



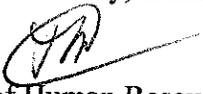
United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

MAY 12 2011

MEMORANDUM

To: Pamela Malam
Deputy Assistant Secretary, Human Capital and Diversity

From: Thomas Mulhern 
Director, Office of Human Resources

Subject: Request for Approval of Competitive Areas for Office of the Secretary

Bureaus are authorized to define their own competitive areas in accordance with DOI policy. In addition, competitive areas must be defined at least 90 days in advance of a reduction in force in accordance with 5 CFR 351.402, and the competitive areas must be made available to affected employees in the event of a reduction in force.

A competitive area establishes the geographic or organizational boundaries within which employees compete for retention under the reduction-in-force (RIF) regulations. Employees compete for retention only with other employees in the same competitive areas; they do not compete with employees in another competitive area.

Accordingly, we need to define the competitive areas for the Office of the Secretary organization. I request your approval to establish the competitive areas as described below. Competitive areas defined in this memorandum supersede any previously established competitive areas for the Office of the Secretary.

Under 5 C.F.R. 351.402, agencies are required to establish a separate competitive area for each Inspector General activity. The Office of the Inspector General will define its competitive area separately.

The competitive areas for the Office of the Secretary for reduction-in-force purposes are designated below. Each of the following organizations will be considered to be a separate competitive area.

- a. Immediate organizations under the Office of the Secretary, i.e., Organizations under sub bureau 10
- b. Assistant Secretary Insular Affairs organization, and the immediate offices of the Assistant Secretary Land & Minerals, Assistant Secretary Water and Science, and Assistant Secretary Wildlife & Parks, and Assistant Secretary, Policy, Management and Budget/CFO
- c. Office of Special Trustee to include the Office of Historic Trust Accounting.
- d. Deputy Assistant Secretary- Policy and International Affairs

- e. Deputy Assistant Secretary, Budget, Finance, Performance & Accountability
- f. Deputy Assistant Secretary, Human Capital & Diversity and Deputy Assistant Secretary, Youth Partnerships and Service
- g. Deputy Assistant Secretary, Law Enforcement, Security and Emergency Management
- h. Deputy Assistant Secretary, Natural Resources Revenue
- i. Immediate office of Deputy Assistant Secretary, Technology, Information and Business Services; Office of Collaborative Action and Dispute Resolution; Geospatial Information Officer; Office of Hearings and Appeals; and Office of Valuation Services
- j. Office of the Chief Information Officer
- k. Office of the Solicitor
- l. Office of the Assistant Secretary Indian Affairs
- m. National Business Center

A RIF may only be conducted within defined competitive areas within a commuting area, e.g., Washington D.C. metropolitan area.

The competitive areas are effective 90 days after the date of approval of this memorandum.

Approve: ✓ Disapprove: _____



Pamela Malam
Deputy Assistant Secretary,
Human Capital and Diversity

5/11/11
Date