



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DOI WILDLAND FIRE PROGRAM POLICY MEMORANDUM No. 2022-005

From: Jeff Rupert - Director, Office of Wildland Fire

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

Effective Date: April 20, 2022

Expiration Date: April 20, 2024

Purpose: This Policy Memorandum establishes Home-to-Work (HTW) transportation authority for bureau wildland fire management and response personnel. These HTW authorizations are for fieldwork activities and are only granted for the positions listed in Attachment 1 and under the conditions listed in Attachment 2.

Background: On April 20, 2022, Secretary Haaland signed the Authorization for Use of Government Passenger Carriers for HTW Transportation for those employees that are essential for the safe and efficient performance for wildfire response. Attached is a copy of the approved authorization for your immediate implementation.

Coordination: Bureau subject matter experts, the DOI Solicitor's Office, and other expertise were consulted in the development of the Authorization for Use of Government Passenger Carriers for HTW Transportation.

Scope: Attachment 1 of the Authorization designates 425 specific positions authorized for HTW transportation. Each bureau is responsible for ensuring that only those in the approved positions that are listed in Attachment 1 are authorized HTW use of government motor vehicles and only for the unique environmental conditions that are listed in Attachment 2. This authorization is valid for two years, at which time it must be reviewed and updated for recertification by the Secretary. Bureau fire executives and fire directors shall monitor and track usage in preparation for updating and recertification.

Existing Policy Affected: This PM replaces OWF Policy Memorandum 2020-006.

Authority: Authority under Department of the Interior (DOI) Manual 112 DM 7 and 620 DM 2.

Policy: Each bureau must complete the following in implementing this authorization:

1. All statutory, regulatory, and policy constraints on HTW must be communicated in writing to employees receiving this flexibility. This includes requirements detailed in Chapter 9 of the DOI Motor Vehicle Handbook.
2. Before granting approval for HTW, supervisors will ensure that employees receiving this flexibility adequately understand all HTW statutory, regulatory, and policy constraints, including the requirements detailed in Chapter 9 of the DOI Motor Vehicle Handbook. For example, employees will confirm knowledge of appropriate and inappropriate uses for HTW, including, but not limited to, who is allowed in the vehicles and who is not. Understanding the rules for HTW benefits the government and provides protections for the employee.

3. Bureau Directors are ultimately responsible for identifying and monitoring employees utilizing this flexibility.
4. Fleet vehicles used for HTW must be designated as such in the Financial and Business Management System.
5. Employees utilizing this authority are responsible for maintaining logs and records verifying that HTW transportation was for official purposes. Logs will contain the name and title of the employee, the passenger carrier, dates of HTW transportation, location of residence, and duration of use. Further, employees are responsible for reporting HTW benefits to the IRS, in accordance with FMM 2020-08, "Home to Work Taxable Reporting of Fleet Use."

Future HTW requests should be submitted to the Office of Wildland Fire (OWF) for review and will be considered during the next HTW reauthorization period. At that time, bureaus will be asked to confirm the need for each determination to justify the continued use of government vehicles for HTW transportation.

As part of its responsibilities for oversight of the DOI's Wildland Fire Management program, OWF will monitor implementation of this Authorization. The Office of Acquisition and Property Management will further review HTW management practices as part of its annual internal control cycle.

Contact: Questions can be directed to Craig Leff, Deputy Director, Office of Wildland Fire at Craig_Leff@ios.doi.gov or 202-606-3053; or Kim Van Hemelryck, Program Specialist, at kimberly_vanhemelryck@ios.doi.gov or 208-334-1552.

cc:

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

Attachments:

Decision Memo signed April 20, 2022, by Secretary Haaland.

Attachment 1: Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation 2022.

Attachment 2: Department of the Interior Wildland Fire Management Program Home-to-Work Transportation Authorization - FY 2022 Request Record.