



**Homeland
Security**

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Policy Directive 118-02

MEMORANDUM FOR: Distribution

FROM: Russell C. Deyo 
Under Secretary for Management

SUBJECT: Transportation of Non-Government Personnel/Family Members in
Government Owned/Leased Vehicles within the Department of
Homeland Security

This Policy Directive clarifies established responsibilities and provides additional guidance concerning requests for transportation of non-government personnel/family members in government vehicles as required by the Reclamation Supplement to Federal Property Management Regulations, Part 38, Motor Equipment Management, Subpart 114S-38.3, Official Use of Government Vehicles. The Management Directorate (MGMT) is responsible for the Department's fleet program, and the Chief Readiness Support Officer (CRSO) is the Department of Homeland Security's (DHS) Accountable Official responsible for the Department's transportation fleet program and establishing policies and procedures. The CRSO has the delegated authority, responsibility, and accountability for reviewing any waiver requests concerning the Department's transportation program. The policy is outlined in DHS Manual 118-01-01, "Motor Vehicle Fleet Program Instruction."

Using a government vehicle (and the appropriations for the use of government vehicles) must be for an official purpose. This requires clear evidence that the use is directly tied to the Department's mission. In this regard, if a spouse or other non-government person does not have a direct role in the program or event (e.g., going only as an attendee), transporting him/her in a government vehicle is not for an official purpose and is not allowed.

If non-government personnel/family members have a direct role in the program or event (i.e., an official purpose), a Component head may seek a waiver of the DHS policy that prohibits the use of a government vehicle to transport non-government personnel/family members from the CRSO who may approve, in writing, their transportation in a government vehicle provided that:

- The CRSO concurs that the non-government personnel/family member's participation in the event is for an official purpose.
- The non-government personnel/family member is accompanied in the vehicle by the DHS official.
- The vehicle is being used in the execution of official Government business.

- Free passenger space is available that is not needed for other government personnel on official purposes.
- There are no additional costs to the Government.
- The transportation of non-government personnel/family member does not delay government business, result in circuitous routes, or pose an increased cost to the Government.
- The use of the vehicle does not involve private profit-making activities.
- The DHS personnel has preapproved home-to-work authorization in situations where transportation originates or terminates at the home/domicile of the DHS personnel.

Examples of situation where transportation of non-government personnel/family members in a government vehicle may be approved include but are not limited to:

- Non-government personnel/family member accompanies the DHS personnel as part of the commissioning ceremony of a Coast Guard Cutter, facility, or aircraft;
- Non-government personnel/family member accompanies the DHS personnel to the Hill to support prospective nomination hearings;
- Non-government personnel/family member is a guest speaker at an event sanctioned by the Department and accompanied by the DHS personnel; and
- Non-government personnel/family member accompanies the DHS personnel attending an event on behalf of the Secretary and his/her spouse.

Note: Non-government personnel/family member must be accompanied in the vehicle by the DHS personnel at all times.

In accordance with 31 United States Code 1349, *Adverse Personnel Actions*, Government employees who willfully use or authorize the use of a passenger motor vehicle or aircraft owned or leased by the United States Government (except for an official purpose authorized by section 1344 of this title) or otherwise violates section 1344 may be suspended without pay by the head of the agency. The officer or employee may be suspended for at least one month and when circumstances warrant, for a longer period or summarily removed from office.

This policy clarification will be included in the subsequent revision to the DHS “Motor Vehicle Fleet Program Manual.” Submit all requests for waivers under this policy to the Office of the Chief Readiness Support Officer via MGMT Executive Secretariat.

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