

U.S. DEPARTMENT OF HOMELAND SECURITY
Immigration & Customs Enforcement

REQUEST AND AUTHORIZATION FOR HOME-TO-WORK USE OF OFFICIAL VEHICLES

ICE Directive 1-16.1

1. Organization/Office Name	2. Location
3. Basis for Home-To-Work Transportation (Select Only One) <input type="checkbox"/> Intelligence, Counter Intelligence, Protective Services, or Criminal Law Enforcement <input type="checkbox"/> Field Work <input type="checkbox"/> Other Compelling Considerations (Explain: _____) <input type="checkbox"/> Clear and Present Danger <input type="checkbox"/> Emergencies <input type="checkbox"/> Contingency	
4. Description of Duties	
5. Notifications A. Home-To-Work transportation has been authorized for me for the purpose stated above in sections 3 & 4. This authorization expires on _____, unless extended. B. Provisions of 31 U.S.C. Section 1344 limit the use of official vehicles to official purposes unless otherwise expressly provided by law. C. Provisions of 31 U.S.C. Section 1349 state in substance that any official who willfully uses or authorizes the use of any Government-owned vehicles for other than official purposes shall be suspended from duty by the head of the agency without pay for not less than 30 days. D. During Home-To-Work transportation an employee may share space only with other federal employees who are on official government business;; no other passengers are permitted. During other official transportation or travel, ICE policies will determine who may be in the vehicle. E. Employees operating ICE vehicles are required to record HTW activity using ICE form ICE 177, Home-To-Work Transportation Log.	
6. I have been apprised and understand the Notifications described in Section 5.A - 5.E, Notifications, above.	
EMPLOYEE	
Name:	Signature: _____ X
Date:	
AUTHORIZING OFFICIAL	
Name:	Position:
Signature:	Date:
X	

ICE Form 333

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