

EXECUTIVE TRANSPORTATION SERVICE OPERATIONS

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policy regarding the use and operation of the Executive Transportation Service (ETS).

II. Scope

This Directive applies to the Component(s) and Headquarters Offices authorized to use the executive transportation service while conducting official business within the National Capital Region.

III. Authorities

- A. Title 31, United States Code (U.S.C.), Section 1344 "Passenger Carrier Use"
- B. Title 31, U.S.C., Section 1349, "Adverse Personnel Action"
- C. Title 41, Code of Federal Regulations (CFR), Part 102-34, "Motor Vehicle Management"
- D. 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 Executive Transportation Service.
- B. The **DHS Chief Readiness Support Officer**:
 - 1. Oversees the Executive Transportation Service; and
 - 2. Ensures the DHS Executive Transportation Service program meets the requirements for effective control and accountability.

C. **DHS Component heads:**

1. Ensure compliance with DHS standard operating procedures, existing regulations and laws that govern the use of Government owned, leased or controlled vehicles for official business purposes.
2. Ensure the intended use of this service meets the provisions outlined in the aforementioned authorities.
3. Develop internal procedures and issue policies to authorized users that are in accordance with the tenets of the DHS Executive Transportation Service SOP Number 2014-001 dated 2/11/2014 [standard operating procedures](#) and other laws and regulations as applicable.¹
4. Develop procedures and issue policies governing the use of privately owned vehicles and public transportation services (in-lieu of the ETS) as a basis for claiming reimbursement.

V. Policy and Requirements

A. **Policy:**

All DHS officials using or authorizing the use of Government-owned or controlled vehicles shall be aware that such vehicles can only be used for official Government business, and that their use otherwise is contrary to law. DHS officials using, requesting, or authorizing requests to use the ETS are aware that use is subject to audit. By requesting, confirming official business purposes and or using the ETS, the requester and or authorized user confirms his or her understanding of the aforementioned Authorities.

B. **Requirements:**

Use of the Executive Transportation Service is limited to members of the Senior Executive Service, senior staff members acting in a SES position, or as determined by the Under Secretary for Management.

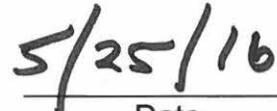
¹ The SOP number and date is subject to change due to annual updates.

VI. Questions

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



Russell C. Devo
Under Secretary for Management



Date

Attachment 1: Definitions

A. **Official Business**. Official business is related to the activities or functions of the service to which the traveler is assigned and/or attached, and the travel and temporary duty contemplated is that which reasonably may be considered as having been performed in the accomplishment of the purpose and requirements of such activities and functions.

This means that the travel, or in this case, the use of appropriated funds to provide transportation services is something a reasonable person would consider necessary to the accomplishment of the mission of the organization employing the traveler.

Official use of a Government motor vehicle is using a Government motor vehicle to perform your agency's mission(s), as authorized by your agency.

B. **National Capital Region (NCR)**. The District of Columbia, Montgomery and Prince George's Counties in Maryland, and Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia, and all the cities and towns included within the outer boundaries of the foregoing counties.