

General Order 17 VEHICLES

Dated 03/15/2018

IV. Policy

N. Vehicle Domicile

The BLM LEOs may be authorized to domicile BLM-owned government vehicles for use in home-to-work transportation. The authorization must show a benefit to the government. The OLES LEOs must reside within 35 driving miles of their duty station to domicile. The OLES LEOs who domiciled their vehicles outside the 35-mile limit prior to January 1, 2013 are exempt from this mileage restriction. LEOs supervised within their state by civilian or LEO supervisors may adopt this domiciling mileage restriction, or any part thereof, at their discretion.

All requests for home-to-work transportation will be initiated by the immediate supervisor of the employee(s) on BLM Form 1520-10 (Appendix 3), and will be submitted to the appropriate approval authority; State Directors for ranger vehicles, SAC for special agent and State Chief Ranger (SCR) vehicles, and the Director, OLES for all SAC vehicles. All ranger requests will be submitted through the SCR for review and concurrence. The SAC will retain the State Office copy. Resident rangers whose administrative worksite is their home (as identified on SF-50) are not considered to be domiciling for the purpose of this chapter.

Domicile authorizations must be submitted at the beginning of each fiscal year and will not to exceed one year from the start date. Upon termination of any domicile authorization, the SAC will notify the BLM fleet manager in writing.

1. Vehicle Documentation

All law enforcement officers authorized home-to-work transportation will maintain a record of each use.

- a. Rangers will document all vehicle use on Form 9260-15 (Law Enforcement Activity Log).
- b. Special agents will document vehicle use using Form 9260-16 (Vehicle Use Log, Appendix 5). This form will be completed and submitted to the supervisor on a monthly basis.
- c. The SAC is responsible for maintaining a file of all approved domicile authorizations at the State Office in accordance with the BLM Records Retention Disposition Schedule. Law enforcement supervisors are responsible for maintaining a file of all Law Enforcement Activity Logs and/or Vehicle Use Log for LEOs under their supervision in accordance with the BLM Records Retention Disposition Schedule(s).

IRS Publication 15-B (2020) pg.22

Working Condition Benefits

Qualified nonpersonal use vehicles.

All of an employee's use of a qualified nonpersonal use vehicle is a working condition benefit. A qualified nonpersonal use vehicle is any vehicle the employee isn't likely to use more than minimally for personal purposes because of its design. Qualified nonpersonal use vehicles generally include all of the following vehicles.

- Clearly marked, through painted insignia or words, police, fire, and public safety vehicles, provided that any personal use of the vehicle (other than commuting) is prohibited by the governmental unit.
- Unmarked vehicles used by law enforcement officers if the use is officially authorized. Any personal use must be authorized by the employer, and must be related to law-enforcement functions, such as being able to report directly from home to an emergency situation. Use of an unmarked vehicle for vacation or recreation trips can't qualify as an authorized use.