



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

May 18, 2021

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: Updates to Implementation of EO 13932 and PB 20-21

On May 7th, 2021, the U.S. Office of Personnel Management (OPM) released [interim guidance](#) for the implementation of [Executive Order \(EO\) 13932](#). This EO requires agencies to use an assessment tool that is not solely dependent on candidate self-evaluations (e.g. multiple-choice occupational questionnaires) to be considered qualified for referral. This requirement is in accordance with [best practices in assessment and selection practices](#) and is an [evidence-based strategy](#) for improving quality of hires. OPM is extending the deadline for implementation of the above requirements to December 31, 2021, to allow additional time for agencies to develop effective, long-term assessment strategies.

Due to the flexibility the guidance allows, the Office of Human Capital (OHC) is extending the implementation of the requirements of [Personnel Bulletin \(PB\) 20-21](#) (Requirements for Assessment Practices During the Selection Process) to December 31, 2021. During this time, Servicing Human Resource Offices (SHROs) must continue to develop and implement their action plans and should use an assessment approach compliant with the EO to the fullest extent possible. For examples of assessment tools and strategies meeting this criteria, please consult the DOI [Assessment Practices Guide](#). For situations where EO-compliant assessment tools are not yet available or practical (e.g. temporary seasonal hiring), self-report assessments may be used.

SHROs are still encouraged to use USA Hire when the criteria from the Assessment Practices Guide are met. If these criteria are met, but USA Hire is not used, a valid, EO-compliant alternative assessment must be used. The only exception to this requirement is for temporary or term hires. Continued utilization of USA Hire, when appropriate, will allow the Department to evaluate how to best incorporate this assessment tool into the selection process going forward.

SHROs must work to establish long-term assessment strategies, taking into account multiple hiring scenarios (e.g., time-limited vs. permanent positions, hiring for higher graded vs. entry level positions, etc.), in order to be fully compliant with the EO and PB

beginning January 1, 2022. This may include procurement of assessment tools or acquisition of staff dedicated to the development of assessment tools or strategies.

Throughout 2021, DOI's Assessment Practices Working Group will continue to share and evaluate strategies and successful practices for assessing candidates for common occupations and hiring scenarios (e.g., which assessment strategies are working well for entry level positions, higher graded science positions, seasonal positions, etc.). Engagement from all bureaus in the working group is critical to ensure the long-term success of hiring practices across the Department. For information about the working group, please contact Elizabeth_Koman@ios.doi.gov.

Additional Resources Available

For additional assessment resources, please visit the DOI Assessment and Selection website and the USA Hire Resource Center.

- DOI Assessment and Selection website: <https://www.doi.gov/pmb/hr/assessment>
USA Hire Resource Center:
https://help.usastaffing.gov/ResourceCenter/index.php/USA_Hire_Resource_Center