



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

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Memorandum

To: All Indian Affairs Employees

From: George T. Skibine
Deputy Assistant Secretary for Indian Affairs (Management)

Subject: Amended Position Descriptions for all Indian Affairs Employees

The Deputy Assistant Secretary – Indian Affairs (Management) announces that all position descriptions for Indian Affairs employees have been amended through the addition of clarifying language as a part of the position description. The clarifying language indicates if the incumbent of the position will:

- **Regularly** operate government vehicles or equipment to perform the duties of the position.
- **Occasionally** operate a motor vehicle, but not on a regular basis.
- **Not** be required to operate a vehicle.

The designation is important given the current Indian Affairs policy that incumbents of positions that include the regular operation of government vehicles or equipment as a part of their duties are required to successfully complete the National Safety Council's Defensive Driving course every three years. The course is available through DOI Learn; however, for those employees without computer access, a training DVD and paper test is available. Contact your designated Safety Officer to make arrangements to view the DVD and for testing details. A list of current Regional Safety Managers and Collateral Duty Safety Officers is attached.

All employees are encouraged to refresh their safety awareness in the operation of motor vehicles by undertaking the course of instruction. Immediate supervisors are responsible for the designation of those positions that require the operation of motor vehicles as a requirement of the position. Questions, appeals and comments concerning the annotation of the position description, are to be directed to one's immediate supervisor.

Attachment