



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

September 15, 2023

Memorandum

To: DOI Human Resources Officers

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

SUBJECT: Direct Hire Authority (Permitting) –Amended

This memo is intended to update Personnel Bulletin (PB) 23-08 by providing a correction to mandatory personnel processing procedures, in alignment with the authority granted to the Department of the Interior from the U.S. Office of Personnel Management (OPM), and policy guidance in the Guide to Processing Personnel Actions (GPPA).

5. The bureaus may give individuals appointed under this authority competitive service career, career-conditional (permanent), term, or temporary appointments as appropriate, without regard to provisions of 5 USC § 3309-3318 or 5 CFR part 211 and part 337, subpart A.

The bureaus must use two authority codes when documenting personnel actions using this DHA, as follows:

- First Authority (SF-50 Item 5-C): AYM – Reg. 337-201
- Second Authority (SF-50 Item 5-E): BYO – DOI003

Use of these authority codes and adherence to additional tracking mechanisms will enable the Department and the bureaus to ensure accurate and current utilization of this DHA for ease of required reporting to OPM and compliance with requirements of the DHA.

Servicing Human Resources Offices must review completed personnel actions under this authority and take proper corrective action to ensure compliance with the proper delegated authority.

The above update is effective immediately and this memorandum will be placed as a cover to PB 23-08. Any questions may be addressed to John Castaneda at john.castaneda@ios.doi.gov.

Attachment: Personnel Bulletin 23-08