



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

December 9, 2025

Memorandum

To: Human Capital Officers
Human Resources Directors

From: Rachel Borra
Chief Human Capital Officer

Subject: Lifting of the May 2, 2025 Personnel Actions Freeze

Effective as of this memorandum and until directed otherwise, the Department of the Interior's Personnel Actions Freeze is hereby lifted and the following guidance supersedes the [memorandum](#) issued by this office on May 2, 2025 implementing the Personnel Actions Freeze. The following instructions must be followed to meet all regulatory requirements for updates to employee records.

Verifying the Necessity of the Pending Action

Prior to processing any personnel actions pending from the personnel actions freeze, DOI Human Capital Officers must verify with the applicable approving official or supervisor that the pending action is still required.

Effective date of pending actions

Per the Office of Personnel Management's (OPM) Guide to Processing Personnel Actions (GPPA), no personnel action can be made effective prior to the date on which the appointing officer approved the action (please reference GPPA Chapter 4 "[Requesting and Documenting Personnel Actions](#)" for more details). This approval process is documented in the Federal Personnel and Payroll (FPPS) via the Legally Approve (LGAP) function. No personnel action can be made effective prior to the LGAP date in FPPS, unless the personnel action meets one of the exceptions identified in [GPPA Chapter 4 Table 4-A or 4-B](#).

Ongoing hiring controls

The lifting of Interior's Personnel Action Freeze does not impact ongoing hiring controls required by OPM and the Office of Management and Budget. Applicable procedures for requesting new hiring actions and filling positions must continue to be followed in compliance with Departmental direction on hiring.

Questions from human resources offices related to this memorandum may be directed to the Department's [Office of Human Capital](#).