




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

JAN 29 2019

Memorandum

To: Bureau Human Resources Directors
Bureau Human Capital Officers

From: Raymond A. Limon 
Deputy Assistant Secretary – Human Capital and Diversity
Chief Human Capital Officer

Subject: Amendment to Delegated Examining Policy (Personnel Bulletin 13-01)

Effective immediately, Personnel Bulletin (PB) 13-01, Delegated Examining Policy, dated February 13, 2013, paragraph 16a, is amended to allow bureau human resource directors (including those HR directors that service other Interior offices) to approve extensions of a certificate of eligible candidates beyond ninety (90) days. Extensions, if approved, will be granted in 30 day increments and should not exceed six (6) months. Bureaus remain responsible to ensure approvals are reasonable and documentation is maintained in the case file.

This amendment is implemented to increase the flexibility and efficiency of the hiring process across the Department of the Interior (DOI). Bureaus are reminded that there are opportunities to increase the use of non-competitive hiring authorities and other hiring flexibilities to improve upon the recruitment and hiring process.

Any question may be addressed to Akia West-Butler at Akia_west-butler@ios.doi.gov.

Attachment: Personnel Bulletin 13-01