



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

October 16, 2023

PERSONNEL BULLETIN NO. 23-18

SUBJECT: Recruitment/Selection/Placement of Bureau Human Capital Officer and Human Resources Director Positions

1. Purpose. This Personnel Bulletin (PB) updates Departmental procedures for the recruitment and approval of selections/placements for Bureau Human Capital Officer (HCO) and Human Resources Director (HRD) positions. This PB supersedes and replaces existing PB 00-4.

2. Authority. Office of Human Capital is delegated all program and management authority necessary to carry out the functions of the position as described in 112 DM 15; all administrative authorities described in 212 DM 1.1B, subject to the limitations; and any Personnel Management Authority described in 205 DM 8, subject to the limitations.

3. Applicability. This PB applies to the recruitment and selection, as well as placement, of individuals into Bureau HCO positions and HRD positions, regardless of grade, outside of the Office of Inspector General. This includes all positions titled HCO and HRD, which serve as the primary leader with delegated authority and oversight human capital functions, regardless of the position title. This policy applies to all actions involving recruitment, selection, and placement of the aforementioned positions, including any classification, reclassification or personnel action effecting placement in HCO and HRD roles. This includes initial classification or the up-grading or down-grading of HCO and HRD positions; and all appointments, transfers, promotions, reassignments, temporary promotions, details, and changes-to-lower-grade, whether competitive or non-competitive, that move an individual into an applicable position.

4. Policy. This policy is effective as of the date of this PB and will remain in effect until superseded.

5. Requirements. Recruitment – All recruitments for HCO and HRD positions, where a rating panel is utilized or required, must include either the Department’s Chief Human Capital Officer or Deputy Chief Human Capital Officer on the rating panel and/or interview panel.

Selection/Placement – All selections and placements of individuals for Bureau HCO, HRD, or the aforementioned equivalent positions must receive concurrence by the Department’s Chief Human Capital Officer (CHCO), or in their absence, the Deputy Chief Human Capital Officer. All requests for the concurrence of selections and placement must be forwarded to the Department’s CHCO through the selecting official. Additionally, all

requests for concurrence must include a copy of the classified position description, a copy of the vacancy announcement, a copy of the proposed incumbent's resume, and a thorough analysis of the proposed incumbent's qualifications for the position.

Timeframes – Within three business days, the Chief Human Capital Officer and/or Deputy Chief Human Capital Officer will review the Bureau request and provide a response in the affirmative or the negative.

Mark D. Green
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Human Capital and Diversity
and Chief Human Capital Officer