



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

December 15, 2022

## Memorandum

To: Assistant Secretaries  
Heads of Bureaus and Offices

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

Subject: Executive Resources Key Dates for Calendar Year 2023

Thank you for prioritizing Senior Executive actions for submission to the Department of the Interior's Executive Resources Board (ERB) this year. The ERB is the process for all career recruitment actions, performance awards and other career SES/SL and ST actions for the department. This past year the ERB reviewed over 110 actions and all SES/SL and ST performance awards, STAR awards and the Presidential Rank Award Nominees.

To ensure another successful year, we are sending the schedule for the 2023 Calendar Year, including the ERB Meeting dates, the due dates for requests to be presented to the ERB for a decision, and the date each ERB member should receive their briefing book prior to each meeting. If you have any questions about the ERB or this process, please contact Jonathan Mack ([Jonathan\\_Mack@ios.doi.gov](mailto:Jonathan_Mack@ios.doi.gov)) or Michelle Rabuck ([Michelle\\_Rabuck@ios.doi.gov](mailto:Michelle_Rabuck@ios.doi.gov)).

## Attachment

Cc: Bureau Human Capital Officers and HR Officers/Directors

## 2023 Key Dates for the Executive Resources Board

ERB Meeting Date	Due Dates for Requests	Date Book Issued to ERB
1/11/2023	1/4/2023	1/6/2023
1/25/2023	1/18/2023	1/20/2023
2/8/2023	2/1/2023	2/3/2023
2/22/2023	2/15/2023	2/17/2023
3/8/2023	3/1/2023	3/3/2023
3/22/2023	3/15/2023	3/17/2023
4/5/2023	3/29/2023	3/31/2023
4/19/2023	4/12/2023	4/14/2023
5/3/2023	4/26/2023	4/28/2023
5/17/2023	5/10/2023	5/12/2023
5/31/2023	5/24/2023	5/26/2023
6/14/2023	6/7/2023	6/9/2023
6/28/2023	6/21/2023	6/23/2023
7/12/2023	7/5/2023	7/7/2023
7/26/2023	7/19/2023	7/21/2023
8/9/2023	8/2/2023	8/4/2023
8/23/2023	8/16/2023	8/18/2023
9/6/2023	8/30/2023	9/1/2023
9/20/2023	9/13/2023	9/15/2023
10/4/2023	9/27/2023	9/29/2023
10/18/2023	10/11/2023	10/13/2023
11/1/2023	10/25/2023	10/27/2023
11/15/2023	11/7/2023 (early due date due to Veteran's Day holiday)	11/9/2023 (book issued one day early due to Veteran's Day holiday)
11/29/2023	11/20/2023 (early due date due to Thanksgiving)	11/22/2023 (book issued early due to Thanksgiving)
12/13/2023	12/6/2023	12/8/2023