



U.S. Department of Justice

Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

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MEMORANDUM FOR CHIEF EXECUTIVE OFFICERS

FROM: Colette S. Peters
Director

SUBJECT: 2024 Hiring Initiatives

We made positive strides in 2023 with almost 3,000 new hires to the Federal Bureau of Prisons (FBOP). While our number of separations decreased, our net gain of new staff was nominal. Accordingly, we are expanding our strategies for tackling the ongoing staffing crisis. In calendar year 2024, we are committed to using existing and new strategies with a goal of increasing Correctional Officer staffing to 100% and overall staffing to 93%.

For the remainder of 2024, we are adopting two additional strategies – a renewed commitment to external hiring and, where possible, over hiring for custody, medical, psychology and First Step Act (FSA) positions. Both strategies are effective immediately.

Renewed focus on external hiring: Any position that can be filled externally (outside of FBOP), must first be announced externally before it can be announced internally. Our goal is to expand our applicant pool to the greatest extent possible this year. We need to onboard new employees to increase staffing levels and stabilize our workforce.

Career Advancement for our employees remains a priority and a commitment. At the same time, we must address employee concerns regarding our current staffing levels. Under this initiative, current employees may apply to external announcements, and will be considered for selection, consistent with merit systems principles and selection procedures.

The external-first hiring requirement will not be applied to the following positions which are not currently announced externally: Lieutenant, Captain, Assistant Department Head, Department Head, Associate Warden, and Warden.

Over hiring where possible: Our goal is to hire all qualified applicants for custody, medical, psychology, and FSA positions. In order to ensure that we are hiring as many qualified applicants

as possible, Regional Directors have been authorized to fill as many custody, medical, psychology, and FSA positions as possible irrespective of allocated positions. The Associate Deputy Director will be working closely with Regional Directors, Human Resource Management Division, and Administration Division to ensure that we maximize hiring while remaining within budget.

In addition, each region will establish a regional team of employees, determined through an application process, to serve as a "travel response team" to support institutions with the highest vacancies within their region.

In order for this initiative to be successful and for each institution to meet our hiring goal, Human Resource staff will be waived from augmentation for the next 90 days. Future waivers for the HR Department will be considered consistent with hiring activity and need.

Finally, we continue to work with the Department and the Office of Personnel Management (OPM) to identify new tools and approaches to filling critical positions at FBOP.