

Office of the General Counsel
Division of Operations-Management

MEMORANDUM OM 16-10

March 10, 2016

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Oversight of the Usage of POV and Leased Vehicles

This memorandum serves as a reminder that each Region must designate a manager to review all GSA vehicle travel related documents including vehicle travel logs. The designated managers are also responsible for ascertaining whether travel by a GSA vehicle is for official business. Regions are now requested to provide the name(s) of the office's designated reviewing manager(s) to the Region's DAGC or AGC at the beginning of each FY¹. Regions are also reminded, as required in OM 03-98 and OM 07-54, managers who review and approve travel vouchers are responsible for ascertaining that reimbursement of the use of a personally owned vehicle (POV) at the higher rate is appropriate and, if necessary, supported by documentation indicating that no GSA car was available or that the employee has elected to use a POV.

GSA vehicles should only be used to perform the Agency's mission. It is never appropriate for an employee to use a GSA vehicle for personal travel at any time. As stated in OM 15-44 Oversight and Management of the Usage of POV and Leased Vehicles:

- Unauthorized use of the GSA car such as engaging in personal, non-Agency related travel, will result in appropriate administrative discipline including where circumstances warrant a 30 day suspension from duty without pay or removal from employment. See 31 U.S.C.A § 1349. In circumstances where the non-official use is considered willful, the Agency has no discretion regarding the minimum discipline; the discipline must be for at least 30 days. For additional guidance concerning the use of a GSA vehicle please see GSA, [Official Use of Government Vehicles](#).

If you have any questions regarding these matters, please feel free to contact Deputy AGC Dolores Boda or myself.

/s/
A. P.

cc: NLRBU

¹ Regions are requested to provide FY 16 designated reviewing manager information by April 4, 2016.