



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

JAN 12 2010

Memorandum

To: Acting Principal Deputy Assistant Secretary – Indian Affairs
Deputy Assistant Secretary
Deputy Assistant Secretary – Indian Affairs (Management)
Director, Bureau of Indian Affairs
Director, Bureau of Indian Education

From: Larry Echo Hawk
Assistant Secretary – Indian Affairs

Subject: Motor Vehicle Operation Policy Responsibilities, Implementation, and
Procedures

In response to the Office of the Inspector General's Report No. NM-IS-BIA-0002-2008, "*Inspection of the Implementation of the Motor Vehicle Operation Policy, Bureau of Indian Affairs*", this memorandum provides amplified guidance and emphasizes responsibilities for implementation and procedures for issuance of driving authorization cards for the operation of motor vehicles while performing assigned duties in support of Indian Affairs. The Bureau of Indian Affairs and Bureau of Indian Education Directors and the Deputy Assistant Secretaries will take such action as necessary to accomplish the following:

1. Annually require subordinate employees (except as noted in paragraph 2 below) to submit a completed GSA-3607 form by October 1, of that year. Forms are to be initiated by individual employees and provided to supervisors for submission through their respective supervisory chain of command then to the appropriate safety official. If an employee fails to submit the GSA-3607 form, the supervisor shall suspend the employee's Motor Vehicle Operators Authorization until such time as the form is submitted.
2. Initiate such action as necessary to insure by March 1, 2010, all employee position descriptions include a notation that the incumbent will be required to operate a vehicle, occasionally operate a vehicle, or not be required to operate a vehicle in the performance of the job. Employees not required to operate a vehicle will not be required to submit the GSA-3607 form.
3. Initiate such action as necessary to insure all incumbents occupying positions requiring operation of a vehicle successfully complete the web-based National Safety Council

Defensive Driving Course every 3 years. The course is accessed through the Department of the Interior's DOI Learn website at <https://doilearn.doi.gov>. Upon successful completion, the employee will present a certificate of completion to their supervisor. The supervisor will forward the certificate to the appropriate safety officer for recordation in the Motor Vehicle Operator Database.

4. Once GSA-3607 forms are received, the respective safety office shall request and process applicable driving history records from the appropriate state motor vehicle office(s) and, if appropriate and where feasible, the tribal court where employees primarily operate motor vehicles within that tribal jurisdiction and the National Driving Registry.
5. The safety officer's notification letter will be sent to the employee's supervisor and contains the requirement for the supervisor to notify the appropriate safety officer in writing within one business day, when an employee's Motor Vehicle Operations Authorization card is suspended or revoked for any reason. The safety officer's notification letter is attached.

The Division of Safety and Risk Management, as part of the Regional Safety Management Program evaluation and audit process, will review and report to the appropriate Bureau Director and Deputy Assistant Secretary an evaluation with recommendations regarding compliance with and consistency of the application of the Motor Vehicle Operation Policy.

Attachment

USE YOUR OFFICE LETTERHEAD
(Use this template for individual employees)

Memorandum

To: (Supervisor)

From: _____ Regional Safety Manager

Subject: Motor Vehicle Operator Certification of Eligibility and Authorization Card

Attached for your consideration is the driving record for the past 3 years for an employee within your jurisdiction. Also attached is the employee's GSA-3607 form. As the certifying official, I have completed and signed Section V, the Certification of Eligibility and Authorization portion of the form. You are the approving official and the determination to issue the Motor Vehicle Operators Authorization Card is your responsibility.

Supervisors must remind employees that the use of alcohol and controlled substances is strictly prohibited in performance of official duties. All occupants of government vehicles must utilize seat belt equipment.

If the employee does not currently possess an authorization card, you may issue one at this time. Authorization cards are valid for 5 years from the date of the supervisor's signature, however, driving record checks and GSA-3607 forms are required annually. Additionally, supervisors are required to immediately notify the Regional Safety Manager in writing within 1 business day when an employee's Motor Vehicle Operators Authorization card is suspended or revoked for any reason.

Please contact me at () ____ - ____ should you have any questions.

Attachment



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OFFICIAL
FILE COPY

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2. Initiate such action as necessary to insure by March 1, 2010, all employee position descriptions include a notation that the incumbent will be required to operate a vehicle, occasionally operate a vehicle, or not be required to operate a vehicle in the performance of the job. Employees not required to operate a vehicle will not be required to submit GSA form 3607.
3. Initiate such action as necessary to insure all incumbents occupying positions requiring operation of a vehicle successfully complete the web-based National Safety Council Defensive Driving Course every three years. The course can be accessed through the

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SURNAME	Revel
DATE	12/7/09
OFFICE	804 IA
SURNAME	Keeg
DATE	12/9/09
OFFICE	ASIA
SURNAME	ASIA
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