



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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## 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



