



Home to Work Transportation

Presenter: Eric Adams (GSA)

Panelists: David Jackson (VA) and Edra Scott
(VA)

Workshop Objectives

- Understand what the home-to-work (HTW) transportation method and rule entails.
- Determine how to properly operate HTW for a Federal agency fleet.
- Know where to find additional resources and information about HTW.

What is Home-to-Work?

Home-to-Work transportation (HTW) is the use of a government vehicle, whether agency-owned or leased, to transport an employee between his/her home and regular place of work.

HTW in Regulation!

- Federal Management Regulation (FMR) 102-5 states certain Federal officials are authorized home-to-work transportation, as are employees who meet certain statutory criteria as determined by their agency head.

NOTE: Heads of agencies cannot delegate authorization determinations to others.

HTW Summary

Not covered

- Employees on official travel
- Employees on PCS travel
- Employees essential for...

Allowed

- Field work
- Clear and present danger
- Compelling operational consideration
- Emergency

HTW Future: Telework

- Are employees teleworking more?
- Are more workers classified as virtual or remote?
 - According to 2022 [Federal Employee Viewpoint Survey](#) results, 14 percent of federal employees have remote work arrangements and 25 percent telework three or more days per week. According to Federal News Network, this is a decline from 2021 when 36 percent of FEVS respondents said they teleworked every day.
- Are more workers classified as virtual or remote?
- Are agencies reducing their physical footprint?
- Does technology impact HTW authorization decisions?
- Do HTW rules apply to full time virtual or teleworkers?

HTW Guidance: HTW Bulletin B-35

- Additional HTW guidance in B-35 can be found at:
- B-35 is being revised. Send any comments and suggestions to vehicle.policy@gsa.gov

Contact Us

Vehicle Policy Team

Vehicle.policy@gsa.gov

Eric Adams

eric.adams@gsa.gov





Department of Veterans Affairs (VA)

Office of Asset Enterprise Management

VA Fleet Management Program

HOME-TO-WORK EV CHARGING

Presenters

VA Agency Fleet Manager - David Jackson

VA Fleet Data Analyst – Edra Scott

Agenda

- What is Home-to-Work (HTW)?
- Background - Home-to-Work Authority for EV Charging
- Current status
- Challenges
- Opportunities
- Milestone schedule/roadmap
- Implementation Policy overview
- Recommendations
- Questions

What is Home-to-Work (HTW)?

- Using a GOV to provide home-to-work transportation for employees who are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties should issue guidance concerning such use. Field work is included within this definition.
- “Field work” means official work requiring the employee’s presence at various locations other than his/her regular place of work. (Multiple stops (itinerant-type travel) within the accepted local commuting area, limited use beyond the local commuting area, or transportation to remote locations that are only accessible by a GOV are examples of field work.)
- VA Fleet Directive 0637 – states only the SECVA has authority to approve HTW transportation to VA employees. Authority cannot be delegated, and authorizations must be updated as necessary and **recertified at least every 2 years**
- The SECVA may authorize the use of home-to-work transportation only to the extent that such transportation will substantially increase the efficiency and economy of the U.S. Government, and not for personal convenience.
- The SECVA must report determinations to Congress no later than 60 days after granting authorization. Both the Senate Committee on Governmental Affairs and the House of Representatives Committee on Government Operations must be notified of each determination.

Home-to-Work Authority for EV Charging

- HTW sub-working group formed because of employees that have HTW authorization granted by the SECVA.
- No clear guidance for HTW authority charging for VA employees.
- To have consistency across the board, official guidance was needed to be provided to all the administrations in VA (includes VHA, VBA, and NCA and staff offices).
- Main Goal: Develop a draft VA-wide policy on HTW authority charging for VA employees in accordance with any guidance options available within the Federal Government.
 - Became part of VA Fleet Directive (VA 0637)
- The group identified any legal authorities and questions requiring Office of General Council (OGC) review.
- The group also addressed technical issues related HTW authority charging.

Current Status

- VA currently has a policy for HTW authority within the VA Fleet Directive 0637.
 - Policy was restructured to streamline the authority and recertification process
- Several efforts took place to address EV charging for GOVs.
 - 140 Dual-port Solar EV charging stations acquired across 38 VA Medical Centers throughout the country
 - EVSE feasibility studies to be conducted at 171 VA Medical Centers nationwide.
- Due to focus on GOV fleet transition to EVs, no VA-wide for HTW authority charging in place
- However, there is a large amount of HTW authority granted within VA.
 - Mainly within one Administration and one Staff Office.

Challenges

- Timeframe to address the issue was quickly upon us.
 - How do those that have HTW authority charge their ZEVs?
 - What are our options?
- This brings challenges to every administration/staff office
 - The ease of vehicles being charged
 - Areas where there is no infrastructure in place (no local charging stations)

Challenges

As a result, there could be confusion and discontent!



Opportunities

- Evaluate any technical & fiscal issues associated with HTW authority charging and any other considerations.
- Examine any specific legal questions about authorities as it relates to possible reimbursement, installation of EVSE, responsibilities, and other specific situations.
- Explore alternative routes for achieving installation for EV charging.
- Further clarification on your agency's financial policy related to reimbursement, if applicable
- Determine the process for reimbursements, if applicable

Milestone Schedule/Roadmap

- 1st meeting, introduction to establish goals/targets and timeline.
- Define requirements/address technical, legal, fiscal challenges.
- Implementation policy development
 - Outline framework for draft policy
- Implementation policy draft and review by your leadership.
- Implementation policy submission to final concurrence/approval process.
- Implementation policy approved and posted.

VA Implementation Policy Overview

Key Points

- **Purpose** - established an agency-wide policy for those employees granted Home-To-Work Authority (HTW) from the Secretary of VA. The policy directs how VA's fleet of Zero Emission Vehicles (ZEVs) shall be fueled using Electric Vehicle Supply Equipment (EVSE)
- **Background** - Title 41 C.F.R. 102-5 covers the usage of Government passenger carriers to transport employees between their homes and places of work. By statute, certain Federal officials are authorized home-to-work transportation, as are employees who meet certain statutory criteria as determined by their agency head.
- **Policy** – Policy states that employees who have been granted Home-to-Work (HTW) authority by the Secretary of VA must charge their Zero Emission Vehicles (ZEVs) at public charging stations or at a VA facility.
 - Employees must use EVSE within 3 miles from their garaged location or while in the field conducting official Government business.
 - Employees will not be authorized to charge their ZEV at their residence if a charging station is installed or use a Level-1 charger.
 - VA will not be responsible for any financial reimbursement and/or damages incurred by failure to use an authorized EVSE. All responsibility will be on the vehicle operator.
 - Home-to-work authority requires the employee to document travel carefully and provide copies as prescribed by their organization's internal procedures for review and reporting. Telematics must be installed within 90 days of approved authorization in all vehicles using this authority.
- **Responsibilities** – Clearly outline the roles and responsibilities from Executive leadership, down to the vehicle end-user on the implementation policy.

Recommendations

If you have not addressed this issue and will be required to implement a policy and procedures...

- Create a working group with various SMEs to address challenges & opportunities for HTW charging
 - Establish meeting frequency.
 - Have active engagement from the working group members.
 - Support in providing knowledge, expertise and additional (out of the box) thoughts in specific areas
- Seek agencies that may have a working policy and/or is starting their development to get some tips in moving forward.
- Develop list of questions that need to be addressed to develop policy (technical, legal, fiscal, etc.)
 - Seeking volunteers within the group to tackle specific questions and find information on how to answer them.

Questions?



Contact Information

David Jackson

Agency Fleet Manager – Department of Veterans Affairs

David.Jackson10@va.gov



Thank you!

