# DOI Secretarial Order – Hiring Approval for Positions at GS-13 and Above

On January 20, 2021, Scott de la Vega, Acting Secretary, issued DOI Secretarial Order (SO) [3395](https://www.doi.gov/sites/doi.gov/files/elips/documents/so-3395-signed.pdf), “Temporary Suspension of Delegated Authority”. Included in this SO is the temporary suspension of our delegation to appoint, hire, or promote personnel at or above the GS-13 grade level.

For the next 60 days, unless otherwise modified, requests to appoint, hire, or promote personnel at or above the GS-13 grade level must be approved by Rachael Taylor, Senior Advisor to the Secretary, Exercising the Delegated Authority of the Assistant Secretary - Policy, Management and Budget. This SO does not apply to temporary or career ladder promotions.

We are following DOI’s implementation guidance and working to identify all current hire actions in progress within HR Operations and impacted by the SO. HR Operations will send the required information to the Department on the 1st and 15th of each month. The February 1st submission will contain all hire actions in progress meeting the criteria. Subsequent submissions will contain any new hire actions received within HR Operations that meet the criteria.

At this time there is no action required on your part beyond your normal role in the internal approval and hire process, i.e., submitting hiring approval requests through your Associate Director, submitting hiring documents to HR, and working with the Servicing Specialist on your hire action. Work will continue on all hire actions we currently have within HR Operations up to the point of making a tentative job offer. At that point, an offer can only be made if we have received approval to hire from Senior Adviser Taylor.

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## Questions?

If you have questions please contact your [Servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).