



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

October 24, 2024

Memorandum

To: Bureau Human Capital Officers
Bureau Human Resources Directors

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

Subject: Schedule A Hiring Authority – 2024 Hurricane Season

The U.S. Office of Personnel Management (OPM) authorized the use of excepted service appointments under 5 CFR 213.3102(i)(3) to address the recovery efforts related to any emergency resulting from the 2024 Hurricane Season (such as but not limited to Hurricanes Helene and Milton) agencies may have an immediate need to hire additional staff.

These appointments may be made on a temporary basis for up to one year for individuals who will be directly involved with the recovery and relief efforts resulting from the 2024 Hurricane season. The hiring bureau or office may extend these appointments without OPM or Departmental approval up to an additional year, for a maximum appointment length of two years total. These appointments are to be used for recovery efforts related to the 2024 Hurricane Season and not used to supplement regular and recurring responsibilities of a bureau. Examples of regular and recurring responsibilities would include seasonal responsibilities such as but not limited to wildland firefighting and Parks/Land Management.

When using this authority, bureaus must apply the provision of 5 CFR part 302. Bureaus must apply veterans' preference when filling positions under this authority and must have procedures in place for accepting applications. If seeking to select a non-preference eligible over a preference eligible, bureaus must follow the pass-over procedures in 5 U.S.C. 3318(c) and 3319(c)(7) as described in the Delegated Examining Operations Handbook.

When documenting the SF-50 "Notification of Personnel Action" for such appointments, cite as:

- Nature of Action: 171 – Excepted Appt NTE/ 571 – Conversion to Excepted Appt NTE
- Legal Authority: W9R/Sch. A, 5 CFR 213.3102(i)(3)
- Required Remark: M06 – (Reason for Temporary Appointment): "2024 Hurricane Season"

A current federal employee who is converted to an Excepted Appt NTE (571) under this authority, will not be restricted to any previous time limitations from their previous appointment. This includes the "1040" seasonal limitation. If an employee is converted to a seasonal position, from a Schedule A appointment, the Schedule A time will not count towards the time limits of

the new seasonal appointment.

Temporary employees who are hired for more than ninety (90) days may be entitled to benefits to include Health Insurance, Dental/Vision, Flexible Spending Accounts (medical and dependent care), and Annual and Sick Leave. Temporary employees hired under this authority are not eligible to participate in Thrift Savings Plan, Life Insurance, or Retirement.

Any employee or employee representative seeking further information concerning this policy may contact their respective servicing human resources office (SHRO). SHRO must confer with Bureau Headquarter Human Capital Offices for clarity on this policy. The Office of Human Capital serves as principal liaison to the U.S. Office of Personnel Management. Bureau Human Capital Policy offices may contact the Office of Human Capital at DOI_Office_of_Human_Resources@ios.doi.gov.