

Attachment 1

Authorization for Use of Government Passenger Carrier(s) for Home-to-Work for Fieldwork Pursuant 31 U.S.C 1344

Determination: The Secretary of the Interior is satisfied with the provided assurances that the duties for the position/series listed below perform work for the Department of the Interior (DOI) as defined in 41 C.F.R. subpart 102-5:

Locations:

Various Bureau Locations throughout US

Purpose:

To provide immediate and timely response to wildfire incidents as they occur, and in limited conditions, to decrease the loss of life, property, and public and private lands.

Title	Series	Number of Positions
Fire Management Officer	0401/0456	184
Assistant Fire Management Officer	0401/0462/0456	129
Fire Operations Coordinators	0401/0456	8
Fire Operations Specialists	0401/0462/0456	148
Total Authorizations		469

Use of a Government vehicle by those occupying the described positions for home-to-work (HTW) transportation will substantially increase the efficiency and economy of DOI under circumstances described, and such use is not for the purpose(s) of the personal comfort or convenience of the employee(s) involved. This determination and approval shall be updated as necessary and recertified every 2 years.

All users of Government vehicles must be vigilant in ensuring that Government vehicles are used only for official purposes. Employees are to be cautioned that every effort must be taken to avoid creating a perception that the use is not official. The following requirements also apply:

- 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 DOI's Motor Vehicle Handbook.
- 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.

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Understanding the rules for HTW benefits the Government and provides protection for the employee.

- Bureau Directors are ultimately responsible for identifying and monitoring employees receiving this flexibility.
- Fleet Vehicles used for HTW must be designated as such in the Financial and Business Management System.
- Employees receiving this flexibility 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. Further, employees are responsible for reporting HTW benefits to the Internal Revenue Service, in accordance with FMM 2020-08, "Home to Work Taxable Reporting of Fleet Use."

Approved: 
Secretary of the Interior

Date: **APR 22 2024**