



THE DEPUTY SECRETARY OF THE INTERIOR
WASHINGTON

APR 14 2017

Memorandum

To: Heads of Bureaus and Office Directors

From: James Cason
Delegated Authority of the Deputy Secretary

Subject: Hiring Controls

The Office of Management and Budget Memorandum M-17-22, *Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce*, lifts the hiring freeze implemented by the President on January 23, 2017. However, agencies are directed to begin planning for Fiscal Year 2018 budget reductions and developing a long-term workforce reduction plan. Additional guidance on the development of the long-term workforce plan will be forthcoming. However, the following hiring controls and procedures are effective immediately:

- 1) Bureaus and offices may proceed with lateral reassignments or details of existing employees, with the exception of Senior Executive Service or Senior Level positions.
- 2) Outside of the Washington, DC and Denver, Colorado metropolitan areas, bureaus and offices may proceed with hiring for all positions at the grade of GS-11 and below. Bureaus and offices should prioritize filling positions where work is performed in the field over positions where work is performed in an office.
- 3) Hiring for all positions, regardless of grade, is frozen in the Washington, DC and Denver metropolitan areas. Waivers to the freeze may be granted by the Deputy Secretary. In considering requests for the waivers, bureaus and offices should be prepared to demonstrate how filling positions in Washington, DC and Denver areas will better support on-the-ground mission delivery and not create additional management layers. The following positions in the Washington, DC and Denver areas are excluded from the freeze:
 - National Park Service National Capital Region park unit positions;
 - United States Park Police positions; and
 - Seasonal/temporary hires to include Pathways interns, Reemployed Annuitants, and reimbursable details.
- 4) Approval from the Deputy Secretary is required to announce and fill any permanent vacant positions at the GS-12 full performance level or above, regardless of location. In requesting approval for positions at the grade of GS-12 or above, bureaus and offices should ensure that spans of control and delegations of authority are optimized to

accomplish the work with the fewest amount of management layers needed to provide for appropriate risk management, oversight, and accountability. Approval is not required for the promotion of current employees in existing career ladder positions. Approval is not required for seasonal and temporary hires.

Process for requesting Deputy Secretary Approval

Attached are the following templates:

- Waiver Requests for all Washington, DC and Denver metropolitan-area positions; and
- GS-12-and-above hiring requests.

Deadlines for submission are the 1st and 15th day of the month. The template may be submitted by the bureau director or deputy director. Excel templates should be emailed to Ms. Mary Pletcher, Deputy Assistant Secretary for Human Capital and Diversity (mary_pletcher@ios.doi.gov) and Office of Human Resources (doi_office_of_human_resources@ios.doi.gov). The Deputy Assistant Secretary for Human Capital and Diversity will review and coordinate the submission of bureau and office hiring requests to the Deputy Secretary. Meetings with assistant secretaries and bureau heads and office directors will be scheduled on an as-needed basis to discuss DC/Denver waivers and GS-12 and above hiring requests.

Questions regarding guidance

Questions regarding this guidance should be submitted via email to:
doi_office_of_human_resources@ios.doi.gov.

Attachments: Template for DC and Denver Hiring Waiver Request
Template for GS-12-and-Above Waiver Request (Outside Washington, DC)

