National Aeronautics and Space Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: Use of Government Vehicles for Travel

NASA's policy on use of government motor pool vehicles for local travel has changed. Employees may be authorized on their travel orders to use a government vehicle for travel and, under certain circumstances, take the vehicle home to commence the travel. Specifically, a vehicle may be taken home at the close of the working day preceding the start of the official travel and commence travel from their residences on the next day. Likewise, if employees are scheduled to return from travel after working hours, they may take the vehicle to their residences and return the vehicle to the motor pool the next regular working day.

This new policy applies only when the employee is using a government vehicle for official travel and the order authorizing official determines that there will be a significant savings in time. The traveler's residence location should also be located in the direction of the travel destination, e.g., an employee lives in Annapolis, Maryland, and will be traveling from Goddard Greenbelt to Wallops Island, Virginia. Another example would be when the travel time between the traveler's residence and temporary duty station is significantly shorter than travel time between the Center and the temporary duty station. Travelers taking a vehicle home must use it only for official government business.

Travel order authorizing officials must specify on the traveler's orders two elements in order to be issued a vehicle from the Goddard motor pool: 1) Use of government vehicle is authorized; and 2) Authorized to take vehicle to traveler's residence in connection with official travel due to significant savings in time.

At Goddard Greenbelt, vehicle reservations should be requested through the Building 27 Motor Pool Office at x6-6977. At Wallops, make reservations through the Building D-1 Motor Pool Office at x7-4357. A copy of the travel orders annotated with the above statements must also be provided to the applicable Motor Pool Dispatcher. Questions may be directed to Mr. Fritz Ankerman, Code 234, at x6-4384, or at Wallops, contact Mr. Tim Abbott, Code 231.W, at x7-1647.

Thomas M. White, Chief
Logistics Management Division

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