

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Home-to-Work Use of Office of Security Vehicles

DD/A Registry
82-0958

FROM

EXTENSION

NO.

OS 2 5193

STAT

DATE

13 APR 1982

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director
for Administration
7D18 Headquarters

14 APR 1982

22 APR 1982

J

Bill,
I have trouble with home-to-work use of four vehicles. Do you have any records of the number of trips during off-duty hours that these individuals make per month?

STAT

22 APR 1982

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Director of Security
4E60 Headquarters

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DDA

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OS 2 5193

82-0958

13 APR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

STAT

SUBJECT: Home-to-Work Use of Office of Security Vehicles

REFERENCE: Headquarters Regulation

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1. Action Requested: This memorandum requests that you continue authorization for the home-to-work use of four official vehicles by selected Office of Security personnel in accordance with Headquarters Regulation

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2. Basic Data: Headquarters Regulation authorizes the home-to-work use of Government-owned vehicles when the Deputy Director for Administration determines that official duties of personnel warrant such use.

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For several years (with a relatively brief interruption) selected personnel of the Office of Security have been authorized to use Government-owned vehicles in commuting between home and work. As discussed in more detail below, such use has been warranted by the official duties and responsibilities of the individuals involved. The officers authorized home-to-work use of these vehicles are:

Director of Security
Chief, Physical Security Division
Chief, Headquarters Security Branch
Security Support Division (SSD) Duty Officer

Periodically the Office of Security reviews this issue to validate that continuation of this practice and authorization is warranted. The last review of this issue was made in December 1980 resulting in a determination on 7 January 1981 by the Deputy Director for Administration that the practice was warranted.

OS 2 5193

3. Staff Position: Continuation of the practice of home-to-work use of Government-owned vehicles by the incumbents of the above-cited positions has once again been reviewed by this Office. This up-to-date review has reinforced the justification for continuing the practice.

The Director of Security is responsible for the physical protection of Agency facilities. He carries out this responsibility through the Chief, Physical Security Division and the Chief, Headquarters Security Branch. All of these officers are on constant alert to handle emergency situations that occur with reference to the several Agency facilities in the Metropolitan Washington area. These officers are required to respond to such emergencies and must at all times have available transportation for this purpose. When crises arise their response cannot be dependent upon availability of public transportation nor exigencies of personal vehicle needs.

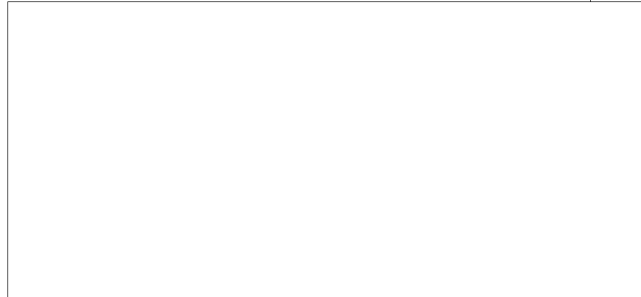
More importantly, the Director of Security, the Chief, Physical Security Division, and the Chief, Headquarters Security Branch in carrying out their facility protection responsibilities are called upon to make frequent inspections of Agency facilities during nonduty hours (both nights and weekends). Their capability of carrying out these responsibilities and duties is enhanced to the point of virtual need by the ready availability of a Government vehicle equipped with emergency radio equipment on the security communications net.

The SSD Duty Officer (a roster-type assignment) is responsible for handling operational support and personnel security emergencies outside of normal duty hours. This emergency responsibility also requires an instant alert capability with ready accessibility to official transportation on the security emergency radio net. The types of emergencies involved in this function and the effectiveness of the response at times would not permit dependence on public transportation nor exigencies of personal vehicle availability.

The temper of the times reflects that the threat level to Agency installations in the Washington area remains high. Operational support and employee emergency activities also continue with great frequency. The evidence continues to support the home-to-work use of Government-owned vehicles by the Director of Security, the Chief, Physical Security Division, the Chief, Headquarters Security Branch, and the SSD Duty Officer so that these individuals may carry out their official duties in timely fashion and effectively outside of normal duty hours.

4. Recommendation: It is requested that you continue the authorization for the home-to-work use of Government-owned vehicles by the Director of Security, the Chief, Physical Security Division, the Chief, Headquarters Security Branch, and the SSD Duty Officer in accordance with the provisions of Headquarters Regulation STAT
STAT

Attachment
Reference



APPROVED:

Deputy Director for Administration

Date

Distribution:

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ATTACHMENT