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NPD 6000.1B
Effective Date: April 29, 2002
Expiration Date: December 29, 2008

COMPLIANCE IS MANDATORY

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Transportation Management (Revalidated 06/29/03)

Responsible Office: Logistics Management Division

Also see

[Use of Hand-held Wireless Phones, NM 6700-1.](#)

[NASA Policy for 15-Passenger Van Use, NM 6000-17.](#)

1. POLICY

- a. NASA will only acquire transportation services and equipment as are required and deemed essential for the accomplishment of its institutional and program responsibilities. All such services and equipment will be used for official purposes only.
- b. Transportation services and equipment will be obtained from U.S. industry sources unless they are considered noncompetitive, are not available in sufficient quantities, or within required timeframes to meet Agency requirements.
- c. Passenger travel services acquired will meet the traveler's requirements at the lowest overall cost to the Agency.
- d. Frequent traveler benefits awarded as a result of official travel can be retained by the traveler. The traveler may also use frequent traveler benefits to obtain free coach tickets for future official travel or upgrades to business class seating when on official travel.
- e. Carriers selected for Agency shipments must possess the appropriate authority license or permit to provide the services offered and show positive proof of insurance coverage commensurate with the risks and probable liabilities attendant to the shipment.
- f. Transportation services acquired by NASA from carriers will only be acquired under the authority of the duly-appointed Transportation Officer. Written justification for unique requirements of any charter aircraft to support the movement of personnel and/or freight must be made by the requesting organization to the Transportation Officer.
- g. All NASA-owned transportation equipment will be acquired, operated, maintained, and disposed of in accordance with applicable Federal and State regulations, and industry standards.
- h. Government motor vehicles will not be assigned for the exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage. The use of Government motor vehicles for the transportation of employees between their residences and places of work is not authorized except for incumbents assigned as Station Director in Bermuda, Guam; or as NASA Representatives to Madrid, Spain; Canberra, Australia; and Moscow, Russia. This restriction does not apply to individuals on valid temporary duty orders or to Office of Inspector General (OIG) personnel performing criminal law enforcement functions pursuant to statutory authority.
- i. Any NASA employee receiving a court-issued subpoena directed to, or complaint against, or request for information or testimony from NASA or any named NASA employee (current or former) in any legal proceeding related to transportation management at NASA should promptly (and prior to acting on the request) forward the request to the NASA legal counsel.
- j. NASA will work to achieve the mandates of the Energy Policy Act of 1992 and Executive Order 13149 as they relate to the acquisition of Alternative Fueled Vehicles, and the use of Alternative Fuels.

2. APPLICABILITY

This policy is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

3. AUTHORITY

- a. Section 203(c) of the National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2473(c)).
- b. 31 U.S.C. Sections 1344, 3322, 3324.
- c. 4 CFR Part 75.
- d. 41 CFR Subtitle C, Chapter 101 - Public Contracts and Property Management.
- e. 41 CFR Subtitle F - Federal Travel Regulation System.
- f. 49 CFR Subtitle B, Chapter 1 - Research and Special Programs Administration.

4. REFERENCE

- a. 40 U.S.C. Chapter 10 (Sections 471, et seq.), Chapter 14 (Sections 701, et seq.) and Chapter 22 (Sections 901, et seq.) - The Federal Property and Administrative Services Act of 1949, as amended.
- b. 46 U.S.C. 1241 - The Merchant Marine Act of 1936, as amended.
- c. 49 U.S.C. Sections 40101, et seq. - The International Air Transportation Fair Competitive Practice Act of 1974, as amended.
- d. 46 CFR Chapter 1 - U.S. Coast Guard (e.g., Part 151).
- e. 19 CFR Chapter 1 - U.S. Customs Service (e.g., Section 141.102).
- f. 10 CFR Part 71 (Packaging and Transportation of Radioactive Material).
- g. NASA Financial Management Manual (FMM), (Travel Regulations)
- h. Air Force Interservice Manual 24-204, 11, December 2001 (Preparing Hazardous Materials for Military Air Shipment).
- i. OMB Bulletin No. 93-11, Fiscal Responsibility and Reducing Perquisites, April 19, 1993.
- j. The NASA Export Control Program Handbook, November 1995.
- k. NPR 6000.1E, "Requirements for Packaging, Handling, and Transportation ...Equipment and Associated Components."
- l. NASA Transportation and General Traffic Management, NPD 2190.1

5. RESPONSIBILITY

- a. The Assistant Administrator for Institutional and Corporate Management is responsible for establishing and disseminating policy and leadership strategies; advising the Administrator, Senior Managers, and Center Directors of potential efficiencies to be gained through Agencywide standardization and consolidation; coordinating the implementation of approved initiatives; and assessing performance against established standards.
- b. The Director for Headquarters Operations, and Center Directors, are responsible for implementation planning. Specifically, but not exclusively, they will --
 - 1) Appoint a Center Transportation Officer, and where the Center Transportation Officer is not responsible for Travel and/or Motor Vehicle Operations, a Travel Officer and/or Vehicle Fleet Operations Officer will be appointed; and
 - 2) Establish processes and procedures to monitor and control the use of transportation and travel resources and assets.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENTS

a. The following quarterly measurements will be maintained by each Center and reported to the Director, Security, Logistics, and Industrial Relations Division:

- 1) Motor Vehicle Cost Per Mile - A measure of the miles driven and the cost to maintain and operate the general-purpose motor vehicle fleet.
- 2) Airline Ticket Purchases - A measure of the domestic and international official business travel sales volume by various categories.

8. CANCELLATION

NPD 6000.1A, Transportation Management, dated April 29, 2002.

Revalidated

June 29, 2003,
Original Signed by

/s/Danial S. Goldin
Administrator

ATTACHMENT A: (TEXT)

(URL for Graphic)

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