

**REQUEST TO USE GOVERNMENT FURNISHED VEHICLE FOR TRANSPORTATION
BETWEEN DOMICILE AND PLACE OF EMPLOYMENT**

NAME AND TITLE	STATION
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PLACE OF EMPLOYMENT-DOMICILE (show addresses and distance between)

The characteristics of the field work to be performed and the farther circumstances requiring the use of a Government Vehicle between this officer's or employee's domicile and place of employment in the performance of the described field work are as follows:

Recommend the above named person be permitted to use a Government furnished motor vehicle for transportation between domicile and place of employment for the period from _____ to _____ when warranted by the circumstances or conditions stated above. The characteristics of the field work are such that the interests of the Government require that this person be permitted to use a Government vehicle between domicile and place of employment.

SIGNATURE AND TITLE OF RECOMMENDING OFFICIAL	DATE
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APPROVAL

SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL	DATE
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PRIVACY ACT NOTICE FOR EMPLOYEES

Authority

This information is provided pursuant to the Privacy Act of 1974, Section 5 of U.S. Code 638 permits the use of a passenger motor vehicle only for official purposes, which does not include domicile/place of employment travel, but does include use by medical officers on out-patient medical service and others when approved by the head of the Department. Subpart 103-38.06 of the HHS Material Management Manual provides policy on the use of vehicles.

Purposes and Uses

The principal purposes of the "Request to Use Government Furnished Vehicle for Transportation between Domicile and Place of Employment", Form HHS-16, is to document the employee's request, the recommended approval, and the approval for use of a Government furnished vehicle between domicile and place of work. The information may be used (a) by Federal agencies in reviewing vehicle utilization, (b) by Federal, State or local agencies for investigating or prosecuting a violation or potential violation, (c) for statistical information in which personal identification would be excluded, or (d) for other routine duties in accordance with 5 U.S.C. 552a.

Effects of Nondisclosure

Omission of an item may result in disapproval of request. Falsification of entries may be grounds for disciplinary action including suspension. The disclosure of the information requested is voluntary.