

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

---

## SUPPLEMENT 2

### HOME-TO-WORK TRANSPORTATION AT INTERNATIONAL LOCATIONS

#### 1. PURPOSE

This supplement provides additional policy for home-to-work transportation at international locations.

#### 2. POLICY

- a. In addition to Federal policy, MRP personnel stationed at international posts will follow local rules, as prescribed in writing by the U.S. Embassy in the applicable country. Home-to-work transportation at international locations will be allowed in the following instances:
  - (1) In accordance with DR 5400-5, Home-to-Work Transportation.
  - (2) When reasons of security the Embassy has approved a policy of using official vehicles for transportation to and from the employee's residence.
- b. The employee must attach a copy of the post vehicle use policy, as provided by the Embassy, to the original AD 728.

**NOTE: Sometimes a GOV may be made temporarily available to employees at an international post when they first arrive, and are waiting arrival of their personal vehicles. A written justification must be approved by the regional director and liability insurance must be obtained by the driver.**

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

---