



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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## OWF POLICY MEMORANDUM 2018-007

To: Director, Bureau of Land Management  
Director, National Park Service  
Director, U.S. Fish and Wildlife Service  
Director, Bureau of Indian Affairs  
Commissioner, Bureau of Reclamation  
Director, U.S. Geological Survey

From: Jeff Rupert, Director – Office of Wildland Fire

Subject: Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation

**Purpose:** This Policy Memorandum establishes Home-to-Work transportation authority for Bureau fire management and response personnel. These Home-to-Work authorizations are for fieldwork activities and are only granted under the conditions and positions listed in Attachments 1 and 2.

**Background:** On December 12, 2017, Secretary of the Interior signed the Authorization for Use of Government Passenger carriers for Home-to-Work Transportation (Attachment 1) of those employees essential for the safe and efficient performance of Wildland Fire response. Attached is a copy of the approved authorization for your immediate implementation.

**Scope:** Attachment 1 of the Authorization designates 319 specific positions that are authorized for Home-to-Work transportation. Each bureau is responsible for ensuring that only those specific positions utilize the authorized Home-to-Work use of Government motor vehicles. The authorization is valid for two years at which point it must be reviewed and updated for recertification by the designated bureau official. Bureau fire executives and fire directors shall monitor and track usage in preparation for updating and recertification.

**Time Frame:** This Policy Memorandum is effective immediately and remains in effect until rescinded or modified.

**Policy:** Each bureau must complete the following in implementing this Authorization:

1. Provide a directive to each person authorized the use of Government vehicles for Home-to-Work transportation. The directive will require that each person be vigilant in ensuring that vehicles are used only for the official purposes intended and will caution that every

effort must be taken to preclude the perception that such use is not official. Substantiated incidents of misuse will result in disciplinary action.

2. Require that each person authorized the use of a Government vehicle for Home-to-Work transportation maintains a log or record to verify that such use was for official purposes.
3. Maintain Home-to-Work determinations, directives, logs, or other records in accordance with the provisions of the DOI Motor Vehicle Management Handbook Chapter 9, Part II, Reporting Vehicle Usage. These documents should be readily and easily accessible for audit purposes.
4. Designate a Program Coordinator to oversee the use of Government vehicles for Home-to-Work transportation in accordance with the DOI Motor Vehicle Management Handbook Chapter 9, Part 9 Bureau/Office Responsibilities. The procedures shall include provisions for management review and audits of written authorization determinations, directives, and logs or records.

Future Home-to-Work requests shall be submitted to this office for review and will be considered at the time appropriate to recertify/amend the current authorization. At the time to update and recertify the current Authorization, each bureau is required to confirm the need for each determination to justify the continued use of Government vehicles for Home-to-Work transportation.

As part of its responsibilities for oversight of the Department's wildland fire management program this office will monitor implementation of this Authorization. The Office of Acquisition and Property Management will further review Home-to-Work management practices as part of its annual internal control cycle.

**Contacts:** Questions can be directed to Erin Horsburgh, Deputy Director, Management and Programs, Office of Wildland Fire at 208-334-1550.

**Attachments:**

1. Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation.
2. Department of the Interior Wildland Fire Management Program Home-to-Work Transportation Authorization – FY 2017 Request Record.