



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DOI WILDLAND FIRE PROGRAM POLICY MEMORANDUM No. 2024-006

From: Jeff Rupert - Director, Office of Wildland Fire **JEFFERY RUPERT**
Subject: Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation
Effective Date: April 22, 2024
Expiration Date: April 22, 2026

Digitally signed by JEFFERY RUPERT
Date: 2024.04.26 11:59:20 -04'00'

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 under the conditions and positions listed in Attachments 1 and 2.

Background: On April 22, 2024, Secretary Haaland signed the Authorization for Use of Government Passenger carriers for HTW Transportation of certain position 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: Bureaus subject matter experts, the DOI Solicitor's office, and other experts were consulted in the development of the Authorization for Use of Government Passenger carriers for HTW Transportation.

Scope: Attachment 1 of the Authorization designates 469 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 circumstances that are listed in Attachment 2. The 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 2022-005.

Authority: Authority under Departmental 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 protection for the employee.

3. Bureau Directors are ultimately responsible for identifying and monitoring employees receiving this flexibility.
4. Fleet vehicles used for HTW must be designated as such in the Financial and Business Management System.
5. 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 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 shall 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.

The Office of Acquisition and Property Management may review and update 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 208-272-0843.

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 22, 2024, by Secretary Haaland.

Attachment 1: Authorization for Use of Government Passenger Carrier(s) for Home-to-Work Transportation 2024.

Attachment 2: Department of the Interior Wildland Fire Management Program Home-to-Work Transportation Authorization - FY 2024 Request Record.