



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

January 26, 2024

Memorandum

To: Director, Office of Aviation Services
Director, Office of Wildland Fire
Human Capital Officers: AS-Indian Affairs, Bureau of Land Management, National Park Service, U.S. Fish and Wildlife Service, Bureau of Safety and Environmental Enforcement.

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

Subject: Authorization of General Schedule (GS) Special Salary Rate – Pilot Assigned to a Position Description That Requires Piloting of Aircraft

On November 21, 2023 the U.S. Office of Personnel Management (OPM) approved the Department of the Interior (Interior), Office of Aviation Services (OAS) special rate request which covers certain GS pilot positions within Interior. The basis for this request is due to an increase in world-wide, industry demand which has created a pilot shortage hindering Interior's ability to provide consistent and reliable services to meet mission-critical objectives. This request is related to the need for increased and improved hiring and retention of mission-based pilot positions required to perform the work.

This memo serves as Interior's authority to make necessary pay adjustments. On November 30, 2023, the Interior Business Center (IBC) graciously expedited an update to salary tables in FPPS. Coverage becomes effective on the first day of the first pay period beginning on or after December 3, 2023. Additionally, OAS has coordinated with Bureau Aviation Program Managers to identify positions (encumbered and vacant), to ensure the appropriate personnel actions are processed timely; attached. Servicing Human Resources Offices shall make the necessary actions to process these pay adjustments in accordance with this memo.

Any employee or employee representative seeking further information concerning this policy may contact their respective servicing human resources office (SHRO). SHRO must confer with Human Capital Policy 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.