



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

December 21, 2021

Memorandum

To: DOI Human Capital Officers
DOI Human Resource Directors/Officers

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

Subject: Departmental New Workforce and Succession Planning Policy

The Office of Human Capital (OHC) strives to meet the Biden-Harris Administration's top President Management Agenda (PMA) to Strengthen and Empower the Federal Workforce through the advancement of equity. This memorandum transmits the Department of the Interior's (DOI's) new Workforce and Succession Planning Policy personnel bulletin (PB) 21-11 which supersedes Departmental Manual 370.312.2, *Workforce and Succession Planning*.

On President Biden's first day in office, he signed Executive Order (E.O.) 13985 – [*Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*](#) and E.O. 13988 – [*Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation*](#), both of which address equity and diversity in underserved communities and embrace differences in gender identity or sexual orientation the Federal workforce. Six months later, President Biden signed E.O. 14035 – [*Diversity, Equity, Inclusion and Accessibility in the Federal Workforce*](#) to further advance the priorities of his Administration in promoting diversity, equity, inclusion and accessibility (DEIA) in the Federal Government.

The OHC release of this PB ensures DOI's governance of workforce and succession planning is embedded with the spirit and intent of the PMA and EOs.

With the issuance of PB 21-11, the Department' Office of Human Capital will develop and release a separate handbook on workforce and succession planning. Based on this Departmental PB, bureaus and offices are encouraged to develop, update, and issue their own workforce and succession planning policies and handbooks accordingly.

If you have questions on PB 21-11, please contact Melanie Navarro at (202) 513-0663 or melanie_navarro@ios.doi.gov.