

VEHICLE HOME STORAGE REQUEST/PERMIT

STD 377 (REV 9/2008) (FRONT)

INSTRUCTIONS:

1. Vehicle Home Storage Request/Permit must be renewed annually.
2. Before completing this Request, refer to excerpts from the Guidelines for Approval on reverse.
3. Retain original permit for current and previous fiscal years or until audited, whichever occurs first.
4. Submit annual report to:

Department of General Services
Office of Fleet and Asset Management
1700 National Drive, Sacramento, CA 95834

Report is due June 30 and should include the total number of home storage permits and name and telephone number of point of contact

AGENCY PERMIT NUMBER	SCS - 1
EXPIRATION DATE	6/30/10

DEPARTMENT State & Consumer Services Agny		DATE REQUESTED 10/8/09	VEHICLE OPERATOR'S NAME Fred Aguiar		
DIVISION/UNIT Office of the Secretary		OFFICE TELEPHONE (CALNET) (916) 653-4090	CLASSIFICATION/JOB TITLE Secretary	WORKING HOURS	
OFFICE ADDRESS (Street and Number) 915 Capitol Mall, Suite 200			HOME ADDRESS (Street and Number) (See Privacy Statement below)		
(City) Sacramento	(State) CA	(Zip Code) 95814	(City)	(State)	(Zip Code)
OFFICIAL BUSINESS MILES TRAVELLED PER MONTH 2500	DISTANCE FROM HOME TO OFFICE	DISTANCE FROM HOME TO WORK LOCATION	DISTANCE FROM OFFICE TO WORK LOCATION		
NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT HOME		NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT A STATE FACILITY	STATE FACILITY STORAGE LOCATION		

GEOGRAPHIC AREA WHERE TRAVEL OCCURS

Sacramento and Paso Robles

(Note: The Secretary travels to his home in Paso Robles on Fridays and returns to Sacramento on Mondays)

PURPOSE OF TRAVEL/NATURE OF WORK

The nature of the business requires the Secretary to be available at all times, 24/7, to attend late night and weekend meetings, events, etc. with and on behalf of the Governor.

CIRCUMSTANCES NECESSITATING HOME STORAGE

Same as above.

Supervisors and Approving Officers are responsible for having read the excerpts from the Evaluation Guidelines on the reverse of this form.

THIS REQUEST IS APPROVED FOR

THREE MONTHS BEGINNING _____ ENDING _____ ONE YEAR BEGINNING 7/1/09 ENDING 6/30/10

THIS REQUEST IS

NEW RENEWAL DISAPPROVED

SUPERVISOR'S SIGNATURE <i>Scott Reid</i>	POSITION/CLASSIFICATION Undersecretary	DATE SIGNED 6/30/09
APPROVING OFFICER'S SIGNATURE (Department Head, Deputy, or Chief Administrative Officer) <i>Fred Aguiar</i>	TITLE Secretary	DATE SIGNED 6/30/09

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), the principal purpose for the employee's home address is to administer the Vehicle Home Storage program. Failure to provide the information may delay processing of the request.

No disclosure of personal information will be made unless permissible under Article 5, Section 1798.17 of the Information Practices Act. Each individual has the right to inspect personal information in records maintained on the individual. The responsibility for maintenance of the information rests in the chief administrative officer of the employing department.