

InHRQuarterly

INFORM | INNOVATE | INSPIRE



In this issue:

Parental Leave

Classification Corner

Human Trafficking Awareness

DOI Unified Regions

Workers' Compensation

Employee Spotlight

Goal Setting for the New Year

Born in the Year of the Rat

Policy Preview

Message from the Director

Happy New Year! We hit the ground running in 2020 and we don't anticipate things slowing down here in the Office of Human Capital (OHC). Our office has been working collaboratively with DOI Bureaus and Offices to implement some major initiatives to modernize and streamline processes. We aim to make DOI a more effective and efficient workplace, so employees can better focus on fulfilling the Department's important mission and serve the public.

Starting this issue, we will include a recurring "Policy Preview" section so DOI employees can hear about what's new in HR policy. OHC is continuously reviewing and updating policies and we hope this section of the newsletter will provide a snapshot of policies to keep fresh in your mind.

I'm incredibly eager to share about the exciting initiatives we've been working on—but we're not quite ready to let the cat out of the bag! We guarantee these opportunities will enhance employee engagement, communication, and professional development across the Department. Be sure to keep an eye on your inbox as we launch these resources to all employees. We have an open door policy here in the Office of Human Capital and we always welcome your feedback to make DOI the Best Place to Work!

From the Office of Human Capital, thank you for your service and dedication to our mission and enjoy this issue!

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



Federal Employees to Receive 12 Weeks of Paid Parental Leave

By: Joy Buhler, DOI

On December 20, 2019, President Donald J. Trump signed into law a major new addition in the compensation and benefits package for Federal civilian employees as part of the National Defense Authorization Act (NDAA) for Fiscal Year 2020. The new law applies up to 12 weeks of paid parental leave taken in connection with the birth or placement of a new child **on or after October 1, 2020**.

The U.S. Office of Personnel Management will issue necessary regulations and guidance to implement this legislation. Once those regulations are finalized, employees can anticipate the issuance of additional Departmental policy regarding the procedures for utilizing this new leave flexibility.

If you have a question or would like further information about the new benefit, please contact your servicing human resources office.



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Editorial Team:

[Jennifer Ackerman](#)
Editor-in-Chief

[Martin Pursley](#)
Deputy Editor

[Kelly Sewell](#)
Content Director

Contributors:

National Park Service
Office of Human Capital
Office of Law Enforcement and Security
Office of Policy, Management and Budget

Deadlines:

The submission deadline for the May issue is **April 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](#).

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Classification Corner

By: Renae Lockwood, DOI

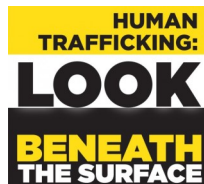
Have you heard that Secretarial Priorities 2020 identifies the enhancement of time-to-hire and quality of hire through the standardization of position descriptions (SPDs); consistency of classification processes across the Bureaus/Offices; and the accessibility of SPDs across the Department?

This high-priority initiative is being led by the Office of Human Capital (OHC) with collaboration from Bureaus/Offices' volunteers – thank you for volunteering!

This new workgroup, the Inter-Bureau Expert Team (I-BET), is comprised of intermediate-senior level classifiers and technical subject matter experts. The workgroup will create SPDs for mission critical and high-density occupations within the Department of the Interior (DOI).

Within DOI, mission critical occupations (MCOs) represent approximately 40% of our professional/technical workforce. To date, the OHC has issued eighty-six (86) SPDs, and they include the Wildland Fire, Information Technology (IT), Acquisition, Financial Systems Security, Accountant, and Financial Specialist. Additional MCOs currently being evaluated include the following occupational series: 0025, 0083, 0401, 455, 462, 802, 810, 881, 1313, 1315, 1350, 1801, 1811, 2151, 110, 201, 511, 1102, 1109, 260 and 340.

Also coming soon – a new DOI SPD library. Stay tuned!



January was National Slavery & Human Trafficking Prevention Month

Human Trafficking is a domestic and global problem and can include U.S. or Foreign Nationals. You can be an advocate for ending sex or labor trafficking by learning about potential use of these victims in manufacturing or assembling food and other products (e.g., coffee, tea, shoes, clothing). Try to avoid suppliers who use victims of human trafficking. Look beneath the surface in places including:

- DOI Lands - recreational facilities
- Casinos
- Construction sites
- Hotels
- Truck stops
- Factories
- Bars and restaurants
- Massage businesses
- Large sporting events
- Nail / beauty salons

Learn some of the “red flags” of human trafficking by taking *Human Trafficking Awareness Training*: <https://www.dhs.gov/blue-campaign/awareness-training>.

Contact the Office of Law Enforcement and Security: DOIVAP@ios.doi.gov if you want to learn about additional training available.

DOI Unified Regions

WHICH REGION ARE YOU IN?

In August 2018, the DOI reorganized from 49 regions across 8 bureaus to 12 unified Interior Regions. Do you know which Region you are in?



In August 2019, Secretary Bernhardt appointed [Field Special Assistants](#) (FSAs) to serve as regional coordinators to help the Department meet the goals of the reorganization. Find the name of your FSA [on the DOI Reorganization webpage](#).

WHY REORGANIZE?

Here are a few reasons why this change is so important:

- Reorganizing from 49 regions across 8 bureaus to 12 Interior Regions promotes greater efficiency, accountability, collaboration and consistency among our bureaus;
- Reorganization makes joint problem-solving and improved coordination between our bureaus and local partners easier, improving the experience for the customer, whether that is a government agency, permit seeker, or landowner;
- Reorganization facilitates opportunities for DOI employees to gain knowledge and resources across bureaus and enhances their career pathways;
- Improving our business practices and processes makes it easier to hire people, make purchases, and have working technology; and
- The Department maintains rigorous and transparent scientific standards, so we are better positioned to collaborate across bureaus on core mission areas of conservation, recreation and permitting.

HOW YOU CAN HELP

Support Regional rebranding to reflect our new organizational structure by displaying signs in your facilities, using Interior Region letterhead for official correspondence, and transitioning to new business cards and email signatures that let partners know you are part of an Interior Region. You can find guidance and templates for letterhead, business cards and signs on [Microsoft SharePoint](#).

Please share your thoughts by contacting us at reorg@doi.gov or through the [DOI Reorg](#) feedback page. Visit the Interior Reorganization website at www.doi.gov/employees.reorg for more information.

Workers' Compensation

By: Janet Jacobs, DOI

When an employee sustains a work-related traumatic injury that requires medical examination or treatment, authorized personnel (supervisor or workers' compensation coordinator) should complete the first page of the *Authorization for Examination and/or Treatment* (Form CA-16) within 4 hours of the claimed injury. If there is doubt whether the employee's condition is related to the employment, this should be indicated on the form.

If an employee reported an injury several days after the fact, or did not request medical treatment within 24 hours of the injury, a CA-16 may still be issued. Use discretion in issuing authorizations for delayed reporting or medical care. A CA-16 should not be issued if more than a week has passed since the injury.

Further questions or concerns should be directed to your workers' compensation coordinator or your bureau's [Workers' Compensation Program Manager](#).

Rules and Reminders:

- Only one CA-16 can be issued to the employee for each work-related injury.
- The CA-16 must contain the full name and address of the qualified physician or medical facility authorized to provide service. The authorizing official must sign and date the form.
- The employee is entitled to select the initial treating physician. The medical provider must meet the definition of 'physician' under Federal Employees' Compensation Act. Medical providers should be a participating provider with the Department of Labor Office of Workers' Compensation Program (OWCP) Medical Bill Processing Contractor in order to receive payment.
- Form CA-16 authorizes treatment and guarantees payment to the original treating physician (or any physician or medical provider to whom the employee was referred by the original treating physician for additional testing, specialized treatment or medical care) for 60 days from the date of injury, unless OWCP terminates the authorization sooner.
- The completed CA-16 front page should be sent to the workers' compensation coordinator as soon as possible. The form should be

faxed to OWCP with the issued case number.

- Do not wait for the second page of the CA-16 before faxing the first page to OWCP. The second page *Attending Physician Report* can be uploaded through the Employees' Compensation Operations and Management Portal (ECOMP) system when received.
- A simple exposure to a workplace hazard, such as an infectious agent, does not constitute a work-related injury. Therefore, a CA-16 should **not** be issued to authorize medical testing for an employee who has merely been exposed to a workplace hazard, unless the employee has sustained an identifiable injury or medical condition as a result of that exposure.

Note: The CA-16 is not valid if it is not returned to the workers' compensation coordinator and faxed to OWCP. The OWCP case number must be included on the form.

For more information regarding the Workers' Compensation program, please visit <https://www.doi.gov/workerscompensation/>.



W I L D L A N D F I R E
THANKS!
H I R I N G E V E N T



DOI held a successful hiring event on February 22-23, 2020 in Bakersfield, CA. The goal for this event was to streamline recruitment and quickly fill dozens of wildland fire vacancies in Arizona, California, Montana, New Mexico, Nevada, Oregon, and Wyoming. During the event, hiring officials from the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, and U.S. Fish & Wildlife Service were available on-site to answer questions, review resumes, and help job seekers navigate the application process. The hiring event resulted in over 200 attendees, 120 interviews conducted, 700 applications reviewed, and 80 tentative offers made—all within 5 days of the job opportunity announcement posting! Many thanks to the Office Wildland Fire, Office of Human Capital, Office of Communications, BIA, BLM, NPS, and USFWS for your support and coordination for this event!

Employee Spotlight: Angela Lennartson

Angela Lennartson is a Senior HR Policy Analyst (Staffing) and Agency Special Employment Programs Manager with the DOI Office of Human Capital. Angela is located near Minneapolis, Minnesota.

How did you join the DOI family?

I started in my position in January 2020. However, when I was employed with the Department of Homeland Security, I was involved with the MN Federal Executive Board (FEB) for seven years and DOI was their sponsoring agency!

How would you describe your job to a child?

I'd explain I play a role in assisting the agency to employ talented people to carry out their work functions so the children can enjoy and appreciate the ability to participate in those activities.

What's the most rewarding part of your job?

I really enjoy being of service to officials that are relying on me to provide them an accurate interpretation of human resources policies and procedures; and creating and delivering strategic staffing programs that fulfill their unique mission needs. In the staffing arena, offering an applicant a career with Federal service is always a very rewarding aspect.

Share a personal or professional accomplishment you're most proud of.

I was humbled to have been chosen to participate in the highly competitive *Partnership for Public Service Emerging HR Leaders Program*. In this cohort, I gained a wealth of valuable knowledge that to this day serves me well in my career. Since graduating from the program, I continue to maintain professional relationships and collaborate with the individuals in my cohort.

What's one thing that many people do not know about you?

Although I hail from the land of 10,000 lakes (11,842 to be exact), and participate in many watersports, I don't know how to swim!

What kind of opportunities have you had to grow in your career at DOI?

As a new transfer, I am still learning the ropes. I am very excited that my position

is quite diverse which affords me the opportunity to not only expand my knowledge, but also the ability to leverage partnerships (people) and functionality (programs) through my daily responsibilities.

How does your work challenge you personally/professionally?

I am learning new ways of "doing business" as I learn the culture through interpersonal interactions. As a result, my intrapersonal communications are adapting to best fit the approaches and style of the agency.

If you were Secretary for a day, what would you do?

I'd want to meet as many people as I could! I enjoy connecting with others and learning about what makes them, "them."

What advice would you give to a DOI newbie?

Be patient with yourself as you learn. When you ask questions, return the favor by offering to assist your colleagues. Build coalitions. Take notes. Be proud to be selected into a dedicated family!

Do you have a motto or personal mantra?

I'm a quotation collection junkie but my two favorites have always been: "This

grand show is eternal. It is always sunrise somewhere; the dew is never dried all at once; a shower is forever falling; vapor is ever rising. Eternal sunrise, eternal dawn and gloaming, on sea and continents and islands, each in its turn, as the round earth rolls." by John Muir and "Ask her what she craved, and she'd get a little frantic about things like books, the woods, music. Plants and the seasons. Also freedom." by Charles Frazier.

What is your favorite blog/podcast/show at the moment?

My favorite blogs are *Oh She Glows* by Angela Liddon and *Green Smoothie Girl* by Robyn Openshaw.

What's the trick to maintaining a healthy work/life balance?

Viewing your career as something you get to do rather than something you have to do. Exercising the brain is just as important as exercising the body, so I always try to make it enjoyable. I have been known to sit or stand in yoga poses while typing or talking without even realizing it! When you engross yourself, you enrich yourself. I also operate from a positive mindset; the human element is a priority and we are all doing the best we can; because in the end "we're all just walking each other home."



Goal Setting for the New Year



By: Landon Mock, DOI

This time of year, a multitude of people embark on the task of setting their New Year's Resolutions. If the diminished crowds at the gym in February are any indication, many of these aspirations tend to fizzle out before spring. Luckily, there are some tried-and-true takeaways from goal setting theory that can help ensure you set and reach meaningful goals, both personally and professionally.

Researchers have studied goal setting as a mechanism for affecting satisfaction and performance for decades. Goals affect performance in several ways: by directing attention towards goal-related activities, stimulating added effort, cultivating persistence, and leading to innovations in accomplishing goal-related tasks¹. Setting goals also helps define for individuals what an acceptable level of performance looks like, which increases self-regulation (the degree to which people modify and control their own behavior)². In addition to performance outcomes, researchers have also found that progress in obtaining difficult goals leads to increased positive emotions and decreased negative emotions³.

In order to experience the positive outcomes associated with setting goals, it is important to set the right kinds of goals. Generally, goals should be specific and difficult⁴, but goals must also be attainable⁵. If learning a new skill, having a mastery or learning goal orientation (as opposed to performance-oriented goals) tends to lead to better performance⁶. Regardless of the type of goal set, establishing timelines or milestones improves success in attaining the goal⁵.

Goal setting research also provides several considerations for managers. First, commitment is key: individuals must own their goals⁵. For this reason, participative goal setting (allowing individuals to choose their own goals) leads to setting more challenging goals and achieving better performance, provided that individuals have familiarity with the work on which they are embarking⁷. Additionally, it is important to provide (or receive) feedback on goal progress⁸ to ensure individuals are staying on the right track. Research also shows that individuals are least effective in pursuing goals in which they have little to no prior experience or training or that have high levels of pressure to perform well or to perform well immediately⁸. In these situations, it may be useful for managers to provide extra guidance to employees in how to approach unfamiliar or high-pressure tasks.

Federal employees can utilize a helpful tool to put these theories into practice. The Individual Development Plan (IDP) assists employees in career and personal development, improving current job performance, and having an ongoing conversation with their supervisor about their professional goals. DOI Talent makes it easy to find learning opportunities and manage your IDP in the online platform.

In conclusion, there are some key features common to successful goals. Setting specific, difficult, but attainable goals, and ensuring the proper support system is in place for goal achievement can lead to better success in reaching new achievements and in holding to those New Year's Resolutions.

¹Locke, E. A., & Latham, G. P. (2002). Building a practically useful theory of goal setting and task motivation: A 35-year odyssey. *American Psychologist*, 57, 705-717.

²Latham, G. P., & Locke, E. A. (1991). Self-regulation through goal setting. *Organizational Behavior and Human Decision Processes*, 50, 212-247.

³Wiese, B. S., & Freund, A. M. (2005). Goal progress makes one happy, or does it? Longitudinal findings from the work domain. *Journal of Occupational and Organizational Psychology*, 78, 287-304.

⁴Locke, E. A., & Latham, G. P. (2006). New directions in goal-setting theory. *Current Directions in Psychological Science*, 15, 265-268.

⁵Lunenburg, F.C. (2011). Goal-setting theory of motivation. *International Journal of Management, Business, and Administration*, 15 (1), 1-6.

⁶Mesmer-Magnus, J., & Viswesvaran, C. (2007). Inducing maximal versus typical learning through the provision of a pretraining goal orientation. *Human Performance*, 20(3), 205-222.

⁷Latham, G. P., & Locke, E. A. (1979). Goal setting – A motivational technique that works. *Organizational Dynamics*, 8, 68-80.

⁸Locke, E. A. (1996). Motivation through conscious goal setting. *Applied & Preventative Psychology*, 5, 117-124.

Born in the Year of the Rat

By: Barbara Green, NPS

I am rat. Yes, I am acutely aware of what type of imagery that may conjure up, yet I don't mind being called a rat. A rat, in the Chinese zodiac, is outgoing, cheerful and socializes well with diverse groups, along with being clever and quick thinkers. Rats are also known to be frugal, instinctive, alert and adaptable. Oh, and the rat is the first zodiac animal in the Chinese horoscope and who doesn't like being first?

I am biracial and I am proud of my background, yet I will admit to having a special affinity for the Asian in me. In my appearance, my mother's Korean genes are more prominent than my father's Irish genes, and although I will drink green beer to celebrate St. Patrick's Day, I am more inclined to eat kimchee regardless of what the occasion may be.

My New Year's resolutions do not commence on January 1st. Instead, I attempt to adhere to any resolutions I make in good faith on the Lunar New Year. I rather enjoy having a bit more time before I determine what I should resolve to do, and before I implement those resolutions, I will indulge in *tteokguk* (rice cake soup).

For Koreans, the Lunar New Year is like a birthday celebration, and once you finish eating *tteokguk* in the new year, you are one year older. The Lunar New Year is spent preparing a lot of food and spending time with family. It is

also a three-day celebration – the festivities begin the day before, the day of and the day after. Family, food and fun for three days? Count me in.

As a rat, I consider myself to be in a good company since my fellow rats are Prince Harry, Scarlett Johansson and Dwayne "The Rock" Johnson, to name a few. And Rosa Parks, known as the first lady of civil rights and the mother of the freedom movement, a revered and respected activist, was also a rat.

In Chinese astrology, people in their birth zodiac year are said to incur bad luck and astrologers caution them to pay attention to their conduct in the 12th year of their lives. It is also believed wearing red and jade will ward off bad luck. So, the next time you see me, I may be wearing the red sweater my husband bought for me with the jade jewelry my mother gave to me...just in case.

Cheers to my year, since this is the Year of the Rat, and Saehae Bok Mani Badeuseyo (Happy New Year). Here's to a new decade and please excuse this rat while I dash off to the Korean market to buy an abundance of *tteokguk* ingredients.

Barbara Green is an Equal Opportunity Manager with NPS Region 11 in Anchorage, AK and a member of the [Federal Asian Pacific American Council DOI](#) (FAPAC-DOI) employee resource group.



Right: Barbara Green (right) celebrates Lunar New Year with her son. Left: Tteokguk is a traditional dish eaten on New Year's Day. Photo courtesy of Barbara Green, NPS.

Training Opportunities & Important Dates

FEB	African American History Month
2/17	President's Day (holiday)
2/19	DOI Black History Month Celebration
MAR	Women's History Month, Irish-American Heritage Month, Deaf History Month
3/3	Interior (1849) and USGS (1879) Birthdays
3/6	Employee Appreciation Day
3/6	BIA's Birthday (1824)
3/9-13	National Wildlife Week
4/15	Deadline for May newsletter submissions
4/23	Take Our Daughters and Sons to Work Day
MAY	Asian Pacific American Heritage Month, Older Americans Month, Jewish American Heritage Month
5/11-14	FAPAC National Leadership Training Program

More online:

- [Computer/Electronic Accommodations Program](#) - View CAP training modules to learn how to hire employees with disabilities and provide reasonable accommodations.
- [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.

POLICY PREVIEW

Here's a sneak peek at the latest policies and guidance coming out of the Office of Human Capital. Visit doi.gov/elips to find all DOI policies.

- [112 DM 15 Office of Human Capital \(10/23/2019\)](#) - Renamed the Office of Human Resources to the Office of Human Capital
- [PB 19-07 Direct Hire Authority for Information Technology Positions \(06/10/2019\)](#) - Establishes a direct hire authority (DHA) for Information Technology positions in the GS-2210 series.
- [PB 19-09 Supplemental Qualifications for GS-0401, Fire Management Program \(07/31/2019\)](#) - Clarifies policy and procedures for evaluating qualifications for GS-0401 Fire Program Management Specialist positions within DOI.
- [PB 19-10 Human Capital Accountability and Program Evaluation \(09/16/2019\)](#) - Updates the Human Capital Accountability and Program Evaluation Policy from five human capital systems to four.
- [PB 19-11 Direct Hire Authority, Wildland Fire \(08/30/2019\)](#) - OPM issued a direct hire authority in support of the 2019-2020 firefighting seasons and assists DOI in meeting staffing requirements.
- [PB 19-12 Wildland Fire Program Standard Position Descriptions, Batch 4 \(09/04/2019\)](#) - Establishes DOI standard position descriptions (SPDs) for temporary and/or seasonal Wildland Fire positions.
- [PB 19-13 Changes to 370 DM 451.2, Performance Awards \(09/20/2019\)](#) - Modifies DOI policy for performance rating-based awards under the four-level system.
- [PB 19-14 SPDs for IT Systems Administration \(09/26/2019\)](#) - Establishes DOI SPDs for supervisory and non-supervisory IT Specialists (SysAdmin).
- [PB 19-15 Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Use of Taxpayer Funded Union Time \(10/17/2019\)](#)
- [PB 19-16 Changes to 3070 DM 451.5, Non-Monetary Awards \(10/15/2019\)](#) - Modifies policy governing non-monetary awards.
- [PB 19-17 Wildland Fire Program SPDs, Batch 5 \(12/06/2019\)](#) - Updated SPDs for wildland fire positions within DOI.