



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF THE SECRETARY

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February 5, 2021

Lee Webb
Director of Procurement
Arkansas State University - Newport
7648 Victory Blvd
Newport, AR 72112

Dear Ms. Webb,

Your request for a Commuter Waiver has been approved for the following employee:

Dr. Johnny Moore, Chancellor

This waiver is valid for as long as the need exists. If the supporting waiver no longer exists, please contact the Department of Finance and Administration – Office of Administrative Services to remove the waiver and immediately update the assigned vehicle in the State Agency Vehicle Application (SAVA) to reflect the Drive Home Status.

Executive Order 10-14 requires that all state-owned vehicles carry both red “Official Business Only” license plates and the seal of either the owning agency or the state of Arkansas. Unless otherwise stated, this requirement applies to vehicles assigned to employees operating under a status designation of Commuter.

Additionally, please be aware that Executive Order 10-14 requires state vehicles to be used solely for the purposes of official state business.

For information regarding the taxable use of a state vehicle, please refer to the State of Arkansas Vehicle Use and Management Handbook Section 15.0 and also IRS Publication 15-B.

Thank you for your assistance and cooperation.

Sincerely,

Larry W. Walther
Secretary

Department of Finance and Administration

Request for Status Designation: Commuter

Executive Order 10-14 established Status Designations for employees whose duties require assignment to a State Vehicle. Request for the Status Designation of Commuter must be made for individual state employees. Waivers issued under Governor's Policy Directive 3 will cease to be valid after Nov. 1, 2010.

Please use this form to Request the Status Designation of Commuter for employees within your State Agency, Board or Commission who require the use of a State Vehicle to travel to and from home and whose use of a State Vehicle is as a Commuter as described by Executive Order 10-14.

Please supply the following information for each state employee to receive the Status Designation of Commuter as described under Executive Order 10-14:

1. Name of Employee:

Dr. Johnny Moore

2. Position or Title of Employee:

Chancellor

3. Agency, Board or Commission:

Arkansas State University-Newport

4. Year, Make and Mode of Vehicle to be Assigned:

2015 Dodge Durango

5. VIN Number of Vehicle to be Assigned:

9087

6. Estimated Mileage Driven on a Monthly Basis:

2,000

7. License Plate Number of Vehicle to be Assigned:

882PSM

8. Does this vehicle have Official State License Plates:

Yes: No:

9. If the employee has previously used a State Vehicle under a Waiver from Governor's Policy Directive 3 but no longer thinks it's necessary to use a State Vehicle in this manner, please check here:

10. Please use this space to describe the Legitimate State Business Purpose that would be met if this employee was granted a Commuter Status Designation. If additional space is needed, please add additional pages as necessary:

Dr. Johnny Moore is the Chancellor for the Arkansas State University-Newport campus. He is responsible for all operations on the Newport campus as well as the campuses at Marked Tree and Jonesboro. Dr. Moore requires an individual automobile assigned to him in order to be able to immediately travel to the campuses to respond to any emergency related to academic affairs, student life, civil commotion, or criminal activity. Dr. Moore takes the lead in fund raising efforts for the ASU-Newport Campus and travels frequently, often on short notice, to catch flights to Washington, D.C. or other cities to seek external funding. He also travels extensively within the state to seek donations. Dr. Moore is charged with appearing in Little Rock before the legislature and other governmental entities to testify as to budgetary, programing, and other matters and works closely with legislators who are scattered throughout the district. He also appears before other governmental bodies such as the Arkansas Higher Education Coordinating Board which meet in different cities throughout the state. Dr. Moore often transports others with him and needs a vehicle large enough to carry multiple persons with all their documents, equipment, luggage, and other materials. The automobile must be suitable to store those items rather than moving them from vehicle to vehicle. Dr. Moore regularly leaves for meetings before dawn and returns after dark. Leaving from home insures safety when departing and returning in the dark as opposed to checking out a vehicle from a pool lot before and after work hours.

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