Memorandum

To: Bureau Human Capital Officers  
    Bureau Human Resources Directors

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

Subject: Updated Assessment Implementation Guidance for EO 13932

The U.S. Office of Personnel Management (OPM) has issued updated interim guidance for Executive Order (EO) 13932 on Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates. Full implementation has been delayed until December 31, 2022. Per OPM’s updated guidance, agencies will:

- Meet quarterly with OPM for assessment practice progress check-ins.
- Comply with the requirements of the EO for at least 50% of applicable vacancies by May 30, 2022.
- Fully comply with the requirements of the EO by December 31, 2022.

Servicing Human Resources Offices (SHROs) across DOI have made significant progress across the board in improving assessment practices to date, including expanding the utilization of non-self-report assessment tools by over 14,000% from FY20 to FY21 (leading all Federal agencies in progress)! Requiring applicants to demonstrate their job-related knowledge, skills, abilities, and competencies is not only a hiring best practice, but it is also a more equitable approach to hiring than relying solely on applicant self-evaluations. Kudos to SHROs and bureau leadership for leading this charge and ensuring we are hiring based on ability and using valid, competency-based assessments.

SHROs should continue to rely on the interim assessment guidance issued by this office in May 2021. Specifically, SHROs must:

- Continue to develop, refine, and implement their action plans using an assessment approach compliant with the EO to the fullest extent possible.
- Utilize USA Hire or another valid, EO-compliant alternative assessment when the criteria for USA Hire use listed in the DOI Assessment Practices Guide are met.
SHROs should focus these assessment-related efforts on permanent, General Schedule positions within the competitive service. Positions in the Federal Wage Grade system, positions in the excepted service, and time-limited positions (i.e., temporary and term appointments) may be filled using a self-report assessment approach and do not require a second-level assessment (e.g., USA Hire, Subject Matter Expert Panel Review).

Throughout 2022, 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, 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.

An updated version of DOI’s Assessment Practices Guide and a revised personnel bulletin replacing PB 20-21 are expected to be issued by the Office of Human Capital closer to May 30, 2022.

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](https://www.doi.gov/pmb/hr/assessment)
- DOI Competency Library: [https://www.doi.gov/pmb/hr/competency-models](https://www.doi.gov/pmb/hr/competency-models)