

InHR Quarterly

INFORM | INNOVATE | INSPIRE



Jennifer Ackerman
Director, Office of Human
Capital & Deputy Chief
Human Capital Officer

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Message from the Director

First, I want to wish all our Veterans a Happy Veterans Day. As a Veteran myself, I am very proud to have served along with my husband in the US Army for over 12 years. I was just a young college kid in Fort Benning attending Airborne School when I began my military service. HOOAH to all you veterans out there!

As we move into the fall season, I always feels like it is a fresh start, new beginnings, and a season of gratitude. This year is no different, even in the midst of a pandemic. I am thankful for my family's good health and the flexibilities we have been afforded by the Department. The [DOI COVID-19 Information Portal](#) provides a wealth of information for employees.

Every October, the federal family begins a new fiscal year. During this time, I like to reflect on the past year's accomplishments and plan for the year ahead. While this year has been unlike any other, I'm extremely proud of the work our team in the Office of Human Capital has accomplished in FY 2020. I'm grateful for our fabulous team and our bureau partners who have shown extreme resilience, quick action, and compassion to support our workforce during a turbulent year.

Our human capital community has made significant strides to streamline the hiring process at DOI and make it a better experience for hiring managers and applicants. We issued several policies including the first-ever [Time-to-Hire \(T2H\) Reporting Requirements](#), [Shared Certificates Program](#), and [Strengthening Departmental Hiring and Vetting Practices](#). The Deputy Secretary's recent memo on "[Expediting the Hiring Process and Enriching the Applicant Pool](#)" supports these new initiatives and directs Department and bureau leaders to work collaboratively to make them a success. Additionally, we have transitioned all DOI bureaus and offices to a single talent acquisition and onboarding system with USAStaffing, and our staffing personnel will be able to screen better quality candidates through a new assessment tool, USAHire.

In FY 2021, we look forward to refining our Time-to-Hire metrics with a dashboard for managers and increasing collaboration and the use of Shared Certificates across DOI bureaus and offices. All of these efforts support our "One DOI" mentality by sharing our talents and resources and making DOI the Best Place to Work

Be sure to visit our [Human Capital Crossroads website](#) for all HR-related information whether you're an HR professional, hiring manager, or employee. We're constantly updating this site with the latest guidance and programs that can assist our workforce. I hope you enjoy this issue of InHR Quarterly and stay healthy and safe!



DOI Career Connection (DCC)

Providing purpose-driven opportunities
for the DOI workforce

Want to take your DOI career to the next level? Check out [DOI Career Connection](#) to find short-term broadening assignments, details, and lateral opportunities across DOI. Contact dcc@ios.doi.gov with questions.

A quarterly publication from the U.S. Department of the Interior Office of Human Capital. Visit the [Office of Human Capital](#) website for more resources and information for managers, employees, and HR professionals.

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Deadlines:

The submission deadline for the February issue is **January 15**.

Want to submit an article or Ask the Specialist a question? Visit the [Office of Human Capital](#) website for guidelines or email [Kelly Sewell](#).

InHR Quarterly is solely for informational purposes and does not authorize official action. Views and opinions expressed are not explicitly those of the Department of the Interior.

New Time-to-Hire Courses in DOI Talent!

The Office of Human Capital (OHC) and Office of Strategic Employee and Organization Development (OSEOD) collaborated to create two short, informational, and engaging videos on understanding and implementing **Time-to-Hire (T2H)**—the speed in which a candidate moves through the recruitment and hiring process. The T2H measurements and framework that DOI will utilize as key performance indicators (KPI) of overall hiring processes efficacy allows the Department and bureaus to more effectively analyze aggregate data and gain better visibility into potential strategic improvement opportunities.

We encourage our HR community to view these courses listed at the [HC Crossroads website](#), or by searching the titles below in DOI Talent. They are also listed on in the Featured Resources section of the DOI Talent home page.

[T2H: Shifting Strategies from Transactional to Transformational](#)

[T2H: Benefiting from the Evolving Hiring Process](#)

Contact your [Servicing Human Resources Office](#) if you have further questions.

POLICY PREVIEW

Here's a speak peak at the latest guidance from the Office of Human Capital. Visit [doi.gov/elips](#) to find all DOI policies.

- [Personnel Bulletin 20-10 DOI Standard Position Descriptions \(08/13/2020\)](#) - Establishes policy on the use of DOI standardized position descriptions (SPDs).
- [Personnel Bulletin 20-12 Strengthening Departmental Hiring and Vetting Practices \(09/03/2020\)](#) - Establishes Department-wide interim guidance for strengthening Human Resources (HR) and Personnel Security (PerSec) activities related to hiring and vetting of employees and applicants for employment.
- [Personnel Bulletin 20-13 Paid Parental Leave \(09/22/2020\)](#) - Establishes the policy guidelines and requirements for implementing paid parental leave within DOI.
- [Personnel Bulletin 20-14 Shared Certificate Policy \(09/10/2020\)](#) - Establishes the DOI Shared Certificate Program, under certain conditions—merit promotion, direct hire authority, and other noncompetitive authorities.
- [Personnel Bulletin 20-15 Direct Hire Authority, Wildland Fire \(09/17/2020\)](#) - Implements a Direct Hire Authority (DHA) granted by OPM in support of the 2020-2022 firefighting season to ensure the protection of life, Federal lands, and property.
- [Personnel Bulletin 20-16 Procedures for Notifying Employees of Ethics Commitments and Responsibilities \(09/17/2020\)](#) – Updates Departmental procedures for notifying new supervisors and prospective employees of the ethical obligations associated with their respective positions.
- [Memorandum on Expediting the Hiring Process and Enriching the Applicant Pool \(10/13/2020\)](#) - By sharing certificates of qualified applicants with hiring officials across multiple Bureaus, we can potentially hire several qualified individuals to work in multiple Bureaus off the same certificate.
- [Personnel Bulletin 20-20 DOI Merit Promotion Plan Policy and Staffing Guidance \(11/10/2020\)](#) - Establishes the promotion and internal placement, or merit staffing, program for Civil Service employees within the GS-15 level and below and Federal Wage System.

COMBINED FEDERAL CAMPAIGN



NOW THROUGH JANUARY 15, 2021

Spotlight: Finding Your Way

After a one-year deployment to Iraq, I was discharged from the Army with severe PTSD and other injuries. Like many returning vets, I was having difficulty understanding all the VA benefits I was entitled to receive.

At the discharge facility, a representative with the Disabled American Veterans (DAV), an approved CFC charity, gave me his card and told me, "If you need

help understanding or navigating the VA benefits that you earned, I will help you."

The DAV representative, who was himself a disabled vet, 'held my hand' through the entire medical and benefits process in order to help me continue my journey to becoming whole again. I will always be grateful to the DAV.

- Marie Bradshaw, Office of the Chief Information Officer



Marie in Al Faw Palace in Bagdad, Iraq, with CSM Hill and General Petraeus.

**Ready to give? It's so easy to show you care:
Just click on the link, pick your charities
and select the amount you wish to donate.
Thanks for your generosity!**

givecfc.org

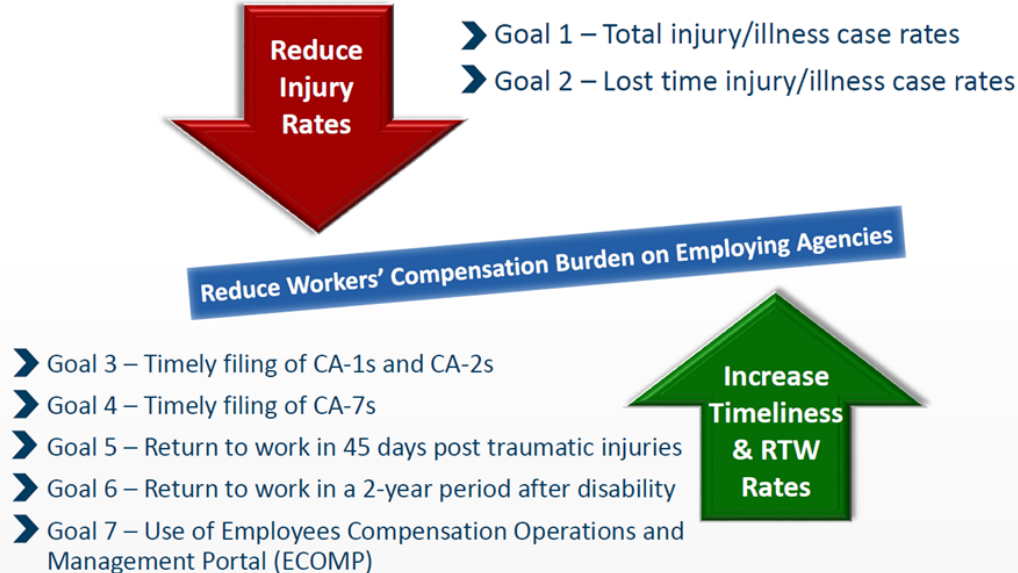
Workers' Compensation Corner: Protecting Employees, Enabling Reemployment Initiative

By: Janet Jacobs, OHC

Each year, federal civilian employees continue to sustain work-related injuries and illnesses. Although many are unavoidable, the President's Management Agenda addresses ways to promote efficiencies and modernization to improve workplace safety and health, increase the timeliness of needed benefits for federal employees, and promote a timely return to work outcome for injured employees.

In reaching this objective, the Protecting Employees, Enabling Reemployment (PEER) Initiative was created to set forth goals to achieve and support this agenda.

PEER Initiative Performance Goals



Goals 1 through 6 measure the reductions in workplace injuries, reductions in time off work due to the injuries, improvements in return-to-work efforts of injured employees, and improvements in the rate of timely filed claims for compensation. All of which help relieve unnecessary suffering by workers and reduce the financial burden on the Department of the Interior. Goal 7 will standardize the claims process, aid in communication with an injured employee, and facilitate prompt treatment.

The Department of the Interior continues to make strides in reducing workers' compensation related costs. Five years ago, Interior's worker's compensation costs were approximately \$54.7 million. In Fiscal Year 2020, Interior's costs decreased to approximately \$45.7 million. This represents a 16.5% reduction over the past 5 years. By continuing efforts to achieve the PEER goals, we can anticipate greater efficiencies and reductions to allow cost savings to be used for other important areas to support our mission and save taxpayer dollars.

For more detailed information, please visit the Department of Labor's [PEER](#) website.

Attention Supervisors: Fill Your Positions through the Workforce Recruitment Program!

Are you a Supervisor who is seeking to reduce the time to hire by eliminating a Job Opportunity Announcement (JOA) and having an employee on board in less than three weeks? Searching for qualified candidates with both educational backgrounds and specialized experience for your vacancies? Diversify the DOI workforce with highly motivated candidates with disabilities by using the [Workforce Recruitment Program](#) (WRP) and contribute to the department's diversity goal of 12% representation for persons with disabilities and 2% representation for targeted disabilities.

SIGN UP with the WRP today to gain access to:

- Job candidates pre-screened through face-to-face interviews
- Information about each applicant's qualifications
- Search capabilities tailored to specific job requirements
- Access to candidates across the nation, by state or job category
- Flexibility in hiring for summer internships, summer, or permanent positions
- Freedom to conduct independent interviews after qualified candidates are identified

[View the slide presentation](#), read [success stories](#), or watch a [video](#) to learn more about WRP's work.

Please contact your bureau's [Selective Placement Program Coordinator \(SPPC\)](#) or your [Servicing Human Resources Office](#) if you have further questions.

Chance Encounters in our Beautiful Country: Honoring Our Nation's Vets

By: Angela Lennartson, OHC

On November 11, Americans across the country will observe Veterans Day. I'm not a veteran, but I'm thankful I have been able to serve them in all my Federal career roles at U.S. Customs and Border Protection (CBP), Department of Veterans Affairs (VA), and DOI. As the DOI Special Employment Programs Manager, I am always thinking of our nation's heroes—not just on Veterans Day. The following is an excerpt from my recent journal entry on my way home from the Minnesota/Canada border.

Some say my millennial generation doesn't appreciate other generations. I say all generations play a role in disrespecting other generations. I'm one of those people who live for the stories and respect other generations... especially, men like Glenn.

A few months ago, I was attending my cousin's wedding ceremony in northern Minnesota near the US/Canadian border about 313 miles away from the Twin Cities where I live. I noticed a gentleman sitting across from me, smiling. I thought, "Why is he looking at me so much, do I have something on my dress?" I whispered to my mother, "Isn't he so cute? Look at his feet dangling off his chair like little kids do when they can't touch the ground." He reminds me of my beloved best friend Harold who lived to be 100 years young and my two late grandpas, all of whom served our country in the military. I assume he's smiling because he's happy, content, and glad to be celebrating a wedding on a beautiful day on one of the most scenic landscapes at Rainy Lake in Voyageurs National Park.

Unfortunately, when he got off his chair, his legs missed the ground and he fell quite hard on the dock. My family rushed to him and I yelled out for help. I asked him to look at me, if he's bleeding, does he feel okay? I noticed bruises on his arms and look to see if he had a medical bracelet. I was surging with adrenaline and just wanted him to be okay.

My family lifted him up and moved him into the shade. When asked if he'd like some water or needs anything, he smiles and says, "a drink." We knew he was going to be okay! We got him water and

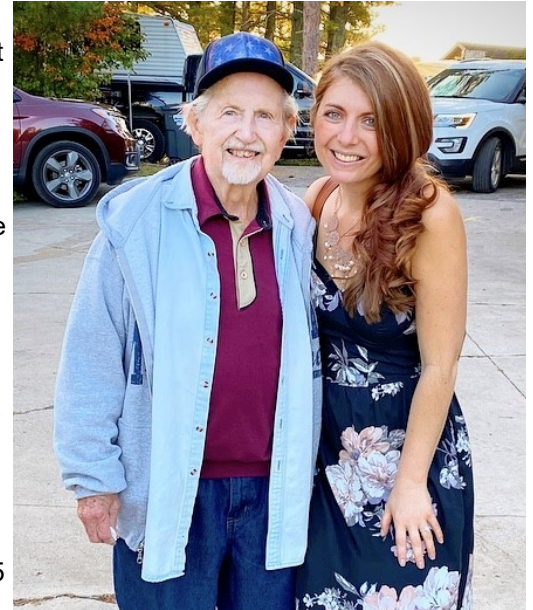
ice for his arms. My father is right next to me assisting the man—he's a natural first responder and works well under crisis. Suddenly this man looks at me and says, "I know you. You work for Customs." I look at my father and he is just as shocked as I am. Although I was with CBP for a decade, I haven't been with the Department of Homeland Security for nearly four years. Given his age, I knew he had likely retired before my tenure there.

I asked him if we had met before or where he knew me from. He said with a wink, "I always remember a pretty girl." He had some wit to him!

My father and I are stunned and we learn his name is Glenn. He remembers my work, but we had never met. He was a 35-year CBP Law Enforcement Officer at the US/Canadian border crossing, International Falls/Fort Frances.

We started taking family pictures and Glenn had left the ceremony. I was bummed and hoped to talk to him more. When we arrived at my cousins' property for the reception, we were glad to see Glenn walking around the driveway! I jumped out of the truck and asked, "Are you ok? Glenn, how do you know my family?" He smiled and shared that he was my cousins' neighbor. I asked him about his time at CBP and learned that he's also a 30-year US Army veteran. In fact, he's a compensable service-connected disabled veteran who donates his compensation back to the VA. I was honored to be speaking with him. I got lost in hearing him talk and I wanted to hear more of his stories. Unfortunately, I needed to attend to my family and missed the opportunity to pull up a chair and listen to him as he had left the reception early. I have another reason to go back up North now!

The next day, although there is no entry right now into Canada, I walked up to primary inspection, past the gate, and introduced myself to the CBP Officer. I shared who I was, why I was there, and my decade of service at CBP. It turns out I hired the officer I was speaking with! When I mentioned Glenn's name, she immediately said "I know Glenn, we all do. I worked with him—incredible man." Glenn, it is people like you that I salute. I



Glenn (left) and Angela Lennartson (right).
Photo courtesy of Angela Lennartson, OHC.

respect, I honor, I appreciate you. Thank you for your service, your sacrifice, the supreme surrender of your life plans, and most of all, restoring my faith in humanity. Thank you for making me feel like home with our chance encounter, sharing your story, and gracing me with the gift of the human spirit.

Glenn's life is a true story with depth, meaning, and purpose that no headline could ever capture. He is about sacrifice, respect, service to country, living on the land the brave fought for, and living a full life with humility and wit while honoring all generations who have served—past, present, and future.

It truly is a small world we live in, whether you're 313 or 313,000 miles away. No matter your generation, I hope you are inspired to pause and open your eyes to the amazing people who make it a better place. The heroes who fight for something worth fighting for—the heroes like Glenn. I hope you go out and explore this wild, vast, beautiful country of ours and let life surprise you with your own chance encounters.

Angela Lennartson is a Senior HR Policy Analyst and the DOI Special Employment Programs Manager with the Office of Human Capital. She is based near St. Paul, Minnesota.

Remembering Fish and Wildlife Biologist Kendra Chan



Kendra and Scott Chan in Sequoia National Park, California. Photo courtesy of Vicki Moore.

Submitted by: Lena Chang, USFWS

On September 2, 2019, U.S. Fish and Wildlife Biologist Kendra Chan and her father, Scott Chan, were among the 34 passengers and crew who perished at sea in the MV Conception dive boat tragedy off the coast of Santa Cruz Island, California.

"Kendra was remarkable," said Sean Connolly, Performance Analyst and Outreach Specialist in the Fish and Aquatic Conservation Program, who hired Kendra Chan in 2016 for a Portland, Oregon-based Directorate Fellows Program (DFP) position in the Columbia-Pacific Northwest Region. "She was inquisitive, passionate about the natural world and helping people connect with it, and took on every new opportunity or challenge with gusto. I

really enjoyed working with her during the summer of 2016, and was impressed at how she created the framework for her freshwater mussel citizen science DFP project. I knew she had a bright future with the U.S. Fish and Wildlife Service (Service), or whatever else she put her mind to, and was thrilled to learn she'd gotten a job in the Ventura Fish and Wildlife Office."

After her DFP project, Kendra was hired as a Fish and Wildlife Biologist in the California-Great Basin Region's Ventura Fish and Wildlife Office in Southern California, where she made a profound impact on the people and species she worked with.

"Working to recover endangered species can be daunting, but Kendra chose to see the positive. Her curiosity, creativity,

and huge infectious smile lifted those around her to move us all forward," said Jenny Marek, Deputy Field Supervisor at the Ventura Fish and Wildlife Office.

Kendra was exceptional; she rose to every occasion and achieved successes that continue to reach widely.

Along with her work with endangered species, Kendra was a passionate advocate for diversity, equity, and inclusion. She was invited to collaborate on a regional team, which developed recommendations that are continuing to influence change.

"I worked with Kendra on issues related to diversity recruitment in our Region. Simply put, Kendra was one of a cadre of professionals whose passion,

(Continued on page 7)

Remembering Kendra Chan, continued

(Continued from page 6)

approach, and exceptionalism embodies the best of the Service. Kendra, and the approach she embraced in her work, represented the future of the Service. Though she is no longer with us, Kendra's memory continues to inspire and motivate me and others as we work to create an agency that better represents the diversity of the American public that we serve," shared Larry A. Rabin, Assistant Regional Director of Science Applications.

"I feel Kendra's passion and energy in everything I do - at work, with my family, and in the community - that is Kendra's impact," shared Nate Hawley from the National Conservation

Training Center. "She continues to remind me to slow down and appreciate life's smaller gifts, to be adventurous, to share my curiosities, and to 'fill my boots.'" Kendra was incredibly curious and inspired everyone around her to pay attention to the little things. She is remembered for flooding her boots when engrossed in investigating tidepools.

Kendra Chan was a beloved friend and colleague, and we continue to honor Kendra's conservation legacy both professionally and personally. We are currently working to dedicate coastal resource restoration and a conservation fellowship in her name for future generations. We promise to continue to flood our boots and #MakeKendraProud.



The Chan-Moore family in Sequoia National Park, California. (Left to right: Scott Chan, Kendra Chan, Vicki Moore, Kevin Chan) Photo courtesy of Vicki Moore.



Kendra Chan and her father Scott on a family trip in Tanzania. Photo courtesy of Vicki Moore.

How to Write About People With Disabilities

By: DOI Office of Civil Rights

The words you use and the way you portray individuals with disabilities matters.

Use this ADA Network factsheet for portraying individuals with disabilities in a respectful and balanced way by using language that is accurate, neutral and objective.



1. **Ask to find out if an individual is willing to disclose their disability.**
2. **Emphasize abilities, not limitations.**
3. **In general, refer to the person first and the disability second.**
4. **Avoid excessive emotion when describing people with disabilities.**
5. **Use neutral language.**
6. **Use language that emphasizes the need for accessibility rather than the presence of a disability.**
7. **Do not use condescending euphemisms.**
8. **Be sensitive to what may be considered offensive language.**
9. **When describing people without disabilities, do not use words that imply negative stereotypes of those with disabilities.**
10. **Do not use language that perpetuates negative stereotypes about psychiatric disabilities.**
11. **Remember that disability is not an illness and people with disabilities are not patients.**
12. **Portray successful people with disabilities in a balanced way, not as heroic or superhuman.**
13. **Do not mention someone's disability unless it is essential to the story.**
14. **Create balanced human-interest stories instead of tear-jerking stories.**

Source: ADA National Network



WRITE THIS:

- Person who uses a wheelchair
- Person who uses a communication device
- Person with a disability, people with disabilities
- Person who has had a stroke
- Is receiving mental health services
- Person with schizophrenia
- That person has a mental health condition or psychiatric disability



INSTEAD OF THIS:

- Wheelchair-bound, confined to a wheelchair
- Is non-verbal, can't talk
- Disabled person, the disabled
- Stroke victim
- Mental health patient/case
- Schizophrenic
- That person is mental ill/emotionally disturbed, insane

New Paid Parental Leave Entitlement

By: Joy Buhler, OHC

The Federal Employee Paid Leave Act, which was signed into law in December 2019, amended the Family and Medical Leave Act (FMLA) provision in Title 5 U.S.C. to provide up to 12 weeks of paid parental leave to covered Federal employees in connection with the birth or placement (for adoption or foster care) of a child occurring on or after October 1, 2020. The Department of the Interior's [Personnel Bulletin 20-13](#) establishes the DOI paid parental leave policy and procedures. Paid parental leave granted in connection with a qualifying birth or placement is substituted for unpaid FMLA leave and is available during the 12-month period following the birth or placement. For more information regarding paid parental leave, please refer to the [Personnel Bulletin 20-13 Frequently Asked Questions](#) and/or consult your Servicing HR Office.

USA Hire is Live at DOI!

By: Landon Mock, OHC

In June, [Executive Order \(E.O.\) #13932](#) was issued to reform and modernize how the Federal Government makes new hires. One of the key directives in the E.O. is that beginning December 24th, Federal agencies can no longer rely solely on self-report questionnaires as the only assessment tool in the hiring process. Accordingly, DOI has procured the use of USA Hire to meet this directive and strengthen our assessment and selection processes across the Department.

What is USA Hire?

USA Hire is an assessment suite built and maintained by OPM that operates within the USA Staffing system. Rather than relying on applicants' self-evaluations of their own abilities, USA Hire strengthens hiring practices by requiring applicants to demonstrate their job-related competencies.

USA Hire includes different types of online assessments that measure different competencies depending on the occupational series and grade level of the vacancy. It covers 118 occupational series (roughly 60% of hires at DOI), including HR, management and program analysis, science and engineering technician positions, engineering, contracting, IT, and more.

USA Hire measures general competencies that are harder to evaluate when using other types of assessment tools, such as teamwork, learning,

reasoning, and problem solving. USA Hire assessments can be paired with other assessment tools in order to offer a full-person evaluation of both general competencies and technical expertise.

What does this mean for me if I am a...

HR Professional

-HR professionals will be in the position to advise hiring managers on the best assessment strategy for their hiring situation. DOI's Office of Human Capital (OHC) has put together [implementation guidance](#) to help you provide direction on the range of assessment options available and the best path forward when creating a vacancy announcement.

Hiring Manager

-If you are hiring for a position that is covered by USA Hire, it will potentially speed up the hiring process (due to less time spent developing questionnaires and screening applications) and improve the quality of candidates seen on the certificate of eligibles.

Applicant

-With implementation of the E.O., applicants to Federal positions can expect to complete competency-based assessments during the hiring process moving forward. These assessments

could be automated, online assessment tools like USA Hire, subject matter expert panel interviews, providing writing samples, or completing sample assignments designed to mirror the work performed in the job. This development gives talented applicants a better opportunity to showcase their skills and expertise during the hiring process.

What's Next?

OHC partnered with OPM to host overview briefings on USA Hire for [HR professionals](#) and [hiring managers](#) in September. In October, OHC and OPM also teamed up to provide [virtual training](#) on using USA Hire within the USA Staffing system. USA Hire launched on October 1 and is currently available for filling vacancies. There is also a bevy of resources and information available on the [USA Hire Resource Center](#), including the occupational series and grades covered, frequently asked questions, and strategy guides. OHC is here to provide assistance and advise on best practices in assessment, as we move forward together to strengthen the assessment and selection process for new employees.



USA HireSM
Transforming Government One Hire At A Time

BENEFITS BRIEF

By: Joy Buhler, OHC

Your Guide to the Federal Benefits Open Season

The Federal Benefits Open Season for 2021 benefits runs from **Monday, November 9, 2020 through Monday, December 14, 2020**. Open Season is an opportunity for eligible employees to enroll, make changes, and/or cancel coverage for the Federal Employees Health Benefits (FEHB) Program, Federal Employees Dental & Vision Insurance Program (FEDVIP), and the Federal Flexible Spending Account Program (FSAFEDS) for 2021. Take a few moments during open season to review your options and make elections now for the coming year as you cannot enroll, change your enrollment, or cancel your coverage in these benefit programs outside of open season unless you experience a qualifying life event.

Rates and Benefits May Have Changed for 2021!

The U.S. Office of Personnel Management (OPM) recently announced that for plan year 2021, the average total premiums for current non-Postal employees and retirees enrolled in plans under the FEHB Program will increase 3.6 percent. If you haven't already, spend a few minutes before the end of open season to review your current plans for health, dental, and/or vision to ensure that your needs are being met for the coming year. OPM has many resources available to assist you in evaluating your benefits coverage options for 2021 such as the health insurance brochures and the Comparison Tool. More information regarding plan changes for FSAFEDS, FEDVIP, and FEHB Program may be found at [OPM's Open Season website](#).

Helpful Tips

Before you hit enroll, think about the healthcare you may need in 2021. New baby? Surgery? Losing that 20/20 vision? Higher deductible? Lower premium? Make a list of factors that can help you choose the best plan for you and family.

Are you taking advantage of the tax savings the Federal Flexible Spending Account Program (FSAFEDS) provides? FSAFEDS allows you to set aside pretax money for medical, dental, vision, and other expenses you'll pay for anyway for yourself and/or eligible family members.

Utilize the various resources to make great decisions for you and your family during this year's [Open Season](#).

**Federal Benefits
OPEN SEASON**

Sign up by

**DECEMBER
11**

OPM.GOV/OPENSEASON

Did You Receive Your Flu Shot?

As we continue to fight the COVID-19 pandemic, an annual flu vaccine is more important than ever for a myriad of reasons. It's critical to be vaccinated against the flu this year to stay as healthy as possible during the pandemic, protect people who are vulnerable, and keep hospitals from being inundated with both flu and COVID-19 patients.

Did you know that all Federal Employees Health Benefits Program health plans cover flu shots at no cost to their members? Many plans offer flu shots for children and adults at convenient locations, like retail pharmacies. So, if you haven't received your flu shot yet, please plan to get one today!

TSP Automatic Enrollment Increase



On October 1, 2020, the Federal Retirement Thrift Investment Board increased the automatic enrollment percentage from 3% to 5% of pay for all Federal Employees Retirement System (FERS), Civil Service Retirement System (CSRS), and Blended Retirement System (BRS) participants who are automatically enrolled in the Thrift Savings Plan (TSP) on or after October 1, 2020, and for BRS participants automatically re-enrolled in the TSP on or after January 1, 2021. This change will not affect the contribution rates in place for FERS and CSRS participants who were automatically enrolled in the TSP prior to October 1, 2020, or BRS participants who were automatically enrolled prior to October 1, 2020, and did not terminate their contributions.

Increasing the default automatic enrollment rate to 5% ensures that the participant receives the full amount of Agency Matching Contributions he or she is entitled to, which, in turn, will improve the participant's retirement savings outcome. More information can be found at <https://www.tsp.gov/bulletins/20-71>.



Plan Your Career Growth with My DOI Career

By: Robyn Rees, OHC

Did you know that there are almost 100 occupations on [My DOI Career](#)? Those 100 occupations represent jobs that over 80% of the DOI workforce are currently employed in.

While we continue to work on adding occupations, there are ways that you can use [My DOI Career](#) now.

1. **Thinking about your FY21 Performance Plan** and wondering what might help you continue to be successful? [Find your occupation](#), look at the Responsibilities and Strengths, and look closely at what is different at the next career level, or grade level, from where you are currently. With this information, you have a solid start for identifying growth opportunities to help you build the necessary strengths to remain competitive. Even if an Individual Development Plan (IDP) is not required, there is nothing stopping you taking control of your professional growth by creating an IDP in [DOI Talent](#).
2. **Have you ever considered a Detail or Rotational assignment?** Take a look at the [Resources](#) page and navigate the available opportunities on [DOI Career Connection](#).
3. **Wondering how transferable your skills are?** Take the [Find Your Path](#) quiz and see what else shows up. While many occupations have requirements for experience, degrees or certifications, you might be encouraged to think about how to prepare to take advantage of other opportunities in the future, by learning something about them now.

You have told us that you want to know specific steps to take to get to your targeted position. While we work to make that data available and transparent to you, please don't wait. Get started now and *plan your growth*.

[My DOI Career](#) is an online tool that assists current and prospective employees in their careers at DOI. This award-winning resource has been recognized for the [2020 Communicators Award of Distinction](#) in the Website for Government category and the [2020 Web Award for Outstanding Website](#) by the Web Marketing Association. Visit My DOI Career at www.doi.gov/careers.

Training Opportunities & Important Dates

Nov	National Native American Heritage Month
11/5	Last day to take the 2020 FEVS!
11/9-12/14	Federal Benefits Open Season
11/3	Election Day
11/11	Veterans Day (fee-free day)
11/19	DOI Career Connection Webinar
11/21	Deadline to schedule "use or lose" leave
11/26	Thanksgiving Day (holiday)
12/17	DOI Career Connection Webinar
12/25	Christmas Day (holiday)
1/1	New Year's Day (holiday)
1/15	Last day of the Combined Federal Campaign
1/18	Martin Luther King Jr. Day (holiday)
Feb	African American History Month
2/12	Lunar New Year
2/15	Presidents' Day (holiday)

More online:

- [DOI Career Connection](#) - Find or create short-term broadening, detail, or lateral opportunities across DOI.
- [My DOI Career](#) - Current & prospective DOI employees can use this online tool to learn about various occupations and navigate their careers at DOI.
- [DOI University Course Catalog](#) - DOI University delivers a wide range of courses available to all Federal employees and members of tribal governments.
- [DOI Talent](#) - Employees can find courses and transcripts in DOI Talent.
- [Center for Leadership Development \(CLD\)](#) - CLD curriculum establishes a single, standardized framework for federal HR practitioners.
- [OPM Federal Training and Development Wiki](#) - The OPM Wiki was created for Federal government training and development practitioners.
- [EEOC Training Institute](#) - Ideal training for anyone interested in EEO issues and practices affecting the federal workplace.

Shout-Out!

Want to recognize a DOI employee? Send your stories and photos to doi_office_of_human_resources@ios.doi.gov.



Congratulations to NPS Chief Director of Youth Programs **George McDonald** for receiving the [Robert G. Stanton Award](#). This honor was presented by former NPS Director Stanton and hosted by the Clemson University Institute for Parks.



Interior was recognized by Forbes as one of the [2020 Best Employers for Veterans!](#)



LaTanya Anderson, Associate Director of DOI Professional Development Program Management Office with DOI University, was recently featured on the University of Maryland's Alumni Blog in a piece called, "[LaTanya Anderson '92: Redefining Career Development.](#)"