



FIELD WORK DETERMINATION AUTHORIZING USE OF GOVERNMENT
PASSENGER CARRIER(S) FOR HOME-TO-WORK TRANSPORTATION
PURSUANT TO 41 C.F.R. Part 102-5

Determination Control No. 114

The Administrator makes the following determination and approval of use under 41 C.F.R. Part 102-5:

1. The following employee(s) or positions of the General Services Administration (GSA), Federal Acquisition Service (FAS), is authorized to use Government-owned, -leased, -rented, or -controlled passenger carrier(s) motor vehicle(s) for transportation between their residence(s) and place(s) of GSA employment to conduct field work for this agency:

Florence Francis
Customer Service Director
Tucson, AZ

John A. Harris
Supply Management Specialist
Yokosuka, Japan

Maria T. Rodriguez
Business Development Specialist
Las Vegas, NV

2. The employees listed above perform or involve the performance of field work for GSA. The duties performed require multiple stops within locally accepted commuting areas or travel to remote locations. These activities or duties come within the definition of "field work" as set forth in 41 C.F.R. § 102-5.30. Specifically, Government passenger carrier transportation is necessary between residence and place of GSA employment for the following reasons:

These employees are required to visit customers at various Federal agency sites and other locations for the purpose of promoting GSA products and services to current and potential clients. They provide advice and general assistance, engage in customer outreach programs, and participate in seminars, workshops, and product/services exhibitions. They often have to leave early in the morning to drive to their destinations or event, and in the evening they may not be near a Government facility to return the vehicle. All employees stationed overseas are covered by the Status of Forces Agreement (SOFA).

It is more cost-effective for an employee to use a Government vehicle to travel from his or her residence to that day's business destinations than from a Government facility. Efficiency and productivity will be increased because the employee will not have to travel to one location to pick up a vehicle and then proceed to his or her destination, which may be in the opposite direction from the place at which the vehicle is normally housed. This time savings allows these employees to more effectively interact with their customers in and around their respective territories because a greater number of scheduled and "cold call" visits can be made within a targeted area. Moreover, this savings in travel time ensures sufficient time for employees to set up for events, seminars and workshops within their eight- or nine-hour workdays. For these employees a Government motor vehicle is the only means of transportation since public transportation is not readily available. These circumstances are of a continuing nature. The employees named above hold the same responsibilities as the positions previously identified in Determination Control #96 from October 22, 2008, through October 21, 2010.

3. Use of Government passenger carriers for home-to-work transportation by the employees will substantially increase the efficiency and economy of GSA under the circumstances described. The use is not for the personal comfort or convenience of the employees, and the transportation is approved only on days when the employees actually perform field work. Employees using a Government passenger carrier for Home to Work transportation must record each trip on a GSA Form 3601 (Monthly Transportation Log) in accordance with 41 C.F.R. § 102-5.120 and GSA Order ADM P 5620.1.

4. This determination and approval is for two years and shall be updated as necessary.



Martha Johnson
Administrator of General Services



Date

Duplicate of 176/147

CORRESPONDENCE ROUTING SLIP

FOR SIGNATURE OF Administrator (A)	CONTROL NUMBER 178367
ADDRESSEE Administrator (A)	OGP IQ Control No. 16180727 DUE DATE 9/17/2010 - 10/14/2010 (Abe's)

ROUTE

CORRESPONDENCE SYMBOL	DATE		INITIAL
	IN	OUT	
1. MT-Jim Vogelsinger	10/2/10	10/7/10	JBV
2. MT-Craig Flynn		10/13/2010	[Signature]
3. MT-Janet Dobbs		10/13/2010	for [Signature]
4. M-Becky Rhodes	10/13	10/13	BRh
5. L-Kris Durner			IQ concurrence
6. M-Kathleen Turco	10/13	10/13	BRh
7. ADE-Peggy DeProspero	10/14	10/14	[Signature]
8. AE-Stephen Leeds			
9. AC-Michael Robertson		10/14/10	[Signature]
10. AD-Susan Brita			
11.			
12.			
13.			
14.			
15. Return To: Maureen McKenna 202-501-0024			
16.			
17.			
18.			

178367

Office of Governmentwide Policy
Home to Work Determination Control No. 114

GSA DOCUMENT SUMMARY
(Instructions on reverse)

1. TO: Administrator (A)	2. FOR SIGNATURE OF Administrator (A)	3. DATE DUE 10/18/2010
4. SUBJECT Home To Work Determination Control No. 114	5. BASIC DOCUMENT RESPONSE	6. CORRESPONDENCE CONTROL NO. OGP IQ Control No.

7. CONCURRENCES

ITEM	CORRES. SYMBOL	SIGNATURE (Sign full name)	DATE	ITEM	CORRES. SYMBOL	SIGNATURE (Sign full name)	DATE
A.	9A	Jeffrey Neely, See Memo	8/9/2010	H.	AD	Susan Brita	
B.	M	Becky Brubaker	10/13	I.			
C.	L	Kris Durmer, See Elec Con	9/3/2010	J.			
D.	M	Kathleen Turco	10/13	K.			
E.	ADE	Reggy DeProspero	9/17/10	L.			
F.	AE	Stephen Leeds		M.			
G.	AC	Michael Robertson	10/14/10	N.			
8. NAME OF ACTION OFFICER Jim Vogelsinger		9. CORRES. SYMBOL MT	202-501-1764	11. TYPIST MMMckenna		10. TELEPHONE NO. 202-501-0024	

NOTE: NUMBER OF SIGNATURES REQUIRED BY FINAL SIGNING OFFICIAL One (1)

14. SUMMARY

PURPOSE: The employees listed perform duties which require multiple stops within locally accepted commuting areas and/or travel to remote locations. These activities and duties fall within the definition of "field work" as set forth in 41 C.F.R. Section 102-5.30, and are reason to authorize the use of a government vehicle from home to work.

ALTERNATIVE: Frequently, it is more cost effective for an employee to use a Government vehicle to travel from their residence to that day's business destinations than from a Government facility. Efficiency and productivity will be increased because the employees will not travel to one location to pick up a vehicle and then proceed to their destination, which may be in the opposite direction from the place at which the vehicle is normally housed. This will also reduce fuel consumption and wear and tear on Government vehicles in addition to decreasing the agency's carbon footprint through reduction of the emission of greenhouse gases.

RECOMMENDATION: It is recommended that the Administrator sign this authorization due to the time and cost savings to the Federal government.

IMPACT STATEMENT: GSA will realize savings in fuel costs and enhanced employee performance due to time savings. This determination and approval shall be updated as necessary and recertified every two (2) years from the date of this authorization.

15. AUTHOR	TYPED NAME AND SIGNATURE Maureen M McKenna	SYMBOL MT	TELEPHONE NO. 202-501-0024	DATE
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HTW at FIDO GOV
Home-To-Work Transportation
U.S. General Services Administration



Home Videos Logon Data Signed Determinations Reports Admin **Maureen McKenna (POC) GSA/All/Fleet**

Save Changes Save & Close Validate List Delete

Control Number: 114
Status: EXECUTIVESECRETARIAT
CONCUR
Agency Code: GSA/09-Pacific Rim
Organization: FAS
Type: Field Work
Renewal of this previous determination number:
Start Date of the previous determination:
Est. number of people that will use this determination in one year: 3

*Renee Hughes for
Peggy DeProspero*

Office Titles: Federal Acquisition Service

Carrier Type: motor vehicle(s)

Employee Name(s), Title(s) and/or Position(s)
NOTE: To prevent rejection please use Full Names and Titles as they appear in the GSA Lotus Notes.
Florence Francis
Customer Service Director
Tucson, AZ
John A. Harris
Supply Management Specialist
Yokosuka, Japan

Information Necessitating Government Transportation Use
These employees are required to visit customers at various Federal agency sites and other locations for the purpose of promoting GSA products and services to current and potential clients. They provide advice and general assistance, engage in customer outreach programs, and participate in seminars, workshops, and product/services exhibitions. They often have to leave early in the morning to drive to their destinations or event, and in the evening they may not be near a Government facility to return the vehicle. All employees stationed overseas are covered by the Status of Forces Agreement (SOFA).
It is more cost-effective for an employee to use

Concurrences

Executive Secretariat Comment:
Renee Hughes, Exec. Sec. Concurs for Peggy DeProspero 9/17/2010.

By: Peggy DeProspero - peggy.deprospero@gsa.gov,

Date: 9/17/2010

12:56:13 PM

Legal

Comment:

L finds the determination to be legally sufficient. Please note that the determination that this item is renewing does not expire until October 21, 2010. As such, it might be beneficial to delay final processing to avoid an unnecessary overlap. :

Peter McTernan

By: LeShonne Smith - leshonne.smith@gsa.gov, 202-501-2200

Date: 9/3/2010
8:32:38 AM

Fleet

Comment:

Fleet Concur, Revisions made to names etc. MMckenna, 8.30.2010

By: Lee Gregory - lee.gregory@gsa.gov, (202) 501-1533

Date: 8/30/2010
2:51:21 PM

Region

By: Renee Bishop-Sledge - renee.bishop-sledge@gsa.gov, 415-522-4501

Date: 8/30/2010
2:49:18 PM

Save Changes

Save & Close

Validate

List

Delete

Visitor
17594

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ROUTING SLIP

TO	CO	RW	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE										CORRES. SYMBOL	RECEIVED	
											INITIAL	DATE
1. John W. Boyan, Regional Commissioner, FAS										9Q	<i>[Signature]</i>	8-9-10
2. Donald R. Jayne, Regional Counsel										9L	<i>[Signature]</i>	8-19-10
3. Jeffrey E. Neely, Acting Regional Administrator										9A		
4. OGP MT 8/24/10 lp												
5.												

	Necessary Action		Recommendation		As Requested
X	For Signature		Comment		See Me
	Concurrence		Initial and Return		Your Information
X	Approval		Per Conversation		Other (Specify)

REPLY OR INTERIM REPLY	DUE	FOR SIGNATURE OF

REMARKS
 Attached for your concurrence or signature, is a memo for the Administrator to renew participation in the Home-to-Work Program for three (3) FAS Region 9 employees. All perform the same roles and hold the same responsibilities as the positions previously identified in Determination Control #96, attached.

Respectfully,

FROM	CO	RW	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE							CORRES. SYMBOL		BUILDING, ROOM NO.			
Renee Bishop-Sledge							9Q					
Program Analyst							TELEPHONE NO.		DATE			
							4501		8-9-10			



August 9, 2010

MEMORANDUM FOR MARTHA N. JOHNSON
ADMINISTRATOR (A)

THRU: ELIZABETH I. KELLEY
DIRECTOR, OFFICE OF MANAGEMENT SERVICES (ACM)

FROM:  JEFFREY E. NEELY
ACTING REGIONAL ADMINISTRATOR (9A)

SUBJECT: Use of Government-owned, -leased or -controlled passenger
carriers for home-to-work transportation

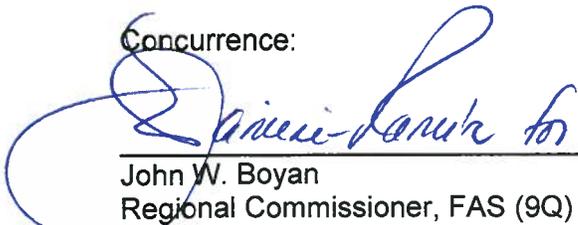
Attached is a request for the use of Government-owned, -leased or -controlled passenger motor vehicles for home-to-work transportation for three Region 9 FAS employees, as required by GSA Order ADM P 5620.1, Chapter 4 and 41 C.F.R. 102-5.

Your approval is requested.

Attachments

1. New Determination Control #114
2. Determination Control #96

Concurrence:



John W. Boyan
Regional Commissioner, FAS (9Q)

8-9-10
Date



Donald R. Jayhe
Regional Counsel (9L)

8-19-10
Date

**FIELD WORK DETERMINATION AUTHORIZING USE OF GOVERNMENT PASSENGER
CARRIER(S) FOR HOME-TO-WORK TRANSPORTATION PURSUANT TO FEDERAL
MANAGEMENT REGULATION (FMR), PART 102-5**

Determination Control Number 114

The Administrator makes the following determination and approval of use under FMR, Part 102-5:

1. The following associates of the General Services Administration (GSA), Federal Acquisition Service, are authorized to use Government-owned, -leased, or -controlled passenger carriers for transportation between their residence and place of GSA employment for the purpose of conducting field work for this agency:

Florence Francis
Customer Service Director
Tucson, AZ

John Andy Harris
Supply Management Specialist
Yokosuka, Japan

Maria Rodriguez
Business Development Specialist
Las Vegas, NV

2. The above-listed employees perform their duties by visiting customers, attending conferences and other events, and conducting seminars and training classes at various Federal civilian and military sites and installations throughout their respective, assigned territories. In the course of their work, they frequently make multiple stops within the locally defined commuting area or travel to remote field locations. The activities in which they engage come within the definition of "fieldwork" as set forth in Section 102-5 of the FMR, which permits the use of Government passenger carrier transportation between an employee's residence and place of GSA employment under certain circumstances.

These employees are required to visit customers at various Federal agency sites and other locations for the purpose of promoting GSA products and services to current and potential clients. They provide advice and general assistance, engage in customer outreach programs, and participate in seminars, workshops, and product/services exhibitions. They often have to leave early in the morning to drive to their destinations or event, and in the evening they may not be near a Government facility to return the vehicle. All employees stationed overseas are covered by the Status of Forces Agreement (SOFA).

It is more cost-effective for an employee to use a Government vehicle to travel from his or her residence to that day's business destinations than from a Government facility. Efficiency and productivity will be increased because the employee will not have to travel to one location to pick up a vehicle and then proceed to his or her destination, which may be in the opposite direction from the place at which the vehicle is normally housed. This time savings allows these employees to more effectively interact with their customers in and around their respective territories because a greater number of scheduled and "cold call" visits can be made within a targeted area. Moreover, this savings in travel time ensures sufficient time for

employees to set up for events, seminars and workshops within their eight- or nine-hour workdays. For these employees a Government motor vehicle is the only means of transportation since public transportation is not readily available. These circumstances are of a continuing nature. The employees named above hold the same responsibilities as the positions previously identified in Determination Control #96 from October 22, 2008, through October 21, 2010.

3. The use of Government vehicles for home-to-work transportation by the associates listed above will substantially increase the efficiency and economy of GSA under the circumstances described and is in full conformance with the language and intent of FMR Part 102-5. The use is not for the personal comfort and convenience of the associate, and the transportation is approved only on days when the associate actually performs fieldwork of the nature described above. The Monthly Home-To-Work Transportation Log (GSA Form 3601) will be submitted monthly and maintained as required by GSA Order ADM P 5620.1.

4. This determination and approval shall be updated as necessary and re-certified every two years from the date of this authorization.

Martha N. Johnson
Administrator (A)

Date

FIELD WORK DETERMINATION AUTHORIZING USE OF GOVERNMENT
PASSENGER CARRIER(S) FOR HOME-TO-WORK TRANSPORTATION
PURSUANT TO 41 C.F.R. §102-5

Determination Control No. 96

(This is a Renewal of Determination Control No. 82 which was approved on October 30, 2006)

The Administrator makes the following determination and approval of use under 41 C.F.R. §102-5

1. The following employee(s) or positions of the General Services Administration (GSA), Federal Acquisition Service, is/are authorized to use Government-owned, -leased, or -controlled passenger carrier(s) motor vehicle(s) for transportation between his/her/their residence(s) and place(s) of GSA employment to conduct field work for this agency:

Florence Francis, Customer Service Director, Phoenix, AZ
John Andy Harris, Supply Management Specialist, Yokosuka, JP
Maria Rodriguez, Customer Service Director, Las Vegas, NV

2. The employee(s) or the position(s) listed above perform or involve the performance of field work for GSA. The duties performed require multiple stops within locally accepted commuting areas or travel to remote locations. These activities or duties come within the definition of "field work" as set forth in 41 C.F.R. §102-5.30. Specifically, Government passenger carrier transportation is necessary between residence and place of GSA employment for the following reasons:

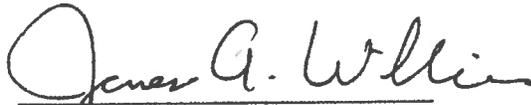
These associates are required to visit customers at various Federal agency sites and other locations for the purpose of promoting GSA products and services to current and potential clients. They provide advice and general assistance, engage in customer outreach programs, and participate in seminars, workshops, and product/services exhibitions. They often have to leave early in the morning to drive to their destinations or event, and in the evening they may not be near a Government facility to return the vehicle.

On occasion, it is more cost effective for an associate to use a Government vehicle to travel from his or her residence to that day's business destinations than from a Government facility. Efficiency and productivity will be increased because the associate will not have to travel to one location to pick up a vehicle and then proceed to his or her destination, which may be in the opposite direction from the place at which the vehicle is normally housed. This time savings allows associates to more effectively interact with their customers in and around their respective territories because a greater number of scheduled and "cold call" visits can be made within a targeted area. Moreover, this savings in travel time ensures sufficient time for associates to set up for events, seminars and workshops within their eight- or nine-hour workdays. These circumstances are of a continuing nature.

3. Use of Government passenger carriers for home-to-work transportation by the employee(s) or those occupying the positions listed above will substantially increase the efficiency and economy of GSA under the circumstances described. The use is not for the personal comfort or

convenience of the employee(s), and the transportation is approved only on days when the employee(s) actually perform(s) field work. Employees using a Government passenger carrier for Home to Work transportation must record each trip on a GSA Form 3601 (Monthly Transportation Log) in accordance with 41 CFR 102-5.120 and GSA Order ADM P 5620.1.

4. This determination and approval shall be updated as necessary and recertified every two years from the date of this authorization.



James A. Williams

Acting Administrator of General Services

10/22/08

Date