photo-identification badge to the security officers at the entrance guard booth. Between 8:15 p.m. and 6:00 a.m., Monday through Friday, and on weekends and Federal holidays, the One White Flint North (OWFN) garage entryway will serve as both entrance and exit.

**B. Permit Holder Responsibilities**

All permit holders must comply with the “NRC White Flint Complex Parking Policies and Procedures” (available on the NRC internal Web site at [http://www.internal.nrc.gov/ADM/transportation/OM\\_Parking\\_Procedures.pdf](http://www.internal.nrc.gov/ADM/transportation/OM_Parking_Procedures.pdf)). Failure to comply with these procedures may result in fines, suspension, or revocation of parking privileges.

**C. Permit Application**

1. The Chief, ASC, oversees the NRC parking program. Parking permit applications are available at the Administrative Services Center Help Desk. These applications must be completed and returned to the ASC by the 15th day of the month to be considered for parking in the upcoming month. Employees with valid permits need not reapply unless their eligibility criteria changes.
2. Employees with disabilities must include a certification from their physician with their parking applications. These applications will be reviewed by the NRC Health Center.
3. Employees serving as Headquarters Operations Officers (HOOs) must indicate their position on the parking permit application. The Deputy Director for Incident Response (IRD), Division of Preparedness and Response (DPR), Office of Nuclear Security and Incident Response (NSIR), must provide the ASC with updated listings of operations officers annually. Permit holders must submit a revised application to the ASC immediately if there is any change in their parking application, including changes in the number or name(s) of carpool participants and the type of permit required. Failure to notify the ASC may result in suspension of parking privileges.
4. Permit holders who decide not to renew their permits should notify the ASC at least one full month preceding cancellation. Parking fees will not be prorated or refunded.

**D. Parking Space Allocation Priority**

Parking spaces not required for official needs will be allocated every 6 months (semi-annually) on the basis of the following priorities:

1. Employees with disabilities;
2. Executive personnel (a maximum of 55 spaces);
3. Employees participating in ridesharing (carpool/vanpool); pools with the greatest number of regular members will have the highest priority;
4. HOOs;
5. Employees with privately-owned vehicles ranked in order of their length of service with NRC and previously with the Atomic Energy Commission; and

6. Child Care Center, cafeteria, New Reg Café, Energy Federal Credit Union, Maryland Vending Program for the Blind convenience store, NRC Health Center, fitness center, building operation and management services contractor, building custodial services contractor, onsite driver services contractor, audiovisual services/multimedia service contract, and headquarters security (generally, one space each).

#### **E. Notification**

The ASC will notify individuals when they are eligible to purchase a permit for parking by e-mail once the semi-annual allocation has been completed. Parking fees are paid monthly through payroll deduction; permits are issued annually.

#### **F. Parking Fees**

Current regular monthly fees will be posted on the ASC internal Web page (<http://www.internal.nrc.gov/ADM/admservicecenter/asc.html>). No fee is assessed for vehicles entering the garage after 4:00 p.m. to allow individuals with permanent NRC photo-identification badges who do not park in the garage but who are working late to move their vehicles into the garage for personal safety. Monthly parking fees at NRC headquarters office locations must be paid through payroll deduction.

#### **G. Daily Parking**

1. Employees may park in the garage and pay the current daily parking fee when space is available.
2. Non-headquarters employees who wish to park in the NRC garage must fill out the online visitor parking request form (available through the NRC online Visitor Access Registration System, accessed via the ADM NRC Service Request desktop icon) in advance; they are considered visitors and are not charged a parking fee.
3. White Flint Complex visitor parking is restricted to non-headquarters employees, and non-NRC employees who are on official business. Parking for visitors must be coordinated in advance by the visitor's sponsor. Coordination must be made through the NRC online Visitor Access Registration System, accessed via the ADM HQ Service Request desktop icon. Non-NRC visitors must be accompanied to the OWFN lobby security desk to complete the visitor registration process.

## **II. TRANSPORTATION SERVICES AND REQUIREMENTS**

#### **A. Driver Services for Official Government Travel**

1. The ASC provides driver services for NRC principal staff and other Federal officials approved by the Director of ADM for official Government travel. The Inspector General (IG) approves driver services for other Federal officials on official travel in support of the Office of the Inspector General. Principal staff include the Chairman, the Commissioners,

the IG and deputy, the Executive Director for Operations (EDO) and deputies, the Chief Financial Officer and deputy, and office directors and regional administrators.

2. Driver services may be requested by using the automated U-Drive-It program, accessible through the ADM HQ Service Request System desktop icon. The system will prompt for all necessary information, including the name of the principal staff person requesting the service and the official purpose and destination of the travel. When all steps have been completed, the request will be automatically forwarded to the ASC to arrange the driver services.
3. Government vehicles are to be used for official purposes only. The use of Government vehicles for transportation of Government officials and employees between their residences and duty locations is prohibited by 31 U.S.C. 1344(a)(1) (1998). A Government employee who engages in unauthorized use of a Government vehicle is subject to suspension for a minimum of 30 days or removal. ("Adverse Personnel Actions," 31 U.S.C. 1349(b) (1998)).
4. The following rules apply to NRC officials who are authorized driver services for official Government travel:
  - (a) The agency shall ensure that Government vehicles are used for official purposes only. Accordingly, a Government vehicle may be used to take an official from NRC offices at the White Flint Complex to an official function if the official is attending in an official capacity (see 41 CFR 102-5.100).
  - (b) A Government vehicle may be used to transport an NRC official home for a brief stop while along the route of travel from one official business function to another for purposes incidental to either function (see Ethics Reform Act of 1989, Pub. L. 101-194, 503, 1989; memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993 (Agencywide Documents Access and Management System (ADAMS) Accession Number ML051730033)).
    - (i) "Incidental use" is defined as "during the course of and along the route of a day's official itinerary, incidental to the day's official business, de minimis in nature, frequency and time consumed and otherwise not constituting a significant activity or event, such as, for example, a brief stop at home for change of clothing or to pick up something that is needed for the function" (see memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993).
    - (ii) This practice is restricted to the Chairman and the Commissioners (see memorandum from James M. Taylor, EDO, to the NRC Chairman, May 13, 1993).
  - (c) Accordingly, a Government vehicle may not be used to transport an NRC official from an NRC office or an official function to a common carrier terminal (e.g., airport or railroad station) in order to travel to either his or her personal residence or a destination to perform nonofficial business.

- (d) A Government vehicle may not be used to transport an NRC official between his or her residence and the site where the official performs his or her work, which includes locations where meetings, conferences, or other official functions take place. This rule applies regardless of the time of day or the day of the week (see 41 CFR 102-5.35, "Who is Authorized Home-To-Work Transportation"). Transportation to and from work is the responsibility of the employee, thus the cost of such transportation is a personal expense.
  - (e) A Government vehicle may not be used to transport an NRC official from an official function, including receptions being attended in an official capacity, to his or her residence. This restriction applies even when returning from the official function to the office would result in the official returning to the office unusually late in the evening.
  - (f) A Government vehicle may not be used to transport an NRC official from his or her residence to an early morning official function even if leaving from the office would require the official to arrive at work unusually early in the morning.
  - (g) A Government vehicle may not be used to transport an NRC official from an official function to a location where personal business will be transacted or from a location where personal business is transacted to an official function (see 31 U.S.C. 1344(a); 41 CFR 102-5.100 and 102-5.95). The primary purpose of the statutory restriction is to prevent the use of Government vehicles for the personal convenience of employees ( see 41 CFR 102-5.95).
  - (h) Driver services for official functions, such as a reception held in the evening, are limited to the Chairman and the Commissioners, except when approved by the Director of ADM.
5. The ASC will maintain a driving assignment log to document the principal staff being driven, agency business or purpose, and trip information. When the Director of ADM or the IG approves driver services for other than principal staff, ASC will document this approval.

## **B. Use of a Government Vehicle**

### **1. Passenger Cars**

- (a) NRC maintains a small number of Government-owned or -leased vehicles for use by employees for official business. To operate a Government vehicle, an employee must possess a valid State driver's license. An employee located at headquarters can reserve a vehicle through the automated U-Drive-It program, accessible through the ADM HQ Service Request desktop icon. Since there are a limited number of vehicles, reservations should be made well in advance of the required date. If the vehicle is for use on a temporary assignment, the employee must submit a travel authorization generated by the eTravel system indicating a requirement for a vehicle.
- (b) Keys and official documents for vehicles may be picked up at the ASC Help Desk. Accompanying the keys will be a sign-in and trip/mileage log, a Government credit card, and other applicable documentation. Each vehicle glove compartment contains a packet that includes copies of applicable regulations regarding use of the vehicle and the responsibilities of the operator.

- (c) Unofficial use of a Government vehicle is strictly prohibited. Prohibitions include use of the vehicle for political activities as well as personal activities, such as picking up or dropping off a colleague or spouse at home or another location or performing incidental errands like grocery shopping or picking up dry cleaning.

## 2. Vans

- (a) NRC maintains a small number of multipassenger vans to transport agency personnel. An employee located at headquarters may reserve a multipassenger van through the automated U-Drive-It program, accessible through the ADM HQ Service Request desktop icon. There must be 5 or more passengers selected in the U-Drive-It program online request for a van to be available as an option.
- (b) A driver may be provided for large groups traveling in a van. To request a driver for a van, please contact the ASC with the particulars for the trip, including the names of the passengers, the departure and arrival dates and times, and the purpose and destination of the travel.

## 3. Four-Wheel-Drive Essential Transportation

- (a) NRC maintains four-wheel-drive vehicles as part of its fleet principally to transport essential headquarters personnel during adverse weather conditions. The Chairman approves a list of essential positions authorized to receive home-to-work transportation during operational emergencies when adverse weather conditions make it impossible for personnel in these positions to reach work and no other viable means of transportation are available.
- (b) The Deputy Director of IRD, DPR/NSIR, is responsible for providing an updated list of NRC employees occupying the essential positions approved by the Chairman to receive home-to-work transportation to the Chief, ASC, DAS, ADM. When HOOs determine that the weather conditions make it impossible for them to reach work or return home, they should notify the on-duty HOO. IRD will determine whether to approve the transportation request or assign another staff member to fill the position. If the transportation request is approved, IRD will contact the designated ASC transportation contacts and ask them to provide the home-to-work and/or work-to-home transportation.

## 4. Display of U.S. Government License Plates

NRC vehicles must display U.S. Government license plates unless meeting the limited or unlimited exemption criteria contained in Federal Management Regulations (see 41 CFR 102-34.175, Subpart C, "What Motor Vehicles have an Unlimited Exemption from Displaying U.S. Government License Plates and Motor Vehicle Identification?" The IG approves exemptions for vehicles assigned to the OIG and forwards these requirements to the Director of ADM for the acquisition of State license plates. All other NRC exemptions are approved by the Director of ADM.

## 5. Home-to-Work Transportation

- (a) Employees on Normal Duty (Nontravel) Status

- (i) The use of any Government-owned or -leased vehicle between an employee's home and his or her place of employment must be requested by the employee's office director or regional administrator and authorized in writing by the Chairman. These requests will be authorized in accordance with 41 CFR 102-5.35 only when the employee is engaged in field work as defined in 41 CFR 102-5.35, or when one of the following conditions exists—
    - A clear and present danger,
    - An emergency, or
    - A compelling operational consideration.
  - (ii) The comfort or convenience of an employee shall not be considered sufficient justification for an agency to authorize home-to-work transportation. For OIG staff, the IG will approve in writing the determination that the use of a Government-owned or -leased vehicle for home-to-work transportation is either required for the performance of field work, in accordance with 41 CFR 102-5.35, or is essential for the safe and efficient performance of criminal law enforcement duties. The IG's written approval will be forwarded to the Chairman.
  - (iii) Each region may establish its own specific procedures and support to provide home-to-work transportation as permitted by the home-to-work authorization memo from R. W. Borchardt, EDO, to NRC Chairman Jaczko, dated September 28, 2010 (ADAMS Accession Number ML102280485).
- (b) Employees Using a Vehicle in Conjunction With Official Travel To Perform Temporary Duty Away From His or Her Regular Place of Employment
- (i) Use of a Government-owned or -leased vehicle for home-to-work transportation when an employee is in an official travel status must be included as part of approved travel orders. Each travel order authorizing such transportation should include a determination that the home-to-work transportation while in an official travel status is advantageous to the Government.
  - (ii) Home-to-work use of a vehicle should not generally be authorized when the use would include weekends because that use, potentially, could increase the public's concern about the proper use of Government property.
  - (iii) When home-to-work use of a vehicle is authorized, the employee should be reminded of his or her responsibility to ensure only official use of the vehicle in connection with the official duty travel.

#### 6. Government Vehicle Use Standards

- (a) Each Federal employee riding in a motor vehicle on official business, regardless of seating position, shall have the seat belt properly fastened at all times while the vehicle is in motion (Executive Order 13043, "Increasing Seat Belt Use in the United States," April, 16, 1997).
- (b) The use of tobacco products is prohibited in motor vehicles owned or leased by NRC.

- (c) Use of hand-held wireless phones by a driver while operating motor vehicles is prohibited. Employees who must use Government-owned wireless phones while operating NRC-owned or -leased motor vehicles should acquire a portable, hands-free accessory and/or a hands-free car kit. Requests for these devices should be submitted to office information technology coordinators. Texting while driving a Government-owned or -leased vehicle is strictly prohibited pursuant to Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving."
- (d) An NRC employee must possess a valid State driver's license to operate a Government-owned or -leased vehicle. Persons who are required to operate motor vehicles as part of their official duties or on a regular basis must notify their supervisor and the ASC if their driver's license has been restricted or revoked. An employee will be required to present his or her driver's license to the ASC staff when picking up the keys for a Government-furnished vehicle. The employee also must have possession of his or her valid State driver's license at all times.
- (e) Any NRC employee involved in an accident while driving a Government-furnished vehicle must report the incident to his or her supervisor in writing and complete Standard Form 91, "Motor Vehicle Accident Report" (available from ASC) and send copies to ASC and the Office of the General Counsel (OGC). A copy of any resultant police report must be attached. ASC will maintain a central file of all accident reports.
- (f) Copies of accident reports involving negligence or indicating a pattern of accident problems will be forwarded by ASC to the Director of DAS, ADM.
- (g) The Director of DAS will convene an ad hoc review board, as necessary, to review the facts surrounding accident reports and recommend to the Director of ADM whether an employee should continue to be permitted to operate a Government-furnished vehicle. In reaching this decision, the review board will consult with the employee's management. The review board will consist of the Director of DAS, who will function as chairman, and a representative from OGC and another NRC office.

#### 7. Payment of Parking Tickets

Appropriated funds normally may not be used to pay parking tickets. An employee who intentionally violates parking laws or regulations is acting beyond the scope of his or her authority and must personally pay any resulting fine. An employee is personally liable for parking fines unless circumstances indicate that the fine was imposed for Government actions over which the employee had no control.

#### 8. Reporting Requirements

The charges for use of vehicle leasing, maintenance charge, and fuel purchase are based on actual purchases and must be recorded and maintained by the ASC, the Technical Training Center, and the regional offices for verification. Each organization must submit their report by the 10th day of each month to the Administrative Services Specialist, ASC, DAS, ADM. ASC will maintain accurate records of usage by vehicle transaction and cost.

### **III. NRC'S TRAFFIC MITIGATION PROGRAMS**

#### **A. NRC's Commuter Transportation Program**

The NRC actively promotes ridesharing and other strategies to reduce the number of employees who drive alone to work. The commuter services offered by ASC include—

1. Providing transit information and schedules;
2. Hosting or sponsoring transportation fairs;
3. Developing strategies to increase walking, biking, public transit, carpooling, and vanpooling;
4. Assisting employees in enrolling in the Council of Governments Guaranteed Ride Home Program (see the Commuter Connections Web site, available at [www.commuterconnections.org](http://www.commuterconnections.org)); and
5. Representing the NRC in meetings with local government officials regarding transportation issues.

#### **B. NRC's Public Transit Subsidy Program**

1. Pursuant to the Federal Employees Clean Air Incentives Act of 1994 (5 U.S.C. 7905), executive departments and independent agencies may participate in any program established by a State or local government that encourages employees to use public transportation. In accordance with this authority, NRC provides employee public transportation subsidies subject to budget limitations and the local transportation environment.
  - (a) Encourage employees to use public transportation when commuting to and from work. This essentially improves air quality, reduces traffic congestion, and conserves energy by reducing the number of single occupancy vehicles on the road.
  - (b) Employees using public transportation to commute to and from work may apply for transit subsidy benefits. Eligible employees using an authorized public transportation method will receive an employer-provided fare subsidy to apply toward their monthly transit.
2. At headquarters, subsidy fare media are provided in the form of Smart Benefits. NRC headquarters employees wishing to participate in the Public Transit Subsidy Program must register with ASC and certify that the fare media will be used solely to commute to and from work. Participants may receive their fare media once a month.
3. Regions I, II, III, and IV have similar subsidy programs. Employees may participate in these programs by completing an application form provided by their Division of Resource Management and Administration.

4. Employees who have a monthly parking pass at an NRC building may not receive a transit subsidy benefit.