



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

July 31, 2023

Memorandum

To: Human Capital Officers and Human Resources Directors
U.S. Fish and Wildlife Service, National Park Service, Bureau of Indian Affairs and Bureau of Land Management

From: Jennifer A. Ackerman
Director, Office of Human Capital
Deputy Chief Human Capital Officer

Subject Post-Incident Rest and Recuperation Update

The purpose of this memorandum is to grant an exception to policy to Section 12 of Personnel Bulletin (PB) 18-04, Weather and Safety Leave, until the PB can be updated.

Policy Change

Consistent with the updated 2023 Interagency Standards for Fire and Fire Aviation Operations between the Department of the Interior's Bureau of Land Management, National Park Service, U.S. Fish and Wildlife Service, and Bureau of Indian Affairs and Department of Agriculture's Forest Service, DOI aligns its rest and recuperation period with the new standard, to mitigate the safety risks of extreme fatigue, and now requires a mandatory three days rest and recuperations immediately following such an assignment. If any of the mandatory three days fall on a regular recurring scheduled workday, that day is to be coded as weather and safety leave, a type of administrative leave (see Time and Attendance Code below). The updated guidance for PB 18-04 Section 12 is as follows:

14-day Assignment

Employees who have completed a 14-day assignment responding to a wildfire, or other applicable hazardous incident, will be provided a **mandatory three days off**.

For extensions beyond 14-day assignments that are made in accordance with the "Interagency Standards for Fire and Fire Aviation Operations," see below:

21-day Assignment

Employees that meet the assignment extension criteria who meet the assignment extension criteria and who have completed a 21-day assignment responding to a wildfire or other applicable hazardous incident and who have completed a 21-day assignment responding to a wildfire, or other applicable hazardous incident, will be provided a **mandatory three days off**.

30-day Assignment

Employees that meet the assignment extension criteria and who have completed an assignment beyond 21 **days, two mandatory days off will be provided prior to the 22nd day of the assignment, and three mandatory days off will be provided following the completion of the 30-day assignment.**

Time and Attendance Code

When granted, the rest/recuperation period will be recorded as Weather and Safety leave for DOI employees in the time and attendance platform.

Any Department employee or employee representative seeking further information concerning this memorandum may contact their Servicing Human Resource Office (SHRO). SHROs may contact Joy Buhler, Work/Life Benefits Program Manager in the Office of Human Capital, at Joy_Buhler@ios.doi.gov.

CC: Fire Managers