



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

September 7, 2023

Memorandum

To: Heads of Bureaus and Offices

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

Subject: Schedule A Hiring Authority – 2023 Hawaii Fires

The U.S. Office of Personnel Management (OPM) has authorized the use of excepted service appointments under 5 CFR 213.3102(i)(3) to address the recovery efforts for the 2023 fires affecting Hawaii. Appointments may be made on a temporary basis, not-to-exceed one year from the date of appointment, for individuals who will be directly involved with the recovery and relief efforts associated with the fires in Maui and Hawaii counties. These appointments may be extended for one additional year, for a maximum duration of two years.

Although public notice is not required, OPM strongly encourages agencies to conduct appropriate recruiting and notice to meet Interior's needs. Bureaus/Program Offices must apply the provisions of 5 CFR part 302-Employment in the Excepted Service and must follow the principle of veteran preference as far as administratively feasible and, on the request of a qualified and available preference eligible, shall furnish them with the reasons for their non-selection. Appointments are limited to individuals who will be performing work to address the recovery efforts for the 2023 fires affecting Hawaii. Permanent and other time-limited appointments (greater than one year) are not authorized. As a reminder, temporary employees who are hired for more than 90 days may be entitled to benefits to include health insurance, dental/vision, flexible spending accounts (medical and dependent care), and annual and sick leave. Temporary employees hired under this authority are not eligible to participate in Thrift Savings Plan, life insurance, or retirement.

When documenting the SF-50 "Notification of Personnel Action" for such appointments, cite as "W9R/Sch. A, 5 CFR 213.3102(i)(3)". To provide clear connection between the duties of the position and the purpose of the hiring authority, SHROs must document the SF-50 as follows: SF-50 Remark M06 (Reason for Temporary Appointment): "2023 Hawaii Fire Response".

OPM will monitor use of this authority as well as the continued need for it, and may modify or terminate this authority, or use thereof, as appropriate. Bureaus/Offices will track their use of this authority for accountability and reporting purposes. Additionally, DOI will review the use of this excepted service authority as part of the Human Capital Accountability program.

Any employee or employee representative seeking further information concerning this policy may contact their respective servicing human resources office (SHRO). SHRO must confer with Bureau Headquarter Human Capital Offices for clarity on this policy. The Office of Human Capital serves as principal liaison to the U.S. Office of Personnel Management. Bureau Human Capital Policy offices may contact the Office of Human Capital at DOI_Office_of_Human_Resources@ios.doi.gov.