



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

September 25, 2024

Memorandum

To: Heads of Bureaus and Offices

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

Subject: Waiver of Biweekly Limitations on Premium Pay – Hurricane Helene

A declaration of emergency was declared by President Biden due to the impending landfall of Hurricane Helene which is expected to impact Florida, Georgia, Alabama, North Carolina, and South Carolina. Governors of the states of Florida, Georgia, North Carolina, and South Carolina have also declared states of emergency. Given that Department of the Interior (Department) employees may provide disaster response support for this event, Department employees are authorized a waiver of the biweekly limitations on premium pay and are authorized an increase to the calendar year (CY) 2024 pay limitations, as defined by the provisions of 5 U.S.C. §5547, if they perform work in direct response, recovery, emergency management, and mitigation efforts for this event. This waiver of biweekly pay limitations is effective September 23, 2024. The annual pay limitation, as established in 5 CFR §550.106 and 5 CFR §550.107 remain in effect.

Employees granted waivers during CY24 may receive premium pay only to the extent that the payment does not cause the total of their basic pay and premium pay for CY24 to exceed the greater of the annualized rate payable for GS-15, step 10 or level V of the Executive Schedule.

The headquarters human resource office for each bureau will keep a record of the number employees affected and types of premium pay involved for waivers granted under the provisions of this memorandum. These records will be made available upon request from the Department or the U.S. Office of Personnel Management.

Questions should be addressed to your respective Bureau Human Resources Servicing and/or payroll provider. The DOI Office of Human Capital point of contact is Mechelle Muthuveeran at mechelle_muthuveeran@ios.doi.gov.

Cc: Bureau Human Capital Officers
Bureau Human Resource Directors
Director, Office of Emergency Management