



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

November 30, 2022

## Memorandum

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

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

Subject: Standardized Position Descriptions for Auditor (GS-511)

**Purpose:** This memorandum establishes updated Department of the Interior (DOI) standard position descriptions (SPDs) for Auditor (GS-511) positions within the DOI. The use of the SPDs will assist efforts to strategically address human capital management issues related to classification consistency, recruitment, training, and development.

**Background:** In order to provide efficiency and consistency in talent management practices, the Office of Human Capital (OHC), in collaboration with Bureau I-BET teams, is standardizing position descriptions for mission critical occupations. The creation of these new SPDs for the Auditor (GS-511) series have been vetted with department-wide subject matter experts (SMEs) in partnership with senior OHC classification experts.

**Policy:** Effective immediately, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than **60** days from the date of this memorandum. See [PB 20-10](#) for additional applicable policy requirements.

The official SPDs covered by this Memorandum are:

SPD#	Title	Series/Grade
DF01900	Auditor	511-7
DF02000	Auditor	511-9
DR02100	Auditor	511-11
DF02200	Auditor	511-12
DF02300	Auditor	511-13
DF02400	Auditor	511-14

**Official Titles:** The U.S. Office of Personnel Management's prescribed official titles are located in Block 18a on the PD cover sheet (HC-08). This title must be entered into the Federal Personnel and Payroll System (FPPS) and be reflected on the incumbent's SF-50, Notification of Personnel Action. Variations to official titles are not authorized.

**Standardized PD Numbering System:** Bureaus *must use* the DOI standardized PD numbering system when using these SPDs for newly established positions and when replacing existing SPDs. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized. The DOI SPD number *must be* entered into FPPS in the position number data field so it prints on the incumbent's SF-50, *Notification of Personnel Action*. A standardized PD number has been recorded in Block 1 of the HC-08. Modifications to the SPD number are not authorized, with the exception of the last two characters as described in PB 20-10.

**PD Cover Page:** The servicing Human Resources Office (HRO) will complete the PD cover page for each position.

**Electronic Library of DOI Standard PDs:** An Electronic Library of available DOI SPDs is located in the USA Staffing automated personnel system.

**Inquiries:** Any DOI employee or employee representative seeking further information concerning this memorandum may contact their respective servicing HRO. Bureau Headquarters HR staff may contact [OHC at Doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:OHC@Doi_office_of_human_resources@ios.doi.gov).

Attachments